Tuesday 1st September 2020

Dear Parents/Carers,

I hope that this letter finds you and your family in good health. I am writing to update you on our plans for the full reopening to all children of Elburton Primary School on Thursday 3rd September. Whilst we are all very excited to get all of our children back to school, safety remains our ultimate priority. We have taken time to review all of the government, DFE and Public Health England guidance and are confident that our procedures and operational structure will minimise risk and provide everyone in our school with as safe an environment as possible.

We are focused upon ensuring that all children return in September to continue with their learning. The school will be implementing a Recovery Curriculum throughout the Autumn term with a focus on restoring loss of routine, structure, friendship, opportunity and freedom. Please see the attached ‘Rainbow Recovery Curriculum’ document for further information.

**Preparing for Opening**

In line with government directives we will be putting in place a number of control measures when the school reopens on the 3rd September.

**Hygiene & Cleaning**

It is very important that we keep the school environment as clean as possible. We will be introducing a range of measures to help keep our school clean:

* **Clean hands thoroughly more often than usual**. We will continue to ensure that staff and pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.
* **Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.** We will ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates.
* Ensure that bins for tissues are emptied throughout the day.
* Propping doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.
* Sanitisers will continue to be made readily available around the building, particularly next to touchpoints such as photocopiers.
* Cleaning materials will be available in each classroom so that staff can maintain standards of hygiene throughout the day.

We will be increasing our cleaning routines to ensure that the school is cleaned during the day, this will include cleaning the toilets, corridors and high contact points such as hand railings and door handles.

**Returning to school in September - Procedures** (**3rd Sept - 18th Sept)**

**In the next section the children are identified as per their new year groups** (e.g. If your child was in year 1 when leaving in July, they will be identified as year 2 in this letter) Your child will return to the year group which they left in July for the first two weeks and two days in September. Our new foundation children have received a different letter clearly showing their process of induction.

Children will have a staggered start to the day, the staggered drop off time will be from 8.30am - 9.00am. You may bring your children into school at any time between 8.30am and 9.00am but we ask that every child is in school by 9.00am for registration please.

**Foundation and KS1 children to enter the site via Haye Road South entrance.**

* Year 1 and 2 children to enter the building through the Year 1 entrance on the side of the building by the staff car park.
* Year 3 children to congregate, socially distanced on the KS2 playground and enter the building through the doors, by the quadrangle area- staff will organise this on the mornings.

**Key Stage 2 children to enter the site via the Elburton Road entrance**

* Parents to accompany the children to this entrance where they will be met by the team, they will then walk up to the building and enter through different entry points.
* Year 4 children to all enter through year class 3AB.
* Year 5 children to all enter through year class 4SB
* Year 6 to enter the building through the doors next to the swimming pool area.

**If you have dropped F/KS1 children and you have children in Key Stage 2, as you walk past the KS2 playgrounds they could walk over to their entry points, however we request that parents continue to walk to the exit point on Springfield Road so we do not get crossing of parents on the playground. It is vital that we all keep to these guidelines.**

**Exit arrangements**

3.00 - 3.10 Year 1 via the year 1 door

3.10 - 3.20 Year 2 exit the same door

Year 3 exit via the quadrangle door and meet parents on the KS2 playground

3.00 - 3.10 Year 4 and 5 staff to accompany down to the Elburton Road exit gate

3.10 - 3.20 Year 6 staff to accompany down to the Elburton Road exit to meet parents unless they walk home independently. School must have received an email if this is the case from the parent.

We will be maintaining the one-way system from the front of the building and the exit to Springfield Road to maintain the smooth drop off process. Once parents have dropped F/KS1 children if needed they can walk to the Springfield Road entrance for KS2 children. We know this might be slightly inconvenient but as a school we need to avoid any congregations of people on the site and ensure we distance at all times.

**Klub Kidz**

From the beginning of the term we will be starting Klub Kidz again. The provision will open at 7.30am until the start of the school day, but it will end each day at 5.30pm so that the cleaning team can complete a thorough clean at the end of the day. Please continue to book places at the breakfast and after school club using the COB booking system.

**Social Distancing**

Protective Bubbles

The main and most pressing logistical consideration for our school was determining how to group our children thereby minimising the number of contacts between different people across the school. Our emphasis will be upon separating year groups within the school into ‘bubbles’. This will enable us to continue to deliver our full curriculum. To support this, we will be operating a number of key control measures:

* Each year group bubble will be isolated from all other bubbles as much as possible.
* The bubble will be taught and cared for by the same staff every day where possible and will contain the same children every day.
* Staggered break and lunchtimes will enable us to socially distance year group bubbles across playground areas, and time for cleaning surfaces in the dining hall between groups.
* There will be no large gatherings of pupils in September, such as whole school and key stage assemblies. Instead, we will be looking to operating virtual assemblies, streamed via Teams/Zoom into classroom bases for the children to participate in.
* Staff will have staff rooms within their protective bubble to avoid contact with children and staff in other bubbles.
* Each bubble will have its own first aid area to avoid children crossing bubbles for first aid.

