



Yaxham Church of England (VA) Primary School
Clint Green, Yaxham, Dereham, Norfolk, NR19 1RU
Tel. 01362 692033

e-mail: office@yaxham.norfolk.sch.uk
www.yaxhamprimaryschool.co.uk

Headteacher: Mrs Jennie Müller
Chair of Governors: Mrs Michelle Parnell
5th March 2021

Dear Parents,

I must first apologise for the delay in sending out this letter. This week has been busier than expected, as I am sure you can imagine! Before confirming arrangements, it is always really important that we review our risk assessment in line with current guidance.

All teachers have shared class information today regarding the systems in place from Monday. These will include reminders of things like PE days too. Please do remember this is all subject to change, we will keep you informed if this is the case.

As always we have tried to make our plans in the best interest of everyone. The guidelines are very clear that contact between adults needs to remain at a minimum. Therefore, staggered times will remain for the foreseeable future. Adults in school will also need to maintain a distance from children, classroom layout and other procedures will continue to reflect this. Facemasks will be worn by adults in corridors and we will continue to ask all to wear masks on site when at drop off and collection times.

Children will be based back in class groups with furniture will be rearranged to ensure children face the front of the room, rather than each other. (This will remain slightly different for our youngest children in Hedgehogs.)

Classes

- Children will be in their own class groups.
- They will remain in their class with the same staff (the class teacher and a teaching assistant) and children.
- Squirrels, Badgers and Foxes will have lunch in their classroom. Hedgehogs will eat in the hall. This will be pack lunch only initially. We hope to have an Easter Special lunch before the end of term and then add in more hot food after the holiday.
- A lunch time supervisor will join them; this will be a member of staff assigned to that class.
- Each child will have their own space. Resources will be put in those spaces so that they will not need to share. All toys and soft furnishings that cannot be washed easily at the end of the day have been removed.
- Equipment that they use will be cleaned daily and tables and other touch points at the beginning and end of lunch. All rooms will be cleaned at the end of the day.

Start/finish times:

Class	Start of day	End of day	Entrance
Hedgehog	8.55	3.15	Front Gate (from 8.50)
Squirrel	8.55	3.15	Back Gate (from 8.50)
Badger	8.45	3.05	Front Gate (from 8.40)
Fox	8.45	3.05	Back Gate (from 8.40)

Gates will open 5 minutes before the start time and children will go straight into the classroom to prepare for the school day. It is really important that children arrive promptly and do not cross over with other classes.

Hedgehog and Squirrel class will remain as a bubble and as will Badger and Fox class.

General operation

- Children will be expected to wear school uniform, however we know how much children may have grown and the difficulty in accessing uniform at the moment so please just let us know if there is a problem.
- Children will need a clean pair of indoor shoes or slippers to change into. (Plimsolls/crocs are suitable alternatives) If school shoes don't fit, trainers will be ok for outside (ideally not bright colours.) Children will need to be able to fasten them independently.
- Children should not bring in anything from home except a water bottle, a fruit/a healthy snack for break time and their lunch box. (Children in Reception, Year 1 and 2 will still have access to fruit in school)
- Children should not bring reading records, pencil cases, PE kits or any other items. The children will not need bags in school.
- A collection of reading books will be sent home on a Monday and can be returned on Friday. They will not be changed in between.
- If children fall over or have a toileting accident the children will be encouraged to change themselves and clean their scrape or cut. Any further first aid we will make the judgment about what is necessary but at the least staff will wear gloves and a face mask where they need to be in close contact to treat injuries.
- Children can leave a bag with a change of clothes in school if you think they are likely to need them.
- Parents will be notified of first aid treatment by text.
- We have PPE (following the Covid 19 guidance for educational setting) which is for use only for protection for close contact, extreme illness or caring for children displaying symptoms of Covid-19. In these situations, parents will be contacted immediately and the child must be collected from school as soon as possible.
- If children show any symptoms such as a cough or high temperature they must stay at home.
- Do not use Calpol/Paracetamol to mask symptoms. If anyone displays these symptoms they will need to go home immediately and will need to be tested. Any positive test would lead to the whole group needing to be isolated for 10 days.
- We must ask you to respect our whole community and keep to government guidance in and out of school, for the sake of everyone's well-being.
- The office will continue to be closed for unplanned visits. We will not accept cash. All payments will need to be made bank transfer. Details of how to do this will be shared upon request.

