

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

15th July 2020

COVID-19 FULL RE-OPENING: SEPTEMBER 2020

Dear Parents/Carers,

As previously communicated, I am writing to you today to share health, safety and wellbeing information in preparation for our full reopening in September. I apologise in advance for the length of this letter, but I am sure you will appreciate the necessity to share all content within.

As you would expect, in line with government [Guidance for full opening: schools](#) we have reviewed and updated our hierarchy of measures and risk assessments.

In September, St Edward's will be open to all children. We will be opening every day including Friday afternoons. There will be a longer arrival time and a staggered dismissal time that may change once we have assessed their operation in practice on return to school (see below for initial times and details).

The children will be in their allocated classes. Where possible, they will remain in their classes and key stage areas of the school. The number of staff interactions will be limited. Most staff will work within Key Stage bubbles, whenever possible, but some movement will be necessary so that school routines and legal requirements can be accommodated e.g. Planning, Preparation and Assessment time (PPA), staff absence cover, medical and welfare support etc.

As you would expect your children's safety, and that of our staff is 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

- **ESSENTIAL measures include a requirement that people who are ill stay at home**
- 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

- If someone shows symptoms on site (a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will promptly leave the premises. Children will be isolated in a ventilated room (with appropriate adult supervision) and await collection from a relative. All will be advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 7 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) will be advised to self-isolate for 14 days from when the symptomatic person first had symptoms
- 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

- **ESSENTIAL measures include robust hand and respiratory hygiene**
- Staff will support children to understand hygiene rules in a way that is suitable for them
- Children will sanitise their hands immediately on arrival at school and will wash their hands before eating and after sneezing or coughing
- Throughout the day children and adults will have regular hand washing routines, reminders to wash 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 into
- Posters and signage will reinforce expectations
- Lidded, pedal bins are available in every classroom, and throughout the wider environment 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
- In line with guidance, children arriving at school wearing face coverings will follow a process to remove them. They will be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival, dispose of temporary face coverings in a lidded pedal bin and wash their hands again before entering their classroom

Regular cleaning of settings

- **ESSENTIAL measures include enhanced cleaning arrangements**
- The school will be deep cleaned again prior to opening in September
- Equipment and resources will be steamed prior to use
- Unnecessary items, including soft furnishings, have been 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
- The school will be thoroughly cleaned at the end of each day and a deeper end of week clean will take place on a Friday
- We will continue to limit resources shared between home and school
- **Reading books and book bags will be allowed. We ask that these are wiped/cleaned daily at home and we will sanitise reading books as they are changed in school too.** Reading diaries will not be permitted initially. We will continue to write notes on your child's Class Dojo portfolio and ask that you also use this electronic portal to share reading completed at home
- Full PE kits and wellies will remain in school and sent home as needed for laundering/cleaning
- Children's individual school water bottles will be cleaned and sterilised daily
- Children will refill their own water bottles whenever possible. When adults refill, their hands will be sanitised before and after filling each bottle
- Stationery will not be shared
- Resources will be kept in classes during use and will be cleaned frequently
- Children will be sat in the same seat, facing forwards, and will be distanced from each other as much as possible within the space available
- Internal doors will be propped open where possible and safe to do so
- Outdoor play equipment will be cleaned between use by different classes and groups
- 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

NHS Test and trace

- **Essential measures include active engagement with NHS Test and Trace**
- We will engage with the NHS Test and Trace process
- Staff members and parents/carers understand that they will need to be ready and willing to:
 - ✓ [Book a test](#) if they are displaying symptoms. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
 - ✓ provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
 - ✓ [self-isolate](#) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)
- ✓ **Parents and staff will inform us immediately of the results of a test.** If someone tests negative, and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. If someone tests positive, they should follow the [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#)
- **We will manage confirmed cases of coronavirus (COVID-19)** amongst the school community swiftly by informing and following health protection team guidance and advice
- The Health Protection team may consider two or more confirmed cases, within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, as an outbreak. We will work with our local health protection team, who will advise on actions required (including whether temporary partial or full school closure is appropriate/necessary)

