



Community † Compassion † Wisdom

15<sup>th</sup> July 2020

**Re: COVID-19 Arrangements for September**

Dear Parents

I am writing to inform you of our plans for a full reopening for all children in September. Whilst hope that we will not need to make any changes to the arrangements listed in this letter, they are subject to change if, for example, guidance from the Department for Education changes or if there is an increase in COVID-19 in the local area.

In making our plans, we have been asked to take the following steps to prevent the spread of COVID-19 in our school community:

- 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
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Schools have been told that numbers 1 to 4 must be in place in all schools, all the time. Number 5 must be properly considered, and schools must put in place measures that suit their particular circumstances. Number 6 applies in specific circumstances.

**Bubbles**

All children and staff will continue to belong to a 'bubble'. Each bubble will consist of a whole class of children and some staff members. We have made some changes to our staffing structure to ensure that staff are only allocated to one bubble. In September, the staff and children within the bubble will not mix with anyone else in the school community. The Government continue to accept that social distancing isn't possible in primary schools, particularly with younger children, and propose that we can minimise the risk by limiting the number of children and staff who have contact with one another.

Bubble	Class	Teacher(s)	Teaching Assistants/Higher Level Teaching Assistants
1	Red Kites (Reception and half of Year 1)	Mrs Gehin	Mrs McKechnie and Mrs Martin
2	Kingfishers (Half of Year 1 and Year 2)	Mrs Legge	Miss Horner

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3	Pheasants (Year 3 and 4)	Mrs Page (Monday-Thursday) and Mrs Challender (Friday)	Miss Hill, Mrs Bustin/Mrs Timms and Miss Walsh
4	Swallows (Year 5 and 6)	Miss McBride	Mrs Millar

In exceptional circumstances, we may move staff between bubbles. For example, in the event of staff absences we may need to do so to ensure that we can continue to offer full time education to your children.

Please note that the size of our bubbles will be reviewed regularly. As soon as it is safe to do so, we would like to join the Red Kites and Kingfisher Class bubbles so that our Year 1 children, who are split across the two bubbles, can spend time together. We recognise that this is important, both academically and socially, for the children's development.

### Timings of day

We need to ensure that morning drop-off and afternoon collection can take place as safely as possible. Over the last half term we have had staggered start and end times. These will continue but we will be staggering these over a much shorter period of time, and more in line with our usual routines. This ensures that children do not miss out on valuable teaching time. We are lucky enough to have three points of entry which will allow us to do this safely.

Timings and locations for drop-off are as follows:

Bubble	Class	Drop-off time	Location
1	Red Kites (Reception and half of Year 1)	8:40-8:50am	Walk through the car park (rather than pedestrian gate) to the metal gate leading into the Red Kites outdoor area.
2	Kingfishers (Half of Year 1 and Year 2)	8:40-8:50am	Walk through the car park (rather than pedestrian gate) to the five-bar gate onto the playground (as in June/July).
3	Pheasants (Year 3 and 4)	8:35-8:45am	Walk through the pedestrian gate and follow the white dots and then yellow dots to the Pheasants cloakroom door (as in June/July).
4	Swallows (Year 5 and 6)	8:35-8:45am	Walk through the pedestrian gate and follow the green dots into the cloakroom door (as in June/July).

Our end of the day collection presents us with a greater challenge, particularly in KS2 as our waiting area is very small. For this reason, we will be staggering the collection times in KS2 alphabetically. I appreciate this isn't ideal, but know that we do not have enough space to allow all Year 3-6 parents to socially distance at collection time. I believe this option is preferable to having a different collection time for each class as so many of you have a child in each of our KS2 classes.

Timings and locations for collection are as follows:

Bubble	Class	Collection time	Location
1	Red Kites (Reception and half of Year 1)	3:05pm	Walk through the car park (rather than pedestrian gate) to the metal gate leading into the Red Kites outdoor area. Wait near gates at 2m distance from others.
2	Kingfishers (Half of Year 1 and Year 2)	3:05pm	Walk through the car park (rather than pedestrian gate) to the five-bar gate onto the playground (as in June/July). Go through the gate and wait on marked out area in playground. Do not wait in the car park as this will block the exit route for bubble 1 who are

			leaving at the same time.
3	Pheasants (Year 3 and 4)	3:00pm (surnames between A and Mc) or 3:10pm (surnames between Me and Z)	Use the white dots to walk up the pathway and wait on a white or yellow dot in the marked area outside Pheasants classroom. Leave promptly with your child using the green dots.
4	Swallows (Year 5 and 6)	3:00pm (surnames between A and Mc) or 3:10pm (surnames between Me and Z)	For parents collecting children from school, use the white dots to walk up the pathway and wait on a white or yellow dot in the marked area outside Pheasants classroom. Leave promptly with your child using the green dots.

To further minimise the risk around the beginning and end of the day, we ask that you follow the below guidelines:

- Only one parent to drop off/pick up.
- Do not stop and chat with other parents on the school premises as we need to keep pathways clear for others.
- Please remain 2m away from other parents, pupils and staff at all times.

There will be videos posted to DOJO explaining drop-off and pick-up arrangements for each class on or before Tuesday 1<sup>st</sup> September.

### **Clothing**

From September, please adhere to our uniform policy. The guidance states that uniforms do not need to be cleaned any more than usual.

