



Edenfield C E Primary School

Monday 13th July 2020

Dear Parents and Carers,

Following the government announcement that school will reopen fully in September, I would now like to share the plans and procedures that will be in place for the children at Edenfield. Some of you may be feeling apprehensive about your child returning to school after such a long break but I can assure you that we will do everything we can to help them settle in easily. Those children who have returned recently have all enjoyed a very successful return to the classroom and I am confident that the remaining pupils, whom we cannot wait to have back with us, will also enjoy being reunited with their friends and teachers. We are already busy planning a full and exciting curriculum, with lots of exciting projects in the pipeline.

For the foreseeable future, most of the existing main protective measures (previously published on 15th May on the school website) will still be followed rigorously and consistently, including a daily, enhanced cleaning schedule. The published school behaviour policy also now has an additional appendix, which includes the changes to the daily routine for children, and this will remain in place for the present time. There have been some changes to previous guidance and the points which may affect you and your child are as follows:

- The school has applied the Government's principles of keeping groups separate (bubbles), keeping bubble sizes as small as is reasonably practicable and maintaining social distancing based on the age and ability of the pupils and the feasibility of measures when offering a broad curriculum;
- Pupils have been placed in 'class bubbles' and interaction between other classes will be minimised as far as is reasonably practicable;
- Children in early years settings will be kept in small groups, as far as possible, within their class bubble;
- Staff members in early years settings will stay within a single group (bubble) on a day to day basis as far as possible;
- Classrooms will not be shared with other class groups;
- Measures have been put in place to limit interaction, between groups (bubbles) as much as possible;
- Start and finish times will be staggered (see below for details) to keep groups apart as they arrive and leave school;
- Start and finish times and breaks will be staggered to ensure that corridors or circulation routes have a limited number of pupils using them at any time and to reduce mixing between groups;
- Classroom selection and timetabling have been carefully managed to reduce movement around the building and to prevent mixing of different groups of pupils;
- Where possible rooms will be accessed directly from outside;
- A one-way circulation route along corridors will be in operation;
- Pupils in different groups will be encouraged not to mix together at break times and groups will be supervised and kept apart as far as possible;
- Lunch breaks will be staggered allowing for time for cleaning of surfaces in dining areas between groups;
- Different groups in the dining area will be kept apart as much as possible;
- As far as practicable, groups will be kept apart with only brief transitory contact where this is unavoidable;
- Large gatherings such as assemblies or collective worship with more than one group is prohibited;
- Pupils are kept in consistent groups during P.E and outdoor sports will be prioritised where possible;

- When indoor sport is unavoidable, a large indoor space will be used maximising distancing between pupils and scrupulous attention will be given to cleaning and hygiene;
- Staff will maintain a 2 metre distance from each other at all times;
- School staff will maintain a 2 metre distance from pupils as far as is reasonable and when circumstances allow;
- School staff will avoid close face to face contact and minimise time spent within 1 metre distance of anyone;
- All staff and pupils are expected to adhere to the current social distancing guidelines as far as is reasonably practicable;
- Where space allows, pupils who are old enough will be supported to maintain a distance from each other and are encouraged not to touch staff and their peers where possible;
- Where staff or pupils cannot maintain social distancing due to space restrictions, the risk will be reduced by keeping pupils in smaller, class-sized group bubbles;
- Classrooms have been adapted to support social distancing where possible including;
 - seating Y1 – Y6 pupils side by side and facing forwards, rather than face to face or side on;
 - moving unnecessary furniture out of classrooms to make more space;
 - Where practical desks have been assigned to individuals or to the smallest number of pupils possible. Tables will be wiped down frequently and at least at the end of every lesson
- As much as possible, fresh air will be increased within buildings by opening windows and doors frequently to encourage ventilation;
- Pupils who were considered to be clinically extremely vulnerable and received a letter advising them to shield were advised by the Government that they can return to school from 1 August 2020 (or when the rest of their class returns);
- People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace / school as normal;
- People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace / school as normal;
- Staff or pupils showing COVID-19 symptoms will be sent home, reminded to self-isolate for 7 days and instructed to [arrange a test](#) to see if they have COVID-19;
- Staff and parents will be instructed to inform school immediately of the results of a test so that an assessment can be made of the potential impact on school;
- The school will contact the local health protection team as soon as they have been notified of a positive result. (This team may also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace);
- The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate;
- Based on the advice from the health protection team, school will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:
 - direct close contact - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin);
 - proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual;
 - travelling in a small vehicle, i.e. a car, with an infected person;
- Classroom based resources, such as books and games will now be used and shared within the bubble; these will be cleaned regularly, along with all frequently touched surfaces;
- Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously between bubbles;

- Resources that are shared between classes or bubbles, such as sports, art and science equipment will be rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles;
- Pupils and teachers will be permitted to take books and other shared resources home that contribute to the pupil's education and development. Unnecessary sharing including the sharing of items that do not contribute to a pupil's education or development will not be permitted;
- Shared resources will be cleaned frequently and meticulously and before being shared and taken home or;
- Shared resources are rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) before being shared and taken home;
- Pupil will be allowed to bring a school bag but this must be no bigger than the standard book bag size;
- PE bags must be the drawstring 'pump' bag type NOT rucksacks;
- Pupils should bring their own named water bottle which must be taken home each day for washing;
- Supply teachers, peripatetic teachers and/or other temporary staff are now permitted and can move between schools;
- They will be instructed to ensure they minimise contact and maintain as much distance as possible from other staff.
- Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual;

We will share all of the new procedures and rules with the children in September, as well as initial lessons on good hygiene and keeping safe. We will also prioritise the ***Five Steps of Mental Wellbeing: Be Active; Be Mindful; Connect; Keep Learning; and Give to Others.***

To reiterate, from September, children will be organised into class bubbles. Different classes will not mix during the day, or on subsequent days, but remain in their 'bubble'. The same teachers and support staff will be assigned to each class and these arrangements will remain the same throughout the day, and on subsequent days. Whilst children are not expected to remain 2m apart, teachers and support staff will be advised, in line with government guidance, to maintain the 2m social distancing rule.