Minimising contact and mixing

- **Essential measures include reducing contact and maximising distancing between those in school wherever possible and minimising the potential for contamination so far as is reasonably practicable** (the measures outlined above should be read in conjunction with those below)
- Staff will maintain distance and limit physical contact with children and other staff as much as possible
- Staff movement between classes will be limited as far as is reasonably practicable
- We will avoid close face to face contact and minimise time spent within 1 metre of anyone wherever possible
- Children will be placed in consistent groups of no more than 30 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 and on their own desk space
- Minimal-contact, distanced outdoor play/games will be encouraged and supervised within classes and key stages
- Staff will support children to understand the need for minimal contact 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 classrooms
- Children will have a designated outdoor area. These will be rotated weekly
- Each classroom will be accessed from an external door, limiting passing in corridors whenever possible
- There will be no physical whole school worship, assemblies or gatherings (we are 'connecting classrooms' electronically)
- A one way, 'non-stop' system will be in operation for arrival and dismissal
- There will be a distanced arrival and a staggered collection time for each Key Stage
- Walking or cycling to school is encouraged
- Only one parent/carer 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 whenever possible
- **Our office hatch will remain closed during arrival and dismissal**
- Designated areas within the entrance may be used for any 'drop offs' of forms etc.
- External visitors or non-essential contractors will not be on site during school opening hours
- Posters and signage will reinforce expectations

The effectiveness of planned measures will be monitored by senior and site staff

Attendance

In response to the latest DfE guidance, our usual attendance routines and procedures will resume on our return to school in September. DfE guidance states:

'It is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development. Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well... in both primary and secondary school. School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, 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'

Absence due to self-isolation and those eligible for shielding will, of course, be considered within attendance monitoring procedures

[Current advice on shielding](#)

[COVID-19 - 'shielding' guidance for children and young people](#)

Curriculum

- We have planned our ambitious and broad Recovery Curriculum for the autumn term. All subjects will be covered, but we have applied flexibilities to create time to cover the most important missed content and the filling of gaps in core knowledge with an emphasis on phonics, reading, writing and maths
- Planning will be refined in response to ongoing, formative teacher assessments
- We will provide remote education and support home learning, when appropriate, so that all children receive the support they need to master the curriculum and to make good progress

As you know, we are accredited for our approach to teaching and valuing the importance of Mental Health and Wellbeing for all. We acknowledge that children may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress or low mood. It is important to contextualise these feelings as normal responses to an abnormal situation. We know that some may need support to re-adjust to school; others may have enjoyed being at home and be reluctant to return; a few may be showing signs of more severe anxiety or depression. Others will not be experiencing any challenges and will be keen and ready to return to school. **Our Recovery Curriculum (to be published on our website shortly)** considers re-integration for the whole school community and wellbeing is intrinsically woven throughout.

We will also provide more focused pastoral support and will draw on external support where necessary and possible.

Statutory Assessments

The government are planning on the basis that statutory primary assessments will take place in summer 2021. The Early Years Foundation Stage (EYFS) profile, and all existing statutory key stage 1 and 2

assessments, should return in 2020 to 2021 in accordance with their usual timetables. For our academy, this includes:

- the phonics screening check
- key stage 1 tests and teacher assessment
- the year 4 multiplication tables check
- statutory trialling

The statutory rollout of the reception baseline assessment has been postponed until September 2021. However, we have signed up to the 'early adopter' year in 2020 to 2021. Mrs Best, our Early Year's Leader will communicate more on this in September.

We await further information about the phonics screening check in year 2 and also arrangements for implementation of the engagement model (for the assessment of pupils working below the national curriculum and not engaged in subject specific study) and will update you more on this in the autumn term.

Behaviour

Our policy has been continually updated throughout the COVID-19 pandemic and in line with published guidance. This sets out the consequences for poor behaviour and deliberately breaking the rules and how we will enforce compliance, including any sanctions. Updates include the need to follow rules on restricted movement within school and hygiene procedures and routines. We have also built new expectations into our rewards system. Mrs Clifford is currently 'tweaking' our autumn term version of our behaviour policy and will share this with you shortly.

Arrival and Dismissal

Our one way, **non-stop** routine will remain in place. Please support us by respecting distancing at all times, being prompt in relation to timings, by 'maintaining the flow' and by being patient as we all work together to be as safe as we can. This routine has worked well for children and parents/carers during the summer term, but due to the increase in numbers, it is imperative that you are all aware of and respect the expectations below.

You will need to:

- **Enter** via the path adjacent to the school garden
- **Follow the path/footprints** and 'handover' or collect your child/ren at their designated entrance area (as below). A member of staff will be waiting to greet you and the children
- Continue and **EXIT** the school grounds via the gate at the bottom of the ramp

If children are anxious and/or upset

- We are making the full return to school a happy occasion and experience for the children and know that you will be preparing them too (thank you). However, it is inevitable that some children will feel anxious, nervous and become upset as they arrive. **Please be assured that staff will be on paths and at the doors to support the children into school safely. They are prepared to manage any tears and/or anxieties and it is really important that you leave the child promptly at the gate** to avoid a queue forming on the paths and outside the school. If your child is distressed and inconsolable, we will ring you and agree a way forward with their wellbeing being the primary focus. **Staff may ask you to follow the path for a second time if you are unable to leave your child promptly. They are not being rude or uncaring; they will be following health and safety procedures in place.**

Please note: Arrival and dismissal timings will be reviewed and adapted as appropriate. We will avoid this where possible but, please be mindful that, in the interests of health and safety, changes may be made at short notice.

