

28/08/20



Dear Parent,

I hope that you and your family have enjoyed the summer holidays and are looking forward to your children returning to school as much as we all are.

The new term will begin for the children on **Monday, 7<sup>th</sup> September** and below is some information which may be helpful in preparing your child for their return to school.

The school will continue to adhere to the latest government guidance in determining how lessons are organised and the curriculum delivered - *please see the protocols below.*

From September, the children will be in 'class-bubbles' to reduce the potential for the transmission of any COVID-19 infection.

**Lander Class Bubble:** Reception and Year 1 children with Mrs. Roberts with 1 day per week leadership time provided by Mrs. Taberer *using the school-hall, Lander classroom and the outdoor area for the EYFS. There will also be Teaching Assistant support from Mrs. Beevers, Mrs. Williams, Mrs. Humphries, Mrs. Causo-Garbutt and Mrs. Haywood.*

- Children to arrive between **8.45-9.00 am** in the reception class area to the rear of the school; *parents requested to leave immediately.*
- The children will be greeted and invited inside as soon as they arrive.
- The children should enter the school using the external door to Lander classroom and should be shown where to place their book-bags, coats etc.
- The children will be supervised to wash their hands for a minimum of 20 seconds using the sinks in the Lander classroom toilets.
- The children will be reminded frequently about the new hygiene and behavior rules.
- When leaving the classroom the children will wash or use the hand-sanitizer then again when they return, *e.g. after going to the toilet, exercising outdoors.* The children will be supervised when going to the toilet and hand-washing throughout the day.

- Lunch will be eaten either at their own tables or outdoors (but apart from other children and other class bubble groups); waste should ideally be taken home or placed in the double-lined pedal bin.
- The children should be dismissed to their parents from the hall using the external door (Year 1) and the classroom (Reception) using the door to the outside area at **3.15 pm** for collection by their parents. *Parents will be encouraged to leave immediately and reminded to remain a minimum of 2 metres distant from each other and the school staff.*

**Grylls Class Bubble:** Year 2 and Year 3 Summer and Spring born children with Mrs. Nelson (Mondays, Tuesdays and Wednesdays) and Mrs. Biddick (Thursdays and Fridays). There will be Teaching Assistant support from Mrs. Rickard and Miss. Hatfield.

- Children to arrive between **8.45-9.00 am** and to stand 2 metres apart in the **safe-zone** marked-off in the playground; *parents requested to leave immediately.*
- When their name is called out, each child should walk one at a time around to the external door of **Grylls classroom** where they will be welcomed inside. *They will be invited in as soon as they arrive.*
- The children will be instructed to place their lunch boxes, drinks bottles, sun-cream, sun-cap, tissues and trainers/plimsols in a tray on/below their personal desk then to wash using the classroom sink for a minimum of 20 seconds.
- The children will then be asked to sit at a personal, front-facing desk which will be their seat for the week.
- The children will be reminded to remain in their seats at all times until they are directed to move by a member of staff, *e.g. for toileting, outside recreation etc.*
- When leaving the classroom the children will wash or use the hand-sanitizer then again when they return, *e.g. after going to the toilet, exercising outdoors..* The group will be reminded frequently about the new hygiene and behavior rules.
- Lunch will be eaten either at their own tables or outdoors (but apart from other children and other class bubble groups); waste should ideally be taken home or placed in the double-lined pedal bin.

- The children will initially need to be supervised when going to the toilet and hand-washing.
- The children will be led out through the external door of the classroom to be collected by their parents from the playground at **3.15 pm**. *Parents will be encouraged to leave immediately and reminded to remain a minimum of 2 metres distant from each other and the school staff.*

**Trengrouse Class Bubble:** Year 3 Autumn born children and Year 4 with Mrs. Hendy (Mondays, Tuesdays and Wednesdays) and Mr. Jones (Thursdays and Fridays) with PPA provided by Mrs. Eyres (HLTA). There will be Teaching Assistant support from Mrs. Eyres, Mr. Penberthy, Mrs. Williams and Mrs. Haywood.

