



### Welcome back to ALL classes

We hope you and your family have had a restful summer and kept well. Thank you, most sincerely, for your continued support over this extremely challenging period. As you read this newsletter, with the changes and adjustments, please be assured that the safety of children, families and staff is always at the forefront of it all. The school's leadership team, including governors, recognise the importance and the seriousness of our current situation, especially in continuing to ensure that we try our best, within certain confinements, to 'social distance' to a degree. At all times, we will continue to be guided by Government, Local Authority and Unions and our overriding focus will be on ensuring that school is as safe as we possibly can make it. ***The contents of this newsletter is provisional and subject to change at any time based on any guidance that emerge.***

To ensure that we are fully prepared to welcome ALL children, we have had to alter the school day slightly to enable us to keep children in 'bubbles' as much as we can and to limit the traffic in the corridors. We can only do this safely with certain measures in place which poses lots of challenges for the school. As we try this out, there may be changes along the way and we must be flexible to adapt if need be. This newsletter is to be as transparent as possible, with our community, in our procedures during this period.

We ask that you read it carefully and discuss this with your children, in a child friendly way, so they understand what the expectations of them and their behaviour will be and to prepare them to come back in to school. These procedures will be in place until further notice.

#### Points to note:

- Our corridors are not wide enough to accommodate traffic adhering to social distancing of any form.
- The Government states we can have a maximum of 30 children in a class. A few classes can be put together to make a 'bubble'.
- There is no longer the requirement that children should be 2m apart from each other.
- Our classrooms do not have conventional windows. The automated ventilation system allows for limited air circulation. As much as we can, we will keep doors open to support with air circulation.
- We know that young children will have very limited or no understanding of social distancing. Their curriculum dictates learning through constructive play and socialising closely with their peers and familiar adults. It will be very difficult for us to still provide aspects of this whilst social distancing. Although we will continue to do our best to provide caring, nurturing, stimulating and fun learning experiences, we will be limited in what we can provide successfully whilst also ensuring the low risk of spreading the virus.
- We will try to keep children in their group (bubble). However, we make no guarantees that this will consistently happen. Information on which 'bubble' your child will be in, is available on the letter that accompanied your child's report.
- Foundation Stage – transition arrangements for this setting is available separately and distributed to the relevant parents.
- Our staff may choose to wear some form of PPE.
- With regards to attendance, parents/carers ***will be fined*** if you choose not to bring your child to school. If you choose ***NOT TO*** send your child to school the school ***WILL NOT*** be able to support you. Attendance is ***COMPULSORY***. The usual school procedures apply.

Please do support the decisions that we make, even if they negatively affect your own arrangements, especially with siblings who do not have the same start and end times for the school day (should this apply to you, you are welcome to wait in the sheltered area on the KS2 playground). The logistics of it all has been very difficult to pull together taking various factors into consideration. Sincere gratitude, once again, for all your support and patience at this time. Take care and continue to stay safe; this dilemma is far from over.

L Thorpe (Headteacher) and Governors

**Kindly adhere to any markings/signs around the school – thank you!**

**Social Distancing - Children's Groups**

- Each child will be placed in a group, known as a 'bubble' – information on this is in the letter with your child's school report.
- Children will be encouraged to keep a reasonable distance from their peers and staff.
- Drop off and pick up poses a challenge. We have tried to address this by a slight change in the times you drop off and pick up your child and in where you drop off your child.

**Office/Communication/Contact with Staff**  
*Please DO NOT visit the main office*

- Parents/carers are NOT allowed to enter the school building and the main office will be CLOSED.
- Any communication you have for a member of staff eg Class Teacher, SENCo, Pastoral Manager etc should be made by either telephoning the school office or by email. This will be passed on to the relevant staff who will then make contact with you.
- There will be no contact with staff at the start and end of the school day. Any issues please see above point.
- We will be limiting meetings with parents/carers and external services within our premises. Where possible, these will be done through telephone/video conferencing.

