



St Thomas & St Anne's CE Primary School

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~ Caring, growing and learning together ~

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Dear Parents and Carers

COVID-19 UPDATE 28.05.2020

Arrangements for school extending opening to pupils other than those who are children of Key Workers or who are vulnerable

Following the government's announcement that schools will be working to reopen more widely to Years **Nursery, Reception, Year 1 and Year 6**, we are writing to outline the arrangements we have introduced to ensure we are minimising risks to children, staff and parents as much as possible. These arrangements have been put into place following a robust risk assessment process. **The extended opening is subject to confirmation from the government that the wider re-opening of schools is to go ahead as planned. It is also subject to confirmation from the LA, following submission of our risk assessment.**

Since the announcement was made we have been busy creating our own personalised risk assessment for wider opening, following all government advice and recommendations, to keep everyone in our school community as safe as possible as larger numbers of pupils begin to return to school. We have shared this plan along with the risk assessment, with our Governing Board who have approved it.

Please note that once we are given the go-ahead to open more widely, our school week will finish on Friday lunchtime to enable teachers to have their allocated PPA time and for support staff to support with the deep cleaning of all equipment.

We will also phase in the return of different year groups. By doing so, we will be able to carefully check that all elements of our risk assessment are working as we have planned and make any necessary adjustments. Please be aware that we will only open to different year groups in the priority order below, if we consider that it is safe to do so and that arrangements may be subject to change if numbers increase in a group of higher priority.

Nursery and Reception	(Red 'bubble')	: Tuesday	2 nd June
Year 1	(Red 'bubble')	: Wednesday	3 rd June
Y6 Children of Key Workers	(Yellow 'bubble')	: Thursday	4 th June

(and potentially children of Key Workers in other year groups if extra capacity is required)

Please note that the Yellow 'bubble' may also have other younger Key Worker pupils accessing this 'bubble'. If as a Key Worker, you require your child to attend school before their designated start date, they will be placed in a Key Worker 'bubble' -either the Green 'bubble' or Yellow 'bubble'. They will then stay in this 'bubble' and not be able to return to their cohort 'bubble' with their year group.

Any Year 6 in this 'bubble' will also need to stay in this separate 'bubble' moving forwards.

Thank you for letting us know if you would like your child to return to school. **Please note that if you have informed us that you are not intending to bring your child into school at this stage, we have not allocated a place for your child at present for the rest of this term.**

Class Groupings

Due to the significant numbers of children of Key Workers, as well as children in Nursery, Reception, Year 1 and Year 6, who wish to return to school, we have had to prioritise groups (as set out in the DfE guidance). **Priority order following children of Key Workers and vulnerable pupils is Nursery, Reception, Year 1 and year 6 pupils.** Under the DfE guidance, class sizes are restricted to no more than 15 pupils per class which limits the number of pupils we can accommodate. For us, in some classes the number of children we can safely accommodate is lower than this due to the sizes of some of the class bases and the need for the desks to be spread out as far as possible. We are also limited by the number of teaching assistants that we have to support teachers with groups of pupils (known as 'bubbles') and to assist with break times throughout the school day.

In line with DfE guidance, to minimise contact between individuals and the spread of disease, staff and pupils will have to remain within their 'bubble' for the entire day. Children in different 'bubbles' will not be able to mix, and neither can the members of staff, which means there are limited options in terms of the flexibility in our staffing structure. These 'bubbles' have been allocated a colour and each will have a separate playtime and separate box of play equipment, although this will be minimal. This is to reduce the risk of any potential of viral transmission between groups.

Children of Key Workers - Parents who are Key Workers and have children who are not Nursery, Reception, Year 1 and Year 6 and have already registered with us, your child will be based in the Elm class base and will be with Miss George and Miss Roper (Green 'bubble'). **Please note that if this 'bubble' becomes too large however, based on decisions Key Worker parents make regarding accessing Early Birds, some pupils may have to be placed in the Yellow Key Worker pupil 'bubble' with Miss Davies and Mrs Titley.**

Nursery and Reception pupils- Parents who have responded to say that they would like their child to return to school have been allocated a space in the Saplings and Fir class base with Miss Garbett and Mrs Hummerstone. Nursery children will only be able to attend for their existing set days and will need to be collected at 12.00pm. Please note that Nursery children will be with the children in Reception and Year 1 and provision will be quite different to that experienced previously. **Please note that if you require Early Birds provision, your child will be allocated to the Key Worker 'bubble' and will therefore not be with their current cohort for the rest of the term as children cannot move between 'bubbles'.**

Year 1 pupils- Parents that have responded to say that they would like to send their child back to school have been allocated a space in the Saplings and Fir class base with Miss Garbett and Mrs Hummerstone, together with the Nursery and Reception pupils. Please note that Year 1 children will be with the children in Nursery and Reception and provision will be quite different to that experienced previously. **Please note that if you require Early Birds provision, your child will be allocated to the Key Worker 'bubble' and will therefore not**

be with their current cohort for the rest of the term as children cannot move between 'bubbles'.

