

Pensilva Primary School

School Road, Pensilva, Liskeard, Cornwall PL14 5PG

Telephone 01579 362546

Email secretary@pensilva.cornwall.sch.uk

Website: www.pensilva.cornwall.sch.uk

Headteacher: Mrs Teresa Clinick



22nd July 2020

Dear Parents/Carers,

The Government has stated *'it is their plan that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term.'* Following this advice, it is our plan to open on Monday 7th September 2020 to all pupils, unless further guidance or directives received from the DfE. cause this to change.

It is vital that children return to school - for their educational progress, wellbeing and their wider development. School attendance will again be mandatory from the beginning of the new academic year. For parents and carers of children of compulsory school age, this means the legal duty on you as a parent to send your child to school regularly will apply. We look forward to a full return but wish to ensure that we take steps to help make school is as safe as possible.

What can we do to reduce the risk?

As a school we are completing our own health and safety risk assessment as part of the planning for the autumn term and the return of all pupils and this will be made available on the website. As parents and carers, you can support this by:

- ensuring that anyone who has coronavirus (COVID-19) symptoms, or has someone in their household who does, does not attend school - this means if your child, or someone in your household, has symptoms you should not send them to school;
- engaging with the NHS Test and Trace process so that cases can be identified and action taken - this means if your child develops symptoms, you should arrange for them to get a test and you should inform us of the results of that test;
- ensuring that if you travel to a destination that requires you to self-isolate upon return, that you allow time to self-isolate (14 days) prior to the school start date and that you do not come into school during such a period;
- closely adhering to the instructions for drop off and pick up times (explained later in this letter).



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As well as pupils, it is important that staff and other adults do not come into the school or school grounds if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days. If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

IF CHILDREN ARE TAKEN FOR A COVID-19 TEST PARENTS MUST INFORM THE SCHOOL.

Robust hand and respiratory hygiene.

- Everyone must sanitise their hands when entering the building first thing in the morning, before and after eating, after going to the toilet, when returning to the classroom from the outside and at lesson / session change-overs.
- When washing hands with soap, this should be done for at least 20 seconds
- 'Catch it', 'bin it', 'kill it' approach continues to be very important, silver bins are used for tissues and changed twice a day
- Sanitiser is available at all times

Enhanced Cleaning Arrangements

- More frequent cleaning of rooms / shared areas that are used by different groups
- Frequently touched surfaces being cleaned more often than normal
- There will be additional cleaning for toilets and pupils will be encouraged to clean their hands thoroughly after using the toilet
- Reading books will be 'self-isolated' for 48 hours
- Library use will be timetabled to ensure that there is 48 hours between use by different "bubbles" / classes.



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Active engagement with NHS test and Trace

- Book test if symptoms are displayed
- Provide details of anyone having close contact or if asked by NHS test and Trace

Reduce contacts and maximise distancing between those in school

- Only one adult to escort their child(ren) at drop-off / pick-up times and they will ensure social distancing
- Different access points for classes
- Where possible pupils will stay in own classes
- Where possible tables will face the front
- Only the youngest class will eat in the hall, all others will eat in their classrooms or in a designated area outside
- Each class will have separate play areas
- Staff will maintain distance from pupils and other staff as much as possible
- Encourage a no touch policy where possible

Contain any outbreak by following local health protection team advice

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risk>

'If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.

In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in



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contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.'

What do I need to do?

We relaxed our uniform policy whilst only certain groups of pupils were attending school but will be returning to our usual uniform policy in the autumn term. Uniforms do not need to be cleaned any more often than usual, or in any different way to normal due to coronavirus (COVID-19). If you have any queries regarding school uniform please email Emma Matthews secretary@pensilva.cornwall.sch.uk after Wednesday 3rd September. You will not be able to come into school on the first day of term to buy uniform. Branded school uniform (e.g. jumpers) will need to be bought directly from Wovina and their details can be found on our school website.

Drop off and Collection

Parents must adhere to guidelines as set out below to keep parents, children and staff safe:

- Only drop off and pick up your child at the allocated times and locations
- One adult only to drop off and pick up
- Be conscientious at drop off and collection locations; follow social distancing guidelines, do not congregate. Parents will not be allowed to enter the school building (appointments can be made by telephoning 01579 362546)
- Attached is a form to be completed for breakfast club and also for after school club (which will run daily until 4.30pm); both of these provisions need to be pre-booked at least one school day in advance
- Any arrangements for breakfast club or after school club that have not been booked in please email secretary@pensilva.cornwall.sch.uk
- Dinner money must be in a labelled envelope



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Drop Off / Pick Up

Classes	Drop off time	Drop Off / Pick Up Location	Pick Up Time
Wrens (EYFS / Year 1)	8:45 – 8:55	Enter / leave via the large gate behind Pre-School building – to far side of KS2 playground	3:05 – 3:15
Puffins (Years 2, 3, 4)	8:45 – 8:55	Enter / leave via the car park gates and line-up along marked area – your child will be using the door near the ramp at the far side of the carpark	3:05 – 3:15
Buzzards (Years 5 & 6)	8:45 – 8:55	Enter / leave via the small playground gate and line up along the marked area on that playground – your child will use the outer door of their classroom	3:05 – 3:15

A member of staff will be at the drop off location to meet your child and take them into their classroom. **Do not leave your child unattended at the drop off location.** (If, following the first day, you wish your child to walk home without being met, this must be put in writing and agreed with the school and you would need to be responsible for your child socially distancing on their way home).



