



## Coronavirus (COVID-19): School reopening arrangements letter to parents

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CO15 2QH

### **RE: Arrangements for school reopening**

Dear Parents and Carers,

I would like to begin by thanking each and every one of you for supporting the school over recent weeks and for supporting your child with their home learning. I know it has not been the easiest of times for many of us but we are slowly beginning to return back to some kind of normality and I hope this letter will outline some of the plans we have for the coming weeks.

I would like to begin by reassuring you that all plans we put in place will have the safety of all children, staff and parents at the forefront. We have completed rigorous risk assessments, alongside Reach2 Trust, which are in line with the guidance from the Department for Education in order to finalise the plans we are sharing with you. We are very much looking forward to seeing many of our children once again, but I would like to reassure you that the safety of our school community is our priority.

We recognise that some of you may have some concerns about your child returning to school and that for some children another change will be unsettling for them. We also understand that the past weeks will have been challenging for many families.

If you would like to talk to us about your child and any concerns you have about their return to school, please – in the first instance – contact us at [updates@smfa.org.uk](mailto:updates@smfa.org.uk) where myself, Mr Girdlestone or Miss Higgins will answer your concerns or pass them on to a relevant member of the SMFA team.

If your child has an EHC plan please contact [updates@smfa.org.uk](mailto:updates@smfa.org.uk) and we will pass your message on to our SENCO, Mrs Wadsworth, who will support you and your child with their return to school.

### **Staggered Start: opening dates for different year groups**

As per our previous letter, **we have now been** given authorisation by Trustees to open to more children on 8<sup>th</sup> June. **This will enable us to manage safety considerations as effectively as possible as we open up the school to more pupils.**

**Our plan at present is to open from 8<sup>th</sup> June to:**

- Children with a Social Worker
- Children with EHCP
- Children identified by our pastoral team who we are in weekly contact with

- Children of key/critical workers (who we have already been made aware of and who have presented us with ID).

Following this, our risk assessments will be reviewed each week by Trust Executives, including the number of pupils and available staffing. We will only open to additional year groups where school leaders and Trust Executives are fully satisfied that it is as safe as reasonably possible to do so.

We are currently hoping to open to the following year groups:

- Year 6 on 15<sup>th</sup> June 2020
- Year 1 on 22<sup>nd</sup> June 2020
- Reception on 29<sup>th</sup> June 2020
- Nursery on 6<sup>th</sup> July 2020

We will be contacting our first group of families this week. From next week, you will be asked to complete a survey about attendance.

You **must** complete this form or telephone the school office in order to book a place for your child at school.

We will send a form **every Monday** to parents whose children are invited into school.

The form must be completed by the **WEDNESDAY** of each week in order to book a place for your child for the following week.

Please note that all the above dates are subject to change depending on our capacity and ability to ensure that the safety of children, staff and parents is maintained. As with all other arrangements we will keep this under constant review and we will not open the school to any year group unless we are satisfied that it is safe to do so.

## **Bubbles**

As part of our risk assessment, we have created “bubbles” around the school. The bubbles are made up of no more than 15 children (as per Government guidelines) and 2/3 adults. The aim of the bubbles is to ensure each group can isolate within the school and not come into contact with another bubble, limiting the risk of cross contamination and spread of infection should anyone in school display symptoms of COVID-19.

## **School staff**

In order to ensure we can maintain a “bubble” structure within school, staff have been distributed across the school and therefore your child may not be taught by their Class Teacher during this time.

## **Maintaining a safe school environment**

I would like to take this opportunity to remind you of the preventative measures the school has put in place in order to minimise the spread of infection.

