



St. Giles CE Primary School

Achieving Through Adventure

July 2020

Dear Parents and Carers

Following the government's announcement that schools will reopen fully in the Autumn Term 2020, I am writing to share with you the arrangements we have implemented to ensure the safety of all staff, pupils and visitors to the school. These arrangements have been put into place following a robust risk assessment process, discussions with our new Headteacher Mr Twelves, information from the DfE and also from DDAT.

We are looking forward to seeing all our pupils once again, but I would like to reassure you that the safety of our school community is our priority. We will continue to review the arrangements we have implemented at this stage and update you with any changes as and when we make them.

I can confirm that school will reopen to all pupils in Years 1 to 6 on Thursday 3rd September 2020. Our new Reception pupils will start on Monday 7th September 2020. We have an INSET day at school on Wednesday 2nd September. Before reopening, we have updated our risk assessments that identify the risks associated with coronavirus specific to our school and additional measures have been put in place to minimise those risks as far as we are able to. Our risk assessment for the full reopening of school will be published on our school website and we welcome any feedback on the measures we have put in place.

All staff and pupils will continue to have access to testing if they develop symptoms of coronavirus, and rapid action will be taken should any test come back positive to ensure that the school continues to be a safe environment. The affected pupil or member of staff will be required to self-isolate at home for 14 days, as will any pupils and members of staff they have been in close contact with (e.g. the rest of the pupil's bubble).

We recognise that some of you may have some concerns about your child returning to school and that this is an unsettling time for some children. 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 any concerns you have about their return to school, please – in the first instance – contact your child's class teacher via email. If your child has an EHC plan please contact the school SENCO, Amy Welham, who will support you and your child with their return to school. (amy.welham@ddat.org)

Allocating Pupils to a 'Bubble'

In line with Department for Education (DfE) guidance, the school has made arrangements for all children to attend school as part of a smaller consistent group, often referred to as a 'bubble'. These groups of pupils will remain together throughout the school day and will not interact with other bubbles in school. This is an important measure to limit the spread of any infection and will limit the

number of interactions between pupils in school. Please note, siblings may be allocated different groups and this is supported by the DfE in their guidance.

Children in Years R,1,2 will be in the Infant bubble and children in years 3,4,5,6 in the Junior bubble. The children will usually work within their classes, but the 2 classes within their bubble will be able to join together for breaks and lunchtimes.

Attendance

From September 2020, the normal rules around school attendance apply. Therefore, we must remind you of your duty to ensure that your child(ren) attend school regularly. The school have a responsibility to record attendance for all children and follow up absence. Please see our school attendance policy which is published on our school website.

School staff

All school staff have been fully briefed on the arrangements in place for a full reopening in September 2020. Some school staff may have been shielding during the lockdown and as such we will be supporting them fully as they return to work. I would ask all parents/carers to bear in mind that some staff may have spent a considerable amount of time away from school and that this is also an unsettling period for those members of staff. We ask that our entire school community are patient with each other as we adjust to this new way of life.

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
- 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 food preparation
 - Before eating any food, including snacks
 - Before leaving school
- Installing alcohol-based hand sanitiser dispensers that contain at least 60 percent alcohol throughout the school
- Ensuring pupils and staff understand that they must cover their mouth and nose with a tissue before they cough or sneeze, then throw the tissue away
- 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

- Telling staff to stay at home for 14 days if they develop symptoms of coronavirus
- Arranging classrooms so that children are seated side by side facing forwards and removing unnecessary furniture and equipment.

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.

Symptoms of Coronavirus

As per the current NHS and government advice, you should keep your child at home for a period of 14 days if they develop coronavirus symptoms. Symptoms include a high temperature, a new continuous cough, and a loss of taste/smell. Where symptoms continue after 7 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/>).

The school will insist that any child(ren) or member(s) of staff who show any symptoms that may be compatible with Coronavirus, book a test immediately. Information on booking a test will be provided by the school and the child(ren) / member of staff will not be permitted to return until the test result is confirmed and the period of isolation is complete. In addition, guidance from the DfE states that a small number of home testing kits may be able to be distributed by the school in exceptional circumstances. We have not yet received the details of this and will advise parents/carers as soon as more information is available.

If you or your child has been in close proximity to someone who has tested positive for Coronavirus, you may be contacted by the NHS Test and Trace service. Information on the NHS Test and Trace service is available here: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youre-contacted-after-testing-positive-for-coronavirus/>

If you think your child may have been exposed to or has coronavirus, please contact the school on 01629 56813 at the earliest opportunity.

School uniform

From September 2020, all pupils will be expected to return to school in their full school uniform. In accordance with DfE guidance, 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.

Our school uniform is vital in contributing to the ethos of the school and sets an appropriate tone for pupils to return to learning. Details of our school uniform policy, which must be adhered to from Thursday 3rd September 2020, were sent with the end of term newsletter last week and is also available on our website.

School Bags

It is still recommended that we limit the amount of equipment pupils bring to school each day. Therefore, only essential items can be brought to school by pupils such as: book bags, lunchboxes, PE kits, hats, and coats. Stationery will continue to be provided by school.

