

Dear,parents and carers,

I do hope you have had a good summer break and have enjoyed some fun activities. We look forward to hearing your child's news. I have enjoyed a couple of camping trips which were good fun even though the weather was a little wild!

It is nearly time to return to school. All the staff are looking forward to welcoming your family back to school and have planned lots of activities to help your child to their new class and new school routine.

Staff worked together to prepare for the full reopening of schools at the start of the summer holidays and we will be working together this week so we are up and running when the children start back on the 7<sup>th</sup> and we are confident that the measures being put in place will keep pupils, staff and their families safe.

I am sure you will be looking forward to lots of things about the full return to school but you may be also be a little bit apprehensive about some of the changes we have needed to make to ensure we keep everyone safe and well.

I fully understand why you may feel worried and I want to reassure you that I and all the staff want to support your family and will do all we can to ensure a smooth and happy transition back to full time school.

I recognise that every family will have had a different experience adjusting to and managing changes during the pandemic. We all have our specific issues and challenges. It is important to me that you feel you can communicate with me and your child's teacher so that we can work together to meet your child's emotional and educational needs.

You can contact me directly by email [head@salhouse.norfolk.sch.uk](mailto:head@salhouse.norfolk.sch.uk)

If you would like to speak over the phone, please contact the school office.

If you would like to arrange a socially-distanced face to face meeting in your home/garden, then again make contact with the school office.

Please encourage your child to speak to a member of staff if they have any questions, concerns or ideas they want to share.

Many of you have made contact with me over the holidays with specific concerns or questions.

What follows is information which I hope will answer many of your questions. Please share the information with your child so that they understand what is expected of them when they return to school.

The health and safety of our whole school community depends on every person within the community complying with the control measures we are putting in place. I am aware this could cause some inconvenience but keeping each other safe is the priority. All the control measures are in line with government guidance which can be found here.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

I have needed to apply this guidance to our schools. The biggest challenge for us as small schools is lack of space within the buildings. The control measures we are taking may differ from other schools as each individual school has a unique set of circumstances. All schools are applying the same guidance to their individual circumstances. This guidance is being regularly updated by the government and I will keep you up to date with any changes. I will continually review our risk assessment and relax and tighten measures accordingly. You will be kept informed.

We must not lose track of the fact that we have adults and children who are clinically and extremely clinically vulnerable at school or within their household. The risk of transmission may be low but the risk is there.

Our key core values this term are responsibility and respect. It is important that the whole school community demonstrates these values together with kindness at a time which is testing, new and different for everyone. We have enjoyed huge support from our families across the three schools this year which has been appreciated and encouraging and I hope this will continue.

My decisions will not suit all of you all the time but please be assured they are being made in the best interests of our whole school community. We are not going back to the way our schools operated in March 2020 as this would not keep our children, staff or parents safe. With your help, we are paving a better way forward.

I promise that the school will still be a happy, purposeful and positive experience for your children and all the rules, routines and information will be presented in a child-friendly way.

## **1. National guidance for parents**

As you will know the expectation of the government is that all children will return to school in September. The government has prepared a leaflet to share its thinking with parents which can be downloaded here:

<https://coronavirusresources.phe.gov.uk/schools-/resources/parents-leaflets/>

There is also government guidance for parents which can be downloaded here:

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

## **2. Respond**

To keep our school community free from COVID 19 transmission, it is important we are alert to the symptoms of the disease and respond quickly and appropriately to a local outbreak.

Pupils and staff showing symptoms of COVID 19, particularly a temperature, new persistent cough and/or loss of or change in either sense of taste or smell should not attend school. If these symptoms first show themselves at school, the staff member will be sent home and the pupil will be isolated until they are collected and taken home. Please be aware staff will wear PPE if they are supervising your child when in isolation.

If a member of your household has symptoms of COVID 19, do not send your child to school and follow the government guidance on self-isolation. Not to do so could put others' lives at risk.

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

If your child needs to self-isolate, contact the school and we will set up remote learning activities until they are able to safely return to school.

