

Learning and Caring Together,
“...they will flourish in the courts of our God.” (Psalm 92:13)

COVID-19 School Re-opening

Dear Parents/Carers,

I apologise in advance for the length of this letter but I have tried to cover as many of your queries and questions as possible within. In line with government guidance: [Preparing for the wider opening of schools \(June 1st\)](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings) <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>, we have worked through their hierarchy of measures and, having carried out our own risk assessments, I am now in a position to provide you with more details about our capacity to reopen for **nursery, reception and year 1 in addition to key worker and vulnerable children**. We will be opening for these children every day. There will be a staggered arrival and dismissal time and early closure on a Friday (see below for times and details).

As you would expect your children's safety and that of our staff are paramount. We believe the actions we are taking will make our school environment as safe as possible. I'm sure you will appreciate however that no environment, including school, is completely free of risk and we are not in a position to guarantee this. Here is an outline of our measures:

Avoiding contact with anyone with symptoms

- We will not allow children, parents, carers or any visitors, such as suppliers, to enter our setting if they are displaying any symptoms of coronavirus (following the [COVID-19: guidance for households with possible coronavirus infection](#))
- If someone shows symptoms on site, they will be isolated in a ventilated room (with appropriate adult supervision) and await collection from a relative and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#)
- If pupils or adults need to go to the bathroom while waiting to be collected, they will use a separate bathroom (where possible) which will be thoroughly cleaned and disinfected before being used by anyone else
- If contact is necessary, then disposable gloves, a disposable apron and a surgical face mask will be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection will also be worn

Frequent hand cleaning and good hygiene practices

- Staff will support children to understand hygiene rules in a way that is suitable for them
- Children will sanitise their hands on arrival at school and will wash their hands before and after eating, outdoor play and after sneezing or coughing
- Throughout the day children and adults will have regular reminders to wash their hands with soap and water for 20 seconds and dry thoroughly
- Children will be encouraged not to touch their mouth, eyes and nose
- We will promote good respiratory hygiene encouraging the 'catch it, bin it, kill it' approach
- Children will be encouraged to use a tissue or elbow to cough or sneeze

- Lidded bins are available in every classroom for tissue waste
- Indoor work spaces will be well ventilated using natural ventilation (opening windows)
- Where possible and safe to do so (bearing in mind fire safety and safeguarding, doors will be propped open to limit use of door handles and aid ventilation)
- Posters and signage will reinforce expectations

Regular cleaning of settings

- The school will be deep cleaned prior to opening
- Equipment and resources will be steamed prior to re-opening
- Unnecessary items, including soft furnishings, will be removed from classrooms and other learning environments where there is space to store elsewhere
- We will clean frequently touched surfaces often, using standard products such as detergents and bleach
- The surfaces that children touch, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, handrails, will be cleaned frequently and more regularly than usual throughout the day
- The school will be thoroughly cleaned at the end of each day
- School will be closed on a Friday afternoon so that a deeper end of week clean can take place (see times below)
- We will limit resources shared between home and school
- Children's individual school water bottles will be cleaned and sterilised daily (gloves will be worn)
- Children will refill their own water bottles whenever possible. When adults refill, their hands will be sanitised before and after filling each bottle
- Stationery and other equipment will not be shared
- Children will be sat in the same seat on consecutive days and will be distanced from each other
- Internal doors will be propped open where possible and safe to do so
- Outdoor play equipment will be cleaned between use
- In the event of bodily fluid spillage, the area in question will be cordoned off and access will be prevented
- Posters and signage will reinforce expectations

Minimising contact and mixing

- Staff and children will observe a 2 metre distance from each other when in school and avoid any physical contact, **as far as is reasonably practicable**
- Children will be placed in consistent groups of no more than 15 children
- Classrooms will be organised to maintain space between seats and desks
- There will be one, consistent identified member of teaching staff working with each group (attendance permitting)
- Staff PPA/Leadership time will be on a Friday afternoon. This will limit the number of adults having contact with children
- Children will have individual basic resources (e.g. pen, pencil) for their use. Their resources and belongings will be kept in their labelled tray
- Outdoor learning will be prioritised as much as possible
- Non-contact, distanced outdoor play/games will be encouraged and supervised within 'class groups'
- Staff will support children to understand the distancing rules in a way that is suitable for them
- There will be a consistent identified lunchtime supervisor with each group (attendance permitting)

- Lunches will be eaten in consistent classrooms
- Each group of children will have a designated classroom and outdoor area
- Each classroom will be accessed from an external door
- There will be no whole school worship, assemblies or gatherings
- There will be a staggered drop off and collection time for each Key Stage
- Walking or cycling to school is encouraged
- A one way, 'non-stop' system will be in operation for arrival and dismissal
- Only one parent per family, per visit, will be permitted to drop/off collect children
- If adult/child physical contact is necessary, e.g. intimate care or first aid, disposable gloves, a disposable apron and a surgical face mask will be worn by the adult. If there is a risk of splashing to the eyes e.g. from coughing, spitting, or vomiting, then eye protection will also be worn
- Parents will communicate with the school via telephone, email or ClassDojo
- External visitors or non-essential contractors will not be on site during school opening hours
- Posters and signage will reinforce expectations

Arrival Time Monday-Friday	Year Groups	Dismissal Monday-Thursday	Year Groups
8.30-8.45 am	Y3 and Y4 key worker children	11.45 - 12.00 pm	Nursery
8.45 – 9.00 am	Y1	3.00 - 3.15 pm	Reception
8.45 – 9.00 am	Y2 key worker children	3.15 – 3.30 pm	Y1
9.00-9.15 am	Reception and Nursery	3.15 – 3.30 pm	Y2 key worker children
		3.30-3.45pm	Y3+ Y4 Key worker children

Please note:

- If you have children in different year groups, you may choose which drop off slot you would prefer to use from the ones applicable to your children
- If you have children in different year groups, you may collect siblings with the youngest child

Friday Dismissal	Year Groups
11.45 - 12.00 pm	Nursery
12.00-12.15 pm	Reception
1.00-1.15 pm	Y1
1.00-1.15 pm	Y2 key worker children
1.15-1.30 pm	Y3+ Y4 Key worker children

It is important that you and your child know that, in implementing the measures outlined above, school does not look the way it normally does, particularly for the younger children. Many children will not be with their class teacher or best friend and free movement and play will be restricted. The video and simple fact sheet shared on ClassDojo may help you to explain this.

The government state that eligible children 'are strongly encouraged to attend their education setting, unless they are clinically vulnerable (in which case they should follow medical advice).' As parents, it is your decision whether your child returns to school or not. Of course, we will respect and support whatever you decide. Further details regarding uniform, key worker provision on Friday afternoons etc. will follow shortly and I ask for your patience before sending in individual queries.

I thank you for your continued support at this challenging time for us all.

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Mrs S. Machin
Principal