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15<sup>th</sup> July 2020

Dear Parents,

I am so pleased to be able to write to you about our plans for coming back to school in September. It has been a long time since we last saw the majority of the children on 20<sup>th</sup> March, and although we have been able to welcome back the children of keyworkers, and some children in years R,1 and 6, we cannot wait to get our whole St Martha's family back together again. The teachers have all missed being with the children every day, and watching them develop and grow.



Obviously school is going to look very different when the children come back. The attached document will tell you all you need to know in order to keep the children safe in school. Please read it **very** carefully. The regulations that we have to put in place are set for us by the Department for Education and the local authority. They are not optional, and it is important to remember that they are not forever. Some of the new arrangements might take a little getting used to initially, but they are to make sure all the children and staff are kept as safe as possible. Remember that although the incidences of Covid-19 are much less now, it is still a virus that will be with us for a long time to come, and we are still learning about new ways of transmission.

We have been advised to stagger the re-opening of the school in order for our new routines to work as smoothly as possible.

Therefore, children in Years 5 and 6 will start on Monday 7<sup>th</sup> September.

Children in Year 4 will start on Tuesday 8<sup>th</sup> September, Year 3 on Wednesday 9<sup>th</sup> September, Year 2 on Thursday 10<sup>th</sup> September, finishing with Year 1 children on Friday 11<sup>th</sup> September.

New Reception children will then have a staggered start from Monday 14<sup>th</sup> September.

The government have made it clear that all children are expected to return to school. If you have any concerns about this please either email me on the address above or telephone the school before we break up on 21<sup>st</sup> July.

Best wishes

Hayley Pink  
Head of School

## Procedures for Safe School Opening

I appreciate that this is a long and detailed document but I hope that the information provided will help you to place your child in our care with confidence.

### What measures do you have in place for handwashing/sanitising?

Handwashing remains the most effective deterrent in this crisis and staff will continue to ensure good hand washing routines for all children as follows:

- On arrival in school
- When visibly dirty
- After using the toilet
- After coughing or sneezing
- When transitioning to another room
- Before break (eating snack)
- After break
- Before lunch
- After lunch
- Other times as deemed necessary by the adult in charge.



The school has purchased antibacterial and antiviral products with 70% alcohol base gel, which will also be used by adults and children throughout the school - under adult supervision.

**If your child is suffering from dry hands as a result of the increased cleaning measures, you can send in a clearly named hand cream which they can use and keep on their desks.**



### What additional cleaning measures do you have in place?

- We have additional 'deep' cleaning and sanitising procedures in place for our cleaning staff, which are being carried out every school day.
- Lunchbox shelving will be cleaned with disinfectant every morning.
- Reception staff will practice a rotation of 'disinfecting' hard surfaces and equipment.
- Pupil toilets will be cleaned twice a day.
- Pedal bins with lids will be used and emptied at the end of every day.

**How you can help:** The DfE Planning Guide for Primary Schools states that there is no need for anything other than normal personal hygiene and washing of clothes following a day in a school - parents should consider whether they wish to wash uniform more frequently.

### What if my child is exhibiting symptoms?

If your child is showing any of these symptoms you must book a test (<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>) or order by telephone via NHS 119 for those without access to the internet.

- Persistent cough
- Temperature above 37.8 degrees
- Loss of taste and smell
- Headache



You must self-isolate until the results of the test are known.  
You must inform the school as soon as you get the results of the test.

Your child can return to school if they test negative and they feel well enough to return. Other members of your household can stop self-isolating then too.  
If the test is positive, then your child must stay at home and continue to self-isolate for at least 7 days from the onset of symptoms. Your child may then return if they have no other symptoms other than a cough or loss of smell/taste. If they still have a high temperature they should remain at home until their temperature returns to normal. Members of your household should continue self-isolating for the full 14 days.

You must be willing to provide details of anyone that your child has been in close contact with if your child tests positive for coronavirus or if asked by NHS Test and Trace

### What if a child or staff member develops symptoms? Pupils

Should a pupil become symptomatic during the school day:

- Persistent cough
- Headache
- Sore throat
- Temperature above 37.8 degrees



Parents will be contacted for immediate pick up and the pupil will be sent to the isolation room with a supervising member of staff using additional PPE equipment as advised by Government.

**You will need to be contactable AT ALL TIMES whilst your child is in school. Please ensure we have your up to date telephone contact details.**

Please familiarise yourself with the common signs of Covid-19 in children. These can sometimes be mild and different to the symptoms present in adults.

### Staff

Staff who become symptomatic will be expected to leave school and apply for key worker testing immediately. If positive, they must self-isolate for 7 days or until symptoms have gone.

