



## Rangeworthy C of E VC Primary School

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Head teacher – Mr James Powell Telephone – (01454 228425)

Dear Parents and Carers,

I hope you have all had a restful and enjoyable summer holiday. I am pleased to announce that the Government have made the decision that all primary schools will be re-opening for all year groups from 1<sup>st</sup> September and attendance is mandatory. However, we do understand that some of the school's stakeholders will be understandably nervous and we would like to reassure you that we will react positively to this and in a supportive manner.

The staff have all been busily preparing the learning environment and I have been updating the previous Risk Assessment to welcome all the children, staff and parents back to the school safely next week.

The school community will ultimately be operating as two separate bubbles. Bubble one will comprise of the children in Class 1 and 2 (Reception, year 1 and year 2). The staff members assigned to this bubble are Ms Streatfield, Mrs Welsby and Mrs Musty.

The children in Class 3 and 4 will be referred to as bubble 2. Mrs Tarplee and Mrs Warnock will operate in this bubble.

Alongside this letter, I have updated the detailed Risk Assessment that has been signed off by our Governing Body, for you all to read and comprehend. As you can see, we have spent a long time planning and preparing for the safe return of Rangeworthy pupils to the school, and we will continue to mitigate the potential transmission of Coronavirus within the school environment by putting in place all of the measures detailed in the Risk Assessment document. Please share the Risk Assessment with your child/ren and reassure them that we will do everything in our powers to make school as normal as possible but we are fully appreciative that some children may be anxious about returning to Rangeworthy after such a lengthy period at home.

We will endeavour to provide a Rangeworthy typical school day, prior to the lockdown being enforced but due to the numerous safety measures we have to put in place to maintain social distancing, it will be slightly different. More details of what we view as a typical school day are recorded in the main body of this letter. This will hopefully help you and your child/ren be fully prepared for the changes.

As previously referred to, we have set out detailed step-by-step information of what our new provision will be like from September 1<sup>st</sup>. We have worked with all staff and governors to ensure that risks have been minimised for the safety of pupils, staff and parents.

### Grouping of children:

- Key stage 1 and key stage 2 bubbles.

The children will be taught by their own designated teacher/s and will be with the children in their own year group in the key stage 2 bubble. However the staff in the key stage 1 bubble will work across all three year groups.

- The bubbles will operate during break times and lunchtimes, ultimately reducing significantly the risk of cross bubble contamination.

### Parents'/Carers' Responsibilities:

- Ensure that you do not send your child to school if they are at all unwell.
- Monitor your child every day for symptoms of COVID19. Eg temperature checks. Please refer to government guidance.
- If your child is not attending school, you must telephone or email school by 9.30am on every day that your child is absent, explaining the reason for your child/ren's absence. School attendance is mandatory from the 1<sup>st</sup> of September if your child is not ill.
- Provide contact details and ensure that a parent/carer can be contacted at all times. You must be able to collect your child immediately if there is an emergency or they start to feel unwell.
- Transport your own child to and from school – do not car share.
- Provide your child with the right things for school (see below).
- Do not talk to other parents when dropping off or picking up.
- Keep rigidly to the staggered pick up and drop off times otherwise you will need to wait for further instruction.
- Do not enter the school playground or premises except for emergencies.

### What you need to provide your child for school:

- To prevent the risk of contamination, children ideally must wear clean clothes to school every day. This should be school uniform on the days they are not participating in P.E. sessions. Children should be dressed to be active and can wear trainers when it is their P.E. day/s, so that they don't have to change. P.E. days will be confirmed in the first week back.
- Adequate changes of clothes in school for potential accidents (age appropriate)
- A coat if necessary – preferably one that can be packed away.
- The children will either need a packed lunch or order a hot school dinner as normal and 2 water bottles.
- If your child is in KS1, they are entitled to a free school meal (universal free school meal); this will also be in the form of a hot cooked school lunch, supplied by the kitchen. Children in classes 3 and 4 will need to order their hot meal school choice in the morning. Please encourage your child to decide which hot meal option they would like each day before coming to school (The Integra hot meal menu will be issued)
- Lunchboxes can be brought into school.
- The children will not be able to bring in the following items from home (PE kit and pencil cases in KS1 and PE kit, pencil cases and book bags in KS2)
- Items should be brought in a named carrier bag or drawstring type bag (no rucksacks due to very limited space) that can be stored away on your child's peg / locker easily.
- Ideally apply sun cream at home before coming to school. If your child/ren bring sun cream, they will have to apply it themselves (weather permitting)
- Please ensure that your child has a suitable hat with them, on sunny days.
- A healthy piece of fruit will be provided by the school for the children in reception, year 1 and 2.

### Dropping off your child/children at school:

- Children will arrive at school in the morning and be picked up in the evening at specified times in year groups. This is to minimise the number of people outside in the lane, at any one time. Please keep to that time slot to ensure that we have a limited number of people waiting outside the school and avoid traffic congestion. If you are late, you will have to wait until you are directed to come into school!