In the classroom

* When working in their classes, children will be discouraged from having any physical contact with each other.
* From Y2-Y6, tables will be organised into rows to avoid any close contact and children facing one another. Children in these year groups will bring their own wipeable pencil case (more information below)
* Specialist resources, such as science equipment, will be thoroughly cleaned after use before being used by another year group bubble.

Breaks

* Each bubble will have separate playtimes and lunchtimes.
* Children will be allowed to use the toilet as required during the day. Staff will be monitoring the flow of children to the toilet to ensure no crossing of bubbles.
* The children will eat their lunch in their year group bubble.
* **Due to the nature of cleaning and organising lunches, children in KS2 will have their lunches later than normal. All children will have the opportunity to have a mid-morning snack during break time. Please ensure that this healthy snack is nutritious and large enough to sustain the children’s stamina until their later lunchtime. We would discourage ‘fruit winders’ etc. which would not do this.**
* Children in KS1 will continue to have fruit supplied by the school for break time and will have lunch at their normal time.

Parents/Carers

* We would ask parents/carers to limit their approach/communication to staff on the playground and at the school gates. Senior members of staff will be available to speak to at the Foundation/KS1 entrance and at the KS2 entrance gate each day.
* All contact will be via email, telephone or Tapestry (where applicable) Any messages for specific staff must be telephoned through to the school office to be passed on.

**School Organisation**

School Uniform

* Children will need to return to school in their normal school uniform. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.
* On the days when the children have timetabled PE, we would ask them to wear their PE kit for that day to limit changing and the need to bring in bags from home. Information about which days this will be on will be shared with you by your child’s class teacher. Please ensure that the children have warm PE clothing in addition to their white kit, particularly as the weather becomes colder.

Pencil Cases

To support hygiene expectations, it will be necessary that **ALL children from year 2 - 6 to have their own pencil case in school daily.** Please can you ensure these are made of a wipeable material so that you can keep it clean, it will need to contain the following items...

*2 pencils for writing, pencil sharpener, ruler, rubber, highlighter, purple gel pen or biro, coloured pencils, a small range of felt tip pens,*

*Year 5 and 6 will also need a black handwriting pen.*

*Homework wallet folder.*

The children will need to start bringing these in from day 1 of the term.

Water Bottles

It is essential that children continue to bring in a water bottle each day. This will need to return home each day to be cleaned. Any water bottles left in school each day will not be used the following day until they have been returned home for cleaning. If your child leaves their water bottle in school, please send a replacement the next day if possible. The children will not have access to the water

fountains for drinking.

Reading Books

**Years F/1/2 –** A selection of books will be sent home on a Monday for the week, these will be collected in on a Thursday in order for them to be left in quarantine for 72 hours before being reused again the following week. (We would encourage the use of Oxford Reading Owl over the weekend.)

**Years Y3-6 –** Reading books will come home as normal. The school will ensure any returned books are out of circulation and quarantined for 72 hours being available for selection again.

**Pupil wellbeing**

We fully understand that children and their families may have some anxieties with regards to returning to school after a long period of absence. At Elburton, we pride ourselves in the wealth of support, nurture and care that we provide not only for our children, but for our families too. An experienced team can help with any anxieties or worries you or your child may have upon returning. If you would like to discuss any concerns or worries prior to your child returning to school, please email: ksmithers@elburton.plymouth.sch.uk

In the Event of Illness

We will be putting in place a number of control measures to minimise the risk of infection and to safeguard of children and staff. In the event of a member of our school community testing positive for Covid 19, we will follow the current guidance for childcare and educational settings set out by Public Health England South West.

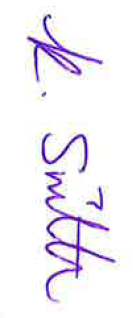
* In line with government guidelines, we ask that if someone in the household has Covid-19, that the child does not come to school.
* Anyone who displays symptoms whilst in school, will be isolated immediately and parents contacted. Anyone who displays symptoms can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website or ordered by telephone via the NHS 119.
* We ask parents to inform the school immediately of the test results.
* If someone tests negative, they can stop self-isolating.
* If someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus infection’ and must continue to self-isolate for at least 7 days from the onset of their symptoms.

These plans are based on the current guidance being provided from the government for schools and childcare providers. Our plans could be subject to change in response to any significant local or national responses to COVID-19. We will keep you updated via letters and email.

I hope that this letter provides you with the required information ahead of our reopening this week. We are very much looking forward to welcoming our children back to school and bringing the school community together again. Should you have any questions about any of the information above or about our plans for the reopening of the school, please don’t hesitate to contact me.

I very much look forward to seeing you all later in the week.

Kind regards,



Mr K Smithers

Acting Headteacher