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Acting Headteacher Anna Elkin

15<sup>th</sup> July 2020

Dear Parents/Carers

### **Arrangements for September 2020**

We are delighted to confirm that from Wednesday 2nd September, all children will be returning to school. We are very much looking forward to welcoming all of our children back after what has been a very unprecedented few months. It is now time to optimistically look forward, creating a 'new normal' and rebuilding our wonderful school community.

I appreciate that this is a very long communication, however it contains extremely important information for the safety of our pupils, staff and wider community, therefore I thank you, in advance, for reading it.

After careful consideration, and in line with Government guidance, this letter will outline the systems and processes that we will be following from September to ensure that we are COVID compliant and that staff, pupils and parents remain safe.

### **'Bubbles'**

Children will remain in their class 'bubbles' at all times during the school day and contact between bubbles will be limited. Registers will be taken as usual (AM and PM) and the office staff and headteacher will follow up any absence. Attendance will be monitored and recorded and all processes around attendance will continue as usual.

### **Daily Systems and Processes**

Most systems and processes will operate in the same way that they do now. However, there are some slight changes, which are indicated below:

### **Drop-off & collection**

Classes will continue to enter and exit the building via allocated points, to ensure that we are controlling the amount of people on site and movement around the building.

Drop off and collection times will be staggered as follows:

Year Group	Drop off	Collection	location
Reception	9:05-9:10	3:05	Reception side gate
Year 1	9:05-9:10	3:10	KS1 side gate
Year 2	8:55-9:00	3:15	KS1 side gate
Year 3	8:55-9:00	3:20	Fast club door
Year 4	8:45-8:50	3:15	Fast club door
Year 5	8:45-8:50	3:15	KS2 gate
Year 6	8:50-8:55	3:20	KS2 gate

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All children will be collected from the location points above and a member of staff will greet them at each entrance and escort them to their respective classrooms. If you have more than one child, your drop off/collection times and entrances/exits will be determined by the youngest sibling – please collect your oldest child from the office. To ensure social distancing, we insist that only one person drops off/collects. In addition, to minimise the amount of people on school premises, it is extremely important to stick to your allocated time. However if you have to wait on school premises, please ensure that you use all of the outdoor space and socially distance.

### **Car Park**

- You will understand from the information above that, in September, there will be almost 100 children accessing the building from the car park entrance and therefore, for the safety of those children, we respectfully remind you that it is forbidden to use the car park during school hours.

### **Breaktimes and lunchtimes**

- Breaktimes and lunchtimes will be staggered to ensure that children stay with their own year group and do not mix with any other children across the school
- Each year group will have their own designated outdoor space for each social time
- Children will be encouraged to play non-contact games and we will encourage social distancing between children as much as is possible to do so
- As there will be no toast or fruit deliveries, we ask parents to provide children with a healthy snack for breaktimes (no chocolate/crisps please)
- Children will eat their lunch in their own classrooms
- Parents can provide children with their own packed lunch or they can order a school dinner as normal.
- Children in reception, KS1 and those entitled to free school meals will be provided with a school meal if required and should be ordered by the parents in the usual way.

Please be aware that, where playgrounds are shared between bubbles, cones/tape will be placed on the playground prior to each playtime to separate the space into two. Teachers/TAs will monitor movement through corridors when children are transitioning from classrooms to outdoor areas. To minimise bubbles mixing in shared areas during playtimes, classes will enter and exit through fire doors onto the playground.

### **Classroom Organisation**

- Each child will have a shared desk and desks will be placed in rows so that all children are facing the front of the classroom. For continuous provision activities in reception, children will engage in activities from one side of the table only.
- Each child will be provided with their own equipment so no sharing is required.
- We will not allow children to bring their own pencil case and equipment into school.
- Where sharing of resources may be unavoidable, including P.E equipment, children will be required to wash their hands before and after use and equipment will be cleaned thoroughly after use.
- Regular hand-washing will be encouraged throughout the school day
- Only two children will be able to use the toilets at a time
- Children in each year group must only use their own allocated toilets throughout the school day
- School bags, other than a lunch bag, will not be permitted in school. Each child will have a zipped pouch on their desk with all of the resources needed for their learning. This will be kept in school and wiped clean every night.
- Coats will be stored on pegs as usual, but staff will monitor the number of children who have access to corridors at any one time.
- When children enter the building in the morning, the staff members will monitor numbers of children entering and ask children to wait outside when it is becoming unmanageable to maintain social distancing.

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- Lessons will be taught in the usual way using the usual timetables. Teachers will teach a broad and balanced curriculum, but will use their professional judgement as to how much time is spent on core subjects. This will be determined by baseline assessments, which will take place at the beginning of September.

