

# Littleham

## Church of England Primary School



22nd August 2020

Dear Parents

I hope that you are all having a lovely summer break. I am writing to confirm the arrangements for returning to school in the Autumn Term. Since the announcement was made that schools were going to re-open for all pupils in September we have been carefully planning how best this can happen at Littleham CE Primary School.

We have been determined to do the very best we can do within a range of important safety constraints, following DFE guidance and taking advice from the Local Authority and relevant governing bodies.

Our planning and preparation has been driven by the legal completion of a renewed Risk Assessment document provided by the Local Authority. This has identified the factors which have determined our decision making throughout this process. The measures we are taking are designed to support the safe return to learning whilst protecting all children, parents and staff, for as long as the risk to health still exists.

I am pleased to say that school will reopen for all pupils on Monday 7<sup>th</sup> September 2020. School is going to look a very different place compared to before The Lockdown began. Children of key workers and those year groups who were able to return before the summer holidays coped really well with the changes so I'm sure the other children will quickly adapt too. I hope that the information in this letter answers any queries you may have. I apologise for its length - the letter is detailed because what we have to do is quite complicated.

### **Bubbles of Children**

To help to keep everyone safe we need to try to control the risk of transmission. Therefore, pupils and staff will be working in their usual class groups, but we will call them 'bubbles'. Bubbles will work in isolation to the other bubbles for the majority of the time, however, the Department for Education guidance says it is acceptable to mix into wider groups for specialist teaching. The guidance also says that *'teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable'*. For times when bubbles may mix e.g. breakfast club we will continue to separate the children into socially distanced bubble groups where possible.

Although the social distancing measures for pupils have been relaxed since we first reopened in June we are still putting several restrictions in place. Ideally staff are still not meant to be within 2m of each other and of children – but we recognize this is more difficult with the younger children.

- Children will be going into their usual class groupings that they would have been without the pandemic. These groups will be called 'bubbles'.
- The amount of contact between different groups of children will be limited.
- Each bubble will stay in the same room all the time, including for lunch. They will work outside as much as possible too. This will continue as we move through autumn into winter so please ensure your child always has a coat and hats/gloves etc.
- The outdoor space will be zoned for playtime use.
- There will be no gatherings during the school day e.g. collective worship.
- There will be a reduced amount of classroom equipment available – although more than in the summer term. This is so that we can keep track of which items need to be cleaned. Children are not to bring in pencil cases etc from home – each child will be provided with their own named stationery pack and they will know not to share items from it. Reading books are now able to be sent home again.

- The classroom furniture will all face the front and desks will be separated. There will be 2 metre distancing between the pupils' desks and the teacher, although not between each pupil's desk. The layout of the classroom will be different for the early years' pupils where social distancing is more difficult to achieve.
- All movement around the site, via appropriate one-way systems, 2 metre queuing measures, and social distancing will be in place in line with guidance.
- Children will have access to sanitiser and regular opportunities to wash their hands with soap and water.
- They will have timetabled access to the school toilets. We will ensure that children who visit the designated toilets are supervised and follow sanitisation procedures. Queuing for the toilets will be within the social distancing measures.
- All classrooms will be as well ventilated as we can make them, whilst still considering school security.

### **Lunch**

The school kitchen will continue to be providing meals. School meals will be handed out and eaten in the classrooms. Children can bring in a packed lunch too if they prefer. School meals should be ordered in the same way as usual although the menu will be different – we will share this with you as soon as possible.