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, so maintaining safe distances within normal arrangements can be a challenge. We have implemented the following measures for when pupils return to school:

- We encourage pupils to walk or cycle to school if possible and avoid public transport where possible and at peak times.
- The times for dropping off and picking up pupils will be staggered for each year group as follows:

	Arrive	Depart
Class 1 & 2 Years R,1,2	8:40am – 8:50am	3:10pm
Class 3 & 4 Years 3,4,5,6	8:50am – 9:00am	3:25pm

If you have children in both Infants and Junior classes, please arrive and leave in line with the Junior timings.

Pupils will enter school through the usual pedestrian gate. Infants will go directly into their classrooms and Juniors will go to the top playground, they will not be permitted to wait on the Infant playground.

At the end of the day, Infants will be dismissed from their classrooms and Juniors will be walked round from the classrooms by their class teacher to meet with parents.

We would ask all parents and any younger siblings who come onto the school site to abide by social distancing guidance.

What if we arrive late to school?

It is extremely important that parents keep strictly to their allocated drop off and pick up times to allow social distancing. If, due to unforeseen circumstances you miss your allocated time, please telephone school on 01629 56813 and ask for a new drop off time. Please do not come into the school building unless invited to do so.

Breakfast and After School Club

We are able to restart both Breakfast and After School Club from Monday 7th September. In order to allow us to plan for distancing measures in both of these, we will not be able to accommodate any children who have not told us in advance that they will be attending. Whilst we very much hope to be able to return to our usual more flexible approach, this is not initially going to be possible. Therefore please email school by Thursday 3rd September and indicate which days you

require Breakfast and/or After School Club for the week commencing Monday 7th September and then by each Thursday for further weeks.

Transport

If you and your child travel to school using public transport, we must remind you that it is a mandatory requirement to wear a face covering unless you are exempt for reasons of health, age or equality. Full guidance is available here: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#face-coverings>

Arrangements for breaktimes and lunchtimes

We recognise the importance for all pupils to have a break from learning and to enjoy time outside during the school day. Reconnecting with friends will be an important aspect of pupils settling back into school life, so we have made some adjustments to break and lunch times to ensure they can do so safely.

Break times and lunch times will be staggered for Infants and Juniors. The Infant pupils will eat their lunch in the hall and the Juniors will eat in the classrooms. The Infants and Juniors will not be able to play together outside and we would ask that they don't bring in their own footballs etc for use at breaks.

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:

Classrooms for children will, wherever possible, have desks so that pupils can face the front. In Class 1, there will be fewer desks but arrangements will be made to allow pupils to work side by side, rather than opposite each other – for example when playing a game.

Collective worship may take place in the Infant or Junior bubble groups. Usually the children will have Collective Worship within their own class.

We have a supply of PPE for staff to use when providing intimate care for the pupils and also if anyone displayed symptoms of COVID 19.

Visiting School

If you need to speak to the school office at any time, please contact us by telephoning 01629 56813 or emailing enquiries@st-giles-matlock.derbyshire.sch.uk. You will not be able to speak to a member of staff face to face without making an appointment in advance. Appointments will only be made in exceptional circumstances so we can ensure that you and our staff are kept safe.

Whilst we love to make use of our welcoming entrance area, it's not going to be possible for groups of parents to gather in there to speak to Mrs Bednall. If you need to speak to Mrs Bednall we are only able to allow one adult at time in the entrance.

We will be putting a red letter box outside the entrance door which you can use for any letters or forms that need to be returned to school. Mrs Bednall will check this box each day.

Support for pupils and families

We do not underestimate how difficult the recent weeks have been for us all and we all will have been touched in some way by the coronavirus pandemic. We recognise the need to focus on pupils' emotional wellbeing as well as their return to learning. The following support is in place for pupils once they return to school:

- Nurture support for pupils who need support
- Regular time in class to discuss issues which may arise – tailored to the needs of the children in each class
- 1:1 support for pupils who may need to discuss their concerns in more detail.
- Daily Staff briefing to raise any whole school/family/individual concerns

Parents may wish to seek support for themselves from the following support agencies:

- Samaritans – call free 24 hours a day on 116 123
- National Domestic Abuse Helpline – call for free and confidential advice, 24 hours a day on 0808 2000 247
- Shelter provide free confidential information, support and legal advice on all housing and homelessness issues if you call 0330 0536 083 (please note, this is not a free phone number and your call will be charged), or their free webchat is available at https://england.shelter.org.uk/get_help/webchat

We hope that these arrangements provide you with the information you need to support your child's return to school. Pupils of a compulsory age must be in school unless a statutory reason applies, therefore, if you do have any concerns about the return to school that you would like to discuss with us, please contact us by phone or email as soon as possible.

These are the arrangements that we plan to start the school year with, however they may need to be changed according to the needs of our school or if there is additional guidance issued.

We would like to take the opportunity to thank you for supporting the school over recent months and supporting your child with their home learning.

Yours faithfully

Mrs L Foster
Executive Head Teacher

Mr B Twelves
Interim Headteacher (September 2020)