- Children to arrive between **8.45-9.00 am** and to stand 2 metres apart in the **safe-zone** marked-off in the playground; *parents requested to leave immediately.*
- When their name is called out, each child should walk one at a time around to the external door of **Trengrouse classroom** where they will be welcomed inside. *They will be invited in as soon as they arrive.*
- The children will be instructed to place their lunch boxes, drinks bottles, sun-cream, sun-cap, tissues and trainers/plimsols in a tray on/below their personal desk then to wash using the classroom sink for a minimum of 20 seconds.
- The children will then be asked to sit at a personal, front-facing desk which will be their seat for the week.
- The children will be reminded to remain in their seats at all times until they are directed to move by a member of staff, *e.g. for toileting, outside recreation etc.*
- When leaving the classroom the children will wash or use the hand-sanitizer then again when they return, *e.g. after going to the toilet, exercising outdoors..* The children will be reminded frequently about the new hygiene and behavior rules.
- Lunch will be eaten either at their own tables or outdoors (but apart from other children and other class bubble groups); waste should ideally be taken home or placed in the double-lined pedal bin.

- The children will be led out through the external door of the classroom to be collected by their parents from the playground at **3.15 pm**. *Parents will be encouraged to leave immediately and reminded to remain a minimum of 2 metres distant from each other and the school staff.*

**Trevithick Class Bubble:** Year 5 and Year 6 with Mrs. Patchett with PPA cover provided by Mrs. Eyres (HLTA). There will be Teaching Assistant support from Mrs. Rhodes and Mrs. Riley.

- Children to arrive between **8.45-9.00 am** and to stand 2 metres apart in the **safe-zone** marked-off in the playground; *parents requested to leave immediately.*
- When their name is called out, each child should walk one at a time around to the external door of **Trevithick classroom** where they will be welcomed inside. *They will be invited in as soon as they arrive.*
- The children will be instructed to place their lunch boxes, drinks bottles, sun-cream, sun-cap, tissues and trainers/plimsols in a tray on/below their personal desk then to wash using the **cloakroom sinks** for a minimum of 20 seconds.
- The children will then be asked to sit at a personal, front-facing desk which will be their seat for the week.
- The children will be reminded to remain in their seats at all times until they are directed to move by a member of staff, *e.g. for toileting, outside recreation etc.*
- When leaving the classroom the children should wash or use the hand-sanitizer then again when they return, *e.g. after going to the toilet, exercising outdoors..* The group will be reminded frequently about the new hygiene and behavior rules.
- Lunch will be eaten either at their own tables or outdoors (but apart from other children and other class bubble groups); waste should ideally be taken home or placed in the double-lined pedal bin.
- The children will be led out through the external door of the classroom to be collected by their parents from the playground at **3.15 pm**. *Parents will be encouraged to leave immediately and reminded to remain a minimum of 2 metres distant from each other and the school staff.*

The children will be seated in rows facing forwards and indoor physical activity will be limited to smaller groups taking part at any one time.

- *Please ensure that we have your up-to-date contact details, and a named person and telephone number for an emergency contact.*
- *If there have been any changes to your child's dietary or medical needs since they were last at school, please also provide details as a priority.*

## Wendron Church of England School



### Pupil Protocols:

Following these rules will help to prevent the spread of the coronavirus and help to protect you, your teachers, your friends and family from catching the infection.

- Let an adult know immediately if you are **feeling unwell**: *a new persistent cough, a high temperature or a loss or change to your sense of taste or smell means that you should not be at school.*
- Use a tissue to '**catch and bin**' any sneezes: please remember to bring your own packet of tissues to school. *Your teacher will have a bin for used tissues.*
- Remain **2 metres** away from other people (indoors and outdoors) who do not form part of your '**class bubble**'.
- Do not leave your seat without first getting permission from an adult.
- Stay in your class bubble and do not approach others in a different group. *There will be different break-times and allocated spaces used at lunchtimes.*
- **Wash your hands** for at least 20 seconds when you arrive at school, after you have been to the toilet, when you return from an activity or break-time outdoors, and before you leave for home.
- Bring to school your own **lunchbox** (unless having a school meal) and **drinks bottle**, a packet of **tissues**, **sun-cream** and **sun-hat/cap** and **trainers/plimsols** - *nothing else. Your teacher will provide you with materials for you to use during the day and these cannot be shared with others, e.g. scissors, pencils, rulers..You do not need a **PE kit**.*

- Check the weather forecast for the day and apply **sun-cream** at home before coming to school where sunny weather is predicted. *You should bring your own bottle of sun-cream to school but your teacher will not be able to help you to put it on.*
- You do not have to wear your **school uniform** - *change your clothes when you get home and put the ones you have worn at school in the wash.*
- Bring your own **asthma inhaler** for use - *but let your teacher know you have it, when you need to use it and immediately should you feel unwell.*
- Tie long hair back and do not wear any jewelry.
- **Be kind to everyone!**

## Wendron Church of England School



### Parent Protocols:

Following these rules will help to prevent the spread of the coronavirus and help to protect you, your child's teachers, your friends and family from catching the infection.

