Dear Families,

We find ourselves in challenging times, and we have prepared this document to provide you with some reassurance as to the things we are putting in place to ensure the safety of your children, your family and our staff. Each school has its own unique challenges and we have thought long and hard about our re-opening plans. They adhere as closely as possible to Government Guidance but consider our own school setting and our children. Each member of our school family needs to play their important part by following this guidance and supporting school staff by complying with our plan. Our goal is to do our very best to keep everybody safe and healthy.

Unfortunately, there is a lot of information to provide to you, so I apologise for the length of this document, but I hope it covers all the questions you may have. It is split into three main sections:-

1 – Signs and symptoms of Covid-19 and how we can prevent its spread

2 – What daily life in school will look like

3 – Frequently asked questions

We have tried to address what we believe to be your main concerns, but please get in touch if you have any further queries and we will respond as best we can. Please appreciate that the staff in school will now be fully engaged in preparing for the return to school, so at times it may take us a little while to respond to your queries.

This guidance is based on current understanding of COVID-19 as provided by Public Health England, the Department of Education and the latest Government guidance. This document will be updated as and when relevant advice changes. The Government has asked that reception, year one and year six children are invited back to school, and the Department for Education has stated that the partial school reopening should commence from the 22nd June 2020.

This letter provides you with more details of our plans for reopening now that date is confirmed. Initially, we are only inviting Nursery, Reception, Year 1 and keyworker children into school. School will only be open from 09:00 to 13:30 and the children will have one week in school, and one week off on a rotational basis. This does not apply to key worker children who will attend school daily every week. A separate timetable for your children will be issued. The released ‘Guidance for Schools’ documents from the Government have informed our planning along with the safety and welfare of each of our children and our members of staff being paramount in our thoughts.

Please take time to read this Learn Safe document as it contains information regarding the COVID-19 virus, what we all should be doing to reduce the risks for our families and details of the schools expectations of you and your children. We need your help to ensuring that our school is as safe and healthy as possible during these complex times. We will do our best to keep you updated whenever the situation changes.

For and on behalf of the staff and school governors

Mr Mackley

**1 - Signs and Symptoms of COVID-19**

The following symptoms may develop in the 14 days after exposure to someone who has a COVID-19 infection:

* dry cough
* sore throat
* difficulty in breathing
* tiredness
* fever
* Loss of smell and/or taste

**If anyone in your household is experiencing any of the above symptoms or they are diagnosed with COVID-19, then you must not bring your child to school and your child must remain away from school for a minimum of 14 days.**

All children over the age of five now have access to a COVID-19 test if they display the symptoms of coronavirus and are encouraged to get tested. Children should then self-isolate for 7 days and their fellow household members should self-isolate for 14 days.

Should the test be negative, children can return to school and their fellow household members can end their self-isolation.

Please be overly cautious and keep children at home if there is any concern that your child or a member of your household has been exposed to the virus. **If any child or staff member has been into school in the 7 days preceding display of their first COVID-19 symptom and tested positive for COVID-19, the rest of their group and teacher will be sent home and advised to self-isolate for 14 days. If a teacher has been in contact with more than one group, all groups are advisd to self isolate for 14 days.**

The other household members of that wider class or staff member do not need to self-isolate unless the child or staff member subsequently develops symptoms.

The cooperation of all parents and carers will be expected; anyone displaying any signs of the virus will be asked to leave the school immediately.

**If you or your child feel unwell then please do not come to school**

**How COVID-19 is spread**

From what is understood about other coronaviruses, spread of COVID-19 is most likely to happen when there is close contact (2 metres or less) with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person.

Droplets which are produced when an infected person coughs or sneezes contain the virus. This is the main means of transmission.

There are two main routes by which people can spread COVID-19:

* Infection can be spread to people who are nearby (within 2 metres) such that droplets could be inhaled into the lungs.
* It is also possible that someone may become infected by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching door knob or shaking hands then touching own face).

We know that similar viruses are transferred by people’s hands. Therefore, regular hand hygiene and cleaning of frequently touched surfaces will help to reduce the risk of infection.

**Prevention – Reducing the spread of the virus**

The following graphic outline the Government guidance for reducing the spread of the virus – simple steps which we can all adhere to:



Every person both in and out of the school has a part to play in reducing the risk of spreading the virus.

A number of control measures have been implemented throughout the school that must be adhered to so we can keep our children, our families and our staff safe and well.

