

Dear Parents / Carers,

I do so hope you are all managing to stay safe and well, as always.

We have been working extremely hard to put together our plans for a full September opening and the return to school of all children. We have followed all guidelines from the Department for Education. Below you will find all of the details you should hopefully need. I make no apologies for the length of this letter as everyone's health and safety must be paramount. Please read everything carefully so that you are clear about the procedures and protocols we will be following.

Start dates

We intend to stagger the return to school by welcoming back different year groups/classes on different days to help everyone get used to the new way of operating. Once children have started back they continue to come from that day forward.

Monday 7th September: Year 6 and Year 1

Tuesday 8th September: Year 5 and Year 3

Wednesday 9th September: Year 4 and Year 2

Nursery and Reception parents have been informed separately of their start dates.

Grouping the Children

Children will generally be working in their class bubbles but will form larger year group bubbles where this is necessary for the school to operate effectively. These year group bubbles will not mix with other year groups and have separate break / lunch times and places. All children from Y2 upwards will be sitting at front facing desks to minimise face to face contact.

Start / finish times

To limit the footfall on school premises we will have staggered start and finish times for the different year group bubbles. Due the number of children / parents involved there will be no flexibility in these timings. If you have siblings who need dropping off / collecting at different times we ask that you wait off the school site following the 2m social distancing guidelines. Staggering entrance/collection will help to ensure that the adults and children on site can distance appropriately and it will reduce the risk of children coming in to contact with children from other bubbles.

Nursery am: 8.35am – 11.35am

Nursery pm: 12.35pm – 3.05pm

Reception: 8.40am – 3.05pm

Year 1: 8.50am – 3.15pm

Year 2: 9.00am – 3.30pm

Year 3: 8.30am – 3.00pm

Year 4: 9.00am – 3.30pm

Year 5: 8.45am – 3.15pm

Year 6: 8.30am – 3.00pm

Parents / children must arrive on time for entry to school, they must not arrive early or late. Parents will be asked to drop off and leave, rather than remain on school grounds.

Adults from the appropriate bubbles will be on duty to support children and adults as they arrive at school. This way we will continue to reduce footfall of adults on site. Parents mustn't congregate at the 'drop-off' point, they must instead arrive on time and then depart.

Travelling to / from school

Parents are encouraged to walk to school where possible and only one parent will be permitted on the school grounds. If children cycle or scooter to school, then they are to use the storage area to lock their bike/scooter securely down the slope near Bright Stars and then make their way to line up outside their classrooms.

If your children travel to school by bus they can continue to do so. Those children on a bus will be an extended bubble. No adults will be permitted on either of the school buses. We appreciate that for those who travel on the buses the timings given may not fit and we will make allowances for these children. Once the children have arrived at school on the bus they will enter the school through the main door and then use the internal one way system to get to their classrooms. Please ensure any children travelling by bus have washed their hands before using.

Please do not walk together in large groups. It is preferable that members of the same household should walk to the setting together where possible.

Only members of the same household should travel in the same car.

Any carers/parents in clinically vulnerable groups are discouraged from dropping off and picking up children.

Arrival / Collection Points

Years 6,5 and 4 should be dropped off at the front playground gate and then line up either outside their classroom (Y6/5) or in the signed designated space (Y4).

Year 3 should be dropped off at the top of the slope near Bright Stars and make their own way around the back of the school to line up outside their classroom doors.

Year 2 should be walked around via the path / car park to the back playground. Parents should drop off at the gate and the children should line up outside their classroom doors.

YN, R and 1 children should be walked to the outside doors of their classroom where they will be met by the class teacher or TA. No parents should enter the school or Nursery.

Please ensure that you socially distance yourselves at all times.

Collection / exit points at the end of the day will be in the same places. Again, parents must not arrive early or late. They must collect their children on time so that

teachers can release children safely. The playground will be open to parents to briefly wait in before their children are released to them. Whilst parents are waiting, social distancing must be adhered to. Children in Y5 and 6 will be allowed to leave in their usual way but children from Y4 downwards must be collected by an adult unless we have explicit written consent from parents.

Attendance

Now the circumstances have changed 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. We will work closely with you to support your child's return to school but it is an expectation that all children will return. As a last resort we may have to instigate sanctions if children do not return as we would in normal circumstances.

Where children can't attend school as parents are following clinical and/or public health advice, absence will not be penalised but medical proof will be required.

School Office

The school office is not to be accessed by parents unless through prior arrangement via a call or email. The office will not be open for parents to drop-in to. The DfE guidance states that coming into the site without an appointment is not allowed. However, parents can obviously still call and receive support over the phone or via email. Children should not drop off anything to the school office, a member of the office team will go to classrooms throughout the day to collect any items brought in to school (money etc) and mobile phones (Y6).

