



St. Nicholas C of E Primary School

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Tuesday 2nd June 2020

School Update re: Phased re-opening

Dear Parents and Carers,

I write to you to set out the arrangements we have made to open our school from 8th June.

Thank you.

Before I set out these arrangements, I would like to take this opportunity to thank parents and carers for their understanding and cooperation since we had to close.

I know that this period has been challenging for many families, in particular when you have had to juggle work commitments with managing childcare. I am pleased to let you know that, further to the government's announcement (subject to scientific advice), we are working hard to take the necessary steps to be ready to welcome back more children.

Which children can attend?

As you may be aware, we have remained open for the children of critical workers and vulnerable children and have been operating with smaller group sizes, and additional hygiene and infection control measures. We will remain open for them.

From the week beginning 8th June, we may be able to welcome back certain children, **if the five key tests set by government justify the changes at the time**. We will begin with Reception children, followed by Year 6. Once we have settled these children back in, we may then open to further year groups depending on the numbers of children in school.

Key worker children – these children will take priority for places in school. If this number increases, the amount of 'bubble' group places for Reception and Year 6 will decrease.

Some categories of children with specific serious health conditions should not attend or if they live with someone with a serious health condition. If you are unsure whether your child should attend the setting due to a health condition that they or someone they live with has, please contact us so we can discuss the details with you.

Protective measures we are taking in light of coronavirus (COVID-19)

First and foremost, it goes without saying that the safety of your child and of our staff is our top priority. We are working hard, following the latest government guidance, to develop and implement a number of new ways of operating. This will allow us to open as safely as possible, focusing on measures that will help limit the risk of coronavirus transmitting within our setting.

Some of the steps we are taking in readiness for reopening include:

- Asking that anyone who is displaying coronavirus symptoms, or who lives with someone who does, **not** to attend the setting. That includes children and staff who work here.
- Keeping our children in small groups with as much consistent staffing as possible, and minimising contact with other groups around the setting.
- Washing our hands more often than usual. We have developed routines to ensure children understand when and how to wash their hands, making sure they wash them thoroughly for at least 20 seconds using running water and soap and dry them thoroughly, or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- Ensuring our children understand good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach and ensuring a good supply of tissues and bins throughout the setting.
- Implementing an enhanced cleaning schedule, ensuring surfaces touched by children and staff are cleaned regularly and throughout the day, including table tops, door handles and play equipment.
- Asking parents and carers to physically distance from each other and from staff, when dropping off and collecting their children, and to limit drop off and collection to **one** parent or carer per household.
- Asking children not to bring toys or other items from home to school – no bags, reading books etc.

COVID-19 Testing

Once schools open to more children, all children who are attending will have access to a test if they display symptoms of coronavirus, and are encouraged to be tested in this scenario. The aim is that a positive test will ensure rapid action to protect other children and staff in their setting.

We ask all parents and carers to ensure they organise a test for their child, in the event that they develop coronavirus symptoms, and **notify us immediately of a positive test.**

Conclusion

I hope that this letter and the attached documents will give you the information you need to understand what arrangements we have made to enable children to return to us from week beginning 8th June. We are looking forward to welcoming your child[ren] back and I hope that you are assured that we have taken all possible steps to ensure safety for all in our setting. If you have any questions or suggestions, please let us know.

Kind regards,

Miss C Taylor

Headteacher

St Nicholas Church of England Phased re-opening plan for Parents / Children.

1. STRUCTURE OF THE DAY

- 1.1 Pupils will arrive from home at staggered times between 8:30am and 9:45am. This time will be allocated to parents and must be strictly adhered to.
- 1.2 Pupils will be dropped off at their allocated time at the side gate onto the playground – parents should form a queue on the markings outside school (2m apart) - should more than two families arrive at once. They will be met by a Senior Leader and then escorted to their room by a member of staff from their 'bubble' .
- 1.3 A mobile hand sanitising unit will be located at the gate - ALL children will follow the initial hand hygiene rules.
- 1.4 Entry into school will be followed by registration.
- 1.5 Collective worship may take place in each Bubble Group – singing **is not allowed** in school due to the respiratory elements of the virus.
- 1.6 Pupils will sit in a designated seat at a designated table for all learning and activities.
- 1.7 Bubble Groups will stick to their allocated morning playtime to minimise possible contact with other Bubble Groups. This will mean having staggered breaks.
- 1.8 Social distancing will be encouraged at times.
- 1.9 If the weather is fine, the following areas will be used at break times: the infant playground, the junior playground, and the field, which will be coned off into Bubble Group Areas.
- 1.10 The Trim Trail, climbing wall and the Play Park will be **out of use at all times**.
- 1.11 If the weather is poor, then pupils and staff should remain in their Bubble Group room.
- 1.12 Hygiene routines will take place at the end of morning playtime and prior to lunchtime.
- 1.13 Staff in each set of Year Group / Key Worker Bubble Groups (i.e. Reception, Year 1, Year 6, Key Worker Groups) will work together to effectively implement the break system for their pupils and then liaise with staff in other Bubble Groups.
- 1.14 Lunchtime will be staggered from 11:30 am to 1:30 pm. A timetable will be used.
- 1.15 The School Kitchen will be open for Pupils to have hot meals. These lunches will be plated up and ready for collection by a member of staff, to be served in the child's 'Bubble' classroom.
- 1.16 Staff will ensure the tables are cleaned before and after eating.

