

**Head Teacher**

Miss Emma Churchman

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**15 July 2020**

Dear Parents,

**ARRANGEMENTS FOR SEPTEMBER SCHOOL RE-OPENING**

We are delighted that we will be opening for all children in September. We are looking forward to greeting everyone on **Thursday 3 September**.

From September, we do not need apply social distancing measures for the children in their class or their bubbles. Schools are able to decide on the size of their bubbles. We have made the decision to open the school with two bubbles.

Bubble One	Bubble Two
Reception , Year One and Year Two children.	Year Three, Year Four, Year Five and Year 6 children

I am therefore writing to share with you the arrangements we have implemented to ensure the safety of all staff, pupils and parents. These arrangements have been put into place following a full risk assessment process and are in line with guidance from the Department for Education.

We will continue to review the arrangements we have implemented and update you with any changes as and when we make them.

We recognise that some of you may have some concerns about your child returning to school. Returning to school will be scary. Therefore we are starting the year with a focus on the children's personal, social and emotional health. New themes will officially start on Monday 14 September.

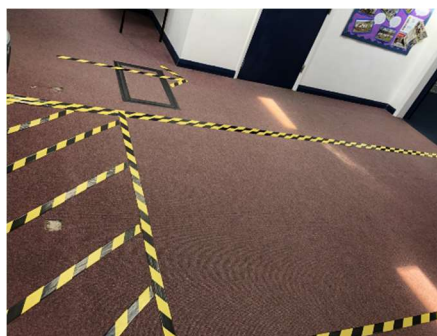
**Maintaining a Safe School Environment**

I would like to take this opportunity to remind you of the preventative measures the school has put in place in order to minimise the spread of infection.

As per the advice from the Government, the following actions for infection control remain in place.

- Displaying coronavirus infection control measures information posters around the school and entrance to the school.

- Encouraging good hygiene by promoting the importance of handwashing for at least 20 seconds with warm water and soap in the following circumstances:
  - Before leaving home
  - On arrival at school
  - After using the toilet
  - After breaks and sporting activities
  - Before eating any food, including snacks
  - Before leaving school
  - At regular intervals throughout the day
- Ensuring pupils and staff understand that they must cover their cough or sneeze with a tissue, then throw the tissue away in a bin with a lid.
- Ensuring frequently touched objects and surfaces are cleaned and disinfected more regularly than usual.
- Calling NHS 111 if someone becomes unwell, isolating any unwell people in a separate room, and providing a separate bathroom, where possible. Our isolation room is the music classroom (mobile classroom).
- Telling staff to stay at home for seven days if they develop symptoms of coronavirus.
- Providing staff training on PPE, rubbish disposal, mental health and well-being.
- Establishing a one-way system that all staff and pupils know how to use safely to minimise risk.
- A clearly marked entrance and exit sign to enter and exit the school premises.
- Staff will wear PPE if a child requires emergency first aid, needs support with intimate care or shows signs of COVID 19.



*This is part of the one-way system in school, which allows children and staff to give way at pinch points in the building.*

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.

In line with 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. Where symptoms continue after seven days, or begin to worsen, you should call 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/conditions/coronavirus-covid-19/>).

If you think your child may have been exposed to or has coronavirus, or if your child receives a positive test result for coronavirus, please contact the school on **01473 624409** at the earliest opportunity.

### **Arrangements for 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. Parents will need to ensure that they park responsibly and ensure that outside of the school they stick to the two metre social distancing measures.

We have implemented the following measures for when pupils return to school. Mr Francis, Site Manager, will be ensuring that when parents and children enter the school gate they adhere to social distancing rules. There is a clearly marked entrance and exit which parents must use when accessing the school site.

Miss Churchman will ensure parents and children follow the instructions to enter the school building.

**Only one adult will be permitted to drop off and collect a child.** Any sibling that has to come on site for drop off or collection must be under strict parental guidance and follow the social distancing measures in place.

