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Dear Parents and Carers

**Planning for classes to return full time in September  
Please Read this Information Carefully**

We are looking forwards to welcoming back all year 1-6 children full time on Thursday 3 September. Our new Reception children will follow a modified induction programme and Miss Bougourd will be in touch separately regarding this. While schools will not return to the 'old normal' as yet, our aim will be that children come back in September and feel safe, happy to be with their friends and teachers and start any educational 'catch-up' as efficiently as possible.

**Safety First**

We are finalising our risk assessment this week but before it goes up on the website it will be agreed by all staff and approved by the governors and our Local Authority. We have worked on our plans in close conjunction with a number of neighbouring schools and one of our local MATS. We are confident that we have made our best endeavours to mitigate risks posed by the Covid-19 pandemic before we open in September.

**System of Controls**

This is the set of actions schools must take as directed by the government and which are now embedded in our risk assessment. They are grouped into 'Prevention' and 'Response to any Infection' and are outlined in more detail in below:

**Prevention:**

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach

*1-4 must be in place at all times and rigorously adhered to by all pupils and adults.*

- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

*Number 5 must be properly considered and we have been directed that schools must put in place measures that suit our particular circumstances. Number 6 applies in specific circumstances.*

**Response to any Infection:**

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice

*Numbers 7 to 9 must be followed in every case where they are relevant.*

**"Together in Christ"**

### **Minimising Contact and Maintaining Social Distancing**

In our planning, we have carefully considered our school staffing, any restrictions placed on us by the building itself and the possible consequences of a case of Covid-19 being confirmed in our school.

We have tried to keep 'bubbles' of pupils and staff as small as possible to minimise the need to close down large sections of the school if we do have a confirmed case of Covid-19. This has had some significant effect on how our school will be running in September.

### **Procedures and Routines: Children**

- Children and staff will be divided into bubbles or bubble groups of a maximum size of 2 classes. Within these bubbles, it is accepted that strict social distancing is not always possible
- Some staff will work across bubble groups in order for our school to be able to function efficiently, but these adults will maintain strict social distancing. Children and adults will be aware of this and children will be helped to understand why social distancing is necessary
- In all classes except Reception, desks will be front facing and the day will be organised so that there is minimal movement around the classroom and sharing of resources
- We will minimise the items that travel between home and school and school bags will not be allowed. A book bag or plastic wallet will be used for homework and reading books
- Assemblies and larger gatherings of pupils will not be permitted
- Children will not share playground, field space or playground equipment and there will be staggered play and lunchtimes
- **Packed lunches only** will be available until the end of September when this will be reviewed. Children can order a packed lunch as normal and Infant Free School Meals continues. Children will eat lunch in their classrooms or outside weather permitting
- Children will be expected to wear the agreed uniform, but this will be slightly relaxed (details to follow)
- The school day will be shorter for all pupils, but this will not affect the time children spend on their curriculum learning
- We will revise our behaviour policy again in the light of a full opening of schools. Children will be taught new routines and procedures and understand the consequences of poor behaviour which puts others at risk.

### **Procedures and Routines: Parents and Carers**

- Please continue to use email to correspond with the school, even in an emergency. The school phone has an answerphone facility which will be checked regularly but not as often as school emails
- No visitors (including parents and carers) will be allowed on site unless essential and pre-arranged
- We will not be able to use our faithful band of parent / carer helpers in school September but we hope to review this in due course
- Please continue to operate the paperless system for any communication between home and school as far as possible
- If your child shows any of the symptoms of Covid-19 during the school day, we will always err on the side of caution and ask you to take your child home, where you can assess them and we can agree next steps before the child returns to school. We will not be taking children's temperatures as our guidance suggests this is not a reliable test for Covid-19 in children.

### **Attendance**

All children will be expected to attend school as normal in September and we will follow our usual Child Missing in Education procedures if your child is unexpectedly absent from school. If you have any concerns about your child's return to school (for example, if your child is clinically vulnerable) please contact us before September so that we can understand your concerns and carry out additional risk assessments if necessary.

### **Suspected / Confirmed Covid-19 Case in the School Community**

- Children should not attend school if they have a new, continuous cough or a high temperature, or have a loss of, or change in, their normal sense of taste or smell
- Parents / carers and staff must inform the school office immediately of the results of any Covid-19 test
- Schools must send workers and children home if they have been in 'close contact' with someone who tests positive
- Close contact is defined as working with a child or adult for more than 15 minutes or being in a group (ie the person's 'bubble')
- We have a procedure in place to deal with a suspected or confirmed case of Covid-19 in school.

**School / Bubble Closure**

Our aim will be to provide consistent full time education for all pupils from September. If we have to close bubbles or the school because of illness, we will work in close conjunction with health authorities and the Local Authority to minimise the amount of schooling children will miss. Details of our Home Learning offer for pupils who are missing school because of school / bubble closure or because they are self-isolating will be forthcoming.

**Wraparound Care / After School Clubs**

We will not be able to run any of our Out of Hours clubs at the moment. This is because children would be mixing with other children outside their 'bubbles'. We will review this decision at the end of September as we understand the challenges this might pose for parents.

Parents and carers are being asked by the government to consider limiting the number of out-of-school groups in which children are closely involved, in order to limit the consequences of an outbreak of Covid-19.

**The School Day**

Children will be brought into school between 8.30 and 9.15am (depending on their bubble times) and the school day will then finish between 2.30 and 3.15pm. We are hoping that we can enable siblings to be dropped off at the same time in the morning but we will not be able to keep any children in school beyond their finishing time. We will send further details out as soon as possible.

**Next Steps:**

- Our risk assessment and any other altered / additional policies will be on our website in due course
- We will develop a FAQ sheet with further details about how the school will operate and this will come to you as soon as it is ready
- We will do our best to have as much as possible in place before Friday. However, we may have to communicate with you during the summer holidays so please check for school emails on a regular basis.

Thank you for taking time to read this weighty letter; it is really important we get this right for a safe start to the term. If you have any questions or queries, please do not hesitate to contact me by school email or the class teachers via Dojo.

Looking forward to seeing all our families again in September

Best Wishes

Catherine Hunt  
Head teacher