### What happens if there is a confirmed case of coronavirus in school?

Where a child or staff member tests positive, the rest of their 'bubble' will be sent home and required to self-isolate for 14 days. The other household members of the child from the bubble do not need to self-isolate, unless that child subsequently develops symptoms.  
If your child develops symptoms after being sent home as their 'bubble' has closed, they will be required to self-isolate for 14 days (or 7 days following a positive test result)

As part of the National test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number of other children may be asked to self-isolate at home as a precautionary measure – this could be the whole year group or school.

## Will PPE be mandatory for staff and/or children?

The COVID 19: Implementing protective measures in education and childcare settings states that:

Wearing a face covering or face mask in schools or other education settings is **not recommended**.

The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases.

We will be using PPE whilst administering first aid to, or being in the same room, as a child displaying symptoms, until their parent has arrived to collect them.

Parents are asked NOT to provide their child with a face mask as the correct viral control management of these is too complex to operate in a school.

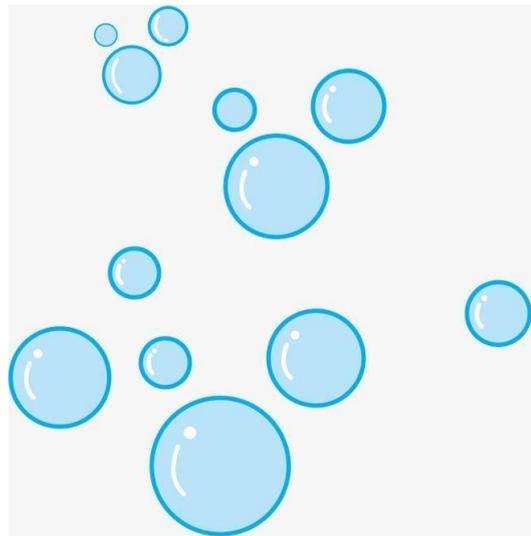
## What Social Distancing / Cross Contamination Measures are in Place?

### Bubbles

Within the school we will operate 'bubbles' of children. The size of the bubble will be the same size as your child's class.

The children will stay in the same bubble throughout the day, including at lunch and break times where they will have staggered play.

- Children will stay at their own desk in that bubble throughout the day as far as practically possible. This does not apply to Reception.
- Movement within school will be restricted and there is a one-way system in operation.
- External classroom doors are for entry and exit; the internal ones will only be used for accessing the toilets.



## How will I drop off and pick up my child safely?

### Staggered Start & departure

Firstly - in order to reduce any crowds - the school will operate a staggered start and finish time. Times are split according to bubble. See below for your start time. (If you have 2 or more children across different bubbles you are able to drop off both children at the allocated time for the **child who comes in the latest**, and pick up at the allocated time for the **child that leaves at the earliest time**.)

Year Group	Arrive	Break Time	Lunch	Leave
Years 5/6	8:15-8:30am	10:30-10:45 am	12:15-1:00pm	2:30-2:45 pm
Years 3/4	8:30-8:45am	10:15-10:30 am	12:00-12:45	2:45-3:00 pm
Years 1/2	8:45-9:00am	10:00-10:15 am	11:30-12:30	3:00 -3:15pm
Reception	9:00-9:15am	TBC	11:30-12:30	3:15 -3:30



- It is extremely important that you stick to the times above.
- Your child will only be allowed in with the rest of their bubble. For arrival and departure we are having to operate a 'double bubble' system, in order to reduce the times for supervising the children.
- There will be spaced markings for queuing along the field edge of the carpark where children (and 1 parent for the younger children) can line up. Please make sure you stick to these, as social distancing still has to be maintained.
- We are encouraging parents of children in year 3 and above, to drop their children at the line up area and let them come into school on their own. This will reduce any extra people on the school premises.
- Please do not arrive early as you will have to wait in the holding area (even if it is raining)
- If your child is late they will have to wait until the rest of the school has gone in at 9.15.

### Entrances and drop off protocol

There is **one** entrance in use and **one** exit.

Please enter the school premises through the gate next to the turning circle or via the church carpark, and make your way to the gate at the far end of the carpark.

- You will see lines have been painted on the walkway and dots in the carpark for queuing. Please observe these social distancing rules.
- Your child (during week 1) will be greeted by a senior member of staff as they enter the school playground, and they will then walk to the area of the playground reserved for their bubble, where their teachers will be waiting for them.
- In week 2 the children will be able to walk straight to their classrooms themselves, where their teachers will be waiting for them.
- Parents who accompany their children will continue the one-way system and leave the premises by the small gate nearest to Gaywood Primary School.
- Parents and children are strongly encouraged to walk to school wherever possible.
- If travelling by public transport the government rules state that the wearing of face masks is mandatory.
- Reception children will be allowed onto the playground to be dropped off by their parents at their external classroom doors.

