



July 2020

Dear Parents,

I hope you and your families continue to be well and coping as our unusual routines of life continue. The purpose of this letter is to inform you of the protective measures we have in place for our full return to school in September in order to reduce the risk of cross contamination and infection as much as we can. We are unable to completely eliminate the possibility of infection. Please remember we need to work together to protect our school community, the effectiveness of the measures we put in place at school are reliant on how well the whole school community follows government guidance when we are at home.

The measures we will put in place for September 2020 have been based on the Government – ‘Guidance for full opening – schools’ document, the risk assessment from Derbyshire County Council and through discussions with Health and Safety staff at DCC. The Government guidance can be found here, -

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

The risk assessments etc. from DCC can be found here, -

https://marston-montgomery.eschools.co.uk/cms_manage/edit_page/486307

As with previous documents regarding the current situation I have tried to be as thorough as I can so that you are clear on the measures we are putting in place, the changes to routine at school and how we need you to help. Unfortunately, this means it is another long, long letter. You might want a cup of tea and a biscuit when you sit down to read it!

Throughout the document Long Lane will be referred to as LLPS and Marston as MMPS.

Drop off and collection of children from school

The guidance states that schools should consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school.

The timings for **LLPS** will be as follows:

Surname Initial	Start time	End time	Entry/exit
A to D	8:40 – 8:45	3:25 – 3:30	Arriving through the double gate, next to the layby on Long Lane
E to R	8:45 – 8:50	3:30 – 3:35	
S to Z	8:50 – 8:55	3:35 – 3:40	

The timings for **MMPS** will be as follows:

Surname Initial	Start time	End time	Entry/exit
A to F	8:40 – 8:45	3:25 – 3:30	Arriving through the gate by the car park
H	8:45 – 8:50	3:30 – 3:35	
I to Z	8:50 – 8:55	3:35 – 3:40	



It is important that children **arrive promptly and are collected promptly** at their allocated time. These timings have been planned to maximise our learning time in class, it is vital that children are not late to arrive at school.

For parents, gathering at the school gates and coming into the site without an appointment is still not to be allowed. If you need to speak to a teacher, please email or contact by phone. On arrival at school, your child will have their temperature checked. They will then come into school, wash their hands and go straight into class.

If when you arrive there are other parents waiting to either drop off / collect their children please follow the government guidance on social distancing.

Bubbles

Due to our size we are able to treat each school as a 'bubble', each class will then operate as a 'mini-bubble' within this. Contact between mini-bubbles will be reduced as much as possible but not eliminated. Staff in each school will work between both mini-bubbles.

Transition

We are aware that the children have missed about a third of this academic year. I know from speaking to parents that many of our children feel that they have not yet completed this year and so should not be moving into the next academic year. In order to help with this transition we have adjusted the way in which we would normally work in September.

Week 1 – Children currently in Year 2 will remain in the Garden Class. Children throughout the school will remain in the year they are currently in. This week will be spent adjusting to being back in school together, our new routines and a focus on PSHE

Week 2 – Year 2 children will spend the afternoons going to the Meadow Class for their transition time.

Week 3 – The autumn term will start as it should do, the children will move into their new year groups. Year 2 will join the Meadow Class all the time.

Classrooms and resources

The guidance states to avoid close face to face contact and minimise time spent within 1 meter of anyone. Therefore the children in the Meadow Class will sit in rows facing the front of the classroom. At times staff will deliver interventions this will require groups of children to sit around a table. In order to provide a quality first education for our children in the Garden Class it is not possible to sit in rows. The children will sit as they would usually at grouped tables.

Staff will maintain a 2m / 1m distance as much as is possible. However, we recognise that in order for us to deliver a quality curriculum this may not always be possible. At times staff may choose to wear PPE (e.g. a visor) when they are working in close contact with children.