- Please do not enter the reception area, if you need to speak to the school office, please telephone.

Drop off and pick up

- Children will arrive to school in the morning and be picked up in the evening at specified times. This is to minimise the numbers of people on the site at any one time.
- Only one adult per family will be admitted to the site for drop off and collection of children
- If you have children in different classes, they will need to stay with you and keep away from children from other classes.
- Hedgehogs and Badgers will enter through the front gate and door.



- Squirrels and Foxes will enter through the back playground and classroom doors.
- Please maintain 2m distancing.
- Class teachers will be at the door, you can drop your child off at the drop off point and to leave the school site.



- Please do not stop to chat with either staff or fellow parents. Leave the site as quickly as possible.



- At the end of the day, collection times have been allocated, parents will need to maintain 2m distancing and wait for children will be sent to you one at a time.
- Parents are not allowed to enter the school building or have the daily contact or conversations they need or are used to having with staff. Contact will continue to be email or telephone
- Please try not to be late. If you are you will need to wait, telephone the office and arrange a new time.
- If you are using a childminder or breakfast/after school club, please let us know
- We will not be running any after school clubs initially.

Morning club

Morning club is able to run as before in the hall. Bubbles are divided in opposite areas of the hall; each bubble has access to its own equipment. Places are limited to a maximum of 15 children, therefore we ask you to book places a week in advance by emailing the school office with your requirements. Payment will need to be made by bank transfer.

Break times and lunch times

- Children bringing home packed lunch ideally any packaging should be entirely disposable – to avoid carrying items backwards and forwards to school. Please try to ensure that children can open packets independently to minimise contact from adults. Lunchboxes must be clean and washable.
- School packed lunches will be available to order by email or telephone.
- Outside play equipment like the trim trail will not be able to be used initially but each bubble will have their own collection of washable equipment which will be cleaned after use.

Toilets

Each bubble will have allocated toilets, with only one child using them at a time. These will be cleaned during the day.

Learning

- As with the previous lockdown, children have worked brilliantly at home. Teachers will very quickly assess where children are when they return and update our recovery plans accordingly.
- The curriculum will continue to have some modification for health and safety reasons, such as PE and Music activities.
- We will need to continue to encourage independence in school but children will still have support.
- Children will need to be able to fasten their own clothes and shoes. If they have shoe laces they do need to be able to tie them independently.
- Should there be reason to close a class/bubble and children are asked to self-isolate, the school will continue to provide remote learning.

Once children are in school we will continue to review and adapt plans as necessary and inform you of any significant changes. Most importantly, children need to feel safe and secure as they return, so please do continue to communicate with us so we can sure children have the support that they need.

Along with this letter I am also sharing information regarding regular testing for the adults in households of school age children. Lateral flow tests, or LFT are completed by staff in school twice weekly and are now available for adults within your households too. The testing will help to identify those who are asymptomatic and reduce the spread within our community.

As always, we really appreciate your ongoing support and understanding. We will do all we can to work with you to keep our children and community safe whilst settling all children back into school. Please do get in touch if you have any concerns or questions. If you are having difficulty reassuring your children, there are resources and links on our website which may help.

[https://yaxham-cofe-primary.eschools.co.uk/web/information for parents /485193/cHJldmld3x8MjAyMS0wMy0wNSAxMzo1Njo0MQ%3D%3D](https://yaxham-cofe-primary.eschools.co.uk/web/information%20for%20parents%20/485193/cHJldmld3x8MjAyMS0wMy0wNSAxMzo1Njo0MQ%3D%3D)
[https://yaxham-cofe-primary.eschools.co.uk/web/resources for children/486204](https://yaxham-cofe-primary.eschools.co.uk/web/resources%20for%20children/486204)
[https://yaxham-cofe-primary.eschools.co.uk/web/health well-being](https://yaxham-cofe-primary.eschools.co.uk/web/health%20well-being)

We wish you a relaxing weekend and look forward to welcoming all children back into school next week.

Yours sincerely,

Mrs Jennie Müller and Mrs Michelle Parnell

Headteacher

Chair of Governors