Year group/s pick up times	Drop off time	Pick up time
1	8.40-8.50 (Reception and year 1)	2.35-2.45 (Reception)
2	8.50-9.00 (Year 2)	2.45-2.55 (Years 1 and 2)
3	9.00-9.10 (Years 3 and 4)	2.55-3.05 (Years 3 and 4)
4	9.10-9.20 (Years 5 and 6)	3.05-3.15 (Years 5 and 6)

- One adult to bring children to school at drop off and pick up at the allocated time. You should only bring pre-school siblings if you absolutely have no alternative option. If you do need to bring younger siblings they will need to be by your side and adhering to the social distancing measures we have put in place.
  - If you have children who are in more than one 'bubble' please talk to the school prior to starting back to organise a time slot that is mutually agreeable (phone up during the INSET day or send an email)
  - Please do not park in the lane directly opposite school, but further up towards the church. This is so that we can keep the section outside the gate clear. There will be a clearly designated zone, along the fence, opposite the schools gate, marked out with 1m + distancing for you to stand whilst you are awaiting to enter school.
  - Drop your child off at the school gate as directed by a member of school staff. Please do not linger around the gates for any reason. The children will be shown by teachers, which entrance to use and to what to do with their belongings.
  - Parents are not allowed to enter the school premises and we are afraid that we cannot engage in face-to-face conversations. Contact with staff can only be made through email or telephone.
  - Dinner money: dinner money needs to be paid by cheque so that the office staff do not need to deal with cash or have to visit the post office for banking purposes.
  - There will be no Breakfast Club until further notice (this will be reviewed in October) but hopefully this facility will be restarted soon. We apologise for parents who rely on this but unfortunately we cannot take any chances with cross bubble contamination.
- This will continue to be our procedure for arriving at school regardless of weather conditions.

### Handwashing and Personal Care

- On entry to the building, the children will use hand sanitiser / wash their hands before putting away their belongings.
- Children will also wash their hands:
  - after using the toilet
  - before eating any food, including snacks
  - before and after breaks and exercise
  - after sneezing and coughing
  - before leaving school.
- We will ensure a good supply of tissues, soap, paper towels and hand sanitiser at all times. A lidded or pedal bin is provided at each hand wash area. The toilet areas will be monitored and taps and door handles will be cleaned at regular intervals throughout the day.
- Teachers will remind the children frequently about the importance of good hygiene and to use tissues to catch coughs and sneezes.

## Toilets

- Due to the confined space, only one boy and one girl will be allowed to use the appropriate toilet at any one time during teaching sessions. There will be a designated waiting spot outside the toilet for 1 boy and 1 girl. For class 4, only one child can use the toilet at a time.
- Toilet times before and after break / lunch will be supervised by staff. There will be a scheduled time for each 'bubble' to use the toilets so that this can be monitored.
- If your child has a toileting accident, he/she will be encouraged and supported to change themselves. Soiled clothes will be double-bagged and sent home with the child as usual.
- If your child falls over and has a minor graze, scrape or cut, they will be encouraged and supported to clean this themselves. Each teacher will have a first aid kit at their teaching station and in the playground.
- If there is a more serious accident, a first aider, donning appropriate PPE will respond.
- We have sourced PPE (following the Covid 19 guidance for educational setting) which is for use only for staff protection such as in the incident of a child vomiting or showing COVID19 symptoms.

## Break Time / Play Time

Each 'bubble' will have an allocated time and space in the playground in which to play and children must adhere to this. Only 1 'bubble' will use each side of the playground at any one time but the playground will be split in half.

- We are realistic in our expectation that younger children will not be able to 'socially distance' and keep 1 metre + away from others when at play, however, we will encourage the children to respect each other's personal space and limit physical contact / boisterous play.
- The children will wash their hands before eating their fruit / healthy snack which will be supplied from home. For children in KS2, drinks bottles will be kept at your child's designated table. KS1 children will store their possessions in an identified place within the classroom.
- There will be no shared food at all.
- The children will put their coats on in the classroom, avoiding time spent in the confined cloakroom areas. The children will follow a one-way system to and from the playground.
- The outside playground equipment such as the climbing frame will be cordoned off and out of use for now.
- It is recommended that these are cleaned after each use and we are not able to clean it so often for this number of children.
- The children will be provided with play equipment that is assigned to each class.

## Lunch Times

- Each 'bubble' will stay in their group and will not mix with children from other group.
- Lunchtimes will be staggered for different 'bubbles' of children in school. This is to ensure that toileting and handwashing can be supervised and each bubble has a designated time to go outside.
- The children in the key stage 2 bubble will eat their lunch in their teaching area / classroom. The tables will be cleaned and disinfected and the children will wash their hands before they eat their lunch.
- The children in the key stage 1 bubble will eat their lunch in the school hall. The tables will be cleaned and disinfected and the children will wash their hands before the children eat their lunch.
- If your child is in key stage 2 and is receiving a hot school lunch from school, this will be brought to the classroom.
- There will be a designated place for each 'bubble' to leave their lunch boxes.
- Each bubble will be supervised by a SMSA's (School Meals Supervisor). The SMSA's will be assigned to that particular bubble to avoid any contamination between bubbles.
- The children will use the same playground zone that they were allocated at playtime.
- The area outside the Reception outside area will be cordoned off for teacher use only, whilst socially distancing.