- Do not send your child to school if they are displaying any of the following **coronavirus symptoms**: **high temperature** - *this means that your child feels hot to touch on their chest or back (you do not need to measure their temperature);* **new, continuous cough** - *this means your child is coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if your child usually has a cough, it may be worse than usual);* **loss or change to your child's sense of smell or taste** - *this means your child has noticed that they cannot smell or taste anything, or that your child reports that things smell or taste different to normal.*
- Let the school office know if your child is to be absent on the first and any subsequent days by calling **(01326) 573187** and leaving a message on the school answer-machine or by informing their teacher by email. *Please ensure that we have the correct emergency contact details for your child.*
- Ensure that your child comes to school with the following only:

- packed-lunch and drinks bottle (*unless ordering a packed lunch from school: see [Chartwell's menu on the school website](#)*)
- sun-hat or cap
- trainers or plimsols
- a waterproof coat
- sun-cream (*please apply at home and ensure that your child can put on more themselves as staff will not be able to help with this*)
- packet of tissues
- asthma inhaler (if relevant)
- *Your child should not bring-in their own pencil-case, stationery or reading book from home: these will be provided by the school.*
- Do not bring any other children to school other than your own.
- Drop your child off at school at the suggested time and leave immediately
- Collect your child promptly from school at the suggested pick-up time
- Remain outside of the school building and observe **social-distancing** at all times (a minimum of 2 metres from other people). *Please only come into the School Office if the matter cannot be managed by a phone-call or email.*
- Use the class-teacher's email to share important information with them.
- Ensure that your child wears freshly laundered clothes to school each day: they do not need to wear their school uniform and will not need their PE kit - *we advise that the children change immediately and shower when they get home from school, and that their clothes are washed straight away.*

Please be aware that the Southerly Point Co-operative MAT has up-dated the following policies in light of the coronavirus pandemic:

- Behaviour Policy (*see Behaviour Addendum*)
- Safeguarding Policy (*see COVID-19 school safeguarding policy addendum*)
- COVID-19 Symptoms protocol (*final*)

*Copies of these are available to be viewed and downloaded from the school's website.*

***Staff will be strictly adhering to health & safety guidance from the Department for Education and will insist that the pupils, parents and visitors to the school do so also.***

If your child is entitled to **Free School Meals/Universal Infant Free School Meals**, these will be provided by Chartwells - our school-meal provider. *Only cold meal options will be available for the first half-term.*

### **Office Protocols: Susan Bennetts**

- Enter through the main entrance.
  
- **Enquiries:** parents will not generally be permitted into the building - any face-to-face enquiries should be resolved at the office window but phone and email enquiries are preferable.
- **Visitors:** only essential visitors will be allowed into the school. They will be escorted and hygiene rules reinforced: *e.g. using the hand-sanitizer/washing hands on arrival; donning a face-mask..* Visitors will be required to sign the new Trust form giving details for 'track & trace' and consenting to follow the Trust's COVID-19 protocols/policies.
- **Communications:** news and information to parents will be published on the school website with alerts through the school's FaceBook page..
- **Payments:** parents are encouraged to use **ParentPay** remotely and not to send-in or hand-over paper money or coins.
- **Attendance:** the absence of children who are expected but who don't arrive will be followed-up by a phone call to the home address or parent's mobile number - *please ensure that we have the details for a minimum of two emergency contacts.*

**FAQs** - *Here are some responses to some frequently asked questions. As more are raised with us we will add them to the list and post them in the school's website alongside any amendments to the answers previously given where appropriate.*

**Will there be staggered starts for the start of the school day and for collecting at the end of the day?**

The children in all classes can safely be dropped-off at school at the usual time between 8.45-9.00 am. A member of staff will direct the children to go straight into their designated classroom using the external door without waiting for friends from other



classes. At the end of the day, the children can be collected as usual from the playground to their parent/carer. We would ask that parents do not congregate whilst waiting for their children and depart immediately after dropping the children off or collecting them.