Year 6 pupils- A large proportion of parents have responded to the survey to say that they would like to send their child back to school. Sadly at this time, we are not in a position to allocate places to Year 6 pupils, due to the current high numbers of children of Key Workers or vulnerable children that are likely to require a school place. **Currently therefore we will only be able to offer places to any Year 6 pupils whose parents are classified as Key Workers.** These children will be in the demountable with Miss Davies and Mrs Titley (Yellow 'bubble')

We understand that this will be extremely disappointing for many of the Year 6 children and for you as parents. This decision has been very difficult to make, but due to our risk assessment, the Governing Board feel that at this time, that this is the appropriate course of action. Please be assured that we will be reviewing our risk assessment (daily and weekly) and the Governing Board will be undertaking a formal review in two weeks' time. We very much want to welcome all Year 6 pupils back to school as soon as we are able to do so. We keenly recognise that this is a crucial time for them all and that they need (and deserve!) to have the opportunity to participate in supported transition arrangements and to mark the end of their school life at our school before embarking upon a new chapter at secondary school. We will update you all in a couple of weeks once the Governing Board have reviewed our risk assessment. We are so sorry for any disappointment or upset that this may cause to your child at this time.

We recognise that some of you may have some concerns about your child returning to school and that for some children, another change will be unsettling for them. We also understand that the past weeks will have been challenging for many families. If you would like to talk to us about your child and have any concerns about their return to school, please either call school on 01743-860400 or email on admin@hanwood.shropshire.sch.uk.

Maintaining a safe school environment

Be assured that we are doing all that we can to mitigate any risk and to make the school as safe as is possible for children and staff. Please note however that we can only minimise the risk of Covid-19 in our setting through careful risk assessment and management but cannot eliminate the risk. If you choose for your child to return to our setting, it must be understood that you will be indicating your acceptance of this risk.

As per the advice from the government, the following actions for infection control are in place:

- Staff have been allocated to each group of children or 'bubble'. The staff will only come into contact with the children in their own 'bubble'. This will limit the number of people each group come into contact with throughout the day. Please note that this includes lunchtime and playtimes.
- Encouraging good hygiene by promoting the importance of handwashing for at least 20 seconds water and soap in the following circumstances:
 - Before leaving home
 - On arrival at school
 - After using the toilet
 - Before and after breaks and sporting activities

- Before food preparation
 - Before eating any food, including snacks
 - Before leaving school
 - Providing adequate soap and paper towels in the toilet areas and ensuring hand sanitiser dispensers are available in each 'bubble'.
- Ensuring pupils and staff understand that they must cover their cough or sneeze with a tissue, then throw the tissue away and providing adequate supplies of tissues throughout the school, including in each 'bubble' and lidded bins.
 - The water fountain is not in use; all pupils attending **must come to school** with a **named water bottle**.
 - Child must wear own clothes and not school uniform. All clothes should be washed as soon as your child returns home from school and clean clothes are required each day.
 - Ensuring frequently touched objects and surfaces are cleaned and disinfected more regularly than usual, including throughout the school day.
 - Calling NHS 111 if someone becomes unwell, isolating any unwell people in a separate room, and providing a separate toilet, where possible.

As an important part of our school community, I would ask that you continue to encourage good infection control practices, such as thorough handwashing, at home and keep your child informed about the things they can do to discourage the spread of infection.

As per the current NHS and government advice, you should keep your child at home if they develop coronavirus symptoms for a period of seven days. Symptoms include a high temperature, or a new, continuous cough or loss of smell or taste. Where symptoms continue after seven days, or begin to worsen, you should call NHS 111. If someone in your child's household has symptoms, your child must self-isolate for 14 days from the day the other person's symptoms started. This is because it can take 14 days for symptoms to appear. More information regarding symptoms and actions can be found on the NHS website <https://www.nhs.uk/condition/coronavirus-covid-19/>

Please ensure that you check your child's temperature before school and DO NOT under any circumstances bring them to school if it is high or they are displaying any other Covid-19 symptoms. If your child becomes ill at school, they will be isolated, and you will be requested to collect them immediately. They will be looked after by one of the adults from their 'bubble', (wearing PPE) until they are collected. If you think your child may have been exposed to or has coronavirus, please contact the school at the earliest opportunity.

