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July 2020

Dear Parents and Carers,

Welcoming all our children back in September

Following the announcement by the Department for Education, we are pleased to confirm that the school will be fully open for all our children in all year groups from 7th September 2020. Our priority will be to settle the children back into the school routine and then gradually return to a full curriculum timetable.

The government has said that it is compulsory for children of statutory school age and above in all year groups to return to school full time from September 2020, and this includes children who may have previously been shielding. We will all continue to follow strict guidelines with regards 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.

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. These include:

- timely handwashing
- regular cleaning of high use areas
- changes to classroom layouts
- adult social distancing

Children will be in their whole class bubbles from the start of the Autumn term. Lunchtimes and break times will be staggered and each Year group will eat and play separately to the others. Whole school activities such as assemblies will be delivered via video conferencing where possible. 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. For all other enquiries please contact the school office.

Please talk to your child about returning to school, to prepare them and ease any anxiety. Remind them of their new teachers 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.

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What your child needs to bring to school:

- Children are to wear 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.

The start of the day:

- To allow for a steady stream of arrivals in the morning we will have a rolling opening time between 8:30am and closing at 8:50am for the register. Please be at school no later than 8:50am, as from September we will have to start logging late arrivals and lunches will not be ordered.
- We will continue to operate the 'one way' system in and out of school. Please enter through the small 'train and boat' playground and exit through the large playground.
- Parents will unfortunately not be allowed in school at present and staff will be at the classroom doors from 8:30am to welcome the children in.
- Where possible please try and walk or cycle to school. If you are using your car please park respectively on Manor Road or surrounding area, unfortunately, for safety reasons, we cannot allow parents' cars on the school site.
- Children will be able to attend breakfast club from the week beginning 21st September 2020. 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.

At the end of the school day:

- At the end of the day the Reception children will be allowed home at 2:55pm, Year 1 at 3:00pm, Year 2 at 3:05pm and Nursery at 3:15pm. Please follow the one way system at pick up times and maintain social distancing guidance.
- We will not be starting after school clubs initially.

In the case of illness:

- 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. Please inform the office if you and your family are self-isolating.
- 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 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

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calling to notify you. Adults attending your child will have to wear PPE, to avoid infection themselves.

- Any other absences should be reported in the usual way; please let the office know by 9am (a message can be left on the answer machine but a reason must be given for the absence).

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 group/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.
- A packed lunch will be available for all children attending school. Further details regarding hot school meals will follow.
- 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 above normal (36-37 degrees) 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. Nursery and Reception children who may need a change of clothes during the day to bring them in and leave at school.

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- Only one parent to drop off and pick up, 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.
- To maintain 2 metre social distancing with staff and other parents.
- Follow the designated one-way system to your child's classroom.
- 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.
- If you have been notified that your child is unwell – we will require you to pick up within ½ hour of the notification telephone call.
- 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.
- School equipment is not to be placed in their mouths.
- For older children they will need to be responsible for keeping their own pencil, ruler, glue stick and scissors 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.

Yours sincerely,

Mrs Heather Haines
Interim Executive Headteacher