**We are asking that Key Stage 2 parents say goodbye to their child at the entrance gate and parents do not access the school site.** If you believe this may be an issue for your child, then we ask that you contact the school before the start of term. Then we will be able to support your child returning to school.

## Timings

	Bubble 1		Bubble 2	
	Year R and Year 1	Year 1 and 2	Year 3 and 4	Year 5 and 6
<b>Teachers</b>	Miss Elsdon Mrs Hall	Miss Hudson Mrs Dodwell	Miss Markham Mrs Mitchell	Miss Scrutton Mrs Pratt
<b>Classroom</b>	Small Blues	Holly Blues	Adonis Blues	Silver Studded Blues
<b>Parent Drop Off</b>	Playground children walk to cloakroom with staff.  Parents will not be permitted to the cloakroom.	Playground – children walk to cloakroom.  Parents will not be permitted to the cloakroom.	Playground Entrance.  Parents are not permitted on school site.	Playground Entrance.  Parents are not permitted on school site.
<b>Entrance</b>	EYFS Entrance	Holly Blue Cloakroom	KS2 Entrance	KS2 Entrance
<b>Start Time</b>	8.55am - 9.05am  9.30am for Reception pupils only on 3, 4 and 7 September.	8.55am - 9.05am	8.40am - 8.50am	8.40am - 8.50am
<b>Break Time</b>	Thursday only on playground.  10.15am - 10.30am	10.15am - 10.30am	10.35am - 10.50am	10.35am - 10.50am
<b>Lunch Time</b>	12.00noon - 12.55pm	12.00noon - 12.55pm	12.15noon - 1.15pm	12.15noon - 1.15pm
<b>Zone</b>	Playground	Playground	Field	Field
<b>End Time</b>	3.15pm	3.15pm	3.20pm	3.20pm

**PLEASE NOTE THAT FAMILIES WITH SIBLINGS IN TWO BUBBLES WILL COME TO SCHOOL FOR 8.40am.**

## **Arrangements for Break Times and Lunchtimes**

- The children will not be permitted to mix with anyone outside their bubble.
- If equipment is used the staff in the bubble will ensure that this is cleaned.
- Children are not permitted to bring any toys into school.
- Children can bring in a healthy snack for break time but it must be wrapped.
- The water fountains are not to be used. Children must bring a water bottle.
- All children will eat their school lunch in the hall. The hall will be cleaned between bubbles.
- There will be no tuck shop on offer.
- Shared water will not be available on the table in the dinner hall.
- There will be no salad bar available.
- There will be no fresh fruit platters on a Friday.

## **The School Day**

To minimise the number of pupils and staff assembling for periods of time, we have made the following changes to the school day:

- We have moved the classrooms so that bubbles have their own toilets and therefore reduce the risk of cross contamination.
- There will be no assemblies.
- Reading books will be sent home.
- Children need to wear full uniform which includes PE KIT on PE days. All children will have PE sessions with Mr Dowsing from Inspire Suffolk from week commencing 7 September. So please ensure PE kits are in school.

<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>
Small Blue PE	Holly Blue PE Silver Studded Blue PE	Adonis Blue PE

- **Children are not permitted to bring in pencil cases.** Each child in school will have a pack for their stationary. These will be wiped down at regular intervals in the day.
- There will be hot meals available in school. Children can bring in a packed lunch. The cost for the school lunch is £2.30 for pupils in Years 3 and above, if you are not entitled to free school meals. If you are entitled to free school meals you will need to make a claim for this from Year 3 onwards.

### **School Trips**

There will be no school trips taking place in the Autumn Term. This will be reviewed as we get more guidance.

### **Medicines**

If your child is returning to school medicines must be returned on their first day back. If they come with no medicine they will not be permitted into school without it.

### **Wrap Around Care**

If your child returns to school, we can accept a child who attends breakfast club or after school club as we have been informed that our children will be in their own bubble. Please can you inform us if your child will be using the Black Tiles childcare facility.

I hope that these arrangements provide you with the information you need and we look forward to seeing you on Thursday 3 September.

Please stay safe.

Yours sincerely,

Miss E Churchman  
Head Teacher