Arrival Time Monday-Friday	Year Groups	'Handover' Point
All children to arrive between 8.45am and 9.30am	Butterflies – Mrs Best (Early Years)	EYFS playground gate
	Bees – Mss Bills (Early years)	
	Squirrels – Mr Carter (Key Stage 1)	
	Frogs – Mrs Hordern (Key Stage 1)	
	Robins – Miss Gratton (Key Stage 1)	
	Bats – Miss Upton (Key Stage 2)	Key Stage 1 Playground gate
	Spiders – Mrs Clifford (Key Stage 2)	
	Squirrels – Mrs Johnson (Key Stage 2)	

Dismissal Monday-Friday	Year Groups	'Handover' Point
3.00pm-3.10pm	Butterflies – Mrs Best (Early Years)	EYFS playground gate
	Bees – Mss Bills (Early years)	
3.10pm-3.20pm	Squirrels – Mr Carter (Key Stage 1)	EYFS playground gate
	Frogs – Mrs Hordern (Key Stage 1)	Main Entrance arch
	Robins – Miss Gratton (Key Stage 1)	Key Stage 1 Playground gate
3.20pm-3.30pm	Bats – Miss Upton (Key Stage 2)	Key Stage 1 Playground gate
	Spiders – Mrs Clifford (Key Stage 2)	
	Squirrels – Mrs Johnson (Key Stage 2)	

Siblings

Parents/carers with siblings in more than one key stage to collect all children from their designated exits at 3.20pm please.

Late Collection

We appreciate that in certain circumstances, and on rare occasions, lateness is unavoidable. However, I am sending a polite reminder about punctuality. Our attendance monitoring includes punctuality at the end of the day too. To minimise mixing on yards at dismissal time, children will return to their classes promptly at the end of their designated dismissal time and parents/carers will need to wait, off the premises, until all other classes have been dismissed and collect their child/ren at 3.30pm.

School Uniform

The Department for Education (DfE) acknowledge that uniform policies and enforcement may have been relaxed while only certain categories of pupils have been attending this term. They do, however, encourage all schools to return to their usual uniform policies in the autumn term as, 'Uniform can play a valuable role in contributing to the ethos of a school and setting an appropriate tone.'

As part of our wellbeing agenda, we have agreed that children may return to school wearing their rainbow ties and/or badges and rainbow/coloured socks and hair wear until September 14th 2020. All other uniform must be in line with our policy. All children returning to school for the first time will be presented with their tie or badge on the first day in September.

DfE guidance clarifies that uniforms do not need to be cleaned any more often than usual, nor does it need to be cleaned using methods which are different from normal.

Brambles - Before and After School Care

Mrs Bloor has written to those of you that have requested places for BRAMBLES Extended School Time (BEST). Further, provision specific, health and safety information will be shared prior to the start of the new school year and will be subject to change in line with published guidance. The proposed, provisional arrangements will be for the children to play and eat in groups aligned to their key stages.

School Dinners

Mrs Fryer will communicate with you regarding dinners. For now, you will have the option to book a cold lunch via Fresh Start or bring a packed lunch from home. All lunches will be eaten in the classrooms for the first half term.

Healthy Snacks

Mr Carter sent out a message about healthy snacks last month. As part of monitoring, some items sent in this term still do not meet the criteria. Healthy snacks are fruit or vegetables. These can be dried e.g. raisins. Cereal bars or 'fruit' strips are not a healthy snack. Please note that, from September, your child will not be permitted to eat a snack that does not fulfil our criteria and these will be returned home.

School Office and Communication

The school office will not be open during arrival and dismissal and should be avoided, as much as possible, at other times too. Face to face meetings will only take place in exceptional circumstances and by appointment only. We encourage you to message your child's class teacher via Class Dojo and you may contact Mrs Leese by email d.leese@stedwardscheddleton.co.uk or phone for anything regarding your child's welfare too. If you leave a message, she will call you back as appropriate.

For administration queries and questions, please email or telephone the school office between 9.45am and 2.45pm. If you leave a message, office staff will get back to you at their earliest convenience.

You will be pleased to know you have finally reached the end of my letter. I will send a short one (I promise) at the end of the week too.

I thank you all for your continued support as we continually adapt and change in response to the national and local climate.

Best wishes,



Mrs S. Machin
Principal