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Dear Parents/Carers

IMPORTANT – SEPTEMBER ARRANGEMENTS

As you will know the Government has provided all schools with the guidance for re-opening schools to all pupils in September. We have been working through the details to ensure we can welcome all pupils back whilst still ensuring their safety and the safety of all staff and the wider community.

All children will be returning in September, however we have adapted our normal arrangements in order to follow the guidelines and keep everyone safe. For your information I have copied the main headings from the DfE guidance.

System of controls from the DfE

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection:

7) engage with the NHS Test and Trace process

8) manage confirmed cases of coronavirus (COVID-19) amongst the school community

9) contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

We have carefully considered the guidance and we have put in the appropriate measures to suit our school and protect our children, staff and community. I have attempted to summarize (but it is still long, sorry!) the main changes below that you need to know:

The main changes/arrangements are:

Year Group Bubbles - we have assessed our circumstances. To offer a full range of subjects and to manage the practical logistics within and around school, we are implementing year group sized 'bubbles'. The children will be kept apart from other year groups where possible and our children will be encouraged to keep their distance within groups. Our children will be in their class groups for the majority of the classroom time, but year group bubbles allows for specialist teaching and the continuation of Maths sets and phonic groups. We will take steps to limit interaction, sharing of rooms and social spaces between year groups as much as possible, which means that we will not be mixing children beyond a year group. They will be supported to maintain distance and not touch staff and their peers where possible.

Managing cases across the school - based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

Therefore, depending on contact, it is far more likely to be just one class who may have to self-isolate when a positive test has been declared. The health protection team will provide schools with definitive advice on who must be sent home.

We will ask you to keep your child at home if they have any symptoms of Covid-19 and to inform the school immediately. You will be asked to arrange a test for your child, currently the results do come back quickly, and inform the school of the result. We will not be sending home the whole bubble as we do now but will inform you so you are aware of what is happening in school. If your child's test comes back negative but they are still feeling ill we will expect you to keep them at home until they are better.

If your child shows symptoms of Covid-19 in school we will follow the guidance which is to isolate the child, keep them safe but send them home. This is not different to what we are currently doing.

Contain any outbreak by following local health protection team advice - if schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.

Staffing - all teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they will try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Teachers in primary schools can work across groups if that is needed to enable a full educational offer.

Staff to maintain a 2m distance from children where possible. Children in the same year bubble will try, where possible to distance from each other. This will affect 'how' we support the children as it will need to be from a distance, however it does not mean that we will not help and guide the children with their work or care for them if they fall over etc.

Staggered drop-off and pick up times. To avoid mixing the year groups and to prevent large group gatherings on the playground or around the school gates. Staggered start and finish times will not reduce the amount of overall teaching time as we have adapted our timetables accordingly. Once the children have been dropped off and collected, parents must not stay

on the playground. There will be markings on the playground indicating where classes must wait. And there will be a one-way system in operation.

There is a ten minute slot for each group of children; this should allow for the groups to be sent in as and when they arrive so easing the number of children moving around the building. Please make sure you arrive during the correct time slot.

