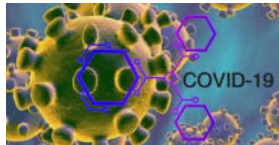


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School Procedures Covid-19 June 2020 Information for Parents

Wednesday 10th June 2020

Dear parents and carers,

As promised, I am sending you an update about how close we are to meeting the four criteria for widening our opening.

The four key conditions are listed below.

Opening is conditional on the following conditions being met:

- **Gavin Williamson (Secretary of State for Education) has stated that Test, Track and Trace will be in place. It will need to be.**
- **The five key tests stated by the government will need to be met in Herefordshire (not nationally).**
- **The government releases the data that proves that this is a safe strategy. There has been no assurance that children returning from school will not put members of their family at risk.**
- **The R number remains below 1. We are yet to see the effect of the easing of the lockdown.**

Condition 1.

Although we have no local information and no hard evidence that tracking is happening, we have to assume that it is.

Condition 2.

The NHS is coping with the pandemic, there is a sustained fall in the death rate, the R number is below 1, we have sufficient supplies of PPE and the government assures us that we are not risking a second peak. Whether or not you agree with the last statement will be a decision for each family.

Condition 3.

The number of cases in Herefordshire has halved in the last ten days.

Condition 4.

The R number is currently below 1.

Given that the conditions are met, the school will reopen for Nursery, Reception, Year 1 and Year 6 pupils on Monday 15th June.



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I recognise the difficult decision placed on all of our families but I hope that the information provided will offer some reassurance and clarity. Within this pack we will provide information on how we will implement protective measures in order to keep children, families and staff as safe as we are able and how these will impact on the day to day running of the school.

The following information is designed to help you come to an informed decision about whether or not to send your child to school.

Please can you let us know whether your child will be returning to school by Friday 12th at the latest. This will enable us to confirm our plans.

Safety is our number one concern. If you feel there are other questions that you need to be answered to make a decision, then please contact the school via email admin@kc.hmfa.org.uk or jgittins@kc.hmfa.org.uk.



The beginning of the school day

Entrance and exit points: We have staggered start and finish times but we have also arranged different entrance and exit points. Children will be dropped at their point and left immediately.

Location	Drop off time	Collection time
Key workers	Please contact us if you require wrap around care	
Reception	9.15	2.15
Year 1	9.15	2.15
Year 6	9.00	2.30

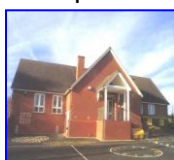
All children must enter through the main school gates during drop off and pick up. This gate will be manned by a member of staff. Reception and year 1 will then enter through the main door and go straight into the hall which will be their learning area. Year 6 will enter class 3 through the fire door into the class. Staff will be there to meet the children.

Parents are asked to arrive at their allotted time but if they do need to form a queue, social distancing should be maintained. There are bows tied to the fence line marked at 2m gaps to help with this.

Please keep to times, do not stop to talk to other parents, leave the site entrance as soon as you are able.

The end of the day

- The children will be picked up from the same location that they were dropped off to in the morning. The times will be staggered to allow parents to come and leave without mixing.
- Staff will be on the gates to allow them to speak specifically to parents if needed.
- Parents will need to line up – you are advised to wait in cars if there are too many parents around. Social distancing should be observed at all times.



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Social distancing measures once in school

Groups will be kept small – no more than 15 as per government guidelines. Each room will be risk assessed for this possibility and numbers will be adjusted based on the size of a room. It will not exceed 15.

- Each group will work with the same teachers and teaching assistants wherever possible to keep mixing to a minimum.
- Children will sit one person to the same desk which will be set as far apart as possible within the classroom.
- Staggered timetable to avoid groups congregating at 'pinch points' of the day.
- A member of staff will be at the appointed gates so that the parent can drop their child at the gate. That member of staff will then direct the child to their particular door where another member of staff will be waiting for them.
- The school premises are not open to parents. Parents must only make contact via the school email address or phone number. A member of staff will contact you.
- Each child must come in to school every day on time with their coat, sunhat, lunch box and drink for the day. It will not be possible to drop off forgotten items throughout the day. NO other items from home will be allowed in.
- Parents who are late bringing their child will need to ring the school office to arrange entry to school. However, we cannot emphasise enough to parents that it is essential for everyone's safety that they stick to their allotted entry and exit time.

Changes to the Environment

We will be using our outside space as well as classrooms which will help us to facilitate social distancing where possible. There will be other changes too, including:

Signs: You will see when you come to school that we have displayed external social distancing posters for both children and parents. Within the building, additional age appropriate signs are used to inform children: 2m distancing, hand-washing posters, sanitation stations etc to support the children to limit the chance of cross-infection.

Outside: We will be using the outdoor space as much as possible but there are restrictions:

- Each learning group will have its own outside area.
- Outdoor washing facilities have been ordered and we are awaiting delivery.
- Learning Groups will not be allowed to mix at any time.
- There are staggered break times and lunch times to ensure that children are out at different times to prevent mixing.

