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Headteacher: Mr Tony Davies

Thursday 2nd September 2021

Dear Parents and Carers,

Information re Procedures for September 2021

We are very much looking forward to beginning to welcome children back to school on Friday for the 2021-2022 academic year.

As promised just before the summer holidays, I am writing to you today to give you an update on the procedures that will be in place in school for the beginning of the autumn term. This information comes at short notice as it follows on from a briefing from Cambridgeshire Local Authority and Public Health England yesterday evening about the current covid situation in Cambridge and the measures that we should have in place to reflect that situation. We have been able to finalise the details of our procedures this morning and these are outlined below.

The positive news in Cambridge is that the numbers of people becoming seriously ill as a result of covid 19 and the number of hospitalisations are currently low. However, case numbers remain high. Our priority is the health and safety of everyone in our school community, alongside doing everything we can to ensure that education continues for all of the children.

The measures outlined below seek to balance the need to minimise the spread of infection with putting in place as "normal" an education experience for the children as possible. The measures will have to be constantly reviewed and more stringent measures may have to be reintroduced if case numbers in school move in the wrong direction. For this reason, we once again ask all parents and carers to support us in implementing our plans – we want to do everything we can to keep case numbers down so that we can keep everyone safe, have children in school and give them as "normal" a school experience as possible.

Below you can see the key points that affect the day to day running of the school. If you wish to see our full risk assessment, you can access this on our website at https://stmatthews.eschools.co.uk/website/information_for_september_2021/569980.

The End of "Bubbles" – Adults who have been double-vaccinated and children do not need to self-isolate if they are a contact of someone with Covid 19

- Those under the age of 18 years and 6 months no longer need to self-isolate if they are a contact of someone with covid 19.
- If a child is in a household with someone with covid 19, they are strongly advised to have a PCR test. However, they can continue to come to school as long as they do not show symptoms of covid 19 themselves while they are waiting for the test result.
- We will not have to close classes/year groups if there is a case of covid 19 in the group.
- This means that we can end the "bubble" system that was in place last year, children can mix together once again in the playground and we can return to a more normal timetable for the school day.

Children and adults who show symptoms should not come to school and need to book a PCR Test

- This is essential to helping reduce the risk that we have a covid outbreak in school that could result in the return of some of the additional measures that were in place last year.
- Key symptoms of covid 19 are:
 - A high temperature – this means the child feels hot to touch on their chest or back (you do not need to measure their temperature)
 - A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if a child usually has a cough, it may be worse than usual)
 - Loss or change to sense of smell or taste – this means the child noticed they cannot smell or taste anything, or things smell or taste different to normal
- Additional symptoms that may be early warning signs of COVID-19 in children include upset stomach, headache, sore throat, unusual fatigue.
- We would advise that a child experiencing any of the above symptoms should book a PCR test.
- Cambridgeshire Local Authority have issued a Flow Chart for parents/carers detailing the steps parents/carers should take if they are concerned that their child may have covid.

If your child becomes a confirmed case of covid 19, it is important that you tell us. We will not be running an “emergency hotline” like last term, so an email to the school office is all that is needed. We will be reporting all cases to our local authority. Having this information quickly will enable them and the school to plan and monitor cases on the ground and act accordingly.

School will start and finish at our usual times

- The school day will start at 8:45am and finish at 3:15pm for Nursery and Reception and 3:20pm for Years 1 to 6.

Changes to the Gates that classes are using

To reduce crowding at the start and end of the school day, we will continue to use the Broad Street Gates for some classes. This will be different to last year as follows:

- Main Gates – Entrance for Oak Class and Years 1 to 4
- Broad Street Gate 1 – Entrance for Year 5
- Broad Street Gate 2 – Entrance for Year 6
- Nursery and Cherry Class have their own entrances
- Mulberry Class will enter through Broad Street Gate 2 and line up at the classroom door
- Oak class will enter through the Main Gate and line up at the classroom door.
- Families with children in more than one year group using different gates can use whichever gate is most convenient for them.