All Year Groups 1-6 will come in via the playground

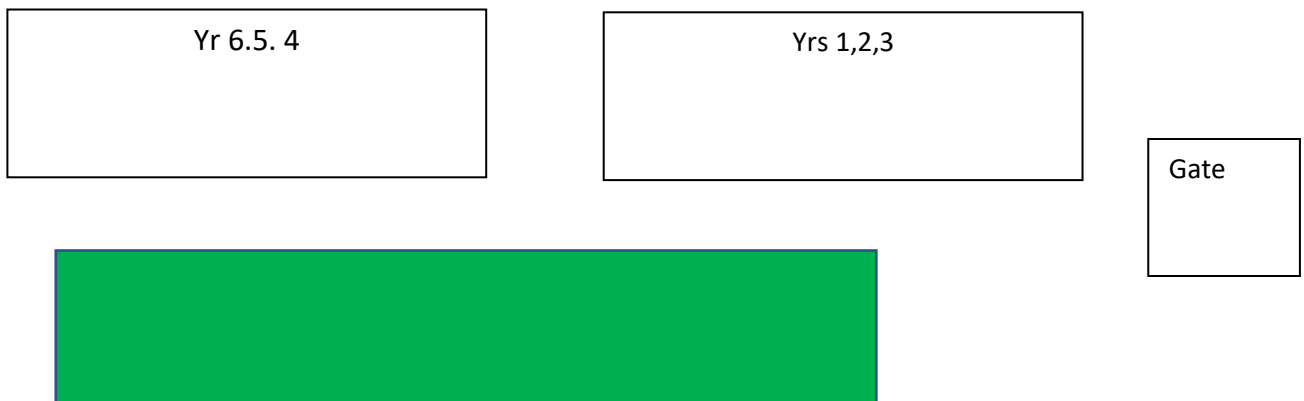
Yr 1 and 6 start 8.30 – 8.40 end 2.45

Yr 2 and 4 start 8.40 – 8.50 end 2.55

Yr 3 and 5 start 8.50 – 9.00 end 3.05

Playground Drop Off and Collection

The playground will be split in half; there are red bollards dividing the playground. Each year group has been allocated an end to use.



Mornings

There is a one way system around the playground. You enter on right hand side of the gates (both are open). You will walk around the edge to your child's area.

In the mornings the children will line up – there will be markings on the playground. A member of staff will be out to supervise and will send the children in.

You can wait with your child but you must stay with them and then leave following the one way system. You leave on the side of the playground nearest the school.

Your child will not be allowed in before or after their allocated time.

Afternoons.

You may wait anywhere in the end of the playground which is allocated to your child's year group.

The classes will be brought out and the children will be sent to you. You will see where each class is brought to in September. Please leave via the one way system as per the morning.

When you have dropped/collected your child off please leave straight away. If you have siblings in year groups with different timings please wait in the correct place but away from any other parents who are already there. Siblings or younger children must not be allowed to go and play anywhere else on the playground or field as they wait; they must wait with you.

Late Arrivals/Collections

If you arrive late, your child will have to be taken to the school office. Your child will not be allowed in via the playground if they do not arrive in their allocated time slot. You will need to take your child to the school office. At the office door you will need to wait until you are let in, please do not use the buzzer and wait until your child is let in.

If you are late collecting your child, then they will wait at the office and will be sent out to you when you arrive. Again, please wait at the door until you are seen.

If you need to collect your child for an appointment please let the office know via email or a phone call. We will make sure your child is at the office ready for collection.

Bikes and Scooters Bikes and scooters cannot be ridden to school for the first three weeks. We have separate 'parking' places for the various year groups at the moment as we cannot use the bike sheds at the front of the school. We need to see how we manage the extra numbers in September and work out what is possible; we still will not be able to use the bike sheds as they are in the Yr R parents' one-way system.

Staggered playtimes and lunchtimes. Lunch times and playtimes have been arranged accordingly so that Year groups do not mix on the playground.

Lunches. Due to spacing and cleaning the children are going to eat in their classrooms. Please ensure you pack all the cutlery your child will need e.g. spoons for yogurt and pasta. Your child will need to bring in their own drink. Lunch will be twenty-five minutes eating time and twenty-five minutes of playing time. Timings have to be followed due to the number of children will have to cater for.

School uniform. We are returning to our usual uniform policies in the Autumn term. Earrings must be taken out on PE days or you must provide Micropore tape to cover your child's earring.

PE. Every child will wear their PE kit to school on their PE days. Your child will need plain blue/black jogging bottoms/tracksuit bottoms to wear with their light blue T-shirt. They may bring in a different top to wear in the lesson but must come to school in their school sweatshirt. Every child on their PE day will need to bring in a pair of outdoor trainers to change into. These trainers will go home at the end of the day. No PE kits will be kept in school. If there is a heat wave in September your child may wear their PE shorts to school.

The sports coaches can come into school and we hope to do as many outdoor games lessons as possible. We have to be mindful if we do use the hall that the children are not breathing heavily on each other and there can be no contact sports. As the equipment has to be cleaned after each bubble has used it some sports may not be taught in the Autumn term.

Equipment. Each child will need to bring in their own pencil case which must be small – no large Smiggle-type cases will be allowed in school. The pencil case will then stay in school.

Contents

3 writing pencils

Rubber

Pencil sharpener

Pritt stick (other glue sticks are available)

Small scissors

Handwriting pen – for children with pen licence in KS 2 only

Small collection of coloured pencils and small number of felt tips (not gel pens/scented pens etc)

30cm ruler (will be kept in child's tray) or a folding 15cm ruler is preferable.

Other Equipment

Water bottle – named (water fountains are not in use)

Lunch box (separate drink preferable e.g. a carton)

Hand sanitizer for personal use

Tissues

Bags. We are going to use the cloakrooms and in order for the children to do so quickly **they are not allowed any rucksacks or other large bags**, they take up too much room. The children will have to hang up their coats and leave the cloakrooms quickly. A small bag big enough for one reading book and their Home School Diary will be fine, a book bag will suffice. If your child arrives with a bag that is too big we will ask you to take it home with you in the morning.

