

SOUTH WOOTTON INFANT SCHOOL

Dear Parents and Carers,

I am setting out the arrangements we have made to open the school for all children from 7th September 2020.

Thank you.

I would like to take this opportunity to thank parents and carers for their understanding and cooperation since we had to close to the majority of children from 20th March. I know that this period has been challenging for many families, in particular when you have had to juggle work commitments with managing childcare, if you have children with special educational needs, a disability, or if you are a single parent.

I am pleased to let you know that we have taken the necessary steps that are required in order to reduce the risk of virus transmission in South Wootton Infant School and we will continue to review our arrangements to ensure that they align with current advice where it changes.

It is understandable that our parents and carers are worried about the safety of their children who are going into school during this period. It is important that we keep each other safe and we want to assure you about the measures that we have put in place in order to minimise the risk of transmission of COVID-19 and to ask you for your support with this. Please be aware there is a lot of information in the public domain that is not based on evidence and can cause increased anxiety which is why we are ensuring that our response is appropriately based on the Government's scientific evidence.

This letter summarises our arrangements in this recovery phase and also details how you can help us by working together. If any significant changes happen to the arrangements then we will keep you informed about them.

What we are doing to protect and support pupils and staff

To reduce the transmission of the virus a combination of approaches is required to break the chain of infection wherever possible and Public Health England are clear that if we follow these requirements the risk of transmission will be lowered

Start and end of the school day

The following arrangements are in place for the start and end of the school day: We have made a temporary adjustment to the times. **In the morning** the school gates will open from 8.30 – 9am with lessons starting at 9am prompt. Please do not come before 8.30am as we do not want a queue to form outside the gates. By timing your arrival in that half hour we will hopefully be able to let everyone on site in a steady and controlled manner. The children should all be dropped off at the gates and staff will ensure that they get safely to their respective classrooms. This has worked very well during our wider re-opening even with some of our youngest children.

Home time pick up will be different for year groups. Reception and Year 1 should be collected at 3pm and Year 2 at 3.10pm. Please do not come onto the school site before 3.10pm if you are collecting a Year 2 child unless you have to also collect a child from another year group. The children will come out of the classrooms in the normal way and we would request that you ensure social distancing whilst waiting to allow for this to happen safely. We have decided to put in place a one way system so the one adult collecting a child/children will enter through the gate as normal but will walk around the outside of the school building to exit through a cordoned off section of the school car park. It will be very important to ensure that you are there at the correct time. Please telephone the office if for some reason you are delayed and we will tell you what action to take.

Only members of a single household should travel together to and from school, by any means, and only one adult from the household should travel with pupils.

If a member of the household has an underlying health condition which means they are clinically vulnerable, they should not accompany pupils to school if it is possible for another member of the household to do so.

Cohorting of small groups (Bubbles)

Pupils and staff have been assigned to bubbles who are separated within the school, bubbles will not share spaces or resources unless they have been disinfected between use.

Distancing will be maintained within their bubble where possible by making changes to class spaces and doing activities that avoid close contact, we know that younger pupils will not be able to keep apart at all times and this is why it is particularly important to separate different bubbles. We will maintain excellent hygiene standards by everyone handwashing more regularly and increasing our disinfection arrangements.

We will carry out activities outside where we can, and we will open windows to increase ventilation inside the building when it is safe and appropriate to.

Universal hygiene

Staff are implementing these universal hygiene measures and encouraging our pupils to do the same:

- Washing their hands (thoroughly with soap and water) following the [NHS guidance](#). Using alcohol-based hand sanitiser gel if soap and water isn't immediately available.
- Everyone should wash their hands on arrival at school, before eating, after coughing or sneezing, after visiting the toilet, as well as at other regular intervals throughout the day.
- [Catch it, Kill it, Bin it](#) - Covering their mouth and nose with a tissue or sleeve when sneezing and putting used tissues in the bin straight away. Always washing their hands afterwards
- Avoid touching the eyes, nose or mouth if they haven't washed their hands.
- Self-isolating if they or a member of their direct household has a new, continuous cough and/or high temperature/fever or a loss or change in their sense of taste or smell.
- Going home if they develop symptoms, no matter how mild.
- Wash hands when you get home at the end of the day

We will prompt and support pupils to do this at required intervals during the day and educate in handwashing where needed.