**Entrance for the start and end of the day**

- Both Cornwall Road and Southfield Road entrances will operate as per usual.
- Please adhere to any signs both on the ground and stands.
- Parents/carers must ensure 'social distancing' from other parents/carers, children and staff.
- To reduce the number of people around school, please send only one adult to drop off and collect your child.
- No parent/carer will be allowed to pass the 'inner' gate between Key Stage 1 and Key Stage 2 playgrounds in the mornings. All children, from Year 1 to Year 6, will be expected to say goodbye to their parent/carer at this point.
- We have tried to reduce congestion by staggering the start and end times; there will be an adult to direct children from the 'inner' gate point. For your assurance, the gate at the far end of the school, between Key Stage 1 and the Foundation Stage area, will be locked – children WILL NOT be able to leave the Key Stage 1 playground.
- At the end of the school day, the 'inner' gate will be open for **Year 1 and 2 parents/carers only**, to be able to wait outside their child's classroom to pick them up.
- At the end of the day for Year 3 to 6, children will be brought by an adult to the Key Stage 2 playground, where parents/carers must wait behind their child's year group collection stand.

**Health and Hygiene**

There are NO changes to our usual practise:

- Each class has a NON-TOUCH automated hand sanitiser which they will frequently use.
- Each classroom has a sink which children will frequently use to wash their hands.
- Each classroom has tissues. 'Catch it, bin it, kill it' approach is promoted.
- Each classroom has cleaning cloths and spray disinfection which will be used as and when required during the day.
- Paper towels are used to dry hands.
- Tables will be cleaned before lunch time; ALL children will eat their lunch at their tables in their classroom.
- The Local Authority's cleaning service will continue to support with cleaning at the end of each day.
- Long hair should be tied back to avoid touching around the face.
- Our staff may be wearing some form of PPE should they choose to.
- Children should not wear PPE equipment (as stated by the Government). If a child comes to school with PPE, we will ask them to remove this as they enter the school building.

**Breakfast Club/After School Clubs**

- There will be no breakfast and after-school clubs until further notice. This is because of the complications surrounding keeping 'bubbles' together.

**Uniform**

- Children are to come to school in clean school uniform daily.
- If children wear shoes with laces, they MUST be able to tie these themselves. Those who can't, should come to school in shoes without laces.

	<ul style="list-style-type: none"> <li>Children should bring their PE kit as normal to change into. They should have options for cold weather, ie black track suit bottoms, sweat shirt and trainers.</li> </ul>
<b>In the Classroom</b>	<b>Lunchtime</b>
<ul style="list-style-type: none"> <li>The children will sit at a table as per usual ie in various configurations to suit the class teacher and available space. However, they will all be facing the front.</li> <li>Children will spend most of their day at their table.</li> <li>We aim to keep 'bubbles' together but give no guarantees. This means children cannot mix with other 'bubbles' whilst in the school building.</li> <li>Lessons will involve guided independent learning and staff will mostly be at the front of the class keeping social distance as best as they can.</li> <li>All items children need, will be provided for them. They will each have their own set of writing equipment.</li> <li>Children may bring a book bag with their reading book and record, <b><u>but no other equipment.</u></b></li> </ul>	<ul style="list-style-type: none"> <li>School meals will be available to purchase as usual, and this will be a cold or hot grab bag which will be delivered to their classroom by staff.</li> <li>All children will eat their lunch at their tables in their classrooms.</li> <li>Any child who has a packed lunch must be able to manage the contents of their lunch box without the help of an adult. For example, they must be able to peel their banana or open their yoghurt pot or sachet themselves. It is advisable to send a disposable spoon for yoghurt pots as these will not be available from the kitchen. Children will also need to bring their own 'healthy' drink; <b><u>NO FIZZY drinks allowed.</u></b></li> </ul>
<b>PE/Outdoors</b>	<b>Meetings</b>
<ul style="list-style-type: none"> <li>PE/Sports will resume as normal outdoors; there will be NO indoors sports.</li> <li>Contact sports will be avoided.</li> <li>Most sports cannot be practised without some close contact or handling of equipment eg passing a ball on without cleaning in-between.</li> <li>PE Kits should be brought into school as per usual – <i>in on Monday and out on Friday to be washed/cleaned.</i></li> <li>These periods are prone to more injuries leading to close pupil/staff contact.</li> </ul>	<ul style="list-style-type: none"> <li>There will be NO meetings carried out with parents/carers or any external services within our premises for the time being. As much as possible, these will be done remotely online. We do not have ANY meeting rooms/offices that can offer a safe form of social distancing.</li> <li>Any agency who works with a child on a one-to-one basis will be made aware, that the room we have to offer, is very tight and does not offer any reasonable distance between the adult and the child.</li> </ul>
<b>Library</b>	<b>Lates and Early Pick-ups</b>
<ul style="list-style-type: none"> <li>The libraries will be in use.</li> </ul>	<ul style="list-style-type: none"> <li><b><i>Children MUST arrive at school on time.</i></b></li> <li>We will not be accepting children who are late.</li> <li>Collection of children for appointments MUST be arranged with the office in advance. This is so the administrative staff can have the child ready for your collection as the main school door will be closed. As much as possible, we encourage you to make appointments eg dentist out of our set hours.</li> <li>You must collect your child at the end of school stated time and must not be late.</li> </ul>
<b>Display of Symptoms</b>	<b>Behaviour</b>
<ul style="list-style-type: none"> <li>We will not accept any child who is displaying any signs of illness.</li> <li>Any child displaying symptoms will be sent home immediately and the family must follow the Government guidelines. Children are eligible to be tested for COVID-19 and parents</li> </ul>	<ul style="list-style-type: none"> <li>The school's website has an appendix to the main school policy on behaviour; please take a moment to read this.</li> <li><b><i>To stipulate, ANY child who does not adhere to an adult's instructions, does not keep a reasonable distance when instructed to do so, will have a</i></b></li> </ul>

