

RE: Communication of procedures for the reopening of the school to all pupils on
Monday 8th March 2021



2 March 2021

Dear Parents and Carers,

I am writing to confirm the school will be **opening to all children from Monday 8th March** and below are the arrangements, which will be in effect from Monday 8th March until further notice.

How are we keeping the children safe in school?

In order that we can welcome all of the children back to school in on 8th March, the government's guidance sets out a system of controls that both schools and families **must follow** in order reduce risks and create an inherently safer environment. These actions are grouped into '**prevention**' and '**response to any infection**' and it is important that you read and understand the preventative measures we have taken.

You will see that what we have put in place is very much the same as we were already doing, so the following is more of a reminder of our arrangements and procedures, however there are three new procedures in place from 8th March, which you must follow to keep everyone safe and well:

- 1) **Parents and carers will be required to wear a face covering whilst on site – this also applies to anyone dropping off and collecting from EYFS and KS1. A face covering must be worn by adults unless they are exempt.**
- 2) **Only one parent/carer to drop off and collect their child (on site) from EYFS and KS1. If there are two or more adults (including children Year 7 and above) they must wait off site.**
- 3) **Follow current social distancing measures on site, outside the school gates, on the Greensward and walking to and from school.**

Systems of Control:

Part 1 - Prevention

You must always:

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- 2) Ensure face coverings are used in recommended circumstances.
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Consider how to minimise contact across the site and maintain social distancing wherever possible.
- 7) Keep occupied spaces well ventilated.

In specific circumstances:

- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- 9) Promote and engage in asymptomatic testing, where available.

Part 2 - Response to any infection

You must always:

- 10) Promote and engage with the NHS Test and Trace

- 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
- 12) Contain any outbreak by following local health protection team advice.

In order to keep the children, the staff and our families as safe as possible, it is important that we all work together to follow the government's guidelines and socially distancing rules, both in school and out of school, as failure to follow the procedures may have serious implications and mean bubbles have to close and a return to remote learning, something nobody wants to happen.

If, after reading this, you still have questions, please do contact the school and we will be happy to answer them. I look forward to welcoming everyone back to school next week.

Best wishes

Daryl Jones
Headteacher

Re-opening of school to all pupils on Monday 8th March – FAQs

When will the school be open to all pupils?

The school will **open to all pupils on Monday 8th March**. Details of start and finish times are detailed below.

Will my child have to attend school in from Monday 8th March?

Yes. The government guidance states that **school attendance will be mandatory from Monday 8th March**. This includes local authority powers to issue sanctions, including fixed-penalty notices for non-attendance and unauthorised holidays. The school's Attendance Policy will apply to all pupils.

Does my child they have to wear school uniform?

Yes – we will be expecting children to wear normal school uniform as detailed in the school's Uniform Policy (available on the school website). Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods, which are different from normal. School uniform is available from Aubyn Davis in St Johns Street, Bury St Edmunds.

- PE kits can be worn instead of uniform on your child's PE day.

Which bubble will my child be in?

We are taking a cautious approach to the reopening, so we will continue to operate in our current class bubbles. This will make it safer for both adults and children, as there will be less people coming into contact with each other and if in the event there is a positive case in a class bubble, the number of people having to self-isolate will be less. The bubbles also need to fit our staffing and how we teach.

The bubbles are as follows:

EYFS (Reception)

- ❖ **Bubble 1: Rabbit and Otter Class:** 39 children with Mrs Peck and Miss Warne

Year 1:

- ❖ **Bubble 2: Squirrel Class** (24 children) with Mrs Moorcroft (Mon-Wed) and Mrs Okaroh (Thurs/Fri)

Year 2:

- ❖ **Bubble 3: Dragonfly Class** (18 children) with Mrs Player and **Kingfisher Class** (19 children) with Mrs King (Mon, Wed, Thurs & Fri) and Mrs Cowling (Tues)

Years 3 & 4:

