

East Stour Primary School

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Full opening for all year groups at East Stour Primary School and Nursery School- September 2020

Dear Parents and Carers,

I am sure that many of you have been awaiting our current plans for reopening to all pupils in September 2020. This (rather long!) letter outlines our current plans for you, in line with government guidance. Safety will always remain our top priority and we will continue to review and update our risk assessments and these plans in line with government or local authority guidance. We endeavour to provide all our children with a full education experience whilst managing the risk and help ensuring our schools are as safe as possible for everyone.

If you have a child who is starting in Reception Class this September please see the separate 'New Year R' guidance.

Below is the key information-in line with government guidance-that we can provide you with at this point in time that outlines the measures we are putting into place to prevent transmission. We have also provided some additional information about our reopening.

- Pupils, staff and other adults **must not** come into the school if they have Covid-19 symptoms (a new, continuous cough, a high temperature or a loss of or change in their normal sense of taste or smell-anosmia) or if they have tested positive in the last 7 days.
- Pupils, staff and other adults must not come into school if a member of their household has Covid-19 symptoms. They are advised to self-isolate for 14 days from when the symptomatic person first had symptoms or until a test result is received
- Pupils, staff and other adults should self-isolate for 14 days if they have been in close contact with someone who develops coronavirus (COVID-19)
- All members of the school community should book a test if they are displaying symptoms. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- Other members of the household (including any siblings) must self-isolate for 14 days from when the symptomatic person first had symptoms, until the test result is received.
- The school should be informed immediately following the results of a test
- We will work with the local health protection team (PHE) to guide actions following a positive test.

Minimising contact and maintaining social distancing wherever possible

There will be consistent groups (or "bubbles") to reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. There will be a Nursery group, a Reception group, a year 1 group and from year 2 upwards children will be in their class groups. Staff members will work within only one assigned group to prevent cross-contamination.

Adaptations to Support Distancing

- Staggered start and finish times organised by house family groups (See below for more information)
- Only one adult should drop off or collect children (please avoid bringing children under school age onto site unless you have no other childcare options)

- All parents or adults collecting or bringing children into school must observe the 2 metre distancing rule
- Pupils will be sat side by side and facing forwards in the classroom
- Children will have designated spots to sit and these should not change, including in EYFS
- Unnecessary furniture will be removed from classrooms to make more space
- Teachers will minimise adult movement around the classroom
- Staff will maintain distance from pupils and other staff as much as possible
- Children will not be called up to the front of the class
- External doors will be used to avoid corridors
- There will be no assemblies or large gatherings of more than one group. Collective worship and assemblies will be held virtually
- There will be staggered break times and lunchtimes
- Nursery and Years 2-6 will eat in their classroom areas and have any school dinners delivered. Reception and year 1 will eat in the hall at different times with thorough cleaning between the groups

Infection Prevention and Control

- The “Catch it, Bin it, Kill it” phrase will be used regularly. There will be tissues available and bins with lids
- Hand sanitizer stations are in designated areas across the school
- Pupils will be sent to wash their hands frequently, immediately upon entering or leaving school, before and after break times and before and after lunchtime
- Good hand-washing will be explicitly taught and reminded alongside reminding pupils not to touch their faces
- In each bubble there will be a staff member as a designated hygiene monitor
- Social distancing will continue to be demonstrated for the children regularly throughout the day. There will also be signs around school
- Doors will be propped open during the day and windows opened when possible to increase ventilation (with the exception of the main school front door)
- Activities that facilitate outdoor use will be planned regularly
- External doors will be used to move across the school to avoid corridors
- Cleaners will be aware to clean things that are touched regularly by the children or staff, including door handles and light switches. Shared areas will be cleaned between being used by different groups. Cleaning is enhanced, being more frequent, scheduled and directed
- Staff and children will have their own equipment that is used regularly that is not shared (pens and pencils)
- Classroom based resources, such as books and games, can be used and shared within the bubble; these will be cleaned regularly
- The outdoor apparatus should not be used at this time although this will be reviewed
- Numbers of soft toys and resources that are hard to clean will be reduced and how to clean them considered
- Displays will be laminated and non-paper based, as well as being simple and relevant.
- It is recommended that pupils limit the amount of equipment they bring into school each day to essential items
- Extra cleaning of toilets will be carried out regularly throughout the day
- Teachers can take books and other shared resources home, although unnecessary sharing will be avoided