Reading books. We will be assessing your child's reading levels during the first three weeks back and when these are completed we will be giving your child a school reading book if they are on the scheme. Please bear with us as we will need to plan for the changing of books in September and we will let you know how we have reorganised things at the start of the term. We will need to clean the books before your child puts them back in the general box. We will have to quarantine books too and are looking at how the books can be kept, cleaned and rotated. The children will not be allowed to change their books as freely as before as they cannot go to other areas of the school to do so. This means that your child will not be bringing home a reading book at first.

PPE. The majority of staff in education settings will not require PPE. PPE is only needed in a very small number of cases, including:

- where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained
- where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used

Regular handwashing. The children will be asked to wash or sanitise their hands thoroughly periodically during the day, e.g. on entry/exit to and from the school, before and after eating, after using the toilet and when moving in and out of the classroom. You may wish to supply your child with a small hand sanitiser, for their own use only.

Ensure good respiratory hygiene. We will use the 'catch it, bin it, kill it' approach with tissues in every classroom. Children will be encouraged to use them and wash hands immediately afterwards. You may wish to provide your child with their own handy pack of tissues to use outdoors. Public Health England does not (based on current evidence) recommend the use of face coverings in schools. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. Please do not send your child to school in a mask. If you feel the need to do so please take the mask with you when you have dropped your child off otherwise we have to safely bin it (if disposable) or ensure your child stores it safely in a plastic bag (which you would have to provide) during the day.

Cleaning. There will be regular cleaning during the day of rooms and shared areas that are used by different groups and frequently touched surfaces will be cleaned more often than normal.

No large gatherings. We have staggered times for our children to be on the field or out on the playground. This also means parents cannot gather on the playground. You may wait if you have to collect a sibling with a different start/finish time but please wait away from the

other parents. Currently we have been able to organise it so siblings have the same start/finish times but that just isn't going to be possible in September.

OOSC and Quackers. We will be working with these groups to ensure that the children who go there are kept within their year group bubbles where possible. We are also liaising with them regarding the staggered times.

School Clubs. We will be talking to the external club providers to see how their clubs can be organised. It might not be possible for them to operate as they have done so previously. We will be in touch over the course of the Autumn term as and when guidance changes.

Swimming. As yet we have been sent no guidance on how we take the children swimming in the Autumn term. As you can appreciate, when guidance comes out we will have to liaise with Risborough Springs and the coach company to ensure all are safe.

Curriculum. In terms of our children's learning over the period of lockdown, we will of course need to re-assess all of the children to identify gaps in the children's learning and to inform planning, however we will not have any tests the first week back! Our focus will be on mental health and well-being as well as trying to help the children get back into the structure and routine of school and learning. From our experience of welcoming back Years R, 1 and 6 the children are far more resilient and adaptable than I think we, as adults, give them credit for.

We are aiming to teach an ambitious and broad curriculum from the start of the Autumn term, but make use of existing flexibilities to create time to cover the most important missed content, including prioritisation within subjects of the most important components for progression which pupils may struggle to pick up again later. In particular, we will consider how all subjects can contribute to the filling of gaps in core knowledge, for example through an emphasis on reading.

We will not be undertaking any school trips in the Autumn term.

We will be looking at timetables and planning our 'in school' interventions so that some are possible under the guidance. Morning Skills, run by Mrs Green will not be able to run in the Autumn term as it takes children from different year groups. This will also affect Lego Therapy and some of the spelling interventions we have previously run. We are going to have to ensure that our shared areas are not used as freely as before for handwriting groups etc. All children with an EHCP will have their 1:1 support and we will ensure all children are supported within the means that are available to us.

We will keep you fully informed of any changes we make as Government advice alters and we can see where changes can be made in school e.g. allowing bikes and scooters to be brought in. All of our decisions are based on keeping the children and staff safe and have been made based on our school environment. Even the Government has recognised you can't have a one size fits all solution, so we will be doing somethings differently to other schools. Some of the

guidance we have to follow may well seem at odds with that other settings and organisations have to follow.

All of this information will be on the school website in the Covid-19 section. If we have to change plans over the summer we will be in touch with you. I hope you all have a safe summer holiday and look forward to seeing you all back here in September.

Yours sincerely

K. Gwynn