Items from Home

The resources brought in from home by children should be kept to a minimum e.g. lunch boxes, hats, coats, books, stationery and mobile phones (Y6 only) and these are not shared with the group. Bags are allowed. Mobile phones will be collected by the office staff in the morning from classrooms for safe keeping and not dropped off in the office as has been the case previously.

Pupils should not bring anything additional from home. There can be no 'show and tell'. However, children can take reading books home and return them as normal. Books are to be returned to school but will be taken out of circulation for 72 hours before being returned to the class library.

It is very important that each child has their own named water bottle which will go home every day for washing.

Lunches

Our school kitchen will be open as normal. Children in YR, Y1 and Y2 are entitled to Universal Infant Free School Meals and will receive a hot meal as a matter of course. These year groups will eat in the main dining area but at different times and / or separate to each other. Years 3/4/5/6 are able to pay for school meals in the usual way via Parent Mail or bring a packed lunch. Children in KS2 who are entitled to Free School Meals will receive a hot lunch as normal if required. The ordering system for this will be slightly different come September – further details to follow. Children in

these year groups will eat in their classrooms and any hot meals will be delivered straight to the rooms.

Uniform

Children should wear the correct school uniform at all times. We would ask that on their main PE days the children come to school in their PE kit. PE kit should be a plain white t-shirt, navy blue or black shorts / tracksuit (plain colours only please), suitable trainers and a navy or black sweatshirt for colder days.

Main PE days will be:

Monday: Year 1

Tuesday: Year 6 and Year R

Wednesday: Year 5 and Year 4

Thursday: Year 3 and Year 2

Prevention

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school

If a member of staff, pupil, parent or any other adult show symptoms of Coronavirus or they have tested positive within the last 7 days, **they are not to attend school**. The main symptoms are:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

If a child in the school becomes unwell with the main coronavirus symptoms, the existing guidelines will be followed i.e. the child will be removed to a designated isolated space where they can be monitored and supported until they are collected by their parents or carers. Any siblings will also be asked to go home until a test result is received.

The child should then be tested for coronavirus.

Where a pupil has symptoms, parents should order a test immediately through www.nhs.uk/coronavirus or calling 119 if they have no internet access. Further information for parents and carers on testing is available via <https://www.justonenorfolk.nhs.uk/test-trace>

If the test is negative the child can return to school assuming they are well enough. If the test is positive, all children and adults within that bubble will be asked to self-isolate for 14 days and not attend school. This is why it is so important to not mix with

other children and adults outside of your bubble – it is a protective mechanism. This guidance also applies if an adult in school presents as unwell and is subsequently tested as positive.

Where a pupil or member of staff isolates because someone in their household has symptoms, or because of contact tracing outside of the setting you do not need to take any further action unless the pupil or member of staff develops symptoms.

2. Clean hands thoroughly more often than usual.

Adults and children are to wash their hands on the following occasions:

Entry to school

Before/after break times

Before lunch

When they change rooms

Before leaving school

Anytime that they visit the toilet or cough/sneeze in to their hands.

Additional hand sanitiser pumps have been purchased and are stationed at appropriate points in school i.e. outside classrooms, the reception desk for visitors and staff upon arrival and the photocopying areas for increased hygiene as a 'pinch point' in the school.

Hand hygiene protocols are to be re-visited at the start of the year when the children will receive reminders about the expectations of practices and protocols in school. They will be established as part of our culture and behaviour expectations.

Hand moisturiser can be sent in to help prevent sore / chapped hands from additional hand washing.

3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.

At the beginning of September, children will be reminded of the posters around school that encourage them to catch it, bin it and kill it. Children will be reminded that if tissues are regularly disposed of throughout the day, they should be thrown in to the lidded bins (old recycling bins) in each classroom and their hands must be cleaned afterwards.

4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach

Additional cleaning will take place throughout the school day to cover pinch points such as door handles and toilets. Each class will have their own allotted set of classroom cleaning equipment in a caddy. It will be stored appropriately within the classrooms.

Children will be allowed to go to the toilet as they would do in a normal school day, however staff will be very aware of how many other children are also using the toilet

and ensure that children wash their hands afterwards. Toilets will continue to be cleaned regularly.

5. Minimise contact between individuals and maintain social distancing wherever possible.

The purpose of 'bubbles' is to minimise contacts and mixing between people, reducing the transmission of coronavirus. SCPS&N will do everything it can to maintain this whilst still delivering a broad and balanced curriculum. Within bubbles, children and adults must also take measures to distance themselves where at all possible.