### **Social Distancing & Hygiene**

- Regular handwashing will be practiced, including the beginning and end of the school day
- Hand sanitiser dispensers located around the school must be used by all staff and visitors on entry into the school.
- Classrooms will be cleaned thoroughly each day and throughout the day for contact surfaces – desks, doors handles etc
- Resources, such as books, will be shared within a bubble.
- Where resources cannot be cleaned, they will be left for 48 – 72 hours before being used again.
- There may be times (if social distancing is not possible) where staff choose to wear protective shields
- Parents are asked to practice social distancing when on the school premises.
- Only one parent will be allowed into the school office at a time.
- There will be no use of the staff toilets by parents/children
- If a parent needs to speak with the class teacher, we ask that this is done via telephone or email where possible. Where this isn't possible, this needs to happen outside the school building at a 1m plus distance.

### **Response to Symptoms & Infection**

As a school, we will engage with the NHS test and trace system. This means ensuring that staff members and parents and carers understand that they will need to be ready and willing to:

- book a test if they/or their child are displaying symptoms - staff and pupils must not come into the setting if they have symptoms, and must be sent home to self-isolate if they develop them when at the setting - all children and young people can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

We will ask parents and staff to inform us immediately of the results of a test:

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating and return to school.
- if someone tests positive, they should follow the 'Stay at home: guidance for households' and must self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell or taste

If pupils or staff do test positive for coronavirus, we will contact the health protection team and they will carry out a risk assessment to determine our next steps as a school. This could mean that certain areas of the school will need to be deep cleaned (leading to partial closures) and 'bubbles' of children could be asked to self-isolate.

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Where a pupil presents with symptoms in school, the following actions will need to take place:

- The child will be taken to the medical room.
- The child's parent will be contacted and they must be collected from school immediately
- The child will be supervised by an adult, who will be asked to wear PPE.
- If the child needs the bathroom whilst waiting to be collected, they will use a separate toilet and this will be cleaned and disinfected afterwards.
- The child and other members of the household must self-isolate and the 'test and trace' process must be followed.

### **Remote Education**

If we have a localised / bubble lockdown, the school has developed a plan to go back to remote learning. This will be an extension of how we have been working recently and will include: calls with the class teacher and work set on the website with links referencing websites such as Mathletics, BBC Bitesize, Purple Mash etc

### **Other Routines & Necessary Information**

- There will be no whole school collective worship. Collective worship will take place daily in classrooms delivered by the class teacher or teaching assistant. We will continue to present certificates to children on a Friday afternoon in their own classrooms. This celebration will also include the presentation of any certificates or awards that have been achieved outside of school.
- Baseline assessments will be carried out in the second week back in September. The children will complete the summer term assessments of the previous year group. Intervention and 'catch up' programmes will be put in place following assessments and parents consultations will be carried out in October to discuss this.
- There will be a focus on well-being during the first half term particularly.

### **Extra Curricular (from October half term at the earliest)**

Providing a breadth of extra curricular activities is very important to us, therefore we will aim to get these up and running during the second half of the Autumn term. As class bubbles should have limited contact with other pupils across the school, these afterschool clubs will look different in the Autumn term. Teachers and teaching assistants will provide after-school clubs for their own classes only. This will, in most year groups, give children the option of at least one after school club a week. A club timetable will be sent out to parents in due course.

### **Other Useful Information**

- Children will need to wear their full school uniform when they return as usual.
- Children will need to bring their P.E kit into school on a Monday and keep this in school during the week. P.E kits will then be sent home on a Friday to be washed over the weekend. It is essential that P.E kits are returned to school on Monday, as children will be unable to borrow any kit.
- Children will need to bring their own labelled water bottles into school. Please note that these should be filled with fresh water daily.
- As mentioned above, please ensure that children bring to school as little as possible. They should only bring a small bag with a snack/water bottle and or lunch (please no unnecessary large bags and backpacks).

As a staff we are bursting with pride. The amount of resilience that the children have shown in adapting to our new routines, whilst still smiling, has been quite astonishing and we know they will continue to show that resilience in the next academic year. I am sure that you are aware that all arrangements are subject to change as and when new guidance comes out from the government and we will continue to do our best to communicate this to you.

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We do hope that the measures we have put in place will put your mind at ease regarding the full return of children in September. As always, if you have any issues that you would like to discuss further with, please do so and we will endeavour to look at your case on an individual basis.

We would like to end by saying a huge thank you to you for the support you have given the school this year. It has been the strangest of years with the most difficult of decisions having to be made, but your support for the school, the staff and the children has been immense. Thank you!

We look forward to seeing everyone on Wednesday 2nd September, where we will get back to 'Helping Lights Shine for All' Luke 11:3.

Kindest Regards

Mrs Danylyk/Mrs Elkin