<p>can arrange this. The child will need a clear test, with evidence of this presented to the school, before returning to school. We will follow the DfE and Local Authority guidelines on next steps for the ‘bubble’ in which the child has been working in.</p> <ul style="list-style-type: none"> <li>• Our website has a lot of Government information on COVID-19.</li> <li>• If a child complains of feeling unwell, we will use an infrared thermometer to take the child’s temperature.</li> <li>• If someone else in your household is displaying symptoms, your child / children should not come to school and we should be informed immediately. The family must isolate following the Government guidelines.</li> </ul>	<p><b><i>consequence to face. It is vital that all staff and children are kept safe at all times.</i></b></p> <ul style="list-style-type: none"> <li>• There will be no positive handling or physical restraints of any child except in an emergency as is our usual practice. If positive handling techniques have to be used on a child, this will be noted and the parent will be informed. There is a limit to how often this can happen, especially as the close proximity to the child and intense communication during such occasions, poses more risk of ‘droplets’ transmitting between both parties – adult and child. <b><i>Again, ALL children and staff must be kept safe.</i></b></li> </ul>
<b>Around School</b>	<b>Music and Concerts</b>
<ul style="list-style-type: none"> <li>• There will be next to no movement by children out of their classroom within the school building.</li> </ul>	<ul style="list-style-type: none"> <li>• We have been informed that there may be additional risk of infection in environments where there is singing, shouting and chanting, therefore we will not be partaking in activities involving shouting and chanting and will limit singing activities.</li> </ul>
<b>Assemblies and Concerts</b>	
<p>The Government have instructed us that there should be no large gatherings, such as assemblies, in school. Therefore, all assemblies and concerts are currently cancelled. This will mean no Harvest or Christmas concerts in the Autumn term and possibly future dates.</p>	
<b>First Aid</b>	
<ul style="list-style-type: none"> <li>• If children fall over or have a toileting accident, they will be encouraged to change themselves and clean minor scrapes or cuts under adult direction. This is to encourage independence. If it is not possible for the child eg due to the age and level of maturity, to clean themselves in the event of an accident, then our usual procedures apply.</li> <li>• Any child with a serious illness or underlying condition should follow the Government guidance.</li> <li>• If your child uses an inhaler, they should come to school on the first day with one in a clear, plastic zip wallet, labelled with their name. This will be kept in their classroom in a lockable cupboard and they will be expected to self-administer.</li> <li>• We will not be able to administer any medication at school apart from inhalers or where it has been agreed under a medical plan. This is no different to our usual policy.</li> </ul>	