



## Hemsby Primary School

School Loke | Hemsby | Great Yarmouth | Norfolk | NR29 4LH

Tel: 01493 730364 | Fax: 01493 732850 | e.mail: office@hemsby.norfolk.sch.uk

www.hemsby.norfolk.sch.uk



Wednesday 2<sup>nd</sup> September 2020

Dear Parents and Carers,

I hope you are all well and have had a good summer. We are looking forward to welcoming all children back into school on Monday 7<sup>th</sup> September. We understand that you and your child may be anxious after such a long absence and concerned about the ways that we have had to adapt in school to ensure we keep everyone safe.

Norfolk County Council has an information page about the return to school, please copy the link below:

<http://www.norfolk.gov.uk/backtoschool>

They have also produced videos for you to share with your child, the first one is for older children and the one below for children starting school, please copy the link below:

<http://www.justonenorfolk.nhs.uk/return-to-school>

School does look a little different and we have put measures in place to keep 'bubbles' of children together and have added extra cleaning measures. We will be making a video to show you what the start of the school day will look like. Please see the information below about starting back at school (this is slightly updated from the letter on 21<sup>st</sup> July)

### **What we are doing to protect and support pupils and staff**

#### **Travelling to and from school**

Following Government advice, we encourage you to walk or cycle to school if at all possible. Members of a household bubble should travel together to and from school, and only one adult from the household should travel with pupils. If pupils from different households need to travel together eg. due to childcare, then please follow Government guidelines with regards to social distancing and wearing face coverings in vehicles

If you use public transport please refer to [safer travel guidance for passengers](#).

#### **Face coverings**

It is mandatory to wear a face covering on public transport (please click here for information about exemptions from wearing a face covering).

If your child wears a face covering to travel to school please discourage them from touching the front of their face while they are wearing it and when they remove it. Please provide them with a plastic bag to keep it in while they are at school.

We will ask pupils to perform hand hygiene on arrival at the school and after they remove their face covering.





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### Start and end of the school day

The following arrangements are in place for the start and end of the school day:

#### Children arriving at school

The gates will be open at 8.45am and close at 9.00am. There will be no before school play. Children will be expected to go straight to their class when they arrive at school. Entry to school will be through the small black pedestrian gate, there will be a one-way system around the school with the exit through the large silver main gate. Key Stage Two children are encouraged to come into school by themselves and to walk straight round to their classroom, through their class fire door. Parents who bring their children to school should follow the one-way system, continuously walking around the building following the guidelines and send their children straight into their classrooms as they pass them. Children will be met at the classroom door by a member of staff who will provide them with hand sanitiser. **Please keep moving around the building whilst observing social distancing from others. We will have staff outside to guide you around the building and to politely remind you about social distancing, we appreciate your understanding in this.**

We ask that Nursery parents line up on the spots outside Nursery where they will be greeted by members of staff. We would appreciate you following the one-way system round school after dropping off.

Any money or letters should be posted into the post box on the gate. If you need to contact the school office please do so by telephone: 01493 730364 or email: [office@hemsby.norfolk.sch.uk](mailto:office@hemsby.norfolk.sch.uk) please do not come into the school building. The office will not be manned until 9.05 am.

#### Children leaving school (please maintain social distancing/personal space)

School will finish at 3.20pm. Parents of Robins and Jays children should wait in the playground outside those classrooms. Parents of Key Stage Two children should wait on the Key Stage Two playground. Parents of Owls children should wait outside the Owls classroom by the Hall fire door. If you have more than one child we ask that you walk around the school following the one-way system to collect your children Jays and Robins, Key Stage Two and Owls in that order. When you are waiting for your child please stand 1+ metres away from others. We kindly ask that parents do not stand together. Your child will be sent directly out to you by a member of staff. Key Stage Two children who have parental permission can walk home on their own (letter or phone call to the office for permission).

#### Cohorting of small groups (Bubbles)

Pupils and staff have been assigned to bubbles who are separated within the school (Reception, Years 1 and 2, Years 3 and 4 and years 5 and 6). Bubbles will not share spaces or resources such as P.E. equipment unless they have been disinfected between use.

Distancing will be maintained within their bubble where possible by making changes to class spaces and doing activities that avoid close contact, we know that younger pupils will not be able to keep apart at all times and this is why it is particularly important to separate different bubbles. We will maintain excellent hygiene standards by everyone handwashing more regularly and increasing our disinfection arrangements.





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We will carry out activities outside where we can, and we will open windows to increase ventilation inside the building when it is safe and appropriate to. Tables will all be forward facing.

### Classroom equipment

Children in Reception and Key Stage One will be provided with their own classroom equipment, this will be labelled and for their use only. Children in Key Stage Two should bring their own named pencil case (ideally ones made from metal or plastic that can be wiped clean) and equipment to school. This is to be left at school on their table. We would ask you to support this by limiting the items your child brings in from home to only essential items.