### **Will my child need to wear school uniform?**

The Trust has determined that the children do not need to wear school uniform until the autumn half-term when their position on this will be reviewed. This is in recognition that some families may be experiencing financial uncertainty due to impact of the coronavirus on the economy. However, the children should wear freshly laundered clothes each day and their clothing, although casual, should be comfortable and practical, *for example, no flip-flops or crop-tops please.*

### **Will there be any school clubs or events?**

Each activity will need a thorough risk assessment before it can be approved by the Trustees. To reduce the potential for the coronavirus to be transmitted within a school setting, there will not be any school clubs at the start of term though we hope to have some of these back in place as soon as possible. External providers can be considered only if they were only working with pupils from our school; they were able to ensure pupils remained socially distanced; the provider could demonstrate that they could fully adhere to the school's Risk Assessment.

### **Can I still hire the school for personal use?**

Not at the moment; the lettings and use of the school beyond the school day have been put on hold for the time-being since it will not always be possible for the premises to be cleaned/re-cleaned before the pupils arrive again in the morning.

### **Is wraparound care going to be available?**

The Breakfast Club (8.00 - 8.45 am) and After-school Club (3.15 - 5.30 pm) will be available from Monday, 14<sup>th</sup> September. Payments will need to be made using ParentPay and new registration forms completed beforehand - *these will be available in the first week of term.*

### **Can I still order a school dinner for my child?**

Initially only packed-lunches will be available from Chartwells, our school-meals provider, and these will need to be ordered in advance for the week ahead and payments made

through ParentPay. *The menu choices will be posted on the school website when available.* Children in the Reception year, Year 1 and Year 2 are entitled to a daily free school meal ('universal free school meal') funded by the government. *If you have a child in any other year group and believe that you may now be entitled to claim a free school meal for them, please contact the school secretary for further information.*

### **Will my child need to wear a face-mask?**

No - the government guidance does not recommend face-masks in school for children under the age of 11. They are not required in primary 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.

### **My child has a cough/cold. Should they stay at home?**

Children displaying any of the following symptoms must stay at home:

*A new, continuous cough*

*A high temperature*

*A loss or change to their sense of smell or taste*

The season for general coughs and colds is fast approaching and it may be difficult for parents/staff to determine whether a child is poorly with this or showing symptoms of COVID-19. Any child giving rise to concern at school will be removed from their class-bubble and placed in the Medical Room until their parents can collect them. They should then be tested for the coronavirus and the outcomes known before they are returned to school. The UK Chief Medical Officer, Chris Whitty, has announced that the self-isolation period for people that have symptoms of coronavirus (COVID-19) or that have received a positive test result has now increased from 7 to 10 days.

The parents of the other children with whom the child may have been in contact with, will be informed but should continue to send their children to school unless they also display the above symptoms or are poorly.

Any child with a high-temperature should stay at home for 48-hours after their temperature has returned to normal. The '48-hour rule' also applies to anyone who is sick or has diarrhea - they should remain at home for 48-hours after the last bout of illness so as not to pass the infection to others.

The school must be informed immediately if anyone in your household tests positive for coronavirus and the family should self-isolate in accordance with Public Health England requirements.

Coronavirus test sites can be booked at:

<https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name>

### **What precautions are being taken to keep my child safe at school?**

Each school within the Trust has completed a thorough risk assessment to ensure that they can re-open in September with measures in place to reduce the potential for the transmission of the coronavirus as far as possible. These risk assessments have been reviewed by the school's Health & Safety governor as well as by the Trustees to ensure that they adhere to the government guidance. Of course, each school setting is different and presents its own set of circumstances, so staff will continue to be regularly briefed about procedures and the measures will be reviewed routinely to help ensure that all those attending the school remain at low risk of catching or transmitting any infection.

Regular and routine hand-washing, good oral hygiene ("Catch it, bin it, kill it"), limited movement of children and staff between the different class-bubbles, enhanced cleaning and limited use of shared resources will all be features of the 'new normal' for schools.

### **Will my child be able to see their friends at play-times?**

Unfortunately, the different classes will have separate play-times or different allocated parts of the playground and field to use at break-times. The children will be able to play with those inside their own class-bubble but not to mingle with those in other classes. This is to help reduce the potential transmission of the coronavirus within the school setting.