- ❖ **Bubble 4: Badger Class** (25 children) with Mrs Rayson
- ❖ **Bubble 5: Frog Class** (29 children) with Mrs West
- ❖ **Bubble 6: Owl Class** (26 children) with Miss Holloway

Years 5 & 6

- ❖ **Bubble 7: Eagle Class** (23 children) with Mr Shore
- ❖ **Bubble 8: Falcon Class** (25 children) with Mr Wells
- ❖ **Bubble: 9 Kestrel Class** (26 children) with Mr Rampley

Please note:

- *If required, the staff are allowed to operate across different bubbles and year groups in order to facilitate the delivery of the school timetable, but this will be kept to a minimum.*

What will be the arrangements for dropping off and picking up my child?

We will continue to stagger pick up and drop off times and specifying the gates to enter and exit through to reduce congestion on site and allow for social distancing between adults and children in different bubbles.

Drop off and collection times remain the same as before and are as follows:

Arrangements for EYFS – (Otter Class & Rabbit Class)

EYFS	Drop Off Time	Pick Up Time
Rabbits	8:55am	2:55pm
Otters	9:00am	3:00pm

- Parents enter via the side gate and exit via the top gate.

Please remember: Only one parent/carer to drop off and collect their child, follow current social distancing rules whilst on the school site and please wear a face covering, unless you are exempt.

Arrangements for Key Stage 1 – (Squirrel Class, Dragonfly Class and Kingfisher Class)

Key Stage 1 (Year 1 & Year 2)	Drop off	Collection
Squirrel Class (Year 1)	8:50am	3:10pm
Dragonfly Class (Year 2)	8:50am	3:05pm
Kingfisher Class (Year 2)	8:50am	3:10pm

As before, all three classes will be able to enter the school site from 8:45am-8:55am (via the pedestrian gate driveway gate) and make their way to the playground, where they will be able line up in classes. The order will be (from closest to the field) Squirrel Class, Kingfisher Class and Dragonfly Class.

Once there, a member of staff will come along the lines and give your child a squirt of hand sanitiser and then **at 8:50am, the teachers will come out and take the children into class.** Once parents have handed over their child, they leave the site as normal, keeping to the one-way system in place.

At home time, the gates will open at 3:00pm and parents will make their way to the playground and wait in their child's class line. The teachers will bring the children out at the times specified above.

Please remember: Only one parent/carer to drop off and collect their child, follow current social distancing rules whilst on the school site and please wear a face covering, unless you are exempt.

Arrangements for Lower Key Stage 2 – (Badger Class, Frog Class and Owl Class)

Lower Key Stage 2	Drop off	Collection
Badger Class	8:55am	3:15pm
Frog Class	8:50am	3:10pm
Owl Class	8:45am	3:05pm

- LKS2 drop off and collection – parents to wait outside the school site (preferably on the Greensward) and child enters via the top gate. Teachers will bring the children out at the end of the school day and hand them over to you as normal.

Arrangements for Upper Key Stage 2 – (Eagle Class, Falcon Class and Kestrel Class)

Class	Arrival and gate	Leave and gate
Eagles	8:45am via side gate	3:10pm via side gate
Falcons	8:50am via side gate	3:15pm via side gate
Kestrels	8:50am via top gate	3:15pm via top gate

- UKS2 can walk to and from school unaccompanied (with parental consent) and enter/leave the school at the specified time and gates.

Please note:

- Drop off and collection times have been worked out, so we **do not have gatherings of people on or near the school site**. Please be punctual and only come to school at your allotted time and please leave swiftly. This way we can keep everyone as safe as possible and ensure a prompt start to the school day.
- **Please follow current social distancing measures whilst on the school site and wear a face covering, unless exempt.**
- The side gate (by the bike sheds) is an entrance only for Reception children. Year 5 and 6 pupils will use this gate as an entrance and an exit.
- There will be no Walking Bus operating until further notice.
- Staff will be on site to assist you when you drop off and collect.
- If you are driving, please park away from the school, preferably in the Community Centre car park. Please avoid using Steward Road as this needs to be clear of traffic, out of respect for our neighbours and for the obvious safety of pedestrians, walking or biking to school.
- If applicable, please speak to your employers to arrange flexible working hours during this time so you can drop and collect on time.