- 1.17 Pupils will eat their packed lunches in their Bubble Group rooms – pupils will sit at their own desk.
- 1.18 Once outside, pupils will not be able to access the building during lunchtime unless they need to go to the toilet. They will only use their own Bubble Group toilets and must be supervised by a member of staff.
- 1.19 A designated outside first aid area will be set up and manned by a first aider.
- 1.20 Exit from school will follow final hygiene routines.
- 1.21 Pupils will exit from school at staggered times between 2:30 pm and 3:30 pm
- 1.22 Only **one adult** should wait on the painted 2m lines outside the playground for each child – children will be dismissed at the gate.

2. MOVEMENT WITHIN THE BUILDING / IN THE SCHOOL GROUNDS

- 2.1 There will be **no before school or after school care club provision.**
- 2.2 Pupils should only access / exit their Bubble Group Room via the designated door for their Bubble Group.
- 2.3 Tape may be used on corridors for demarcation where necessary.
- 2.4 There will floor markings in outside areas for lining up and to indicate routes from designated gates.
- 2.5 Parents and carers should **not** enter the school building at any time unless in an emergency and only then with explicit permission.
- 2.6 All contact with staff from parents should be via email, app or telephone.
- 2.7 If a child is being picked up for an appointment or due to illness, they should be collected from the main entrance (by prior appointment).
- 2.8 Markings will be placed on the ground to indicate a one-way system around the school for drop offs and pickups.
- 2.9 Only one adult should drop off and collect their child(ren).
- 2.10 Marks that are two metres apart will be used to indicate the positions for parents/carers to stand on and wait for collection of their child(ren).

3. USE OF TOILET FACILITIES:

- 3.1 Pupils should only enter one at a time into toilets.
- 3.2 Pupils from different Bubble Groups should not mix in the toilets.
- 3.3 Dependant on the age of the pupils, one adult should accompany a pupil to the toilet to support management of hand washing where necessary and ensure cross over to other bubbles does not occur.
- 3.4 Premises Staff will check that there is an adequate supply of soap and paper towels in each set of toilets at least once a day.

4. FIRST AID AND ACCIDENTS

- 4.1 PPE (gloves, apron and a mask/ visor) should be worn when dealing with any first aid incident.

5. USE OF LEARNING RESOURCES AND EQUIPMENT

- 5.1 Malleable resources, such as play dough, and resources such as sand and water have been removed from the school and will not be used.
- 5.2 Reception class Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities should be washed before and after use and where possible, pupils should be discouraged from sharing these.
- 5.3 Pupils should be taught to wash their hands frequently, but particularly after using wheeled bikes, trikes and other large, movable toys.
- 5.4 Year 6 pupils will have a tray on their desk containing the items they can use – these will be sterilised daily.
- 5.5 Pupils should be encouraged where possible not to touch their faces or to put objects in their mouths.
- 5.6 Sharing stories and playing outdoor games will help all pupils to socialise and resettle into familiar everyday classroom routines.
- 5.7 Pupils' tables will be wiped regularly.

6. CONTROL of CROSS-INFECTION

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces).

A range of approaches and actions will be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced.

These include:

- 6.1 Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, that **they do not attend school**.
- 6.2 Cleaning hands more often than usual - washing hands thoroughly for 20 seconds with running water and soap and drying them thoroughly or using alcohol hand rub or sanitiser ensuring that all parts of the hands and wrists are covered.
- 6.3 Ensuring good respiratory hygiene - promoting the 'catch it, bin it, kill it' approach.
- 6.4 Cleaning frequently touched surfaces often using standard products, such as detergents and bleach.
- 6.5 Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered breaks).
- 6.6 **Social Distancing:**
 - a) Physical contact such as handshakes and hugs must be avoided.
 - b) Staff, pupils and adults on site should endeavour to stay two metres apart
 - c) Strict adherence to this policy will be monitored.
- 6.7 **Communication to and from parents/carers:**
 - a) Essential correspondence will be sent out via text, app or email
 - b) Any forms or messages from parents/carers should be sent to the School Office by email or by telephone.
 - c) The Deputy Head, Family Support Worker, the SENCO or Safeguarding Lead will continue to keep in regular contact with pupils and their families.
- 6.8 **Procedures for Medical Care, Isolation and Confirmed Cases:**
 - a) Use medical room to isolate if symptoms are apparent.
 - b) Parents/carers will be called and pupils to be sent home as soon as possible if they develop symptoms and then will need to isolate with their household members for fourteen days.
 - c) All staff who display symptoms should access a test provided by the appropriate health care professional.
 - d) If a pupil or staff member tests negative, they can return to their setting and end the self-isolation of their household.

- e) If any pupils or staff test positive, the rest of their Bubble Group should be sent home and advised to isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group, subsequently develops symptoms.

6.9 **Visitors:**

- a) Any visitors who are not critical to teaching in Individual Bubble Group should not enter the school building.
- b) Parents/carers **should not enter the school building**. Any communication should be carried out via email or telephone call.