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Interim Executive Headteacher: Mrs H Haines

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July 2020

Dear Parents and Carers,

Information regarding coming back to School in September

Following the announcement by the DfE, we are pleased to be able to fully open from 7th September 2020 to all our year groups. We will of course continue to follow strict guidelines with regard to minimising the risk of Coronavirus infection.

- The benefits to our children's education and mental health by returning to school, now outweighs the risk from Covid 19. We will keep this under review and inform you of any changes, whether locally or nationally.
- Please talk to your child about returning to school, to prepare them and ease any anxiety. Remind them of their new teacher's name, classroom name and that they will be able to see their friends again. Let them know the adults in school have lots of exciting activities and learning for them when they return and are looking forward to seeing them too.
- It is compulsory for all children of statutory school age and above in all year groups to return to school full time from September 2020. This includes children who may have previously been shielding.
- Children are to wear full school uniform and should bring a named water bottle and book bag each day. Please wash/wipe these on their return home.
- PE kits are to be brought in and will be kept in school for the half term.
- For our youngest children who might need a spare set of clothes, please send these in and we will keep them for the half term. We will then return them at the end of each half term or when used, whichever is the sooner.
- Children will be in whole class bubbles at the start of the Autumn term.
- Lunchtimes and break times will be staggered and each class will eat and play separately to the others. Lunches may be brought from home or ordered in school. There is a more limited menu available at present (a copy can be found on our website). Please note that in the first week back there will only be the packed lunch option to choose from.
- Whole school activities such as assemblies will be delivered via video conferencing.
- To allow for a steady stream of arrivals in the morning – we will have a rolling opening time between 8.45am and 9am. Please be at school no later than 9am, as from September we will have to start logging late arrivals and lunches will not be ordered. As usual, if your child is unwell and cannot come to school please let the office know by 9am (a message can be left on the answer machine but a clear reason must be given for the absence).
- We will continue to operate the three gates system for arrival and collection – Owl will use the brown gate to the left of the hall, Kestrel the main green gate to the right of the office

and Eagle the emergency access gate to the right of the old school. Please follow the posters and signs upon arrival and follow social distancing measures while waiting.

- Parents will unfortunately not be allowed in school at present so parent sessions such as Family Friday, Parent Readers and Learning Café will not take place at the moment.
- We will continue to use the class home learning email addresses as one of the methods of communication with families, especially regarding home learning and homework.
- Children will be able to attend breakfast from the week beginning 14th September and will sit in their class bubble groups. It will be possible for children to attend childminder provision before and after school, as long as these are limited in number. We will work closely with other settings to minimise the risk of infection. We will not be starting after school clubs initially.
- Since lockdown we have put in place many measures to ensure a safe environment in school for children and staff, this will continue in September, with timely handwashing, regular cleaning of high use areas, classroom layouts and adult social distancing.
- Our priority will be to settle the children back into the school routine and then gradually return to a full curriculum timetable.
- Any children and staff with Covid 19 symptoms (new cough, temperature and /or loss of taste or smell) must stay at home, self-isolate for 7 days and take a test. The rest of the household must self-isolate for 14 days. If a child or staff member tests positive the rest of the class will have to self-isolate for 14 days. Children not attending school due to self-isolation will be given access to home learning.
- If your child becomes ill during school hours with the above symptoms, they will be cared for away from their classroom and we ask that you pick them up within half an hour of school calling to notify you. Adults attending your child will have to wear PPE, to avoid infection themselves.

Corvus Education Trust
HOME-SCHOOL CORONAVIRUS AGREEMENT

Our collective responsibilities

School will:

- Have a risk assessment in place and shared with all staff.
- Provide the safety of a year classroom bubble.
- Direct children to wash their hands on arrival. Hand washing will also be at key times throughout the day.
- Clean high use areas and table tops regularly during the day by members of staff.
- Arrange the classroom environment to minimize the risk, so that children face the same way but can safely access appropriate equipment and learning. Classrooms will still be safe and inviting places to be.
- Give children regular opportunities for physical and outdoor play and learning.
- Ventilate classrooms, weather permitting.
- Follow the Norse menu for lunches in school where possible. Please check the website for menu details.
- Staff will be socially distancing from each other. Staff will wear a face shield when welcoming children in at the door and when releasing for home. Staff who cover release time will be able to access more than 1 classroom bubble.
- If a child becomes unwell during the day, they will be isolated in a safe space and a parent called. The isolation space will then be cleaned. Staff attending your unwell child will be

wearing personal protective equipment. Depending on the nature of the illness or the outcome of the Coronavirus test, we will follow Government guidelines.

- Work in collaboration with Norse Norfolk who are our school cleaning contractors.

Parents will:

- Check their child's temperature before going to school each morning. If your child has a high temperature please stay at home and advise the school office accordingly.
- Ensure children are in school on time.
- Ensure their child has their own water bottle. Reception and KS1 children who may need a change of clothes during the day to bring them in and leave at school.
- Drop off and collect with only one parent, without other children where possible. Childminders can also drop off and pick up. Please continue to be mindful of the total of social interactions you are having, to keep the risk of cross infection to a minimum.
- Maintain 2 metre social distancing with staff and other parents.
- Have spoken to their child about the expected behaviour in school and that any inappropriate unsafe behaviour will result in a parent being called to discuss future arrangements.
- Have spoken to their child about what to do if they feel unwell – tell a member of staff, especially if they feel hot or start coughing.
- Pick up within ½ hour if you have been notified that your child is unwell.
- Where possible, communication with the school office will be by telephone or email.

Children will be expected to:

- Listen to the instructions given by their class teacher and other members of staff.
- Advise a member of staff if they feel unwell.
- Respect that currently adults cannot work closely with them or one another and need to keep a short distance apart.
- Wash their hands thoroughly and for 20 seconds with soap.
- No place school equipment in their mouths.
- Be responsible for looking after their resources (provided by school – no home pencil cases will be permitted) and not use other peoples.
- Sit at their designated spot in the classroom when requested.

Our risk assessment and Covid-19 Behaviour Policy appendix will be published on our websites.

Thank you all for the support given to staff in our schools over this time, we wish you a safe and happy summer break and look forward to seeing you again in September.

Kind Regards

Mrs Heather Haines

Interim Executive Headteacher.