What does my child have to bring to school?

It is still recommended that pupils limit the amount of equipment they bring into school to essentials.

- **On Monday 8th March, please remember to bring to school their Power Maths pupil book, any lined workbook they completed work in during remote learning at home and any school reading books.**

Pupils are allowed:

- Book bags in Reception and Key Stage 1 (**no rucksacks or large bags**)
- In Key Stage 2, a bag that fits in their school locker.
- Their own named water bottle.
- A healthy playtime snack for KS2, as the kitchen will not be providing snacks. EYFS and KS1 receive a piece of fruit from the Free Fruit Scheme.
- A reading book (*books will be able to go to home and returned to school*).
- A reading record.
- A coat if the weather is cold or wet.
- If your child is prone to dry skin due to increased hand washing and the use of hand sanitiser, please provide moisturiser (*named*), which will be kept in school.
- Year 5 and Year 6 may bring a mobile phone to school if they are travelling to and from school without an adult. These will be handed in as normal.
- A packed lunch if your child is not having a school packed lunch or school hot dinner.
- Any additional cutlery your child may need for their lunch e.g. a spoon with which to eat their yoghurt.
- PE kits can be worn on your child's PE day.

What must my child not bring to school?

- A pencil case (*as all classroom equipment and stationery will continue to be provided in individual zip wallets*).
- Toys (including comforters).
- 'Show & Tell' items.

What about breaks and lunchtimes, including school dinners?

- These will be staggered so that class bubbles will be outside at the different times. We will be operating 'play zones' as we currently do, on the playground and the MUGA. Children can play non-contact games and any equipment will be cleaned after use.
- Children will eat their lunch in their classrooms. The school kitchen (Vertas catering company) will provide a hot meal or a cold packed lunch for children in Reception, Year 1 and Year 2, who are entitled to a 'Universal Infant Free School Meal' as normal.
- Children in Years 3, 4, 5 and 6 can get a hot dinner or a cold packed lunch from the school kitchen, or they can bring a packed lunch from home.
- Those in receipt of Free School Meals will receive a free school hot dinner or cold packed lunch from the school kitchen.
- There will be a choice of sandwich fillings in a school packed lunch – cheese, egg, ham or tuna.
- Please provide your child with utensils from home, if they need them with a home packed lunch, for example a spoon for a yoghurt. We will not be using any additional catering equipment.

What will my child be learning in school when they return?

We will continue to teach the curriculum as we have done so during school closure and address any gaps in learning, knowledge and skills in English and maths. As the majority of children have been not in school for a number of weeks, we will be re-establishing safe routines and supporting the rebuilding of friendships and social engagement on their return to school.

If you or your child are anxious about returning to school, please let us know and Ms Dulieu (Pastoral Care Leader) will pick this up.

Music lessons will begin again from Monday 8th March – guitar, flute, Y4 percussion and Rock Steady Music.

What are the school's behaviour expectations from September?

We will be applying our normal Behaviour Policy and our school behaviour code - '*Ready, Respectful, Positive and Safe*'. Classes will be using the 'Good to be Green' traffic light system to monitor behaviour in the classroom and our normal rewards and sanctions will apply.

How can I talk to the school office and my child's class teacher?

- The school office will continue to be closed to all parents and carers in person, so all enquiries should be made via telephone or email.

The school office will deal with:

- Absence - **if your child is absent you must notify the school office directly** and not through ClassDojo.
 - Appointments made in school time.
 - Changes to your pickup arrangements.
 - General enquires.
- Teachers will not be available at the start or end of the day to talk to parents face to face, so if you do need to speak them, please either ring or email the school office and they will get back to you or you can message the teacher directly via ClassDojo in school hours, but there may be a delay in teacher's answering messages.