### **Lunchtimes and breaktimes**

Lunchtime and breaktimes will be staggered so that children are not coming into close contact with staff or children from another bubble. It is likely that Swallows and Kingfisher will have lunch from 11:50-12:50 and Red Kites and Pheasants will have lunch between 12:15-1:15. Two classes will be in the hall at a time, but each group will be spaced with at least 2m between them. Again, there will be two bubbles on the playground or field at a time, but each group will be given separate areas to play on.

### **What can be brought from home?**

We are required to limit the items travelling between home and school to the essentials. The only items that are permitted to be brought from home are:

- Water bottle
- Coat and sun hat
- Spare shoes/wellies
- Packed lunch (if required)
- Reading book
- Medication

### **Enhanced Cleaning**

Classrooms need to continue to be set up for easier cleaning. We will continue to ensure children in Year 1 and above don't share resources such as pencils and rulers. However, other classroom-based resources, such as books and games, can be used and shared within the bubble. In line with the Government guidance, equipment used across bubbles will be cleaned meticulously and frequently between bubbles or left for a period of 48 hours (72 hours for

plastics) between use by different bubbles. We will be continuing to operate an enhanced cleaning schedule with regularly touched surfaces such as door handles, tabletops, light switches, taps, etc. being cleaned at regular intervals throughout the day.

**PPE**

School staff have been advised that we do not need to wear any PPE. There are exceptions to this, such as when dealing with someone displaying coronavirus symptoms.

**What will happen if a member of the bubble displays symptoms?**

- Children and adults with symptoms (new continuous cough, high temperature or loss of taste or smell) MUST stay at home and self-isolate.
- The person must be tested. If the person is a pupil, we ask that the parent arranges the test quickly. By September, we will have a supply of home testing kits at school.
- All members of the bubble can continue to attend school while the test is carried out.
- If the test result is positive, close contacts within the bubble, will need to self-isolate for 14 days from last contact with the infected person. This is in line with NHS Test and Trace.

**Breakfast Club**

Breakfast Club will resume in September. The children will be seated so that they can socially distance from other children who are not in their bubble. The staff member running breakfast club will socially distance as much as possible from the children not in their bubble.

**After School Club**

The guidance from the Department of Education states that children can be mixed into wider groups for wraparound care, which includes ASC, run by Combe Preschool. I have spoken with the Preschool about arrangements for this. They are making arrangements and will be in touch with parents shortly, or may have done so already.

**School Extra-curricular Clubs**

The survey completed by parents last week showed that the vast majority of parents would consider booking their children into clubs run by external providers. Each club could only be offered to the children within one bubble. I have been in discussions with external providers and we hope to offer the following clubs in September. Bookings will be taken as soon as we return in September. Please support the clubs if you can as they need a minimum number of children to run and this will be more difficult to achieve as they can only be offered to one class.

Day	Club	Bubble
Monday	Bright Stars Science Club	Pheasant 14/09-19/10 (6 weeks) Swallows 2/11-7/12 (6 weeks)
Tuesday	Green Club	Swallows
Tuesday	Drama Club (with Katie who is returning from maternity leave)	Pheasants
Wednesday	Cookery	Swallows 16/09-21/10 (6 weeks) Pheasants 4/11-9/12 (6 weeks) Pheasants
Thursday	Dance Club	Kingfishers (may be extended to Red Kites after half term)
Friday	Craft Club	Red Kites (may be extended to

### **Visitors to school**

We are still required to minimise the number of visitors to school where possible. Where necessary to welcome visitors such as peripatetic teachers, individuals should take maintain distance from other pupils and staff. We are hoping individual music lessons will resume in September and are making arrangements with Liz McArdell, who teaches these lessons.

### **Restrictions on usual school activities**

There are some school activities which are restricted. For example:

- We need to avoid large gatherings such as assemblies or collective worship with more than one group.
- We are advised against domestic UK overnight and overseas educational visits. Schools can resume non-overnight domestic educational visits.
- There are additional risks of infection in environments where there is singing, chanting, playing wind or brass instruments or shouting. This even applies even if individuals are at a distance. Singing can be done in groups of no more than 15, positioning pupils back-to-back or side-to-side.
- Outdoor sports should be prioritised where possible, and only large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important because of the way people breathe during exercise.

### **School attendance**

The usual rules on school attendance will apply from September, 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
- The availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

When booking summer holidays, please consider that the government has set a requirement for people to returning from some countries to quarantine for 14 days on their return.

### **Social distancing outside of school**

In order to reduce the risk to our community, we ask that you and your family adhere to the latest Government guidelines on social distancing. Anxiety amongst our school community will increase if any members attending school are seen not to be adhering to these guidelines. Children must stay at home for 14 days if anyone in their home is displaying coronavirus symptoms or receives a positive test result.

### **Online Learning**

Schools are expected to consider how to continue to improve the quality of their existing online offer and are to have a strong contingency plan in place for remote education provision by the end of September. In order for us to continue to adapt and improve our online learning provision, parents will be asked to give feedback about our provision in September.

I would like to take this opportunity to thank you again for your support this year, and particularly over the last 5 months. I hope you enjoy the summer break with your family. We look forward to seeing your child(ren) again on Wednesday 2<sup>nd</sup> September for the new school year.

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Yours sincerely

Mrs R Joannou  
Headteacher