**Test, Track and Trace**

The new Test, Track and Trace system currently being introduced by the Government across the UK is designed to ensure that anyone who develops symptoms of COVID-19 can quickly be tested to find out if they have the virus, and then it crucially attempts to trace close recent contacts of anyone who tests positive. Then, if necessary, notifies those recent contacts and instructs them to self-isolate at home to help stop the spread of the virus

If anyone is contacted by the NHS track and trace service because they have been in close contact with someone who has tested positive for coronavirus, they must self-isolate for 14 days – even if they feel well and do not have symptoms of the virus. Members of the household do not need to self-isolate but they must take extra care to follow the guidance on social distancing and handwashing in the home.

**2 – What Daily Life in School Will Look Like**

Daily life is going to be different to how the children remember it, and it is important that the children recognise that school will not be the same as it was before lockdown. Hopefully, this information can be used as the basis of a conversation with your children to help to start making them aware of what to expect when they return.

**Cleaning and Hygiene**

In addition to the existing hand washing facilities in the school, new hand sanitiser facilities are available at the school entrances, in each classroom and in key locations throughout the school.

**Everyone’s hands must be sanitised upon entering the school and then washed with water and soap or hand sanitizer for at least 20 seconds at various times throughout the day. It is expected that hands are cleaned before and after leaving the classroom, before and after eating as well as before leaving the school.**

These measures are being taken to provide all children with every opportunity to practice the good hand hygiene that is a key requirement to reduce the spread of the virus. This represents good general hygiene which should be carried out even when the COVID-19 threat has passed.

School uniform is not necessary. Children may wear their own clothes and it is encouraged that children wear clean clothing to school each day.

We know that some children have very sensitive skin – you may provide a named pump type hand sanitiser and/or a moisturiser of your choice to keep in the classroom **with your child’s name on it**.

Wherever possible, children will be issued their own stationary however shared learning resources and school furniture such as desks, books, IT equipment, door handles, light switches, sink areas for example will be sanitised by the school cleaning staff at the end of the day.

Direct contact with handheld teaching equipment, IT equipment, learning aids and other resources will be minimized if sanitization before and after use is not practicable. Malleable resources, such as play dough, will not be shared between groups and sand pits will not be used at this time.

Children’s desks will be left clear at lunchtime and home time to help effective cleaning to take place. Sanitising sprays and wipes are available in each classroom to enable the teacher to frequentlydisinfect equipment if required.

Your children will be invited to attend school from Monday to Friday (inclusive) from 09:00 to 13:30 (Nursery & Key Worker times are different and parents/carers have been notified of these directly). They will attend school on a rotational basis – one week in, one week off. This is to facilitate opening the school and providing learning for as many children as we can. The school will be thoroughly cleaned at the end of each day and in between each week when the school groups change. Details of the weeks your children will be in school will be communicated separately.

Should any staff, child, parent, or visitor who recently attended school be diagnosed, or self-diagnoses with COVID-19, a deep clean of the school areas they occupied will be undertaken immediately.

Classrooms will be ventilated as much as possible – doors and windows will be open and internal doors will be left open to avoid the touching of handles. We will do as much outdoor learning as possible.

The school library and ICT suite will be closed for use by the children at this time. This will be reviewed regularly.

**Social Distancing**

In general, maintaining a minimum of a 2-metre distance from another person plays a major part in reducing the spread of the virus.

Although this may prove difficult in some circumstances, wherever possible the school has taken measures to create the required spacing. For example, breaks and lunch times are staggered. Parents/carers and children are expected to adhere to the distancing requirements at all times:

* Children and staff must respect the space needed for others to operate or move around the school. A great deal of patience may be required and at times we may need to step aside to let someone pass; good communication is vital.
* Despite all efforts to maintain the correct distancing it is inevitable that some tasks will require some school staff to operate closer than 2 metres to children. Such examples may include administering first aid. For all such close quarters tasks mandatory PPE will be worn by staff members to protect both the child and the staff member. These would be a minimum of a face mask and gloves; duration will be kept to an absolute minimum and will be followed by good hygiene practices.
* Break Times – break and lunch times will be staggered to facilitate the distancing requirements.
* Maintaining the correct distancing requirements in shared school facilities such as toilets, corridors, playgrounds etc will require the full cooperation of all people using those facilities. Consideration must be given to others when using these facilities and children may be required to wait outside until they can enter without encroaching on the minimum 2 metre distancing requirement. Where possible, groups will be assigned bathrooms, but in facilities that are shared with more than one bubble, a full time cleaner has been employed to ensure the bathrooms are cleaned frequently during the day.
* While in general individuals should be kept apart as described above, brief, transitory contact, such as passing in a corridor, is considered to be low risk. Where possible, for example on the main stairwell, there will be markings on the floor to indicated which side of the walkway the children should stay on.
* Older pupils will be expected to follow all guidance and instructions regarding hygiene and distancing. Pupils of any age who intentionally disregard these safety instructions or present a higher risk to staff and other children due to their poor behaviour will be reminded of the school behavioural policy and may be asked to remain at home if they are unable to comply with instructions and compromise the safety of staff or children.