Since the start of COVID19 we understand that there has been a 60% increase in families eligible for Universal Credit. If you think that you might now be entitled to Free School Meals, please do not hesitate to contact the school office by email and we can provide help and support for you to do this. **Any claims for FSM support the overall school budget income.**

### **Personal Protective Equipment (PPE)**

- Government guidelines say that children and staff don't generally need to wear PPE. The guidance says that changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.
- If your child chooses to wear a mask on their way to school these must be removed at the school gate, placed in a bag which is tied, and taken home by the parents. If your child comes to school by Devon School Transport please ensure they have a sealable bag to put their mask in if they are wearing one.
- For usual intimate care e.g. nappy changing, staff will have access to gloves and aprons and sanitiser.
- If a child or member of staff becomes unwell during the day then there is an isolation room where they will go. Whilst a staff member looks after the poorly child in this room there will be face masks and visors, gloves and aprons available for staff use. The child or adult will stay there until they are collected.

### **Hygiene and Cleaning**

Social distancing needs to be combined with good personal hygiene, including frequent hand washing with running water and soap for at least twenty seconds and drying thoroughly. All children will be required to wash their hands on entering school, at regular intervals during the day, and before they go home. Pupils will be encouraged to adopt good respiratory hygiene practices, including the disposal of used tissues. We have purchased new lidded bins in all areas.

Our cleaning staff, supported by all school staff, will work to keep high standards of cleaning, including the emptying of bins throughout the day, and the cleaning of high-traffic surfaces and door handles during the day.

**Additional protective measures, such as increased cleaning and encouraging good hand and respiratory hygiene will be in place.**

- Staff have received training linked to all new safety measures and precautions and this will be repeated on the INSET days in September.
- Once children are back in school, all frequently touched surfaces, equipment, door handles and toilets used will be cleaned regularly throughout the day by staff and again by cleaning staff at the end of each day.
- The availability of soap and hot water will be in every toilet area. We will encourage the cleaning of hands more often than usual – washing hands thoroughly for 20 seconds with running water and soap and drying them thoroughly.
- The location of hand sanitiser stations will be around the school.

- The location of lidded bins in classrooms and in other key locations will be around the site for the disposal of tissues and any other waste, which will be emptied regularly.
- The provision of a good supply of disposable tissues will be available to implement the 'catch it, bin it, kill' it approach to ensure good respiratory hygiene in each classroom. Please support your children with this approach.

### **Your role in keeping everyone safe**

The health, safety and wellbeing of pupils and staff remains paramount and so we need to insist that you continue to comply with Government Guidelines in relation to social distancing. This advice can be obtained from <https://www.gov.uk/coronavirus>

**If it becomes clear that families have not complied with Government Guidance in relation to social distancing, then a period of self isolation may be needed for their children before they can return to school.**

At the start of each day we would like you to do the following:

- Check your child for symptoms of COVID-19 (<https://www.nhs.uk/conditions/coronavirus-covid-19/>)
- Seek medical advice if you have symptoms and **inform the school office urgently to let us know.**
- Ensure that your children wash their hands for 20 seconds using water and soap before and after school.
- Discuss the importance of social distancing with your child.
- Talk to them about any worries they might have.

### **What happens if a child feels poorly or if there is a suspected infection in a bubble?**

If we have a confirmed case of COVID-19 in the school population, I will inform parents and we will work with the Health Protection Team to ensure the appropriate people who have been in close contact with the person involved will be asked to self isolate. If the school has two or more confirmed cases in a 14 day period the Health Protection Team may ask for a wider group of children and staff to self isolate.

If your child has symptoms of coronavirus: a high temperature, new and persistent cough or a loss of normal sense of taste or smell then they should not come to school. If they develop any of these symptoms in school – however mild – you will be contacted to come and collect your child. We would be grateful if you could collect your child as quickly as possible in these circumstances. Please could you ensure that we have up to date, reliable contact details for you – or for someone you are happy to collect your child. Often Grand Parents are on the contact list – if you are unhappy for older family members to collect your children at this time please let us know and provide an alternative contact number.

Guidance says that if there is a suspected case in a bubble then the child or staff member involved will be eligible to access a test and should self isolate for at least 10 days or until a negative test result comes back. Other family members should self isolate for 14 days from when the first symptomatic family member had symptoms. Parents, as well as the school staff will be required to engage in the Test and Trace programme. Teaching and Learning will continue in school for the rest of the bubble if staffing allows. If the test is negative the child can return to school if they are well enough. If the test is positive the school will liaise with South West Health Protection Team for advice and next steps regarding the other members of the bubble and whole school.