Staggered Entrance and Exit Times

Children will arrive at staggered entrance times from 8.30-9.10am and children collected between 2.50-3.30pm. This will be organised using the family houses of Hamilton, Banksy, Rowling and Hemsworth. Siblings are all assigned the same house meaning families will be able to arrive at the same times for pick up and drop off. There are designated gates for entering and exiting. For drop off, older children are encouraged to walk independently through the gates. We understand that some younger children may

need initial support to find their classroom. For collection, if you are entering through the brown gates by the after school club please ensure you move around the *outside* of the playground until you reach your child's class.

| <u>Class</u> | <u>Entrance</u> | <u>Exit</u> |
|---------------------|---|---|
| Nursery | EYFS Gate | Nursery Gate |
| Reception | EYFS Gate | Nursery Gate |
| Year 1 | EYFS Gate | Walk around the school to the Main playground gates |
| Year 2 | Brown Gates (by the After School Club Mobile) | Main Playground Gates |
| Year 3 | Small Green Gate | Small Green Gate |
| Year 4 | Brown Gates (by the After School Club Mobile) | Main Playground Gates |
| Year 5 | Brown Gates (by the After School Club Mobile) | Main Playground gates |
| Year 6 | Brown Gates (by the After School Club Mobile) | Main Playground Gate |

| <u>Drop off Time</u> | <u>Collection Time</u> | <u>Wednesday Collection</u> |
|-----------------------------|-------------------------------|------------------------------------|
| | | <u>Time</u> |
| 8.30-8.40 | 2.50-3.00 | 1.20-1.30 |
| Hamilton | Hamilton | Hamilton |

| | | |
|------------------|------------------|------------------|
| 8.40-8.50 | 3.00-3.10 | 1.30-1.40 |
| Banksy | Banksy | Banksy |
| 8.50-9.00 | 3.10-3.20 | 1.40-1.50 |
| Rowling | Rowling | Rowling |
| 9.00-9.10 | 3.20-3.30 | 1.50-2.00 |
| Hemsworth | Hemsworth | Hemsworth |

If you have children in different year groups, you may choose which children to drop off first and work in a logical way around the school to collect them following a one-way system. We encourage a sensible approach, following the one-way system. As always, we are available for support and questions. If you would like clarifications about what you should do in your individual family's circumstances, please contact the school office or e-mail slt@east-stour.kent.sch.uk

Please follow the listed health and safety expectations to ensure maximum protection and ensure we are adhering to government guidelines:

- **Only one adult should drop off or collect**
- **Non school age children should not be brought unless necessary**
- **Do not arrive early or stay on the playground for longer than is needed to pick up your children**
- **You must exit as soon as you have your children**
- **It is crucial for adults and children to be adhering to strict social distancing at all times**
- **Pupils or siblings must not play on any playground equipment**
- **Please avoid being late on arrival (in the morning) as this will delay your ability to leave site quickly. If you are late please call the office on 01233 630820. You will be advised to wait with your child outside the office until a member of staff is available to collect them.**
- **If you are late to collect, your child will remain in their classroom and it will be recorded as a late collection. Please avoid this at all costs as it will interfere with the thorough cleaning schedule that begins as soon as the pupils leave site**
- **Gathering at the school gates and otherwise coming onto the site without an appointment is not allowed**

We thank you for your understanding that we must be strict with these timings and protocols to ensure that social distancing can be maintained and drop off and collections are as safe as possible for everybody.

What children should bring to school

Pupils must wear full school uniform. However, for Term 1 initially, they may wear trainers or more comfortable footwear appropriate for indoor and outdoor use. This will be reviewed at the end of the first term.

If a child is wearing a face mask on travelling to school this must be removed at the school gates and taken away by the parent before the child enters the gate, or put in a sealable plastic bag and in the child's school bag.

Pupils may only bring:

- A bag
- A water bottle (this must be taken home every night to be cleaned)
- A Packed Lunch
- Their own stationery that they will keep on their desk and not share with anybody (optional)
- Coats, hats and other warm clothes (especially as we will be doing lots of outdoor learning)
- A change of clothes **and** appropriate wet weather wear as we will be spending as much time outside as possible. eg a waterproof jacket, waterproof trousers or all in one wet weather suit and wellies
- If your child is not wearing trainers as part of their school uniform you may wish to send them in with a pair to change into for sports activities
- Please avoid bringing in mobile phones unless absolutely necessary. Mobile phones are brought into school at the family's own risk and must be switched off. Mobile phones will be stored appropriately during the day at the owners risk

Attendance

In March when the coronavirus (COVID-19) outbreak was increasing, we made clear no parent would be penalised for their child's non-attendance at school. Now the circumstances have changed and it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development. School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply. If your child has a specific medical condition and their doctor has advised that they should not be in school please speak with a member of the SEND team for further clarification.