To further help reduce crowding, if your child is being picked up by an adult, we ask that only one adult come onto the school premises.

This is shown in detail on the map on the last page of this letter which also shows where the classes line up once in the playground. We will review this arrangement to see how well it is working and may change the process if necessary.

Some Other Things that will be Returning to “Normal”

- Our school library will be back up and running soon, with children able to borrow books
- Educational visits, which were beginning to be reintroduced last term, will be back on – we will be checking that all places we visit have appropriate covid-protection measures in place.
- We won't be operating a one-way system in our school corridors

- Our lunch hall will be back in use rather than children eating in their classrooms
- Playtimes will return to normal, with children able to mix with children from other classes in the playground.
- The outdoor play equipment will be back in use.
- Swimming lessons at Parkside Pool will return.
- Staff will be able to move between classrooms. This will support our teaching assistants working in classrooms with different groups of children more easily.

Some measures that are being retained

- We will continue with enhanced cleaning of areas of the school, particularly frequent touch points, during the school day
- Ventilation remains very important, so windows and/or doors will be open to maximise ventilation.
- We will have hand sanitiser at entrances to the school building and at classroom doors and encourage children to use this as they enter/leave the classroom
- Staff will continue to wear face masks in communal areas and as children are picked up / dropped off (unless exempt from mask wearing). We would encourage parents to do so too at this stage.
- Some staff, particularly those who have been considered critically vulnerable to severe illness, may wear face masks in the classroom also.
- Staff will continue with twice weekly Lateral Flow Testing.
- Larger staff meetings will continue to take place online – we do not want to gather large numbers of staff together due to the potential risk of having a significant number of staff having to self-isolate simultaneously if there were an outbreak.
- Where possible, meetings with parents and carers would be done online. Staff may meet with parents and carers in person if this is not necessary, but we would look to do this socially distanced and would ask parents and carers coming onto the school premises to wear a face mask.

After-school club and after school extra-curricular activities

- Kids R Us after school club and breakfast club will be running out of the Sports Hall and the Rainbow Room for the term ahead.
- After school sports clubs will begin as advertised at the end of the summer term.
- We hope to begin other extra-curricular activities soon, but will be monitoring how covid case rates develop over the first few weeks of term before moving ahead with this. The various measures that we have in place mean that some of the rooms that were being used before for some of these clubs are now being used for other purposes. We will of course update parents and carers on this as soon as we are able.