Classrooms

All class bases have been organised so that each child will have their own desk, spaced at 2m intervals. This is for all age ranges, including the younger children. All the equipment for the day will be in a clear bag or clear pencil case and placed in a box on their desk. They will have their lunchbox and water bottle in their box or tray. Doors will be wedged open to reduce contact points on things like door handles and push plates.

Social distancing

Given the nature of young children, we cannot guarantee that all children will stay socially distanced from each other throughout the school day.

Control measures such as the seating arrangements in the classrooms, line markings and carpet spots, we will be endeavouring to limit children's close contact with each other. When making the decision about returning to school you should be mindful that children may not always keep to 2m apart when moving around classrooms and playing with equipment.

Arrangements for the start and end of the school day

The beginning and end of the school day are the busiest times for children and adults congregating together in one place and maintaining safe distances within normal arrangements can be a challenge. We have planned the following measures for when pupils return to school:

- Each Year group or 'bubble' will enter the school in the mornings and enter through the classroom doors that they are based in.
- We are operating staggered arrival and departure times for different groups of children. These are as follows:

Arrival:

- ❖ Children of Key Workers (Green 'bubble') should arrive in school at 8.50am unless they are attending Early Birds (see below).
- ❖ Children in Nursery, Reception and Year 1 (Red 'bubble') should arrive at 9.10am
- ❖ Children of Key Workers in Year 6 and potentially other year groups (Yellow 'bubble') should arrive at 8.50am

- All children **must be accompanied to school by an adult with only one parent** accompanying their child. **This includes all Year 6 children.** Parents and children can access school via the pedestrian gate at the front of the school, next to the main gate to the carpark and across the front path. Children in Nursery, Reception and Year 1 will enter via the classroom door at the front of the school. Children in the Year 6 base (Yellow 'bubble') in the demountable will need to follow the one-way system and enter the school via the side green gate, next to Fir Class. Children in the Key Worker class base will need to enter by the side green gate next to Fir Class also, if they have not attended Early Birds (see below). Parents **must** heed social distancing whilst waiting to access school and will not be allowed within the perimeter of the green fence boundary. Staff will be outside at the beginning of the day to act as marshals at the front of the school and to guide children from their entry point to their class base entrance, monitoring pupil flow and social distancing. Please note that your child will need to say goodbye to you at their entry point and separate independently from you to enter the school on their own at a 2m safe distance. The one-way system will be clearly signposted for you to follow with arrows, flags, and notices. Once you have said good-bye to your child you will need to exit the one-way system via the side green gate to the path that leads to the Village Hall. Please note that no bikes or scooters should be left on the school site during the day. These will need to be taken home by the parent accompanying your child after drop-off in the morning.

Collection:

- All children **must be accompanied from school by an adult with only one parent** accompanying their child.
- The responsible person **must** ensure that social distancing measures are strictly followed. This will ensure social distancing is maintained on departure.

Access to the school site will follow the same one-way system as in the morning. Again, staff will be on duty, acting as marshals to supervise the departure of pupils, ensuring that they are observing social distancing whilst waiting at their exits (the same as their entry points).

- ❖ Children of Key Workers: All children of Key Workers (Green 'bubble') should be collected at 3.10pm.
- ❖ Nursery children should be collected at 12.00 pm.
- ❖ Children in Reception and Year 1 (Red 'bubble') should be collected at 3.20pm (12.45pm on Fridays).
- ❖ Children of Key Workers in Year 6 (Yellow 'bubble') should be collected at 3.10pm

Please be aware that these drop-off and collection times may be subject to change as we review our risk assessment.

Communication

- We ask for all communication with teachers to be via telephone or email via the admin email address. Teachers will not be available for any conversations at the start or end of the school day.
- It is unlikely that staff will be able to respond during the school day and that this will be after the school day has ended, but not necessarily the same day unless urgent.
- The front door will not be open during the school day and there will be no access for parents.

Arrangements for breaktimes and lunchtimes

All pupils need to have a break from learning and to enjoy time outside during the day. Reconnecting with friends will be an important aspect of pupils settling back into school life, but with the following adjustments:

- Children in each class base or 'bubble' (no more than 15 children) will eat in their own classrooms. Food will be available from the school kitchen, but all meals will be taken to the classrooms for children to eat. We will not be offering hot lunches. The kitchen will provide a free packed lunch for all children in Reception and Year 1. If parents of children in Reception and Year 1 do not wish their child to have packed lunch from school, they may provide one from home. Children in Year 6 will need to bring a packed lunch from home. All pupils will need to bring in a named refillable water bottle.
- The playground will now have zones. Children will only play in their zone for a set time to ensure that all classes have an opportunity for outside play.
- Throughout the school day we intend the children to only come into contact with those in their own 'bubble', this will include adults working in school where possible. There may be occasions however when other adults may have to supervise children outside at a safe distance, however.
- There will be limited equipment available at lunchtimes and playtimes for children to use and play with.