Indoors: We are mindful that we want the school environment to remain as child friendly and normal as possible. Movement will be one way and supervised.

Toilets will only be accessible to one child at a time, minimising the risk of mixing and cross contamination.

Lunches will be eaten in the classroom or outside when possible (within the learning group). This will eliminate the need for queuing for lunch in the hall.

Children will only be moving around the environment for their learning groups and not with other groups of children. The classrooms will also look different as we need to ensure that tables are an adequate distance apart.



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Cloakrooms will not be used – children will keep their coats on their chairs.

Classrooms: We have tried to keep the classrooms as normal as possible but to minimise risk each child will have their own desk and chair. They will have their own sets of regularly used equipment. Malleable resources such as sand and water will not be used.



Learning and the curriculum

With your support through home learning, the children are well placed to resume their learning in school. We are aware that after an extended break from formal learning the focus will be on phonics, spelling, reading, accessible writing tasks and number basic skills to start with.

Priority will be given to provide opportunities to discuss experiences, questions or worries as we help the children to settle back into school life. Their mental health and wellbeing is of the utmost importance.

We will take learning out into the outdoor spaces wherever possible.

We will continue to upload learning overviews to online learning platforms which will reflect what is being taught in school.

Children will work on paper and store their work in folders. Teachers will assess work and give children verbal feedback. Written feedback will only be used where absolutely necessary – teachers will record assessments separately.

Cleaning and hygiene routines

- **Resources used will be cleaned daily.** Reading books will remain with the child, once finished they will be stored out of reach for at least seven days. These should also be limited to facilitate effective cleaning daily.
- Teaching approaches will be adapted to allow for children to keep a safe distance as much as possible.
- There will be no provision of malleable resources such as, sand and water and all soft toys/ furnishings/ dressing up clothes etc. are put away.
- Rigorous and regular handwashing routines will be established for both children and staff including before and after handling food. Posters around the school will serve as reminders for pupils, staff and parents.
- Hands should be washed more often than usual with water and soap for 20 seconds. They should be thoroughly dried with a paper towel which should be disposed of into the bin.
- Regular reminders to all pupils and staff to avoid touching their mouth, nose or eyes.
- Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- Windows and internal doors will be opened to allow for ventilation and easy movement without the need to touch door handles. Non slip door stops have been purchased.
- Hand sanitiser stations will be set up at appropriate junctions and replenished daily.



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- Children using the toilet at any one time will be limited and monitored.

Handwashing advice

It is essential that everyone washes their hands more often, using soap and water for at least 20 seconds. Hand washing with soap employs mechanical action that loosens bacteria and viruses from the skin, rinsing them into the drain. Drying hands afterwards makes the skin less hospitable to the virus. Hand sanitiser can be effective if soap is not available or the situation makes using soap less feasible (i.e. when outside) but using hand sanitiser provides none of the virus-destroying friction that rubbing your hands together and rinsing with water provides.

The latest guidance and video on hand washing can be found at:

<https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

The e-Bug project is led by Public Health England and has a dedicated webpage for learning resources on hand washing and respiratory hygiene.

Resources are currently available for KS1, KS2 and KS3 and can be used in various settings including schools and at home:

<https://e-bug.eu/>



Non Uniform

Children are **not** required to wear  school uniform for different reasons:

- **Infection control** - Children must wear clean clothes which are **changed every day**. All clothes should be comfortable and appropriate for outdoor learning and messy play. Open toe sandals are not advisable.
- Many children may have outgrown old uniform and we don't want parents to spend money replacing uniform for a few weeks.

No PE kit will be needed, but children will be outside for some activities. You will be informed of when your child will be doing PE. On these days they can come to school in shorts and t-shirts (or leggings/tracksuits). They must wear trainers on these days.

The lovely weather during the summer term means that children may require sun screen to be applied **prior** to coming to school so that it lasts for the time they are in school.

Additionally, they should bring in a cap or sun hat (named). Sun screen will NOT be applied by staff in school and should not be sent in with the child.

Clubs and Events

There will be no physical social gathering events in place for the remainder of the Summer Term. This includes:

- After school clubs
- Assemblies
- Parents' Evenings at school
- Sporting events
- School trips
- Year 6 show



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Staff Safety and PPE

There is currently no requirement from the Government to wear any PPE in schools, unless a member of staff is dealing with a pupil who is ill or presenting with symptoms.

As you can appreciate, this is also a difficult time for staff and concerns about the safety measures that are put in place to support them and prevent the potential transmission to their families. To this end, the staff have been provided with PPE and can choose if they wear it whilst in general contact with the children. This is purely precautionary and not all staff will choose to wear it. PPE **will** be used when doing any intimate care, first aid or dealing with a child displaying symptoms. This includes face coverings, plastic aprons and gloves – please talk to your child about this possibility.

End of Year Reporting

You will be receiving an End of Year report from your child's class teacher that will report up to March 20th 2020, when the school officially closed. There will be no end of year assessments, or national tests. Reports will be sent with a covering letter.

