



28/05/2020

Dear Parents

This is an extremely important, detailed letter and I would urge you to read it thoroughly as it affects the safety of your children when coming back to school.

### **Thank you.**

Before I set out these arrangements, I would like to take this opportunity to thank parents and carers for their understanding and cooperation since we had to close to the majority of children from March 23rd. I know that this period has been challenging for many families, in particular when you have had to juggle work commitments with managing childcare, if you have children with special educational needs or disability, or if you are a single parent.

I am now writing to provide you with more details regarding the opening of school on June 1<sup>st</sup>. Your child is in one of the year groups identified by the Government as eligible to return to school and you have elected to bring your child in to school. The staff have been working hard this week to ensure, as much as possible, that the school is ready. By ready, I mean that we looked at everything we can do to reduce, **and not remove**, the risk of your children catching the virus.

A detailed risk assessment has been created and will be accessible on the website from Friday 29<sup>th</sup> May. This risk assessment is a living working document that has been scrutinised by all staff at school and the Governing Body, through long online meetings looking at every statement. However, because we have never experienced anything like this before, there will be updates and tweaks made in response to the actual practical implementation of the plan. Managing your children in school, in this way, is something the staff will need to adapt to as well and so they will constantly be looking for improvements.

### **Parent School Agreement**

You will be asked to sign a Parent School Agreement prior to your child coming into school that ensures we are working in partnership to reduce the risks of catching and spreading the virus. There will be copies at the gate on the first day, to sign, should you not be able to print one off beforehand.

### **Your specific instructions are:**

Your child will be in a specific group called a 'Bubble'.

Your child is in the **Key Worker** Bubble

Bring your child to the **Earls Court Road** in home clothes (not school uniform)

Arrive at **8.45am** and please do not be late

Observe social distancing by the gate – 2m apart while you wait – your teacher will meet you

Your child will only need **snack, packed lunch, water bottle and coat (if necessary)**

Your child's temperature may be tested at the gate with a non-contact forehead thermometer before you leave

Pick your child up from the same gate at **3.15pm (unless arranged otherwise)** and please do not be late

Observe social distancing at the gate – 2m apart while you wait

**NOW READ THE FOLLOWING INFORMATION CAREFULLY PLEASE**

## Key Measures in place in school

The following information is an overview of the key actions taken to reduce risk in school, for a full and detailed account please see the full [risk assessment](#). Obviously there will be slight variations between our youngest children and our oldest – Year 6 are able to operate a more formal timetable than Reception – but all activities and resources have been organised appropriate to their age and setting.

- **Arriving at, and leaving, school**
  - Children do not need to wear school uniform – but fresh clean clothes will need to be worn each day
  - Only **one** parent may accompany their child when bringing to, or picking up from, school
  - Please try and walk or cycle if possible
  - Arrive at the correct gate allocated for you at the correct time – arrival times for the groups are staggered to avoid larger groups of children and parents
  - Observe social distancing when waiting at the gate – use the markings to stay 2m apart
  - Your child's temperature may be checked before entering the school using non-contact thermometer – It would be good to practise this at home through role play
  - You will leave your child at the gate – no parents will come onto the school grounds
  - Children do not need to bring anything into school other than coats (if necessary), water bottle and snacks
  - Key worker and The Ark children, that are staying all day, will need a packed lunch
  
- **In the classroom**
  - Children will be taken straight into the classroom and immediately sit at their named desks or be positioned in designated spots
  - They will remain in their 'bubble' for the whole time and not mix with other 'bubbles'
  - Each child has a box under their table (except Reception) to put in any belongings or will be directed to a specific place to put their things
  - Children will be provided with their own stationary pack and individual resources
  - Children will not share any resources in the classroom unless they have been designated for cleaning between uses
  - Children will work 2m apart for as much of the time as possible
  - There are markings on the floor to indicate one way movement around/in/out the classroom
  - Breaktimes will be staggered and activities provided on a rota basis outside i.e. pirate ship, trim trail, etc.
  - Children may only go to the toilet one at a time
  - Handwashing and sanitizing will take place regularly
  - An enhanced cleaning schedule has been created to ensure all areas are cleaned regularly by our cleaners and, when necessary, the adults in class
  
- **Behaviour of children**
  - Children will be reminded of the way to behave constantly during their time in school – this is to keep them safe
  - Signage will also remind children of the rules they have to follow
  - Any child not abiding by the rules will be warned, then warned again (using Good to be Green system) and then if still not adhering to rules, will be sent home
  - The Headteacher will consider the way forward for children sent home, in collaboration with the teachers and parents
  
- **If a child shows symptoms of COVID19**
  - Any child showing symptoms will be taken to the isolation room immediately and stay there with a member of staff (wearing PPE)
  - Parents of children showing symptoms will be contacted immediately to come and collect him/her to take them to be tested
  - Parents within that bubble will be contacted to say a child has been sent to be tested and we are waiting for results – it will be their choice whether to send their child to school during this period
  - All children in the same bubble as the symptomatic child will be allowed to still come into school whilst waiting for test results

- Parents of the symptomatic child must contact the school immediately on receiving the test results
- If the results test positive for COVID19, the whole bubble will be shut down and all children expected to stay home for 14days
- If the test is negative, then the group may continue as before
- **If a member of staff shows symptoms of COVID19**
  - Bubbles will be led by teachers or Higher Level Teaching Assistants (HLTA) in Phase 1
  - If a teacher/HLTA shows symptoms then the whole group/bubble will be shut down until test results are secured. This is because the teacher/HLTA is the main member of staff for each Bubble and is essential for leading the safe delivery of activities during the day.
  - If the test is then positive, the whole group will self-isolate for 14 days
  - If the test is negative, then the whole group may return back to school
  - If a teaching assistant displays symptoms, then they will be sent for a test immediately. The group will continue to operate until a result has been secured
  - If the test is then positive, the whole group will self-isolate for 14 days
  - If the test is negative, then the whole group will continue as before

### **Conclusion**

I hope that this letter has given you the information you need to understand what arrangements we have made to enable children to return to back to school. We are looking forward to welcoming your child back and I hope that you are assured that we have taken all possible steps to ensure safety for all in our setting. If you have any questions or suggestions, please let us know.

Kind regards

Chris