If a staff member becomes ill with any illness then we may have to close the bubble until they are well enough to return due to staffing levels. However, this is less likely than last term as the use of supply teachers is now accepted.

### **What will school be like?**

**This will be different to normal school.**

We understand that children will probably be feeling unsettled and we will therefore be making their social and emotional needs our first priority on return. We have been working as a staff to ensure resources are available to do this.

Pupils will need to bring:

- A filled, named water bottle, a sun hat and a packed lunch if they aren't having school dinner. Children are now able to bring these in their usual school bag. If this could be regularly cleaned we would be grateful. Children can now bring their school reading book back and forth from school to home. As the weather gets colder children should always bring their coat and hats/gloves etc. Nothing else should be brought to school unless discussed with myself or the SENDCo first – e.g. items needed for medical or approved SEND reasons.

- Please ensure you have put sun-cream on them as staff won't be able to do this for them.
- **Pupils must not bring anything else to school** - individual named stationery packs will be given to each child that won't be shared.
- Pupils should wear their school uniform every day – the restrictions on the daily cleaning of school uniform have now been removed – although obviously it is preferable for the uniform to be kept as clean as possible! Reception, Year 1 and Year 2 pupils won't change for PE, other than footwear, but **children in Years 3-6 should come to school in their PE kit when PE is timetabled** (class teachers will inform you which days). They should wear their school sweatshirt over their PE kit and could wear dark coloured track suit bottoms if the weather becomes colder. They should come to school in trainers. This will avoid the need for bringing extra items into school, changing at close proximity during the day and crowding in cloakrooms.
- Any notes or dinner money etc should be in a named envelope and please ask your child to hand it to the adult as they are collected from the gate.

### **What to do at Drop Off and Pick Up times**

#### **Drop Off**

- There will be staggered pick up times as indicated in the table below. So that parents with children in different classes don't have to wait at the school gate, one of the time slots is for siblings across the school. However, so that Nursery/Reception pupils aren't overwhelmed they are to be dropped off separately to all other bubbles and aren't part of the 'sibling' drop off and pick up group arrangement. We would appreciate it if you have children in Nursery/Reception as well siblings higher up the school that you queue twice as set out in the table below – thank you for your understanding with this.

	<i>Drop Off</i>	<i>Pick Up</i>
<i>Families with siblings in different classes (but not including siblings in Reception or Nursery)</i>	<i>8.45</i>	<i>3.15</i>
<i>Families just with pupils in Nursery/Reception</i>	<i>9.00</i>	<i>12pm or 3.30pm as appropriate</i>
<i>Families just with pupils in KS2 (Years 3-6)</i>	<i>8.55</i>	<i>3.25</i>
<i>Families just with pupils in KS1 (Years 1-2)</i>	<i>9.10</i>	<i>3.40</i>

- Please avoid driving to school if at all possible to avoid crowding in the parking areas.
- Only one adult is allowed at drop off per family.
- There will be a one way queuing system - please walk along the footpath from the main road on the SCHOOL SIDE and queue (2m apart) so that the school building is coming up on your LEFT, then as you leave cross the road and walk back towards the main road on the opposite footpath.
- Please do not congregate around the school premises after drop off.
- Children will enter the site without their adult. Parents will not be able to access the school site at all during the school day.
- Children will be collected one at a time from the gate by members of staff from their bubble.
- Children may be asked to sit in a hoop on the playground floor whilst they wait for the whole bubble to have arrived.
- Children will enter the school buildings through different doors than normal. On entering school, your child will be directed to line up - keeping 2m apart - to wash their hands. A member of staff will supervise this and direct the children to their seats in the classroom. Personal possessions eg coats/lunchboxes will be stored at the pupil's desk space as much as possible, to avoid crowding in the cloakroom areas.