**PLEASE NOTE: Only one parent is allowed onto the premises at one time.**

**If your child is distressed at the point of drop off, I am afraid you will have to take them home, as the teachers are not allowed close contact with you or your child in order to comfort them.**

### Pick Up

- At your allocated time, please make your way up the school walkway to the playground, observing the social distancing markings.
- Your child will be brought out at the times stated on the table above, please do not arrive early, late or congregate with other parents.
- Your child will be dismissed to you, and you need to leave via the same exit gate as the morning drop off.
- Only one parent to pick up per child please.
- You are not permitted to travel to school in a car with children from another family.
- Please do not walk to school in large groups or congregate in the carpark.
- If you have siblings in different 'bubbles', you may pick up at the earliest time stated for your child. Please let us know in the morning at drop off, if that is your intention.



- Reception parents will be able to collect from their child's external classroom door.



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### What about classroom resources that are shared between children?

There will be no shared resources. Each child will have their own kit on their desk in a clear plastic named wallet or pencil case, and this will not be shared with other children. If your child brings hand cream this will also be kept on the desk and not allowed home. If your child is in Years 5 or 6 and wants to bring a phone to school because they are walking home on their own, the phone will be placed in an envelope and kept safely in a drawer until the end of the day when it will be returned. Our home school agreement states that if a child fails to hand in their phone or uses it during the school day then this privilege will be removed from them.

Any high risk items which 'harbour' germs (such as playdough, soft furnishings) will be removed from the classrooms prior to children's arrival.

Sport equipment, outdoor play equipment, ipads and laptops will be wiped down with antibacterial /antiviral wipes before and after use and children will wash their hands thoroughly after play. Soft equipment such as bean bags will not be used as they fall into the 'soft' category and therefore must be stored away.



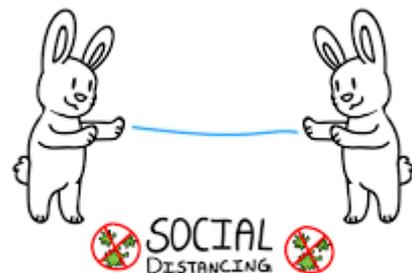
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### How are you going to implement social distancing and restrict interaction between pupils?

The Government accepts that it is almost impossible to maintain social distancing in primary schools. Our school plan does make allowances for social distancing in accordance with Government guidelines, however this is not the same as social distancing as you might know it beyond the school environment. Adults are expected to observe the 2m social distancing rule whilst in school particularly from each other.

Children will be seated in rows facing the front of the class. Interaction will be side on as much as practicably possible to reduce the risk of transmission.

The children will only have interaction with a limited amount of adults during the school day.



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### How will the children play and social distance at lunchtime and break time?

We will operate staggered break times and lunchtimes and zoned playground facilities.

Children will be taught a range of social distancing games and will be designated to play within their own 'social bubble'. Children may be encouraged to devise new games as part of their class work.



Children will be permitted to use small play equipment and the climbing equipment on a

rota basis, as the children will be routinely handwashing before and after every playtime and supervisory staff will clean equipment after playtimes.

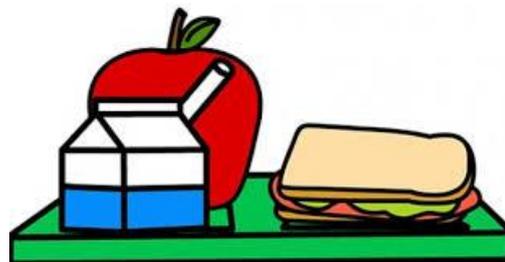
### Will school snack and the KS1 healthy snack still be provided?

Paid for snack will not be available currently due to staffing, the need for queuing and the necessity of paying by cash.

The school are going to provide fruit for KS2 but children are also able to bring their own snack in. KS1 children will still have their snack provided by the government scheme.

### What are the arrangements for lunchtime?

- The school will be providing boxed meals. These will be a mixture of both a cold packed lunch and a hot box meal, depending on the day. A menu will be available as soon as we are sent it, and will be published via the Jigsaw App, Dojo and the website. The cost of school meals for KS2 is £2.30, free for KS1.
- The school meals will be delivered to the teachers and eaten in the children's classrooms.
- All surfaces will be wiped down before children are allowed to eat or even open a lunch box and again after eating.
- Children will wash their hands before and after eating.



### What can my child bring from home?

We would ask that children **do not** bring in any items from home except a lunchbox, a reading book, a named water bottle (as the water fountain will be out of use), a book bag, hand cream if required (named) and a coat/sunhat when necessary. In KS2 these can all be brought to school in a rucksack.