The teachers will deal with:

- anything to do with your child's learning.
- educational questions.
- welfare issues relating to your child.

Who will look after my child if they are hurt or upset?

- Each bubble will have its own first aid kit, so that your child will be looked after by a member of staff in their bubble if they hurt themselves. In the event of a more serious accident, our first aiders will deal with it as usual and PPE will be provided for the adult administering first aid if necessary.
- If your child is upset or worried, we will of course provide as much care and support as possible; however, we will not expect staff to provide physical reassurance in the same way as normal.

Will the B&A Club be running for wraparound childcare and will there be extra-curricular clubs running?

B&A Club will be operating before and after school childcare. Please ring the B&A Club Manager, Jo Gibson, on 07858 471676 for details of operating times, etc and to make a booking.

After school clubs will not be running for the remainder of the spring term. We will look at the possibility of starting again when we return from the Easter holidays, but we will be guided by the government's guidance on this.

What are we doing to keep the school as clean as possible?

Our enhanced cleaning of the classrooms and school will continue.

All classrooms have their own cleaning materials, so staff can routinely clean desks, surfaces, resources, etc, throughout the day.

- Children will be washing their hands (for 20 seconds) throughout the day. Increased hand washing and use of hand sanitiser can lead to dry skin. If your child is likely to be affected, please provide moisturiser, which will be kept in school.
- All classrooms have hand sanitiser.
- Toilets areas have soap and paper towels.
- Toilets areas will be cleaned at lunch, after school by the school cleaners and as required.
- At the end of the school day, the cleaners will clean the school as normal.
- Any shared equipment, such as laptops, iPads, PE and play equipment, bikes/trikes, etc, will be cleaned after each group has used them.

Will my child be required to undertake Coronavirus (COVID-19) asymptomatic testing in school?

Rapid testing using Lateral Flow Devices (LFD)s will support the return to face-to-face education by helping to identify people who are infectious but do not have any coronavirus (COVID-19) symptoms.

- **Primary age pupils will not be tested with LFDs.** Public Health England have advised there are currently limited public health benefits attached to testing primary pupils with lateral flow devices. Primary age pupils may find the LFD testing process unpleasant and are unable to self-swab. The government will review this approach in the light of any emerging evidence.
- Staff in primary schools will continue to test with LFDs twice a week at home, as per existing guidance on testing for staff in primary schools.

What if my child says they feel unwell at school or as a parent I think they are under the weather?

- If you have any concern about your child's health, please keep them at home and only return to school once they are well. **As usual, please let the school office know if your child is unwell and not coming to school.** We really do have to err on the side of caution in these difficult times and 'let's see how they feel later' unfortunately isn't going to be an option at the moment.
- If you think the symptoms are COVID-19 related or they develop COVID-19 symptoms, then arrange for them to be tested and let the school office know immediately.
- If we have any concerns about your child's health when they arrive at school or throughout the school day, we will ask you to take them home and if the symptoms are COVID-19 related we will isolate your child with adult supervision, until you can collect them. Arrange for your child to be tested.

System of controls – Part 2 response to any infection

The following is taken from the (DfE) Schools coronavirus (COVID-19) operational guidance (Feb 2021)

Promote and engage with the NHS Test and Trace process

Staff members, parents and carers will need to:

- [book a test](#) if they or their child has symptoms - the main symptoms are:
 - a high temperature
 - a new continuous cough
 - a loss or change to your sense of smell or taste
- [self-isolate](#) immediately and not come to school if:
 - they develop symptoms
 - they have been in close contact with someone who tests positive for coronavirus (COVID-19)
 - anyone in their household or support or childcare bubble develops symptoms of coronavirus (COVID-19)
 - they are required to do so having recently travelled from certain other countries
 - they have been advised to isolate by NHS test and trace or the PHE local health protection team, which is a legal obligation
- provide details of anyone they have been in close contact with, if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace

Polymerase Chain Reactions (PCR) tests for symptomatic testing: Booking a polymerase chain reaction (PCR) test through 119

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests for symptomatic illness can be booked online through the [NHS testing and tracing for coronavirus \(COVID-19\) website](#), or ordered by telephone via NHS 119 for those without access to the internet.

Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

All children and young people can be tested if they have symptoms. This includes children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit.

Manage confirmed cases of Coronavirus (COVID-19) amongst the school community

You must take swift action when you become aware that someone who has attended has tested positive for coronavirus (COVID-19) having developed symptoms and taken a PCR test outside of school.

The advice service (or PHE local health protection team if escalated) will work with schools to guide them through the actions they need to take. Based on their advice, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate immediately and for the next 10 full days counting from the day after contact with the individual who tested positive.

Close contact means:

- anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19)
- anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test:
 - face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre
 - been within 1 metre for 1 minute or longer without face-to-face contact
 - sexual contacts
 - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
 - travelled in the same vehicle or a plane

The advice service (or PHE local health protection team if escalated) will provide advice on who must be sent home.

A letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with Coronavirus (COVID-19) unless essential to protect others.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the pupil or staff member who is self-isolating subsequently develops symptoms, unless they have been told to self-isolate by NHS Test and Trace or their public health protection team, in which case they must self-isolate. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within the 10 days from the day after contact with the individual who tested positive, they should follow [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their school immediately, and should isolate from the day of onset of their symptoms and at least the following 10 full days. Their household should self-isolate starting from when the symptomatic person in their household first had symptoms and the next 10 full days, following [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)

Based on advice from Public Health England (PHE) and NHS Test and Trace, the testing programme initially included offering those who came into close contact with a positive case in schools the option of 7 days of daily contact testing (with self-isolation if a subsequent test was positive) as an alternative to self-isolation. PHE and NHS Test and Trace have now reviewed their initial advice in light of the higher prevalence and rates of transmission of new variants. They have concluded that these changes in virus mutations warrant further evaluation work and that daily contact testing in place of self-isolation should be paused until this evaluation has taken place. We will update this guidance once this evaluation is complete.

Further guidance is available on [testing and tracing for coronavirus \(COVID-19\)](#).

Contain any outbreak by following PHE local health protection team advice

If schools have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, the school may have an outbreak.

Schools should call the dedicated advice service who will escalate the issue to the local health protection team where necessary and advise if any additional action is required. Schools can reach them by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.

In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure. This could be the class or year group.

If the school is implementing the system of controls, addressing any issues they have identified and therefore reducing transmission risks, whole site closure will not generally be necessary. Schools should not close except on the advice of health protection teams.

Admitting children and staff back to the school

The pupil or staff member who tested positive for coronavirus (COVID-19) can return to their normal routine and stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to have only a residual cough or anosmia. This is because a cough or anosmia can last for several weeks once the infection has gone. If they still have a high temperature after 10 days or are otherwise unwell, you should advise them to stay at home and seek medical advice.

In the vast majority of cases, parents and carers will be in agreement that a pupil with symptoms should not attend the school, given the potential risk to others. In the event that a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect your pupils and staff from possible infection with coronavirus (COVID-19). Your decision would need to be carefully considered in the light of all the circumstances and current public health advice.

What happens next?

- 1) Read through the above and familiarise yourself with the content.
- 2) If you have any questions or want to seek clarification regarding the above information, then please contact the school office who will be happy help.
- 3) Speak to your child about the changes to expect when they return to school and how drop off and collection will happen.
- 4) Continue to teach them how to wash their hands properly for 20 seconds and about good hygiene habits, such as sneeze into the elbow or tissues – catch it, bin it, kill it!
- 5) Reassure your child and answer their concerns about returning to school after a long absence.

VERY IMPORTANT!

If we are to prevent/minimise the spread of infection, ensure everybody is safe and keep the children in school, and the school operational, it is vital everyone follows the government's current social distancing measures and rules about households mixing, etc. Thank you.