Planned September transition can no longer occur as hoped. Children will need to return to their new Classteacher on their first day in September.

There will be no whole-school events where children and adults are required to congregate. Assemblies will be limited to year group assemblies. Children will be required to distance during these assemblies rather than lining in tight rows. Where possible, efforts will be made to have virtual assemblies through Zoom (video conference software). Children are not to sing during assembly.

Supply teachers, peripatetic teachers, coaching staff and/or other temporary staff can move between schools. Likewise specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual.

In terms of classroom resources, for regularly used stationery, children will all have their own individual set that is not to be shared. Other classroom resources like books and games can be used within the bubble but will be cleaned following use.

6. Where necessary, wear appropriate personal protective equipment (PPE).

PPE will be used for two main reasons; where an individual is presenting with coronavirus symptoms and/or when a child is receiving intimate care and it is part of their normal routine (toileting/relevant first aid support).

The PPE available in school for dealing with cleaning of potentially infected zones and supporting ill children or adults is as follows:

Face masks

Aprons

Gloves of various sizes

Face shields (limited quantities)

Children need to know that some adults might be wearing PPE and that it is 'ok'.

Response to any Infection

7. Engage with NHS Test and Trace

Parents and staff will be expected to engage in the NHS Test and Trace process if required to do so.

They will be required to book a test and provide details of anyone that they have been in close contact with. They will then be obliged to follow the 'stay at home'

regulations. Contact with the symptomatic family will be maintained so that we can respond appropriately to either a positive or a negative result.

If the test result is negative, the child can return to school assuming they would do so under normal circumstances.

If the test result is positive, the child and family need to follow the 'stay at home' guidelines.

8. Manage confirmed cases of coronavirus (Covid-19) amongst the school community.

If someone who has been sent home tests positive for COVID19 then the whole Year Group bubble will be sent home and should isolate for 14 days. We will provide the details of those children/adults that have been in direct close contact with the child/adult (face-to-face contact for any length of time); proximity contacts (extended close contact – within 1m-2m for more than 15 minutes); travelling in a small vehicle with the infected person to Public Health England.

The admin team will prepare a report that shows the contact details of each member of the year bubbles to support the contact tracers.

The school will inform parents of the infection but we will not reveal the name of the infected child/adult.

Those contacted or sent home must self-isolate for 14 days but those living in the household do not have to unless the isolating child / adult shows symptoms. At that point the household will need to go in to full isolation following stay at home guidance and have the test. If the symptomatic child's test is negative, they must continue to isolate for the remainder of the 14 days. If the result is positive, they must inform school immediately and isolate for at least 7 days from the onset of symptoms.

Close contacts of positive cases must isolate for 14 days. Close contacts will not ordinarily be eligible for testing unless and until they develop symptoms. Where a close contact subsequently develops symptoms and tests negative they must continue their 14 day isolation period as they may still have contracted the virus but it was not detected.

SCPS&N will not (as per the DfE instruction) routinely ask for evidence of negative test results or other medical evidence before admitting children back after a period of self-isolation.

9. Contain any outbreak by following local health protection team advice.

We will keep in contact with our health protection team.

If school has 2 or more confirmed cases within a 14 day period, this could be considered an outbreak and greater measures would need to be put in place. The health protection team would advise throughout.

This could result in a year group bubble lockdown, a school closure or/and a mobile testing station being established in school.

Testing will focus on the affected classes, then their year groups and then the remainder of school if required.

Educational Visits

School trips are permitted to resume however the risk of compromising the integrity of bubbles by mixing with other schools attending venues or using coaches that have also been used by other schools, does not seem conducive with guidance and so we will not be undertaking any trips in the Autumn Term.

Bright Stars

Wraparound care is permitted to commence. The children will be in an extended bubble (similar to those on a bus), observing very good hand hygiene. Further details will be sent on this later.

Contingency planning for outbreaks

Should any year groups be sent home due to a positive test result we have made the following plans:

Our immediate response will be the following:

- Children are to take home their individual stationery packs and their current exercise books
- Adults will share lessons via Google Classroom or Tapestry, often in reference to Oak National Academy lessons that are tailored for every objective in the primary curriculum.
- Children will be able to take photos of their learning and upload to the Google Classroom or Tapestry page so that teachers can monitor progress and offer supportive feedback if appropriate.
- If no work is being submitted then teachers will call during the school day to make contact and to encourage the work to be completed.

Chosen learning activities will follow our interim curriculum sequencing and will be of high quality. All teachers will use this consistently to support online learning. More detail on Oak National Academy can be found here (<https://www.thenational.academy/information-for-teachers>).

Out of School

We respectfully ask that if your child / children attend any out of school activities or groups that you seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this.