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In the event of hot weather, it is very important that the children have sun cream applied before they come to school, as we are unable to administer this. The children will be taking part in outdoor lessons as much as possible, so a hat and coat will be important.

### Will parents and visitors be allowed on site?



Visitors on site will be strictly limited to those deemed essential, including but not limited to, our maintenance contractors who will need to continue to ensure that the site is safe and well maintained.

Any essential visitors will need to declare that they are asymptomatic and use antibacterial hand gel before gaining entry to the school.

**Parents will not be allowed to enter the school building at any time, without prior permission from the Head teacher. This will only be for picking up a child if they are unwell or for safeguarding matters.**

- Should you need to let the school know of a change of pick up or any other important information, please email [office@st-marthas.norfolk.sch.uk](mailto:office@st-marthas.norfolk.sch.uk) or call us on the school landline 01553774829 or school mobile 07943186536 rather than coming onto the school site.

- **You will need to be contactable AT ALL TIMES whilst your child is in school. Please ensure we have your up to date telephone contact details.**

### Are scheduled school trips still going ahead?

All trips are cancelled or postponed until further advice and guidance is available.

### Will gatherings such as assemblies, masses and after school clubs still be taking place?



Unfortunately, we are unable to take part in mass gatherings. Therefore, assemblies will only take place in the children's classes, and whole school masses will be postponed until further notice. There will be no after school clubs either.

### Can you still administer medication to my child?

If your child is feeling poorly or on medication they **MUST NOT BE IN SCHOOL.** (This excludes asthma pumps and epi-pens)

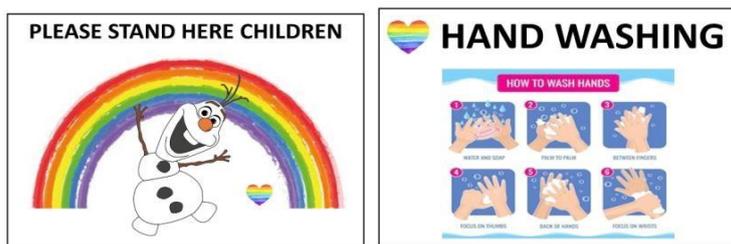
### I have been receiving food vouchers as my child is eligible for free school meals, what will happen when they return to school?

Once your child has returned to school this provision will cease.

### What can I do to help my child prepare to return to school?

- Please talk to your child and explain who their class teacher will be and which classroom they will be based in.
- Practising and helping to invent new games that can be played whilst social distancing.
- Please continue to teach your child about good hand washing routines and the correct way to cough and sneeze into their elbow.
- Teaching your child how to be socially distant and why we are doing so, whilst trying not to frighten them.
- There will be new signage up and around the school, examples of which can be found here. Others can be found on our school website on the Information page under Covid-19.

Please spend some time with your child explaining what they mean and the importance of them.



### Helping children to understand the new school rules:

It would be very helpful if parents could talk to children about the new and unfamiliar rules they will encounter when they arrive back in school. The following are the list of the new rules which children will need to be aware of in an age appropriate way, with an understanding that this is to protect them:

- Following the altered routines for arrival or departure
- Following school instructions on hygiene, such as handwashing and sanitising
- Following instructions on who they can socialise with at school



- Moving around the school as per specific instructions (for example, staying in their bubble, staying away from out of bounds areas, socially distanced queuing)
- Expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands
- Tell an adult immediately if they are experiencing symptoms of coronavirus
- Rules about sharing any equipment or other items including drinking bottles
- Amended expectations about breaks or play times, including where children may or may not play
- Clean and considerate use of toilets
- Never coughing or spitting at or towards any other person
- Rewards and sanctions will continue to be in place

### **My child has additional needs; how will they be met during the return to school?**

The SENCo will advise on specific tools for supporting those with additional needs.

### **School Uniform**

The school are in the process of setting up Wise pay, which is an online system that you can access via the website to pay for and order uniform, packed lunches and trips.

Once it has been launched you will be able to order uniform, and then you will be given a day in the holidays when you can come and pick it up. You will be given a specific day to lessen the risk of lots of people coming onto the site at the same time. Your order will be left on the playground so you do not need to come into the school building.

### **What is happening about PE?**

Your child's teacher will let you know which days they will be doing PE. We are unable to use the changing rooms for the older children, so we are asking for all children to come in their PE kits on PE days (except Reception) Please ensure that your child also wears their school sweatshirt and has jogging bottoms for cold weather. School shoes should still be worn as plimsolls can be left in school. This will also reduce the need for extra bags in the corridors.

# *See you in September!*