Specific routes into school, alongside staggered drop off and collection times, will help to keep classes apart. Playtime and lunchtimes will also be staggered and communal activities such as daily whole school worship and church services will be prohibited indefinitely. Children will resume eating in the dining room and school hall but each class will eat in a designated area at a designated time each day. Lunches will be pre-ordered each morning and, until further notice, there will be one hot and one cold option daily. School snacks will also be available at playtime but instead of children paying daily, parents will be expected to pay in advance by cheque for the morning snack and this will be delivered to the classroom each day. Snack will be limited to toast and the cost of toast for the first half term will be £7.40. Please make cheques payable to LCC. In order to minimise the handling of cash, and to reduce visits to the bank, we would also be grateful if school lunches could be paid for by cheque, in advance. Likewise, cheques should be made payable to LCC and the cost for the week is £11, or alternatively the cost for the first half term is £83.60.

We regret due to the current restrictions, we will not be able to offer extra-curricular activities in the autumn term. However, we are keen to resume these and we will notify you as soon as we are able to reinstate our programme of clubs.

Procedures for the start and end of each day

Unfortunately, until further notice, parents will still not be allowed to access the main school grounds. To minimise gatherings at arrival and collection times, the school will operate staggered start and finish times. Where pupils need accompanying to and from school, only **one** parent or carer should attend. Any parents or carers showing symptoms of coronavirus must **NOT** enter the premises.

The front gate, near the main steps, will be supervised by a senior staff member to ensure very small groups are on site at any one time so that social distancing can be followed. Floor markers mark the paths to indicate safe social distancing.

Parents are requested **not** to use arrival times to pass on messages to teachers, as congestion must be avoided at all costs. Messages for teachers must now be communicated by telephone to the school office who will pass these on promptly.

Arrival

Year Reception

Pupils should be taken to the EYFS gate between 9.00am and 9.15am. Parents should not arrive before this time to avoid queues at the gate. The EYFS gate will be supervised by a member of staff to provide access to pupils who will go straight to class. Parents **MUST NOT** enter the school grounds via the EYFS gate. Children based in Class Reception will enter school via the conservatory.

Year 1

As above, but pupils should arrive between 8.45am and 9.00am and they will enter the school building, via the main corridor, near the EYFS cloakroom.

Year 2

Pupils should be taken to the gate next to the main school reception between 9am and 9.15am where they will walk around the school to enter via the Class 2 external door.

Year 3

Pupils should be brought to the main office entrance between 8.45 and 9.00am where they will enter school via the main doors and corridor.

Year 4 (will move to Classroom 6 from September)

Year 4 will enter via the double gates on East Street between 9.00am and 9.15am and walk around school to the library entrance, just off the EYFS yard. A teacher will supervise East Street to ensure the safety of the children.

Year 5 (Y5 will stay in Classroom 4 from September)

Pupils should enter via the double gates on East Street between 8.45am and 9.15am. A teacher will supervise this area to ensure the safety of the children who will enter school either directly via the Class 5 (previously Class 4) external door.

Year 6 (will move to Classroom 5)

Year 6 will now be based in the Class 5 classroom and enter school via the front door (EBASC entrance) between 8.45am and 9.00am for access directly into school.

Late Arrivals

Late arrivals should be taken to the main reception, knock and wait for access.

Collection

A member of staff will supervise the main entrance next to the steps. Parents will be given access to their designated collection points in **very** small groups and should wait on the paths using the markers, at least 2m apart. Members of staff will supervise all the collection points.

Year Reception and Year 1

Pupils should be collected from the EYFS gate between 3pm and 3.30pm.

Year 2

Y2 pupils should be collected from the main reception doors between 3.00pm and 3.15pm.

Year 3

Y3 pupils should be collected from the main reception doors between 3.15pm and 3.30pm

Year 4

Year 4 should be collected from the East Street gates between 3.00pm and 3.15pm

Year 5

Year 5 should be collected from the East Street gates between 3.15pm and 3.30pm

Year 6

Year 6 will be dismissed from the front door (EBASC door) at 3.20pm. Please wait on the pavement for your child.

In order to avoid congestion at arrival and collection times, please adhere to the times listed above – thank you.

Teacher and Class Arrangements

Interviews are taking place this week for the temporary teacher (maternity post) and TA vacancies in school. I would prefer to wait until these posts are confirmed before communicating teaching arrangements for next year. I do appreciate you will be keen to know these details and thank you for your patience and understanding. The changes of classroom above do not necessarily mean a change of teacher. We have chosen spaces according to year group sizes and their needs.

School Reports

School reports will be distributed or posted this week. The reports are only true and accurate based on progress and attainment achieved up to 20th March, as advised by the local authority. The report will also include an attendance report (up to 20th March), a response slip that may be returned in September, and an updated uniform list / reminders.

Important reminder

School will close early at 1pm for Years R – 5 inclusive on Friday 17th July. The Year 6 leavers' service will commence at 1.30pm on the school field and yard. Parents attending will be admitted via the East Street gates from 1.20pm. Please follow social distancing guidelines whilst awaiting entry to school – thank you.

Should you have any queries or concerns about any of the above, or the wider opening of school in September, please do not hesitate to contact the school office.

Yours faithfully,

C. L. Garner

C. L. Garner
Headteacher