As per the advice from the government, the following actions for infection control remain in place:

- Displaying coronavirus infection control measures information posters around the school
- Encouraging good hygiene by promoting the importance of handwashing for at least 20 seconds with warm water and soap in the following circumstances:
  - Before leaving home

- On arrival at school
  - After using the toilet
  - After breaks and sporting activities
  - Before food preparation
  - Before and after eating any food, including snacks
  - Before leaving school
  - At regular intervals throughout the day
- Providing alcohol-based hand sanitiser that contain at least 60 percent alcohol throughout the school
  - Ensuring pupils and staff understand that they must cover their cough or sneeze with a tissue, then throw the tissue away into a lidded bin.
  - Ensuring frequently touched objects and surfaces are cleaned and disinfected more regularly than usual.
  - Ensuring toilets are cleaned more regularly throughout the school day.
  - Ensuring bagels and packed lunches are delivered to classrooms to avoid large groups.
  - Children will only be allowed to bring in a water bottle and named hat from home.
  - Ensuring each “bubble” is allocated specific toilets to use throughout the day.
  - Calling NHS 111 if someone becomes unwell, isolating any unwell people in a separate room, and providing a separate bathroom, where possible
  - Telling staff to stay at home for seven days if they develop symptoms of coronavirus
  - Providing staff training on PPE, rubbish disposal, mental health and well-being
  - Providing each child with their own pack of stationery and an exercise book to use during this period of time..

As an important part of our school community, I would ask that you continue to encourage good infection control practices, such as thorough handwashing, at home and keep your child informed about the things they can do to discourage the spread of infection.

In line with the current NHS and government advice, you should keep your child at home if they develop coronavirus symptoms for a period of seven days. Symptoms include a high temperature or a new, continuous cough. Where symptoms continue after seven days, or begin to worsen, you should call 111. If someone in your child’s household has symptoms, your child must self-isolate for 14 days from the day the other person’s symptoms started. This is because it can take 14 days for symptoms to appear. More information regarding symptoms and actions can be found on the NHS website (<https://www.nhs.uk/conditions/coronavirus-covid-19/>).

If you think your child may have been exposed to or has coronavirus, or if your child receives a positive test result for coronavirus, please contact the school on 01255 427073 at the earliest opportunity.

### **Arrangements for the start and end of the school day**

The beginning and end of the school day are the busiest times for children and adults congregating together in one place and maintaining safe distances within normal arrangements can be a challenge. We have implemented the following measures for when pupils return to school:

- Children have been allocated a “bubble”. Each bubble will start and end school at a different time (see grid below).
- Children will be allocated a particular entrance to use to enter and exit the school site (see grid below).
- Children have been kept in their year groups as closely as possible (some children have been moved into different groups to ensure our group numbers stay low).

Group – Confirmation email will state which group a child is in.	Start Time	End Time	Entrance/Exit	Classroom
1	8:40-8:50	2:40-2:50	EYFS Gate	EYFS (Ramp entrance)
2	8:40-8:50	2:40-2:50	Front Gate	Class 1 (Classroom door)
3	8:50-9:00	2:50-3:00	Front Gate	Class 2 (Classroom door)
4	9:00-9:10	3:00-3:10	Front Gate	Class 6 (Class 6/7 outside door)
5	9:10-9:20	3:10-3:20	Front Gate	Class 4 (Class 4 outside door)
6	8:40-8:50	2:40-2:50	Back Gate	Class 7 (Class 7 outside door)
7	8:50-9:00	2:50-3:00	Back Gate	Class 9 (Demountable)
8	9:00-9:10	3:00-3:10	Back Gate	Class 8 (Class 8 outside door)
9	9:10-9:20	3:10-3:20	Back Gate	Nurture (Nurture door)

- Only one parent or carer should escort their child/children to school.
- Parents and carers must ensure that you stand 2 metres apart when waiting at the gate to enter.
- Parents and carers **must** drop their children at the gate. There will be a member of staff on the gate to welcome your child. Please ensure you are prompt with timings.
- Parents and carers must ensure they park carefully around the school site and keep 2 metres apart.
- Parents and carers **must** use the gate allocated above for their child's group.
- If siblings are in separate groups, you may use one gate to drop children off, please be mindful of congestion and social distancing.
- Children will be unable to bring bikes and scooters in to school at this time.
- Parents and carers are asked not to visit the school office in person at this time to avoid gathering in the reception foyer and minimise risk to yourself and staff. If you need to speak to a member of staff please telephone or e-mail the school office in the first instance.