Early Birds

- Early Birds will operate from 8.00am each day until 8.45am. Pupils must arrive before 8.30am to access this provision. Normal charge rates apply, and places need to be booked in advance on a fortnightly basis. Booking forms will be emailed out for return. Once capacity within the club is reached, we will not be able to take further bookings.

Bookings of this provision are for children of Key Workers **only** during this time.

- Entry to this provision will be via the front door. After 8.30am, this door will be closed and will not be used as an entry or exit point.

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- **Please note that if you are a Key Worker and your child is in Nursery, Reception or Year 1 and requires provision at Early Birds, they will be allocated a place in a Key Worker 'bubble' (this may be 'Green' or 'Yellow' depending upon capacity) and will not be able to work within their cohort specific 'bubble'.**

Revised school day

- There will be no after school clubs for the rest of this term.

- Children will not need PE Kits. Although we intend to make the most of the outdoor space available, we will not require children to change their clothes.

- Children will not be able to take reading books home during this time. All school equipment will be required to stay in school.

- Children should only bring a coat if needed. This will be kept on the back of their chair at their designated desk. No bags at all or anything else should be brought into school (except for packed lunch boxes for Y6, packed lunch boxes for any children in Reception or Year 1 not wishing to receive their universal free school packed lunch, and water bottles for all children). Nothing will be taken home from school. Children should also bring in a sun hat/cap and named sun cream, if required (sun cream must be applied before the children come into school).

School Events

Please note that all usual summer school events, have been cancelled at this time.

Year 6 Transition Arrangements

This is an exciting time for our **Year 6** pupils who are preparing to move to the next stage of their education. In normal circumstances, this can sometimes be a worrying time for children and for some, with the recent time away from school, this may be magnified. To help all pupils prepare for this change and to make the move to their next school successfully, we are working closely with Mary Webb to ensure that we can support in the best way possible. Whether or not your Year 6 child is attending school, transition steps will continue. Mary Webb are sending out letters regarding transition and if you have any concerns please feel free to contact Miss McGrath or myself to discuss further. We will do all we can to try and mark the end of their time in primary school for Year 6 pupils in some way, even if this is later in the summer holidays or early in the autumn term, depending on any restrictions that are in place at that time.

Pupils Working Remotely

We will continue to support children working from home remotely as much as possible.

However, this may look slightly different in some year groups. All the teachers will be in school each day and many will be in class, plus covering lunch break and playtimes. It should be noted that teaching assistants will be leading class sessions as required. In order to make this more manageable we will be changing the Home Learning slightly. The work for all those pupils not attending school will be available on our website as usual. We will be planning fortnightly topic-based activities, the first of which will be based on Japan. A curriculum overview will be sent out, however this time we are timetabling activities for each week. This is particularly important for children of Key Workers who may not attend everyday as the

same timetable will be followed in school. The children in school therefore will be following the same curriculum as those pupils at home. We are now recommending that pupils access Oak National Academy for their English **and** Maths lessons as this is what the children in school will be accessing. Your children can still share the work by sending in pictures via email and staff will do their best to respond when they can. Children of Key Workers will be working independently on their own learning plans as there will be a wide age range of pupils accessing this provision and therefore cannot be taught as a collective group.

Next steps

This plan for widening opening for our school is dependent on Government restrictions informed by the rate of infection, as well as DfE guidance and Local Authority guidance. This may mean that our plans will change and revert back to emergency childcare for those children of Key Workers and also to those pupils identified as vulnerable. We have continued to provide provision for these children since 23rd March and will continue to do so for the rest of this term. Also, if numbers rise significantly for children of Key Workers, we may have to reduce the other groups or 'bubbles' who are able to come into school. The risk assessment will be reviewed weekly, with regard to this (in addition to daily reviews) and we will notify you if your child's 'bubble' is no longer able to come into school during the following week.

We hope that this information provides you with the information to make the final decision about your child returning to school. Parents will not be penalised for non-attendance at school during this period, so the decision is entirely yours. Please let us know by **Friday 29th May** if you no longer wish your child to return so that we can amend our class groupings.

We would like to take this opportunity to thank you for your support and understanding in what have been a challenging few months for everyone.

Best regards,

Judy McFall
Chair of Governors

Kate Budd
Headteacher