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Trust CEO and Executive Principal: Ms A Y Holdsworth
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15th June 2020

Dear Parents & Carers,

Commencement of Gradual Re-Opening

We are pleased to announce that LCC have today announced that they are encouraging schools to open more widely to pupils from 22nd June. This decision has been made following a 'reduction in the rate of confirmed coronavirus infections', and a 'readiness to support the local implementation of the national NHS Test & Trace programme'.

As previously communicated, a comprehensive risk assessment and subsequent staff training has taken place at Tor View, and we are keen to commence our gradual re-opening from Monday 22nd June in line with LCC's recommendations.

As such, I would like to share additional information to help you prepare for a return to school. This information is ONLY for parents/carers who have expressed that they wish for their child to return as part of a gradual re-opening. For parents/carers of ISC children, this letter does not supersede the individual risk assessment letter.

Groupings

Our risk assessment has determined that we are able to accommodate all families requesting a place, for a maximum of 2 days per week. For children of keyworkers, we will continue to work around your shift pattern. If you are not a keyworker, but your child has been attending school, this will continue for a maximum of 2 days per week.

Should your child require an individual risk assessment in respect of their Conduct Support Plan and/or Moving & Handling Plan, we will be contacting you directly to discuss any implications this may have for your child's care during this period.

Your child is in either Group A (Monday & Tuesday) or Group B (Thursday & Friday). You will be notified by text message of your personal grouping. If you do not receive a text by 12:00 midday on Wednesday 17th June, then please contact the school office.

The FE building will remain closed, and all children will be welcomed in main school from 9.00 am – 3.15pm. Unfortunately, we are unable to offer any flexibility with respect to groupings. Transport have this information, and we would ask that you contact them directly to discuss individual arrangements. For the avoidance of any doubt, we will not be operating after school provision until further notice.

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Staff have been allocated to Group A or Group B, and also a 'bubble'. We will maintain these bubbles strictly to ensure that there is no contact with children or staff from other bubbles. Each bubble will contain a maximum of 4 children and 3 staff members. Siblings will be grouped together in the same bubble. Each bubble has its own toileting facility. Lunches are to be eaten in the classroom and each class has its own designated outdoor area.

On Wednesday, school is closed to Group A and Group B to enable staff to complete a deep clean of the premises. However, keyworker children will continue to be accommodated.

Arrival & Collection

In line with our risk assessment, we would advise all families that the safest way to travel to school would be in your own transport, or by walking. Please avoid public transport.

If your child arrives via LCC school transport, we will manage your child's arrival in line with procedure to ensure they are greeted and taken to class by a member of staff from their bubble.

If you arrive by car, to adhere to social distancing guidance, we are asking that you park in the main school car park (usually reserved for staff), and stand next to your car until a member of staff collects your child. Please keep your child in the car until a member of staff arrives to collect them. This is to ensure that children remain in their 'bubbles'. Wherever possible, please do not park outside school and enter the school premises on foot. When collecting your child from school, please park in the same car park and stand by your car and wait for your child to be brought to you.

If you arrive on foot, then please wait outside the main school pedestrian gate, on Clod Lane, opposite main reception (at the top of the steps) adhering to the social distancing. A member of staff will collect your child. When collecting your child from school, please wait in the same place.

In line with our risk assessment, we will take your child's temperature on arrival. If it is found to be above 37.8 degrees, you will need to take your child home, follow government guidance and arrange for a COVID-19 test. If your child arrived on LCC school transport, we will contact you and make the necessary arrangements.

All children will access school by their classroom's external door, to reduce congestion on school corridors.

School Uniform

We would politely request that when school commences its gradual re-opening, all children attend in clean uniform each day. Girls are permitted to wear leggings and/or shorts instead of skirts, as this will support any physical education that we deliver without the need for changing.

If your child's school shoes no longer fit, then please send your child in whichever sensible shoes or trainers that still fit them. We are not expecting parents to make additional purchases given the reduced timetable.

Long hair must be tied back, and all jewellery and watches must be removed before coming to school.

Personal Belongings

We are reducing the amount of equipment travelling between school and home. Therefore, there will be no home-school diary, however, the staff in your child's bubble will establish a form of communication that is mutually convenient.

We respectfully ask school bags are left at home. Drinks will be provided in the classroom, therefore we do not require you to send a drinks bottle.

If your child requires sanitary or personal hygiene items (eg: pads), we would ask that you provide these in bulk rather than daily.

Lunch Arrangements

All children will be eating lunch in their 'bubble'. School dinners will be provided as usual. If your child brings a packed lunch, then this will be stored in their classroom, and will be returned home at the end of each day. Please ensure that lunch bags/boxes are cleaned thoroughly each evening.

If you receive Free School Meal vouchers, the value of these will be reduced by £6 each week, to take into account the days your child is attending school.

Medication

When school closed we returned medication to families. Please could you ensure that this is brought back to school when your child returns. We will be keeping this in school until school closes for the summer break. If your child has asthma, we will need their inhaler at school.

Home Learning

This will still be available on the website for the days that your child is not in school.

Contact

Please ensure that we have your current address, telephone numbers and email addresses so that we can contact you quickly if we have to close your child's bubble or contact you for any reason.

If you need to contact school during the day, please be aware that the office staff are unable to personally pass on messages to class staff as they are not permitted to enter the 'bubbles'. Unless it is extremely urgent, messages will be passed via email and will be acted upon accordingly.

Helping your Child Return to School

We are compiling information to share with your child, to help them familiarize with their bubble. This will be shared in advance of them returning to school.

Guidance on what to do if a member of your household develops Covid-19 symptoms



It essential that all members of our school community follow all the relevant advice to ensure they are minimising risk to themselves, their peers, members of school staff and all their respective families. It is important that all members of our school community are aware that the following are the most evident symptoms of Covid-19:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)

A member of your household has symptoms of Covid-19.

If a household member (not your child) develops symptoms they should request a test and self-isolate for 7 days. All other members of the household should self-isolate for 14 days. Both measures are from the date the symptoms were first detected. If a test returns negative, then the household can return to normal life. If the test returns positive and your child reaches the end of 14 days without symptoms they can then return to normal life. **Please inform school of both the suspected case and the outcome of any results as an immediate priority.**

Your child has symptoms of Covid-19.

If your child develops symptoms you should request a test for them, and they should begin self-isolation for 7 days. The rest of your household should begin a 14-day period of self-isolation. **Please inform us immediately if this is the situation.** We will inform those your child has come into contact with as it is recommended that if they also develop symptoms, they should self-isolate and request a test. If your child's test is negative, they can return to normal life. If your child's test is positive the rest of their class will be contacted and advised to self-isolate for 14 days.

Your child develops Covid-19 symptoms in school.

If this is the case, they will be isolated, and you will be contacted to come and collect them. They will remain supervised by a member of staff.

The full guidance for households with possible or confirmed Covid-19 infections is available [here](#).

Thank you for support in adhering to the guidance in this letter. It is designed, as far as possible, to maintain the safety of our school community. Please do not hesitate to contact a member of the team to discuss any part of this letter. In the first instance, please email office@theviewtrust.org or contact the main school office.

Kindest regards



Mrs Louise Parrish
Headteacher



Mrs Elayne Lorenzo
Chair of Governors

