

RE: Communication of COVID-19 procedures for the reopening of the school to all pupils from Friday 3rd September 2021



Dear Parents and Carers,

I am writing to confirm the school's updated procedures, which will be in effect from Friday 3rd September 2021 until further notice.

How are we keeping the children safe in school?

To ensure we can keep everyone as safe as possible from COVID-19 infection, the school is following the government's guidance, which sets out a system of controls that both schools and families **must follow** in order to reduce risks and create an inherently safer environment.

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 some procedures that we are no longer required to undertake.

The main changes are:

- 1) Staff, visitors, parents and carers are no longer required to wear a face covering whilst on site. It is your decision if you wish to continue to wear a face covering.**
- 2) Children will no longer be in their class bubbles and can now mix at play and lunchtimes. Assemblies can resume.**
- 3) Educational day visits and domestic residential visits can go ahead.**

Systems of Control:

Prevention

1) Ensure good hygiene for everyone

- **Hand hygiene**

Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.

- **Respiratory hygiene**

The 'catch it, bin it, kill it' approach continues to be very important and conveyed to all pupils, staff and visitors.

2) Maintain appropriate cleaning regimes

We will maintain an appropriate cleaning schedule. This includes regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces.

3) Keep occupied spaces well ventilated

It is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.

4) Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19

Pupils, staff and other adults should follow public health advice on [when to self-isolate and what to do](#). They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine). If anyone in school develops [COVID-19 symptoms](#), however mild, they should be sent home and they should follow public health advice.

For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.

The household (including any siblings) should follow the PHE [stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).

Confirmatory PCR tests

Staff and pupils with a positive LFD test result should self-isolate in line with the [stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). They will also need to [get a free PCR test to check if they have COVID-19](#).

Whilst awaiting the PCR result, the individual should continue to self-isolate.

If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.

If, after reading this, you still have questions, please do contact the school and we will be happy to answer them.

Best wishes

Daryl Jones
Headteacher

Re-opening of school to all pupils on Friday 3rd September 2021 – FAQs

When will the school be open to all pupils?

The school will **open to all pupils on Friday 3 September**. Details of start and finish times are detailed below.

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

Yes. School attendance is mandatory for all pupils of compulsory school age and children must regularly attend school. 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.

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

Will the children be in class bubbles from the start of the new term?

No - Children are no longer required to be taught in class bubbles and can now mix with other children from other classes.

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

The children can enter school from 8:50am and ideally be in class by 8:55am. Registration will be taken promptly at 9am. We will continue to stagger collection times to allow parents/carers to collect children from different year groups. Parents in KS2 must wait on the Greenswade and the children will use the specified gates to enter and exit through to reduce congestion on site. EYFS and KS1 parents may accompany their child to drop off and collect.

Arrangements for EYFS – (Reception - Rabbit Class)

EYFS	Drop Off Time	Pick Up Time
Rabbits	8:50am	3:05pm
<i>Enter and exit site via side gate</i>		

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
Kingfisher Class (Year 1)	8:50am	3:10pm
Dragonfly Class (Year 2)	8:50am	3:10pm
<i>Enter and exit via the driveway (gates open at 8:45am). Please queue on the playground in your child's class line.</i>		

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

Lower Key Stage 2	Drop off	Collection
Badger Class	8:50am	3:15pm
Fox Class	8:50am	3:15pm
Owl Class	8:50am	3:15pm
<i>Parents and children to wait outside the school gates on the Greenswade. Badger and Fox classes will enter through the top gate and use the class external doors. Owls will use Badger class external door in the morning and come out of the adjacent door at collection.</i>		

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

Class	Arrival and gate	Leave and gate
Eagles	8:50am via side gate	3:15pm via side gate
Falcons	8:50am via side gate	3:15pm via side gate
Kestrels	8:50am via top gate	3:15pm via side gate
<i>Pupils can walk to and from school with prior permission. Children enter via the top gate and leave via the side gate.</i>		

Please note:

- The side gate (by the bike sheds) is an entrance and exit only for Reception children. Year 5 and 6 pupils will use this gate as an exit at the end of the school day.
- 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.

What does my child have to bring to school?

Children only need to bring the essentials to school. 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 until further notice. 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.
- PE kits can be worn on your child's PE day.

What must my child not bring to school?

- Toys (including comforters)
- 'Show & Tell' items, unless the teacher has requested these be brought to school.

What about breaks and lunchtimes, including school dinners?

- Break and lunchtimes will continue to be staggered and children will go to play and lunch in their key stages.
- Children in EYFS, KS1 and Lower KS2 will eat their lunch in their school hall. 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 Upper KS2 who are having a school hot dinner will eat in the school hall and packed lunches will be eating in the classroom (due to a lack of space in the hall).
- 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.

- Please provide your child with utensils from home, if they need them with a home packed lunch, for example a spoon for a yoghurt.

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

We will continue to teach the full curriculum as we have done so and address any gaps in learning, knowledge and skills in English and maths.

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, Year 5 swimming, Year 3 Ballet, assemblies, educational visits, etc will all resume again.

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.

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

- The school office will be open again to visitors in person. Enquiries can still 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 be available at the end of the school day to talk to parents face to face, or you may prefer to either ring or email the school office and they will pass the message on and the teacher will get back to you. 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.

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 from Friday 3 September. 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 be running as soon as possible. We will notify you in due course of the clubs being run this term.

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.**
- 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 do need to continue to err on the side of caution as COVID-19 has not gone away. '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, they **must not** come to school. Please let the school office know immediately and arrange for them to take a PCR test. The child can return to school if the result is negative.
- 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 take a PCR test.

What happens if there is a coronavirus outbreak at the school?

If an outbreak were identified or if we were instructed to do so, we may have to implement the school's Coronavirus Outbreak Management Plan (available on the school website), which says we may reinstate some of the protective measures, such as class bubbles, wearing of face coverings and as a last result close class bubbles or the school and return to remote learning for a fixed period of time.

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) 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!

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 COVID-19 prevention guidance. Thank you.