**Travel to School**

Wherever possible, children should travel to school with one parent/carer only, preferably walking or cycling. If there is no option but to share transport or use public transport:

● Journeys should be shared with the same individuals and with the minimum number of people at any one time.

● Good ventilation (i.e. keeping the windows open) and facing away from other passengers may help to reduce the risk of transmission.

● Frequent hand sanitisation both during and after the journey is strongly recommended when using public transport.

* From 15th June, anyone using public transport should wear a facemask.

The school will utilise separate entrances for children l during main drop off and pick up times for parents and children. As you know, space is limited, and parents/carers are asked to maintain 2-metre distancing wherever possible.

Nursery children will enter their usual building through the usual entrance on Delaware St. Children will be met at the gate by a member of staff; when waiting please maintain social distancing wherever possible.

Reception children should enter school via the Infant Gate from Derby Square. Children will be met at the gate by a member of staff; when waiting please maintain social distancing wherever possible.

Year 1 children are to enter school via the Junior Gate from Derby Square. Children will be met at the gate by a member of staff; when waiting please maintain social distancing wherever possible.

**Getting around school**

To ensure all school users enter and move around the school with minimal contact with surfaces, where possible internal doors are to be held open with door wedges.

**Personnel Protective Equipment PPE**

The majority of staff in education settings will not require PPE beyond what they would normally need for their normal work. The wearing of a face covering or face mask in schools or other education settings is not recommended. Children do not require PPE. Please do not send them to school with it as the use of PPE requires strict supervision which staff are not trained to support.

You will be required to pick your child up from school if they have presented with COVID-19 symptoms as soon as possible. Upon pick up, the accompanying staff are likely to be we wearing a lot of PPE. Please do not be alarmed, this is for all of our protection. There is a spare classroom off the main hall which will be used to locate any child or staff member displaying symptoms until they can safely leave the school. This will be deep cleaned afterwards if used.

**Children’s Water Bottles**

Children are asked to bring their own named water bottle which will be sent home each night. Please can you ensure that your child’s bottle is cleaned and refilled ready for the school day. Only your child will handle his/her bottle. Facilities to refill bottles in school are available if required. These will be sanitised daily. Unrestricted water fountain use is prevented in school.

**Visitors and contractors entering the school**

Visitors, such as parents or care workers as well as contractors entering the school will be discouraged unless school or pupil critical. On arrival, all visitors will be instructed to practice good hand hygiene and use the sanitiser facilities; any visitor that appears to be unwell will be asked to leave the school.

**Clinically vulnerable persons and shielding household members**

It is the responsibility of the parent or carer of any child who is or who lives with any person who is clinically vulnerable to notify the Head Teacher of any specific health needs with respect to protection from the COVID-19 virus. A specific assessment of the child’s requirements will be made, usually following appropriate medical advice. A new or expectant mother may be considered as clinically vulnerable.

If a child lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they **can and should** attend school.

Children who live in a household with someone who is shielding – should **not** attend school and will be continued to be supported to learn from home

It is strongly recommended that all persons who are clinically vulnerable or have been notified to shield follow advice from their clinician.

**Taking items home and bringing items to school**

Both staff and children are discouraged from bringing any additional items from home into the school environment unless these are absolutely necessary and are appropriately sanitised before being used. Unfortunately, there can be no treats for birthday celebrations brought into school at this time.

Items should be transferred in a suitable bag and taken directly to a classroom or dedicated area at home. Children and parents should make sure they wash their hands and surfaces, before and after handling any items from school at home.

**Reading**

Children will be allocated school reading books which will be left in school - children should continue to read at home and we will advise about reading at home .

There will be a limited supply of books used in each classroom, and children will wash their hands before and after reading them.

**Temperature Testing**

Where possible, all persons entering school will be temperature screened using a non-contact Infra-red thermometer. The school may also take temperature readings from a child who is presenting with one or more COVID-19 symptoms.

**Mental wellbeing**

We are taking the mental wellbeing of our children and staff very seriously during these confusing and potentially anxious times. Within school we are implementing various initiatives in order to build our school’s mental wellness. These include providing:

* opportunities for children to talk about their experiences of the past few weeks.
* opportunities for children to have one-to-one conversations with trusted adults where we feel this may help them.
* some refocussed lessons on relevant topics, for example, mental wellbeing or staying safe.
* pastoral activity, such as positive opportunities to renew and develop friendships and peer groups.
* Other enriching developmental activities will also be planned

The government have said it has ’an ambition for all primary children to return to school for a month

before summer if feasible’ – what this looks like has not yet been shared and so all we can do is to continue to monitor and keep you updated.