It is vital, that those showing symptoms are tested as soon as possible and that I am informed of the outcome of the test immediately. If a test is positive, the infected person should self-isolate for 10 days from the onset of symptoms and members of their household for 14 days. I will make immediate contact with Public Health and follow their advice. If the outcome of the test is negative, the adult or child may return to school.

The school will have daily records of the individuals and groups of children and adults who have been in contact with one another.

### 3. Testing

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

We are told that the fastest and best way to get tested is by going to a testing centre. There is a drive-through testing centre at Postwick Park and Ride.

If this is not feasible, you can arrange for a home test via the online booking portal.

[online booking portal.](#)

The government are sending schools a limited number of home testing kits to be issued by me in **exceptional** circumstances when it may not be possible for a family to arrange a test in the above ways. Please contact me immediately if you need to access this support.

### 4. Prevent

The control measures outlined in the following sections aim to **prevent** and minimise the risk of contracting and/or transmitting the virus when at school through:

- Reducing risk of bringing the virus into school
- Reducing risk for person to person transmission
- Reducing risk of transmission through touching objects
- Educating children and adults for societal change to maintain and sustain rigorous health and safety practices which lower risk

It is important that we are consistent and vigilant in our approach. This is a joint effort by staff, pupils, parents, governors and our wider community. We cannot remove the risk but we can reduce it.

### 5. Bubbles - *Reducing risk for person to person transmission*

Children will be in a bubble with their class, class teacher and classroom assistants. The day will be arranged so that they will not be mixing with other classes. Staff can and may need to cross bubbles but this will be kept to the absolute minimum.

### 6. Staggered start and end to day - *Reducing risk of bringing the virus into school / Reducing risk for person to person transmission*

We want to avoid gathering at school gates and crowding at small entrance points to school. Please take careful note of the time your child starts and ends their school day. Please take particular note of

entrance and exit points. A member of staff will meet and release your child at the school gate. Children will be taken straight into the classroom; they will not be in the playground before school starts.

To respect the safety of others, it is essential families are **punctual** at drop off and pick up times. If you are late, please contact the school office and we will arrange for you to be met at the assigned entrance/exit. **Please do not come onto the school premises.** I am aware these measures will be more challenging for families with children in different year groups/nursery and appreciate your cooperation with our plans.

- If your child can walk to/from school, along the last/first bit of their journey safely or walk from/to the car safely, this will help reduce gatherings between adults at school gates
- Households are asked to make separate journeys to and from school and not mix with other households.
- Children should be accompanied by one adult only – one exception to this is on Reception children's **first** day at school which I recognise is a big landmark in family life.
- Adults must social distance and are asked to leave the area as soon as they have dropped off or collected their child. If you need a conversation with the teacher, please contact the school office and the teacher will make contact with you.
- Parents should not use the staff car park unless they have specific permission to do so.
- Each class will be shown their route to their classroom.
- Children will be expected to social distance when walking between their classroom and school gate.
- The school will agree drop off and pick up arrangements with taxi hire companies for those families using taxis
- For the first 2 weeks, we ask that children do not use the bicycle sheds. If this creates a real difficulty for your family, please contact me.

	Emerald Mrs Yassin / Mrs Swinson	Diamond Mrs Rounce
start	8.55 am	8.50 am
end	3.15 pm	3.15 pm
gate	Gate at the far end of the field	

**7. In the classroom -** *Reducing risk for person to person transmission / Reducing risk of transmission through touching objects / Educating children and adults for societal change to maintain and sustain rigorous health and safety practices which lower risk*

Teachers have set up their classrooms in line with national guidance and in a way that is age appropriate. Teachers will explain everything to the children. It is expected that children will follow instructions very thoughtfully. Here are some differences to make your child aware of and discuss together:

- There is the bare minimum of furniture in the classroom to maximise social distancing
- There is a minimum of equipment in the classroom to reduce risk of transmission through touching objects
- There will be no 'carpet time'
- The teacher has a teaching zone marked out and children are not to enter that zone
- Tables are arranged to support the children's health and safety. Children in Years 3,4,5 and 6 will be sitting facing forward
- Children will have equipment assigned to them for their use only