For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. In order to help us provide for this we are asking for the children to have a **SMALL** pencil case with 12 colouring pencils in. We will provide a pencil, ruler, rubber, pencil sharpener, whiteboard pen and rubber. I know that stationery is a much loved style choice for the children and that it is not possible to have too many pencil cases with a variety of pens, pencils, Sharpies in. However, in the current situation I must insist that they have only the items listed above, in **one small pencil case**. The pencil case below is ideal for this! (Other shops are available!) Material pencil cases are not suitable in school in the current situation.

Please ensure pencil cases are clearly named. If you are unable to buy a pencil case and colouring pencils please speak to a member of staff.



WHSmith Assorted Small Clear Pencil Case

Pencil Case

WhSmith

Write a review

£1.49

In Stock

Classroom based resources, such as books and games, can be used and shared within the bubble.

What can be brought from home?

It is still recommended that children limit the amount of equipment they bring into school each day. Therefore, only essential items please - lunch boxes, hats, coats, books and water bottles. We ask that pencil cases be brought into school on the first day and then remain in school. Book bags are allowed.

Robust hand hygiene

We will continue to wash hands regularly throughout the day. We will wash our hands upon arrival in the building, before and after break, before and after lunch and before going home. At times hand washing will be supervised. Hand sanitiser will also be available in classrooms, offices, entrances and corridors.

Robust respiratory hygiene

Each classroom has a 'Sneeze Station'. We will follow the 'catch it, bin it, kill it' approach. Children will be taught to use a tissue, put it in the bin and wash their hands. We will support children to do this. Those children currently in school (even our youngest children) have quickly adapted to this routine.

Enhanced cleaning arrangements

Since the wider opening of schools we have introduced increased cleaning of frequently touched surfaces throughout the day. This will continue in September. We will clean tables, chairs and other frequently touched surfaces (e.g. light switches) at lunch time. As well as their 'usual' clean by Mrs Shepherd.

In addition to their usual Mrs Shepherd clean we will also clean the toilets at lunch time.

Good ventilation

Where possible windows and internal / external doors will be open to provide good ventilation around the building. As we approach the cooler months this will be reviewed in line with Government and Derbyshire guidance and advice.

School Uniform

The government guidance is that schools return to their usual uniform policies in September. Uniform can play a valuable role in contributing to the ethos of a school and setting an appropriate



tone. Children will also need to bring a full PE kit in a draw string bag with them. Please spend some time over the summer holiday making sure the children can dress themselves independently. This will help staff to limit the amount of time spent in close contact with the children. When choosing school shoes Velcro enables children to put on and take off their shoes independently. Children may have shoe laces but **MUST** be able to tie these themselves.

Break Time

Children will go outside for morning break time in their mini-bubble. Timings will be staggered to allow the children time to wash their hands in smaller groups so that we can reduce the amount of time this takes. Different equipment will be available for each mini-bubble.

Lunch Time

Children will all eat lunch together.

LLPS – Children will eat in the Meadow Classroom, as they have always done. However, from September they will sit with their ‘mini-bubble’. Our midday supervisors and play leaders will continue to serve the children their meals at the table.

MMPS – Children will eat in the Community Room, as they have always done. However, for September, they will sit in their ‘mini-bubble’. Mrs Charlesworth will serve their dinner in the usual way and children will socially distance in the corridor as they line up for dinner.

The children will wash their hands before they go outside. When they are outside the children will be able to play as one school bubble. We will try to keep the equipment limited to use by the mini-bubble but this may not always be possible if we are going to allow the children to operate as one bubble. It will be cleaned daily though to limit the risk of infection.

Wet break and lunch times

LLPS – During wet break and lunch times children will remain in their classrooms. In order to free the tables so they can be wiped we may use Cosmic Kids or the BBC website.

MMPS – During a wet break children will use the Community Room, in their mini-bubble. During wet lunch children will return to their classrooms when everyone has finished eating. In order to free the tables so they can be wiped we may use Cosmic Kids or the BBC website.

Toilets

The children will use the toilets as they always have. The only change we will make is that they will go into the toilet individually or with their siblings. We will be cleaning the toilets at lunchtime.

Collective Worship

We will continue to come together for daily collective worship. The plans for this are to be finalised over the summer holiday. We are considering using Microsoft Teams for whole school /Federation worship.