Outbreak Management Plans

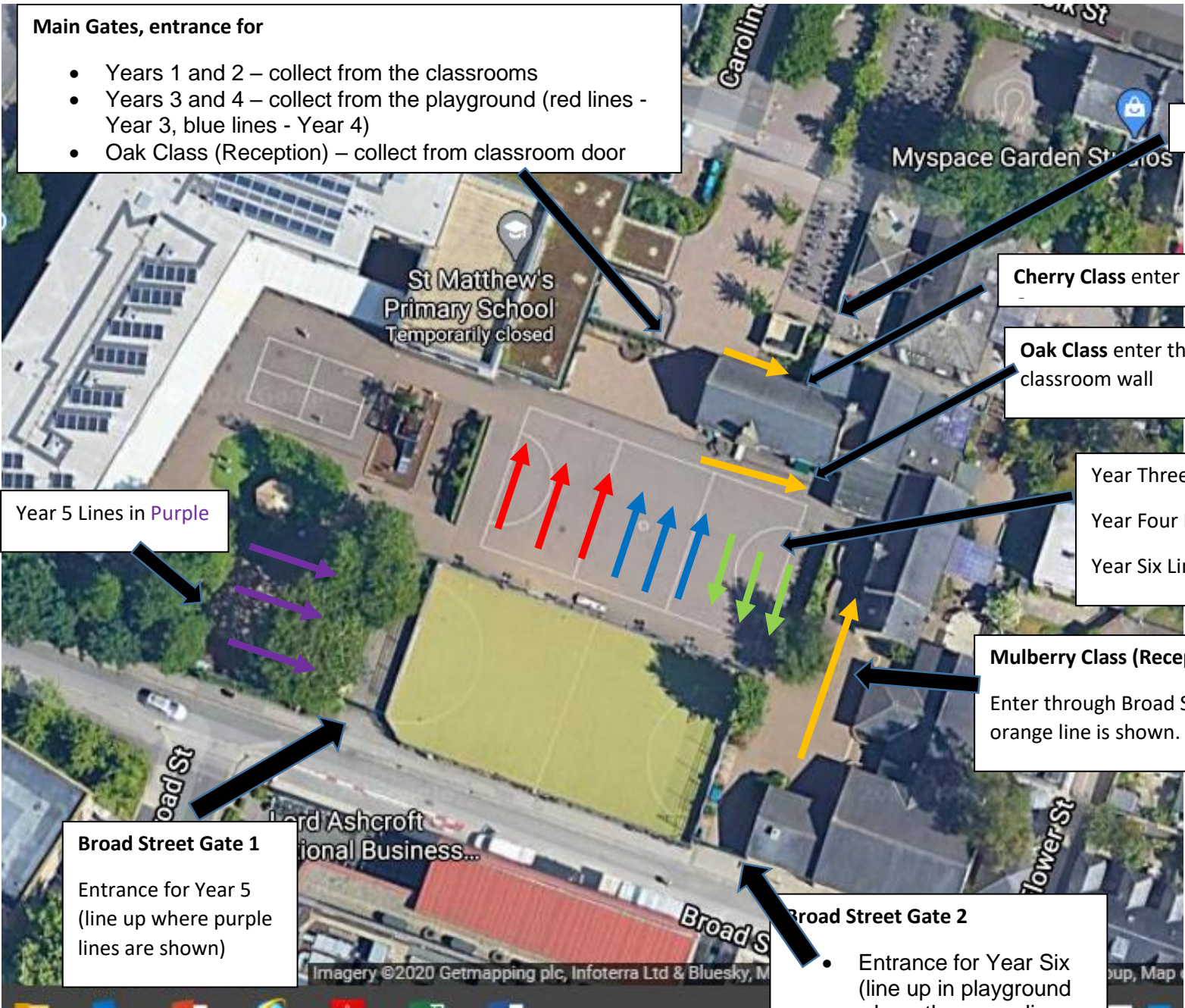
- The measures above are dependent on case numbers in school being at a level that are not considered an outbreak. The definition of an outbreak is:
 - 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or
 - 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period.
 - Examples of what would be considered “mixing closely” in schools are a class group, a friendship group mixing at breaktimes, a sports team or a group in an after-school activity.
- If a school has an outbreak, it would receive advice from Public Health England about implementing an “Outbreak Management Plan”. St Matthew’s initial outbreak management plan can be seen as an annex to our risk assessment on our website at https://stmatthews.eschools.co.uk/website/information_for_september_2021/569980. It outlines some of the additional measures that may be introduced in consultation with Public Health England.

Thank you as always for your continued support for all of our measures. Let's hope that the situation means that we do not need to use our Outbreak Management Plan and we can have a relatively normal year ahead.

Yours sincerely,

A handwritten signature in black ink that reads "Tony Davies". The signature is written in a cursive style with a large, looping initial 'T'.

Tony Davies
Head Teacher



Main Gates, entrance for

- Years 1 and 2 – collect from the classrooms
- Years 3 and 4 – collect from the playground (red lines - Year 3, blue lines - Year 4)
- Oak Class (Reception) – collect from classroom door

Nursery Entrance

Cherry Class enter through Cherry Class

Oak Class enter through Main Gate and line up against classroom wall

Year Three Lines in **Red**
Year Four Lines in **Blue**
Year Six Lines in **Green**

Mulberry Class (Reception)
Enter through Broad Street Gate 2 and line up where orange line is shown.

Year 5 Lines in **Purple**

Broad Street Gate 1
Entrance for Year 5
(line up where purple lines are shown)

Broad Street Gate 2
• Entrance for Year Six
(line up in playground where the green lines are shown)