- There will be cleaning schedules to follow where equipment is shared
  - There will be minimal movement around the classroom
  - Staff will not go to children or call children towards them; careful thought will be given by staff at all times to minimise person to person transmission
  - There will be no activities which encourage singing, all speaking at once or raised voices
  - Children will use the outside classroom door and corridor use will be minimal
  - The hall is out of use to start the term 1) it is currently used for storage 2) there will be no gatherings such as assemblies or indoor PE
  - Classrooms will be well ventilated with open doors and windows. As we go through the term, children may need to wear more layers.
  - Teachers will plan more opportunities for outdoor learning
  - Each class has toilet facilities assigned to them and there are set routes to and from those facilities
  - Children are encouraged to ask to go to the toilet when they need to and not wait until break times
- 8. Outdoors -** *Reducing risk for person to person transmission / Reducing risk of transmission through touching objects / Educating children and adults for societal change to maintain and sustain rigorous health and safety practices which lower risk*

We are told that there is a lower risk of transmission in the outdoors so we will be maximising use of the outdoors during lessons and playtimes. Some things to discuss at home and again teachers will explain things fully to the children:

- There will be a rota for playtimes and zoned areas so that bubbles are not mixing.
- All children will have a morning and afternoon break in addition to their lunch time break
- In the first two weeks, we will not be using the climbing equipment, outdoor benches etc . This will gradually come in to use when we are settled into our new routines.
- Teachers will increase opportunities for outdoor learning
- Pupils will respect their friends' safety through being mindful of minimising physical contact
- If children need the toilet when outdoors, they should ask their teacher. There will be a route to and from facilities and a limit on how many children can use the facilities at one time.

**9. Lunchtime –** *Reducing risk of bringing the virus into school / Reducing risk for person to person transmission / Reducing risk of transmission through touching objects*

- Lunch will be eaten in classrooms.
- Home packed lunches/healthy break time snacks (KS2 only) should be provided in a disposable paper bag.
- Reception and KS1 will be provided with a fruit snack at break
- All children eligible for free school meals will be provided with a cold packed lunch during the first 2 weeks.
- Pupils not eligible for free school meals can order a school packed lunch (£2.30)
- We will move to hot lunch options as soon as it is practical to do so

**10. Uniform -** *Reducing risk of transmission through touching objects*

- Children are expected to wear full school uniform
- Children are to wear trainers to and from school not school shoes ( I will give plenty of warning when school shoes can be worn)
- A pair of wellingtons should be brought into school on the first day and left at school ( we will let you know when their wellies start to get tight!)
- Please ensure children have outdoor coats suitable for the day's weather conditions
- Teachers will inform you when outdoor clothing for Forest School should be worn.
- Children need PE kit which they will bring in on Monday and take home on Friday. Please be aware there is no indoor option for PE in the first few weeks so please ensure they have kit to suit the weather conditions.

**11. Equipment - Reducing risk of transmission through touching objects**

Initially, we want to totally minimise equipment coming into and leaving school. We lack physical space in the classroom so reducing stuff coming to and from school will be a help to us. This will need to be relaxed in a measured way as time goes on but to begin with children will only need to bring in:

- Outdoor coat and clothing suited to weather conditions
- Wellies to be left at school
- Healthy snack/packed lunch in a disposable bag
- Water bottle (to be brought in on Monday and to go home on Friday)
- Children should not bring in any toys, show and tell etc ( If there is an exceptional need for a comforter, please contact me)
- There is no need for back packs or book bags until further notice

Teachers will be in touch with you later in the term to explain how reading books etc will be moved to and from school.

**12. Reception new intake**

We will want to make the start of 'big school' as exciting as possible for your children but we all realise things have to be different this year which may be hard on you as parents/carers. Teachers will be in regular contact with you, please don't hesitate to contact us on any matter big or small. We all remember what it was like when our children started school. If your child does appear upset as they come into school, we will contact you by phone and let you know how they are settling. Children will have lots of opportunity throughout the day to play with each other and enjoy the outdoors.