Behaviour

We will have an addition to our behaviour policy for this time which will be shared with parents prior to 07/09/20. Please read it and share it with your child(ren), thank you.

Pupils and families who are anxious about returning to school

Some of you might be anxious about the return to school. If you have not already done so, please contact me to talk about your anxieties, share our risk assessments and offer advice and support.



Attendance

The government have stated that it is vital for all children to return to school. Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. 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, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence;
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

After School Club and Breakfast Club

This will begin to operate again in September. Please find attached to this letter a form to be completed for booking your sessions. The form must be returned by 1st September (via email / post) to allow staff to plan for the number of children who will be attending.

Delivering a broad and balanced curriculum

The Government guidance states that we will deliver a curriculum that remains broad and balanced. Our provision in some subjects will need to be adapted to ensure the safety of our children and staff as much as we can.

Instrument lessons at LLPS

We are planning to work with Fliss and Rosie to discuss ways to reintroduce individual instrument lessons. The current plan is that lessons would take place in the Church to allow social distancing between the children and Fliss / Rosie. We are hoping that Fliss will be able to start piano lessons with those children who would like them. The piano would be wiped down after each child and the children will wash their hands before leaving school and on their return. Rosie will continue to teach her individual lessons. Children will need to use their own instrument. At the present time we will not be offering five lessons to our new year 3 pupils but will review this as the guidance changes.

Music lessons

Any lessons involving singing will take place outside. Percussion instruments may be used but will be cleaned at the end of the lesson prior to being put away.

PE lessons

During the first autumn half term staff will deliver PE lessons outside only. In order to facilitate this PE lessons will be movable depending on the weather. Non-contact sports will not be taught during this time. Children will wash their hands or use hand sanitiser before and after PE lessons. Sneeze stations, tissues and hand sanitiser will be taken outside during the lesson. The provision of PE will be reviewed at October half term. BACT and Premier Sport will not be delivering PE lessons when we return to school in September. This will be reviewed during the autumn term.

Outdoor learning

Mrs Coppen will continue to deliver this across both schools. As far as is possible she will maintain 2m distance from the children at LLPS but we recognise that this will not always be



possible. Any risk of infection is reduced due to the activity taking place outside. The children will need to bring their forest school kit when it is their turn. We will let you know in September who will be taking part in outdoor learning during September and October.

Illness

As has been the case through the pandemic anyone who is unwell will need to go home and / or stay at home. The guidance states, -

- Any child or adult displaying any symptoms a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), must stay at home.
- Any child or adult who displays symptoms when at school, will be sent home and advised to follow the guidance 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.

In the event that a member of our school community develops symptoms during the day they will be moved to a place where they can be 2m away from other people. If the weather permits it children will sit outside during this time. If it is raining children at LLPS will sit outside under the canopy on the playground. If they need the toilet they will use the staff toilet in the corridor. At MMPS children will sit in Mrs Bosley's office. If they need the toilet they will use the staff toilet.

In the event of a confirmed case within our school community we will contact the local health protection team. The health protection team will guide us on the actions we will need to take and based on their advice we will send home those members of our school community who have been in close contact with that person when they were infectious. Household members of those contacts who are sent home will not need to self-isolate unless the person subsequently develops symptoms.

Active engagement with NHS test and trace

If a member of our school community displays symptoms they will need to be tested. The following link takes you to the page where you can arrange for a test, -

<https://www.nhs.uk/ask-for-a-coronavirus-test>

Tests can also be arranged by telephone via NHS 119.

Anyone testing positive for COVID-19 would need to provide details of anyone they have been in contact with. In this situation we ask that parents inform us immediately of the results of a test so that we can follow our procedures. People who have been in close contact with someone who has tested positive will need to self-isolate.



Please contact me if you wish to discuss anything about our arrangements for September (headteacher@marstonmontgomery.derbyshire.sch.uk).

Again, congratulations if you have made it to the end of the letter! Congratulations and gold stars if you managed to do it in one sitting!!

Best wishes

Teresa Bosley
Head Teacher