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If you miss your allocated time please ring school then you will be given a new drop off time.

Social distancing is paramount, we will ask you to abide by this. Please wait at marked areas at the drop off location. We ask you and your children not to socialise with others during these times. You are responsible for your child until they are collected by a member of staff. Do not leave your child unattended outside the school gate. Please allow space on the pavement to allow those walking by enough room to pass.

Where you are dropping off more than one child, please go to the drop off location at the time and place of the youngest child.

Please do not come into school, if you have any queries please ring to make an appointment. 01579 362546.

School Routine

On a daily basis your child needs to only bring in one bag, no furry bags, with all their belongings for the day.

Your child must attend school daily with:

- Sun cream
- Sun hat
- Waterproof coat
- Lunch box (if required), hard plastic please.
- Water bottle (with water in)
- Healthy snack
- PE kits to be sent in on the first day

Please make sure all these items are named.

Do not send your child in with any toys, pencils, pencil cases, etc., or other objects, especially soft toys.



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Children will wash their hands on arrival. They will stay in their own classrooms, except for outdoor activities and not mix with other year groups. A teacher and teaching assistant will be allocated to each room.

Breakfast Club (Early Birds) (7.30 -8:45) and After School Club (Barn Owls) (3:15 -4.30) will run. If your child is booked to attend Breakfast club please go to the hall door. A member of staff will come and collect your child. When picking up from After School Club please go directly to the door of the Intervention Room (which will now be called Barn Owls), which is in the Elliott Hut, next to Pre-School and a member of staff will bring your child to you.

Curriculum

A full, broad and balanced curriculum will be taught. After assessment and monitoring by the teacher, some children may need to receive extra tuition. This could include small group intervention that will take place as an extra in the afternoon.

Outside agencies will be used for sports and some music lessons. All agencies will be sent a copy of the expectations, set out by the Government, for opening schools.

School Dinners and Break Times

Chartwells will be providing a daily hot meal option at a cost of £2:30 (Free for Foundation/Key Stage 1) children. The menu is available on request. This is the school's preferred choice.

Children can bring in a packed lunch, however the school would prefer your child orders school dinners.

All children will need a healthy snack, daily. Including EYFS, KS1 and Nursery.

All children will need a named water bottle with water in daily, it will be topped up in school.



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How else you can help?

IF YOUR CHILD IS UNWELL DO NOT BRING THEM INTO SCHOOL.

Before your child returns to school it is vital that you discuss social distancing with them.

Your child must have an understanding of what is expected of them. This includes:

- How to wash their hands in accordance to Government guidelines, for advice go to <https://www.youtube.com/watch?v=S9VjeIWLnEg&safe=active>
- They should know about when coughing or sneezing to catch it in a tissue or elbow (not their hands) and follow the 'catch it, bin it, kill it' guidance.
- They should be told about not having physical contact with other children or adults.
- They need to understand that they must try to keep their distance from other children and adults.

Visit 'The e-Bug Project' which is led by Public Health England and has a dedicated webpage for learning resources on hand washing and respiratory hygiene.

In summary

- **Children must not attend school if they show any signs of any illness or have a temperature, especially those associated with Covid 19, or if any member of your household display signs of Covid 19.**
- Make a note of the appropriate drop-off and pick-up times. If your child will not be attending school, please leave a message on 01579 320580 or email secretary@pensilva.cornwall.sch.uk giving full details of your child's illness.
- Ensure your child is prepared to return to school.
- Be sure that you know the drop-off and collection point and time for your child. If you miss your time you will need to contact school and a new time will be allocated after all other groups have arrived.



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- Your child must be at school between 8:45 and 8:55am and collected between 3:05 and 3:15pm.

If you have any questions or concerns please email the school,

secretary@pensilva.cornwall.sch.uk and please refrain from discussions on social media.

Whilst the directives within this letter are not in keeping with our usual approach to school life, we know that you will recognise that this is necessary to ensure the safety of all. We would like to wish you all a wonderful Summer holiday and look forward to seeing you in September.

With very best wishes,

Teresa Clinick
Headteacher

Alex Putna
Chair of Governors