## Classrooms and Equipment

Our school is going to feel different however, we will continue to show children our care in different ways that does not involve close contact.

- Staff will keep 1m + away from children where possible but this will be difficult in certain spaces.
- The children will have a designated learning space/s and they will stay in these spaces, with their designated teacher/s until government advice changes.
- Furniture and equipment in each classroom have been kept to a minimum to aid cleaning.
- Some soft furnishings and toys have been removed.
- Older children will be expected to sit at a forward facing individual desk that is in a row.
- Younger children will continue to have carpet time.
- Each child will have their own pencil, ruler and rubber. There will be limited sharing of equipment or books. The equipment shared will be cleaned at the end of the day by the teacher.
- The desks, chairs and surfaces will be cleaned at the end of every day.
- Alcohol wipes will be used to clean laptops after each use.
- Reading books – Children can take home reading books. On the return of these books to school, the books will need to be quarantined for 96 hours.
- There will be no adult volunteers in school.

## Curriculum

- Our most important aim and main focus will be to ensure the safety and wellbeing of the children. Teachers will plan opportunities for children to talk about their experiences and concerns if they would like and this will become part of the 'Recovery Curriculum' delivered.
- The children in the key stage 1 will not be introduced to any new learning objectives in termlet 1, but will spend time participating in the whole school topic called "Our Wonderful World". The children in the key stage 2 bubble will engage in the whole school project for the required length of time before introducing new objectives. The content delivered via the online learning platform will mirror the objectives delivered in school, should a class or bubble need to self-isolate for any reason.
- Most lessons will not allow children to share equipment, however if equipment is shared, it will be wiped down thoroughly in-between users when appropriate.
- There will be lessons that will involve a lot of independent learning as the teacher will not be able to sit next to individuals to give them targeted support. The teacher needs to keep social distancing when teaching.
- There will be reduced opportunities for children to participate in paired or group work. There will be no assemblies with other groups.
- Staff members have been given the option of wearing PPE and children need to be made aware of this by their adult, so that it does not come as a big shock.

## P.E.

The children will continue to have some exercise time out in the playground, but sometimes may have to complete this inside the building. The activities will be based on fitness and dance. There will be no sharing of equipment outside of individual classes and the equipment will be wiped after use.

## Moving Around School

- There will be a one-way system to follow around the school. The corridors have been marked out with arrows to show which way the children should be walking along with 1m + distancing markers.
- Doors to classrooms and toilets will be propped open where possible to avoid contact and contamination and ventilation will be encouraged.
- Children will not be allowed or asked to move around the school (eg on errands) and will only do so unsupervised when they need to visit the toilets. Staff will communicate with the office using mobile phones or email.

### End of the Day Collection of Children:

- There will be no after school clubs running initially due to potential bubble cross contamination.
- At the end of the day, collection times have been issued Siblings from different 'bubbles' will be allowed to be collected together at the same time.
- Should a parent not arrive within their allocated pick up time, their child will return to their bubble classroom and the parent will need to phone the office when they arrive at the school gate, and they will be given a new collection time slot.
- Parents will need to stand on the 1m + distancing signs (just outside the school gates) and children will be sent to you one at a time. Please observe social distancing at all times.

This will continue to be our procedure for arriving and leaving school regardless of weather conditions.

### Cleaning

- Each classroom will be deep cleaned by our cleaners before school re-opens on September 1<sup>st</sup>.
- There will be additional cleaning of the school throughout the day by school staff; this will include toilets, taps, touch points, learning spaces, handles and doors.
- We have continued to increase the level of school cleaning at the end of each day.

### What happens if there is a confirmed case of coronavirus in a setting?

- When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days and get tested.
- Their fellow household members should self-isolate for 14 days.
- All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.

### Access to testing

- All pupils and adults over the age 5 are entitled to a coronavirus test if they are displaying any symptoms.
- Whilst the pupil or staff member is awaiting the testing process to be completed, the 'bubble' which they were part of may be closed if appropriate.
- Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.
- Where the child, young person or staff member tests positive, the rest of their bubble within their childcare or education will remain at home and will be advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.
- As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

We have taken the decision not to issue the mental well-being questionnaire during the summer holidays, until the children have safely returned to school. We will then be issuing the questionnaire and would like every family to fill it in, so that we can then put in any necessary support required.

*Thank you for taking the time to read this very important information.*

*It is our intention to continue to do our very best for your children in these difficult and challenging circumstances. We are following all advice and guidance and will continue to do so as the advice changes and the situation moves on.*

*In the meantime, if you have any further questions, please contact me via the school email.*

*We hope that you are safe and well and continue to be so. We are missing you all and are looking forward to the school re-opening fully in September. This will provide us with the opportunity to welcome our new reception children and parents to the school. I am also pleased to announce that we have new joiners in other year groups.*

*Thank you again*

*James Powell*

*Headteacher*