There will be continued restrictions on different groups in the school mingling during the rest of the school day too, *for example, no shared assemblies; worship will be delivered within each class-bubble.*

### **But what if my child attends Breakfast Club - won't they be mixing with other children from outside their class-bubble?**

Yes they will, so we will be keeping a record of who attends the Breakfast and After-school club to enable the school to quickly trace who a child has been in contact with where necessary. However, the children using the wraparound provision this term will be

'socially-distanced' from other children using this provision within the school-hall; again they will find the arrangements a little different to begin with.

### **When will music tuition begin again?**

Individual lessons will begin again in September - the room will be well-ventilated at all times and the tutor will remain at a distance of 2 metres for the majority of the time. The instruments will be quarantined for 24-hours after use or thoroughly cleaned before use by others.

### **My child is anxious about returning to school: can you help?**

The staff will be exploring the children's experiences of 'lockdown' and their concerns about the pandemic with them in the first week back at school, as well as setting expectations for the year and running through the new procedures and protocols. PSHE and children's mental health will be part of the agenda for the two whole-staff INSET days on 3<sup>rd</sup>/4<sup>th</sup> September and we will continue to add new resources to the website alongside the current materials as they become available. We do have access to our own NHS Mental Health Practitioner who can support staff with in their approach to tackling a range of issues also, and individual casework can be undertaken should this be appropriate - *referrals need to be made through the early Help Hub via your child's class-teacher.*

### **What if there is an outbreak of COVID-19 in the school?**

Should a class-bubble need to close due to a positive case of the coronavirus then the lessons will revert back immediately to home-learning with some 'live' lessons through Google Classroom and other materials and resources posted on the school's website. Those children who are shielding at home will also have work made available to them so that they can continue to learn when not at school. *Please ensure that you have completed and returned the Google permissions form to the school office.*

### **Does my child need a PE kit at school?**

It is preferable that your child comes to school wearing their PE kit on the days when these lessons are scheduled; it is better that the children do not try to change together in a small cloakroom at present. There will not be any swimming lessons in the Autumn Term but outdoor PE is highly recommended and opportunities for lessons will be taken where the weather allows - *your child will not have to change for this but will need to have sensible footwear to avoid the risk of slips and falls.*

### **Can I discuss my child's progress with their class-teacher?**

Only essential visitors will be permitted inside the school when the school term begins. However, the school staff can be contacted by email or telephone to discuss any concerns you may have. The staff will be re-assessing where each child is with their learning within the first few weeks of term and it is expected that face-to-face parent meetings can be arranged for October. Inevitably, some children will have been able to do more than others during the period of school-closure. Once we return fully to school, we will assess the children to see where they have reached in their learning and adapt our lessons accordingly. We will also make sure we put a programme in place for those who have struggled to help them make rapid progress to close any gaps.

Should you have any safeguarding concerns about a child, please contact either the Designated Safeguarding Lead (Mr. Hunkin) or the Deputy Designated Safeguarding Lead (Mrs. Roberts).

I hope that this letter has gone some way to addressing any queries or concerns you may have before the children return to school for the new academic year. Should you wish to bring your child to the school before they start again to get a better flavor of the arrangements we are putting in place, please contact your child's class teacher: the afternoons of the INSET days on 3<sup>rd</sup>/4<sup>th</sup> September would be preferable.

Yours sincerely,

Paul Hunkin

Executive Headteacher

### Term Dates:

**INSET Days:** Thursday, 3<sup>rd</sup> September and Friday, 4<sup>th</sup> September

**First day of Autumn Term for the children: Monday, 7<sup>th</sup> September**

*Half-term: week beginning Monday, 26<sup>th</sup> October*

***Provisional further INSET Day: Monday, 2<sup>nd</sup> November 2020***

**Last day of Autumn Term: Friday, 18<sup>th</sup> December**

***Provisional further INSET Days:***

**First day of Spring Term 2021: Monday, 4<sup>th</sup> January**

***Half-term: week beginning Monday, 15<sup>th</sup> February***

**Last day of Spring Term: Thursday, 1<sup>st</sup> April**

**First day of Summer Term 2021: Monday, 19<sup>th</sup> April**

***Half-term: week beginning Monday, 31<sup>st</sup> May***

***Provisional INSET Day: Monday, 7<sup>th</sup> June 2021***

**Last day of Summer Term 2021: Thursday, 22<sup>nd</sup> July**

***Provisional INSET Day: Friday, 23<sup>rd</sup> July 2021***