Cleaning and disinfection

We have removed items that are difficult to clean and have new arrangements to disinfect all contact points that are touched regularly such as tables, door handles, toilet flushers, educational equipment and taps. The school building is also cleaned and disinfected daily.

Lunchtime and school meals

NORSE will continue to supply school meals and the menu is attached to this letter.

Educating and supporting

Children can become advocates in infection prevention at home and in their community by talking to others about how to prevent the spread of viruses, so we are educating in an age appropriate way.

We are very mindful about the anxiety children may experience and we are encouraging them to talk about their worries and experiences. It is normal that they may have different reactions and some may need to talk to teachers and you about how they are feeling.

Health

- We will ask children about their health and any symptoms on arrival at school and arrange for pupils to go home where necessary.
- We are talking to pupils about symptoms and encourage them to tell a member of staff if they feel ill no matter how mild. We are also keeping vigilant for any signs of symptoms too and reminding everyone about this regularly.
- If a pupil feels ill we will keep them safe and move them away from others in a designated room while they wait to be collected. We will not leave a pupil who is ill where they are not safe to be left alone. In an emergency we will call the emergency services, and we will continue to provide first aid for emergencies as we normally do. Staff will wear personal protective equipment if a pupil develops symptoms or requires first aid and we need to be in close contact with them.
- Our staff will go home immediately if they become ill at work with symptoms, no matter how mild.
- We have specific cleaning and disinfection arrangements planned in the event that a person develops symptoms at our school.
- We will advise you if someone develops symptoms in the school or has tested positive and let you know what is happening and about anything that you need to do.
- Any pupil who has received a shielding letter must stay at home, if they live with a person who is shielding please let us know so that we can assess this with you.
- Some people may have been identified as being at [an increased risk](#) and while this does not automatically mean that your child must stay at home, please let us know so that we can assess the specific circumstances with you.

Bringing items from home

At this time, pupils should not bring personal items such as toys to school. They will need to bring their book bags only on a Monday and Friday so that reading and library books can be changed and the returned books quarantined for the required period.

Supporting each other

Your support to help us achieve these standards in our school is vital. Please role model the hygiene behaviours that apply when you are at home and encourage your children to follow them. Please ensure that:

- Your child washes their hands before coming to school and on arriving home. Please support and encourage them to follow good hand and respiratory hygiene at all times.
- You let us know if any member of your household develops symptoms as soon as you can, because this means we will need to move your child into separate room while they are waiting to be collected and you will then need to follow normal household isolations arrangements. Please arrange for a test to ascertain whether it is COVID-19 and share the results with the school so that we can communicate any necessary actions to other parents. Your privacy will be maintained when we do this.
- Clothes are washed at the end of the school day and clean clothes are worn to school every day. Clothes should be washed normally and do not need to be separated from other items.
- The children will have all their Physical Education activities on a Friday so will not need a PE bag in school. Instead they should come dressed in their Fit Friday clothing as previously. Class teachers will send out more information depending on what area of the PE curriculum the children will be covering. We would ask that all children have a pair of wellington boots that can be kept in school as we will be taking the curriculum and learning outdoors as much as possible
- If your child wears a face covering to travel to and from school, please remove before entering the school site.
- Please come and collect your child as soon as you can if we ask you to (we'll contact you if they become ill with either a temperature, a change to their sense of taste, or a new, continuous cough).
- We will give you information about COVID-19 testing, please let us know your results as soon as possible if you are tested.

Meetings and visitors

Wherever possible, meetings between yourself and the school should take place by telephone or internet and this includes informal conversations we might normally have. Please either telephone or email the school office to arrange these.

Only absolutely essential face-to-face meetings must take place; should a face-to-face meeting be required, the school will make specific arrangements with you. We will only meet with one parent if this is the case.

We have new safe arrangements for essential visitors who need to come onto site such as maintenance contractors.

Thank you for your understanding and cooperation. If you have any further queries, please contact the school using head@southwootton-inf.norfolk.sch.uk email as this will be accessed throughout the summer.

Kind regards

J K Davenport
Headteacher