#### **Late Arrival**

Prompt arrival is very important for social distancing. Parents who are late must contact the school by telephone and wait at the school gate. Arrangements will be made to meet you at the gate.

### **Pick up - end of day**

There will be staggered pick up times as indicated in the table above.

- Only one adult is allowed per family.
- Please arrive promptly at your allocated time to avoid congregating around the school premises.
- Please wait at the main gate.
- There will be a one way queuing system - please walk along the footpath from the main road on the SCHOOL SIDE and queue (2m apart) so that the school building is coming up on your LEFT, then as you leave with your child cross the road and walk back towards the main road on the opposite footpath.
- Your child may wait in a hoop on the playground and we will send them to you in order of the parent queue.
- Parents must not enter the school site.

### **Breakfast and After School Clubs**

Breakfast Club will now run as usual and we hope to begin After School Clubs as soon as possible – further details to be given shortly.

### **Curriculum**

We will continue to plan our curriculum in line with our Covid Curriculum Intent document that can be found on the website. This prioritises the following areas:

- supporting the children's mental health and well-being following the period of lockdown and school closure
- ensuring that there is a focus on teaching the core subjects of Maths and English and closing any gaps in learning that have occurred due to the lockdown
- continuing to provide a broad and balanced curriculum using our long term planned topic approach.

Over the first couple of weeks we will be carrying out some low key assessments on the children to test their current knowledge and understanding so that we can plan a very focused maths and English curriculum. However, all subjects will still be covered throughout the year. We will share details of this term's topics with you shortly.

Whilst planning for the term the teachers are mindful of the possibility of local lockdowns and so have considered the resources that would be shared with you to enable the planned learning to continue in a similar way to how it would have been done in school. This will also be shared with you if you need to keep your child off school due to self isolating. Many of the activities that you will be signposted to in these instances are from the government's Oak National Academy resources.

If the need arises we will share home learning on the school website and via printed packs. However, staff are having Google Classroom training in the first week of term enabling this online platform to be used between home and school – enabling more direct, timely responses to home learning tasks. For this to be set up, however, it is imperative that all parents return a signed, revised school permission document (attached and available on the school website) as early as possible at the start of term. This is to ensure we are compliant with GDPR. Paper copies will be sent home with pupils in the first week. Your child will not be able to access Google Classroom without this form being received back in school.

### **School Attendance**

From the start of term, all children will be expected to return to school. The government is clear that attendance is compulsory and that all children will be expected to attend full-time schooling unless there are exceptional medical circumstances. This means that from September, the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

The government guidance is clear that '*shielding advice for all adults and children paused on 1 August*'. This means that all pupils who were on the shielded patient list can also return to school, as can those who have family members who were shielding.

**School Office and Contacting Us**

Visitors to the school will be minimal and by appointment only. The office will not be open to parents, all communication should be done through email ([admin@littleham.devon.sch.uk](mailto:admin@littleham.devon.sch.uk)) or by phoning the school 01395 266535.

I apologise for this rather lengthy letter but it is important that we communicate our decisions and plans clearly to you. The Risk Assessment does not give us any room for negotiation, only a planned re-introduction of all children back into school which is supported by the Local Authority and agreed by the Governing Body. Every school in the country will have a slightly different response according to their needs and circumstance.

We are very much looking forward to welcoming all the children back again, and saying hello to some new pupils and staff who are joining us across the federation. School won't quite be the same as we remember but we will all work together to make the new 'normal' as enjoyable and welcoming as we can. Thank-you for your patience and understanding and for your support with these reopening plans. If you have any queries please don't hesitate to phone or email.

Kind regards

A handwritten signature in blue ink, appearing to read 'Katie Gray', is positioned above a faint, light blue circular stamp.

Katie Gray

(Executive Headteacher)