**3 – Frequently Asked Questions**

Below are some questions you may be considering and our best answers at this time. As information is shared by the Local Authority and Government our responses and approach may have to change. Government advice is changing regularly, and we are also very aware that if the five Government tests are not met by the 1st June, then this plan for reopening will be delayed.

**Do I have to send my child into school?**

Quite clearly this is a parental decision. We have created a plan that will keep your child as safe as possible, but the final choice on whether you want them to come back rests with you. We are very aware that everyone feels differently about the timing of this potential return.

Parents will not be penalised for non-attendance and we will continue to provide home learning until things are back to normal. However, once your child returns to school, we expect them to attend each day and to arrive on time. We cannot facilitate different hours for different families.

Children not attending school will be expected to participate in the learning activities provided. New curriculum learning will continue as it has done. This is no longer a childcare facility for the children returning, but they will be back to school and learning as before.

Families where children have initially declined the offer of a place must contact the school before they intend to return to school to ensure that we are able to staff our provision safely.

**What will the class groups look like?**

For the safety of our children and staff it is important for us to keep classes small and provide consistency with the children and adults they are interacting with. We have also thought about the importance for children to be with their familiar adults in familiar surroundings.

The children will attend school in alternate weeks, and each year group returning will be split into smaller groups, or ‘bubbles’. There will be up to 3 bubbles for nursery, reception, and year 1 children and an additional 4 bubbles of key worker children (who will attend school every week, not on an alternate week basis like the other children). Each ‘bubble’ will have no more than 15 children. Each bubble will be in school at the same times, with the same class teacher and a teaching assistant wherever possible. Each group will be in their own designated classroom throughout the school day (limiting movement around the building) and playing outside together whenever possible. The group will have lunch together and they will not mix with any of the other groups during the school day. The purpose of the smaller groups is to ensure contact, mixing and movement are minimised.

**Whilst each group will be socially distanced from others, we cannot guarantee social distancing within the groups due to the nature of children. Our teaching staff will put in place measures to significantly reduce social interactions by providing individual workspaces and equipment. We would expect all families of children attending school to support us in our joint effort to socially distance ourselves when out of school in line with Government Guidance. Please understand that families not adhering to this guidance are putting our whole school family at risk.**

**What learning will be undertaken by our children?**

As always, our main priority is your child’s safety and wellbeing. The school day will differ from our normal routine. Reintegration into our school setting and routines, emotional wellbeing, fitness and supporting Mathematics and English will be the key objectives. Foundation subjects will also be covered. All lessons will, of course, accommodate social distancing and appropriate resources as far as is possible.

**How will school ensure social distancing onsite?**

* Adults will not be allowed into the school building unless they are a member of staff, a contractor providing a critical service or an emergency occurs involving their child.
* Children are allocated an entrance gate/door for arrival and departure.
* Children should enter the school as independently as possible. There will be staff on hand to support and encourage.
* Parents/carers must maintain social distancing as much as possible around the school during main drop off and pick up times. Parents/carers must use the assigned entrances as described above and must leave school immediately maintaining a safe distance between themselves and other parents.
* Once children have been dropped off parents should not gather at entrance gates or doors, or enter the school building
* We ask parents to be mindful of their children’s arrival time. The offices will not be open for late arrivals.
* Children should arrive at school with **one adult only** accompanying them.
* Staff will remain with their bubble throughout the school day, staff breaks will be staggered with a limit on the number of staff using each staff facility
* Lunch will be eaten at the children’s desks. A packed lunch will be provided to those children eligible for school dinners. All other children should bring a packed lunch to school in a bag which is to be returned home daily and cleaned appropriately.
* Children will be on a playtime rota.
* Shared areas will be timetabled and, where possible, only one class will be allowed to travel through school at any one time.
* Where possible, each bubble will have access to their own bathroom facilities, but in facilities that are shared a full time cleaner has been employed to ensure the bathrooms are cleaned frequently during the day.

**Will Home Learning continue for those children not in school?**

Home learning will continue in the same form for those year groups that are not in school with Home Learning activities being provided by a teacher. Home learning activities will also continue to be published for those who are unable to return to school because they are shielding and those who choose not to return to school. Interaction online may be reduced as our staff will now have classes to teach. We will keep in touch as frequently as possible.

We would now expect all children to be taking part in online learning that is set by the teacher where possible, alongside the other exciting home learning that you are doing.

**What about the Key Worker Provision?**

We will continue to provide for our current Key Worker children. New Key Worker families will need to contact the school office to discuss using the Key Worker provision.

**Out of hours provision**

Unfortunately, we have been advised against the use of before and after school club due to the mingling of children who have been in different ‘bubbles’. I apologise to those of you who used and planned to use these services.