Curriculum

We will be implementing a 'Recovery Curriculum' upon our September return, to allow our children to reconnect as learners and recover from any anxieties or learning gaps that may have arisen in these unprecedented times. This means there will be an emphasis on the wellbeing of our pupils and personal, social, emotional and health education. There will be robust plans in place to support the mental health of our children in a holistic way, with some focused support and deep recovery for those most in need.

The curriculum remains broad and ambitious with a wide range of subjects and we will be reviewing learning objectives from the previous year to ensure that the foundations we are building upon for children's learning is secure. There will be an emphasis on phonics and reading, increasing vocabulary, writing and mathematics. We will continue to do as much outdoor learning as possible and the daily mile will also continue.

Wearing of personal protective equipment (PPE)

Public Health England does not recommend the use of face coverings in schools. This evidence will be kept under review. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education.

PPE for staff will only be used in a small number of cases, including:

- When children's care routinely involves intimate care needs
- If a child, young person or other learner becomes unwell with symptoms of COVID-19 and needs direct personal care until they can return home, including first aid

- If an adult believes they will need to physically intervene to prevent a child from harming themselves or others
- At East Stour PPE will be provided for those staff who may need to cross several groups. For example, the delivery of school dinners
- Plastic visors may occasionally be chosen to be worn by some members of staff when working within 1m of a child, for example when doing 1:1 reading. These will allow for faces still to be seen and communication to remain clear

Safeguarding

Our Safeguarding policy continues to be followed. There are always several designated safeguarding leads on the school site and all staff and visitors will be made aware of these. Health and safety remains at the heart of all decision making as we risk assess and make decisions about the stakeholders' return. We will continue to review our safeguarding policy in light of government recommendations.

The school site is not currently accessible to non-school staff so please do not approach or enter the building unless you have been specifically invited to do so.

Behaviour

We will continue to follow our school's behaviour policy. In addition to this we will have a strict approach to social distancing for all members of our school community; this is to ensure the safe well-being of all. Any pupil that breaks our social distancing, cleanliness or hygiene rules deliberately will be deemed a 'risk to themselves and others' we will therefore ask the parent to collect the child immediately. This includes if pupils do not follow safety instructions, for example if they leave the group bubble area without permission. We cannot relax our expectations of safety and hygiene but we will adapt our support and resourcing in relation to pupils' needs. Parents will also be expected to adhere to social distancing- we cannot safely have pupils in school from households that are found not to be adhering to government advice within the school grounds and immediate vicinity.

SEND

If your child is on the SEND register you may be contacted separately to discuss individual plans. If your child was on an alternative timetable a member of the SEND team will discuss this with you. If your child accessed lunchtime support clubs such as 'chill club' there will be specific provision available within their bubbles.

Breakfast and Afterschool Club

Breakfast and Afterschool Club will be available as usual from September. Children will remain in their year group bubbles as much as possible during this time. After school club is run by an external provider (Kent play clubs) they are planning to run their provision in accordance with the government guidance. Please ask to see their separate risk assessments.

School run after school enrichment clubs will not be running for Terms 1 and 2 in the first instance. We will review this at the end of Term 2.

Communication

- See-Saw will continue to be used as a communication and remote learning tool and be integrated into curriculum planning
- If parents wish to communicate with the school this needs to be via telephone or email
- Parents are not allowed into the school building
- Please do not visit the school office unless absolutely necessary- please call on 01233 630820 or e-mail officeteam@east-stour.kent.sch.uk
- If you would like to speak with one of our Family Liaison Officers please e-mail FLO@east-stour.sch.kent.uk or contact your FLO individually
- Please do regularly check your e-mails. We are aware that there is an increase in the communications from school but this is simply because we feel it is important for us to keep you up to date with new guidelines, events and plans for our school

I do apologise for the length of this letter but hope that this answers many of the questions you may have. As always, we will listen and respond to any queries, concerns or suggestions. Confirmation of the government's guidance and these plans is due on the 11th August 2020 and we will update you as soon as we can if any of the plans in this letter are changed.

I would like to take this opportunity to wish you all a wonderful summer holiday. This year has been incredibly unusual and very challenging for all of us and you all deserve a break. I know that I speak on behalf of all our staff when I say that we are all very much looking forward to seeing you all again in September!

Kind regards,

Emma Law & The East Stour Leadership Team