Please remember we having a gradual start in the first week.

	M	T	W	Th	F
start			9.00am	9.00am	9.00am
end			11.30 am	12 noon	1.00pm

**13. Hygiene - Reducing risk of bringing the virus into school / Reducing risk for person to person transmission / Reducing risk of transmission through touching objects / Educating children and adults for societal change to maintain and sustain rigorous health and safety practices which lower risk**

Teachers and support staff will help children get into good consistent hygiene practice routines to support the measures you are taking at home. There will be handwashing/sanitising routines which

will be closely adhered to. Children will wash/sanitise hands on arrival, before and after breaks, before and after sharing equipment, after toileting and following coughs and sneezes. The school will maintain stocks of soap and sanitiser. Surfaces and contact points will be regularly disinfected.

You might find the following helpful to discuss on how best to wash our hands:

Younger children <https://www.youtube.com/watch?v=S9VjelWLnEg>

Older children <https://www.youtube.com/watch?v=S9VjelWLnEg>

Children will be encouraged to 'catch it, bin it, kill it' when it comes to coughs and sneezes. Pedal bins are provided in all areas. More helpful information can be found here.

<https://www.justonenorfolk.nhs.uk/hygiene>

## 14. Clubs

After school clubs will start up early in the school term and the school office will forward you the details. Pupils will be kept in the school bubbles. Premier Sport have their own Risk Assessment.

### 1. Meetings, visitors and visits - *Reducing risk for person to person transmission*

There will be no unplanned visitors on site and visitors will be expected to follow the school's health and safety practice. Face to face meetings will be kept to only those that are essential and will when possible take place outside school hours.

Peripatetic music teachers will be able to deliver private music lessons (no singing or wind instruments) and whole class lessons. Control measures will be in place to support the health and safety of those concerned.

There will be no educational visits in the first half term.

Staff meetings will be held within the bubble or remotely.

### 2. Curriculum

Thank you for all you did during school closure to support the education of your children. When they return, teachers will take time first to ensure children feel happy and ready to engage with their learning. We know it will take time to adjust and we will give them that time. Teachers will then work with you and your child to establish the progress the children have made, any gaps in their learning that need to be focussed on and any strengths that can be built upon. There will be a focus on reading, writing and mathematics. Teachers have an exciting broad and balanced curriculum planned and cannot wait to start enjoying it with your children.

If your child has to have a period of self isolation at home, the school will provide home learning activities in line with the learning children are doing at school.

I will consult you early in the new term to gather feedback on what worked well with home learning so that we can improve our practice.

The government recognises there will need to be a recovery period as children return to school and are asking schools to be delivering their full and balanced curriculum by the summer term. Details of our curriculum can be found on the website.

### 1. PPE *Reducing risk for person to person transmission*

As things stand, children and adults in primary schools are not advised to wear face coverings. Staff will wear PPE when administering nappy changing, toileting accidents, first

aid and when supervising isolated pupils. Staff may choose to wear PPE when a child finds it difficult to maintain a safe distance.

## **2. Attendance and behaviour**

The government expect all children to be back in school in September. Term time holidays will not be authorised.

The school's behaviour policy was amended last term to take account of the fact that children will need to follow the COVID 19 control measures in place. This policy can be found on the website.

This is a lot of information to take in and I don't want it to feel overwhelming. Little has changed from the information you were sent at the end of the summer term. Remember the teachers will ensure your children understand our expectations. Plenty of time will be taken to adjust back to school.

If anything significant has happened during the time your child has been at home which might impact on how well and how quickly they may settle back to school, please let me know so that we can provide helpful support.

Please keep an eye on the school website for information.

As I said at the start, I promise that the school will still be a happy, purposeful and positive experience for your children and all the rules, routines and information that we will need to share will be presented in a child friendly and age appropriate way.

Best wishes

Julie Church

29/08/2020