Absence

- The normal day-to-day absence procedures will be changing. There will be no fines for non-attendance or action taken for children who are not attending.
- Currently, we send a daily return back to the Department for Education This will continue.
- When your child returns to school, we want them to remain. They will not be allowed to come in some days and not others. If they are returning, they are expected to be back at school full time. This does not include children of keyworkers who will be able to select the days they attend according to the childcare needed.
- If your child, or someone in your household, becomes symptomatic, you must follow self-isolation protocols.

Mental Health and Well-Being

- This will be our main focus over the half term. We will be having extended Personal and Social lessons so children can talk about how it has been for them and to support them with the transition.
- Over the next few weeks, if your child presents with any signs or symptoms of mental health issues, please do contact us or your GP for further advice.
- Children will be returning to a school and classrooms that will look different to the ones they left. They will need to be prepared for this. The last thing we want are children who are unhappy coming to school. We will reassure them at all stages, but please be mindful that this may have an impact on their well-being.
- Seeing friends in school and not being able to be within 2m will also have an impact.

Useful resources to support Mental Health

14 day self isolation activities <https://www.elsa-support.co.uk/coronavirus-14-day-self-isolation-activities/>

Supporting parents and carers through disruption

<https://www.youtube.com/watch?v=ZnANLAcprZ4&feature=youtu.be>



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Video clip for children on how to cope when you can't go to school because of the coronavirus <https://www.bbc.co.uk/newsround/51656718>

Free online course to support yours and your child's well being at home

<https://elearning.creativeeducation.co.uk/courses/simple-self-soothe-strategies/>

Few tips for your own well being whilst at home

<https://www.actionforhappiness.org/news/how-to-keep-mentally-healthy-during-uncertain-times>

10 ways to help your child through change <https://youngminds.org.uk/media/1710/top-ten-tips-poster.pdf>

Behaviour Policy

As part of the key checklist from the Government, we as schools, have been asked to amend our behaviour policy. We will recognise, as always, all our positive behaviours in school. In the rare occasion where this may not be the case. We will have to sanction the following unacceptable behaviours:

- Children who deliberately flaunt the social distancing measures.
- Spit at other pupils or adults.
- Refuse to follow the instructions of staff, putting staff or pupils at risk.
- Not following instructions on where to sit in classrooms when allocated.
- Not using the playgrounds as required.
- Not taking due care and attention when moving around school.

We will be sending child friendly information about returning to school. Please share and discuss this with your child.

Falling ill on site

- If a case of Covid 19 is suspected in a learning group, that group will be closed down **immediately**. It will not be reopened until all members of the family of the child with symptoms have been tested and receive a negative result.
- **If someone in your family displays symptoms and is tested, it is your responsibility to inform us immediately.**
- The individual in school presenting with symptoms, will be moved to an isolation area which is well ventilated. Parents will be contacted and must come and pick up the child immediately and arrangements for testing made. All families within the learning group will be contacted to come and collect their child.
- **Any child or staff member that shows symptoms of COVID 19 should be tested. Parents or staff should use the 111 online coronavirus service if their child is 5 or over or call 111 if their child is under 5. We ask that parents/staff ring the school to inform us when this has been done and what the results are.**
- If this test is positive, the guidelines are that their cohort group within school will be advised to self-isolate for 14 days. If the test is negative, then the child or staff member can return to school when they are well enough. The learning group can continue to attend as normal.



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The school has access to a Fogger machine which can decontaminate a room and its contents in 10 minutes.

Availability of Testing

If a child becomes ill, they and their family are now eligible for testing. This means that if you are showing any signs of COVID-19 (between days 1-3) you will be able to book a test. You should do this through the Government. <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

If you are feeling ill, it is very important that you follow the self-isolation protocol until you receive your results.

As time goes on, Track and Trace and Testing will become much wider available across the country.

If you are concerned, at any point, you should call 111

Summary of key principles for parents;

- Only children who are well can attend school. Children with **any illness** or symptoms should **not be sent to school**. They should not return to school until they have been free of symptoms for 48 hours (this does not apply to Covid 19 symptoms where the child and family must be tested).
- Parents will only be allowed onto the premises to collect a sick child.
- Only **one parent** to drop off and collect. Please adhere to the above timings.
- Parents must maintain social distancing at all times when delivering and collecting children. Please depart as soon as you have your child.
- Parents must inform the school immediately if any member of their family develops the symptoms of Covid 19.
- Parents should ensure that they and their children have thoroughly washed their hands before leaving home.
- If information needs to be given to a member of staff then it should be done by email or phone.
- **Attendance is not compulsory and no parent will be challenged on their decision. However, if you commit to sending your child to school then they will be expected to attend every day. This does not apply to children of key workers.**
- **Uniform should not be worn and children should attend in clean clothes every day. Clothes that have been worn should be washed daily.**
- Children attending school who are eligible for Free School Meals will have a meal provided if required. This also applies to all children in Reception and Year 1. Free milk and fruit is currently not available.



If you have any question or concerns, please do not hesitate to contact the school via admin@kc.hmfa.org.uk or jgittins@kc.hmfa.org.uk.

Kind regards

Peter Box
Executive Headteacher



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