### **Arrangements for break times and lunchtimes**

We recognise the importance for all pupils to have a break from learning and to enjoy time outside during the school day. Reconnecting with friends will be an important aspect of pupils settling back into school life, but we have made some adjustments to break and lunch times.

- Break and lunchtimes will be staggered for each "bubble".
- The playground area will be separated into three sections (one for each bubble out at that particular time).
- No play equipment will be used during playtime.
- Staff members will provide games with encourage social distancing.
- Lunches will be cold packed lunches, these will be delivered to the classroom where the children will eat.

- No footballs or other sporting equipment may be used at break or lunchtime.

## **The school day**

To minimise the number of pupils and staff assembling for periods of time, we have made the following changes to the school day:

- There will be regular handwashing timetabled into the day.
- Children will participate in shorter activity times.
- Activities throughout the day will be based on home-learning activities set for all children.
- There will be no assemblies during this time.
- Children will complete a “Golden Mile” of running each day.
- Bagels and lunches will be provided to the children’s bubbles.
- There will be dedicated time in which staff remind children of handwashing and social distancing rules.
- PPE will be worn by staff who provide intimate care for children with Intimate Care Plans.
- We will be providing each child with their own pack of stationery.
- Each child will have their own desk within a classroom.
- All soft furnishings have been removed from classroom areas.

## **Uniform**

There is no expectation for children to wear school uniform whilst at school. Children may wear their own clothes.

There is a requirement that **all clothing is washed** before being re-worn and children **wear a clean set of clothes** the next day to school.

Should a member of staff suspect that you child’s clothes have not been washed since last being worn, a telephone call will be made requesting an alternative set of clothes be brought into school for your child to change into.

## **Lunches**

If you child is **entitled** to Free School Meals (including Universal Free School Meals) a cold packed lunch will be provided by the school.

If your child is **not entitled** to Free School Meals (including Universal Free School Meals), you will be required to provide your child with a packed lunch each day.

## **School Events**

Please note the all events that would usually take place in the Summer Term i.e. end of year assembly, sports afternoon have been cancelled.

## **School Trips**

- There will be no school trips taking place in the foreseeable future. This will be reviewed as the situation changes and any monies paid for cancelled trips will either be reimbursed or will be carried forward to the next academic year.

## **Support for pupils and families**

We do not underestimate how difficult the recent weeks have been for us all and we all will have been touched in some way by the coronavirus pandemic. We recognise the need to focus on pupils' emotional wellbeing as well as their return to learning. The following support is in place for pupils once they return to school.

- Daily socialising with peers within their bubble throughout periods of the day.
- Daily PSHE lessons to discuss how children are feeling.

Parents may wish to seek support for themselves from the following support agencies:

- Samaritans – call free 24 hours a day on 116 123
- National Domestic Abuse Helpline – call for free and confidential advice, 24 hours a day on 0808 2000 247
- Shelter provide free confidential information, support and legal advice on all housing and homelessness issues if you call 0330 0536 083 (please note, this is not a free phone number and your call will be charged). A free webchat is available at [https://england.shelter.org.uk/get\\_help/webchat](https://england.shelter.org.uk/get_help/webchat)
- NSPCC -Help for adults concerned about a child: call on 0808 800 5000. Help for children and young people call Childline on 0800 1111.
- Essex Children and Families Hub Phone: 0345 603 7627

I hope that these arrangements provide you with the information you need to support your child to return to school. I would like to reiterate that all actions taken are to ensure the safety of your children, staff and parents.

If you have any queries, please do not hesitate to contact the school office.

Yours sincerely,



Mrs Debbie Gayler