### School uniform and P.E. Kits

Your child will be required to wear a school uniform. Your child will require a P.E. kit, we ask that this is taken home and washed every week. Please ensure your child has their P.E. kit as we will not be able to provide spares.

### Lunchtime and school meals

Norse will continue to provide hot meals and packed lunches to children. We ask that you order and pay for lunches by 9am on a Monday morning for that week. Payment can be made by placing a cheque in a named envelope in the post box on the gate or by BACS:

sort code: 20-62-61

account number: 60155659

If you are unable to pay by these methods please contact the school office.

Children may bring in their own packed lunch if they wish. These should be named and will be kept in the classrooms.

Hot lunches will be served into individual boxes and packed lunches in the usual paper bags will be taken to classrooms where children will eat their lunch in their class room bubble.

### Educating and supporting

Children can become advocates in infection prevention at home and in their community by talking to others about how to prevent the spread of viruses, so we are educating in an age appropriate way.

We are very mindful about the anxiety children may experience and we are encouraging them to talk about their worries and experiences. It is normal that they may have different reactions and some may need to talk to teachers and you about how they are feeling.

### Supporting each other

Your support to help us achieve these standards in our school is vital. Please role model the hygiene behaviours that apply when you are at home and encourage your children to follow them. Please ensure that your child washes their hands before coming to school and on arriving home. Please support and encourage them to follow good hand and respiratory hygiene at all times.





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If your child has extra-curricular provision that is provided by the school, we will be applying all of the arrangements that are outlined in this letter. If other settings are attended:

- Please limit the number of settings they attend as much as possible
- Try to ensure attendance is consistent at those you do use
- Try to attend local clubs and walk or cycle to them
- Ask the setting if they are COVID-19 Secure

### Cleaning and disinfection

The following enhanced arrangements are in place:

- We have removed items that are difficult to clean
- We have identified specific cleaning methods and the times that cleaning and disinfection is needed.
- All touch points that are fixed to the premises such as door handles, taps and toilet flushers will be disinfected twice a day, in some cases such as where pupils find it difficult to wash their hands the frequency of cleaning these items has been increased.

### Health

- We will ask children about their health and any symptoms on arrival at school and arrange for pupils to go home where necessary. **If your child has a temperature or exhibits any symptoms of Coronavirus, they must stay at home.**
- Please ensure your child washes their hands before coming to school.
- If a pupil feels ill we will keep them safe and move them away from others in a designated room while they wait to be collected. We will not leave a pupil who is ill where they are not safe to be left alone. In an emergency we will call the emergency services, and we will continue to provide first aid for emergencies as we normally do. Staff will wear personal protective equipment if a pupil develops symptoms or requires first aid and we need to be in close contact with them.
- Our staff will go home immediately if they become ill at work with symptoms.
- We have specific cleaning and disinfection arrangements planned in the event that a person develops symptoms at our school.
- We will advise you if someone develops symptoms in the school or has tested positive and let you know what is happening and about anything that you need to do.

### Supporting the test and trace system

The national test and trace system is a fundamental supporting mechanism to keep us all safe during this time. Getting tested when you have symptoms and letting the tracing team know who you have been in contact with if you do test positive means that we can all take the right actions to stop the spread of the virus.

If anyone in your household develops any of the most common symptoms of COVID-19 (a new continuous cough, a high temperature and/or a loss of, or change in, normal sense of taste or smell), everyone in the household must stay at home and not leave the house for 14 days. You should





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arrange for the person with symptoms to get tested. Tests are **FREE** - you can get a test by calling 119 or via the online webpage: [www.NHS.uk/coronavirus](http://www.NHS.uk/coronavirus).

If your child develops symptoms please let us know as soon as possible by contacting the school office so that we can take the right actions to keep everyone safe.

You can find out more about tests for children and young people at: <https://www.justonenorfolk.nhs.uk/test-trace/tests-for-children-young-people>

You can find out more about what you need to do if anyone in your household has symptoms here: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

### **Action we will take if someone from the school has a positive test**

If someone tests positive from the school then we will work with the local Health Protection Team from Public Health. We will advise you in the event that someone has tested positive where it means that your child needs to isolate for 14 days. If your child is not part of the same main or extended bubble then it is unlikely that they need to isolate.

### **Meetings and visitors**

Wherever possible, meetings between yourself and the school should take place by telephone or internet and this includes informal conversations we might normally have.

Only absolutely essential face-to-face meetings must take place; should a face-to-face meeting be required, the school will make specific arrangements with you. We will only meet with one parent if this is the case.

Please do not hesitate to contact the school office if you have further questions about your child returning to school in September. We look forward to welcoming them back.

*Sian Harmer*

Sian Harmer  
Headteacher

