

Dear parent/carer,

Re: Daily Routine in School Under Covid 19 Restriction

As we return to school this term we will be aiming to provide as near to normal a routine as possible for your children so that they can settle back into school happily and safely and catch up with their learning. However, as we will be required to continue to mitigate the risks associated with Covid 19 there will be a number of safety measures in place that you and your children should be aware of.

I understand that for most families and children the return to school will be an exciting time where relationships with friends and staff can be renewed and learning reignited. However for some families and children the thought of returning will result in some anxiety. Please be reassured that we have taken account of Government and Local Authority advice and guidelines to ensure the safety of your children, school staff and our community. I would encourage you to contact the school via email office@draperspyrgo.com or call our Home School Support worker's mobile 07709 621665 if you would like to discuss you or your child's specific needs or concerns with a member of staff before Monday 7th September.

Below is a summary of these measures:

1. Collection and dropping off. You will already have received information on this but, in brief, it will mean different year groups using specific gates only when arriving and departing with a one-way system in place around the premises for those parents and carers who have more than one child in different year groups. If a child is delivered late to school, the person delivering them will be required to wait at the gate until a member of staff from that child's bubble comes out to collect them. This might involve a short wait. Where children are collected late, the parent or carer will be called and expected to wait at the gate on arrival until their child is brought out to them. Repeated lateness of dropping off or collection will involve a meeting with the school to ensure that this does not persist.
2. Bubbles. With all children back at school, it is impracticable to keep children in small bubbles as before as there is insufficient space, certain areas will have to be shared and some staff members are peripatetic. However, we will be running a system involving larger bubbles as follows:

Year 6
Years 3, 4 and 5
Years 1 and 2
Reception
Nursery
3. Play times. Each bubble will have a dedicated playtime and area of the playground to keep the bubbles separated. Limited play equipment and playground furniture will be accessible with the chances of transmission of the virus mitigated by the requirement for all children to sanitise their hands before leaving and entering their classrooms.
4. Lunches. The lunchtime routine will change so that the dining area is accessed by each bubble at a different time (and their outdoor recreation during lunchtime likewise).

5. Hygiene. All children and staff will be required to sanitise their hands whenever entering or exiting a setting. There will be hand sanitisers available in every location to ensure that this is maintained. There will also be hand-washing and paper-towel disposal bins available in every setting. Children will be encouraged to sneeze into their arms if they do not have a tissue available and will be expected to 'catch it, bin it, kill it' where tissues are used. Children should change out of their school clothing on returning home, so that they can be washed, and wash their hands.
6. Social distancing. Now that all children will be back in school, it is not possible to maintain 2m distancing as before etc. We will therefore be following Government guidelines to ensure social distancing where possible. Thus, we will not be holding whole-school assemblies for the foreseeable future, clubs will not be held including choir, a defined area between staff and children will be maintained (depending on the practicalities with different age groups), and might not be able to hold community events such as coffee mornings or Christmas concerts etc. Children will be expected to keep a short distance between themselves and the child in front when moving about the school in single file or when lining up. In class, depending on age, children will be expected to remain in their seats as far as possible and collaborative group work involving the sharing of materials will not be used. Children each have their own stationery pack to avoid the sharing of objects.
7. Medical needs. Any child with known medical needs will have any medication or medical equipment located within their class setting throughout the day. Where minor medical attention is needed, depending on the age of the child and precise nature of the issue, this will be administered in situ e.g. in the classroom, the corridor, playground etc. When administering medical aid, all staff will wear PPE to prevent transmission. Where medical assistance requires the attention of the medical officer and use of medical room, the medical officer will be called to take the child to the room, PPE will be worn and, once attention has been administered, the medical room will be thoroughly cleansed by an onsite cleaner or site manager. Paper medical slips will no longer be sent home but parents and carers will be called if the injury is thought to be serious e.g. a head injury, or if Covid Symptoms are detected. Children who have EHCPs will have specific arrangements in place.
8. Covid Symptoms. As part of the home-school agreement, it is understood that parents and carers will not send children to school if they are exhibiting any of the known symptoms of Covid 19: a new persistent cough, a high temperature or loss of taste sensation. Where a child complains of any of these symptoms at school, or when such is identified, a medical officer wearing PPE will isolate the child and contact the parent or carer for immediate collection. The child will then need to undergo a Covid test with the result provided to the school so that we can determine whether it is necessary to take any further measures with regard to members of the bubble from which the child had come.
9. Toileting. Each bubble will have a dedicated toilet within the school so that they are not shared. Where appropriate e.g. Reception, children will be supervised when using the toilets to ensure that hand hygiene measures are followed. Hand-driers will be in use.

10. Reading. An essential part of the children's recovery will include reading. During the closure, we have significantly upgraded our library and reading scheme provision and would like to ensure that, even under Covid restrictions, children will have access to essential reading materials. We will therefore be following a process by which classes are timetabled to use the library and, in doing so, every child or adult who enters will be required to sanitise hands then do likewise on exit. A similar process will apply to reading scheme books although some will be changed by an adult instead of the child where needed. After a book has been taken home and returned to school, it will go through a quarantine delay before it is replaced in the library or reading scheme area. Owing to the restrictions, it is likely that children might not have their books changed as regularly as we would like but we will aim to maximise it where possible.
11. Possessions. Children are to bring in only essential possessions. Unless a special exception has been made for medical or behavioural needs, children should bring with them only their book bag containing their reading books, a home-school reading record, a labelled water bottle and a lunchbox (unless they have meals at school). Year Six pupils who have permission from the school to arrive and walk home alone will be permitted to bring in a mobile phone. Where they are brought in, they will be held in a secure place within the classroom until home time. Unfortunately, we will not be able to permit children to bring in sweets for their birthdays, toys etc. P.E. kits will remain in school although they might not always be changed into to reduce the risk of breaching social distancing. Coats, gloves, scarves etc. can, of course, be brought into school as usual, although we will ensure that the use of cloakrooms will be limited to small groups.
12. P.E. As many of our children will not have had a great deal of physical activity during the recent lockdown, we feel that it is very important to address this as far as we can in school. P.E. will resume therefore but we will also be including a morning session of physical activity in the classroom. P.E. lessons will be adapted to reduce close proximity to others and, where feasible, children will not be required to change into their P.E kits for lessons, apart from footwear. We would also encourage walking to and from school where possible. However, Y5 swimming lessons will not commence this term.
13. Behaviour. Our behaviour policy, It's Good to be Green, will continue to apply although where behaviour increases the risk of transmission of Covid 19 specific actions might be necessary e.g. if behaviour results in the need for restraint thereby putting staff at increased risk, if a child knowingly and deliberately engages with pupils or areas outside their bubble, deliberate coughing or spitting etc. Although we do not anticipate this to be a significant issue, we will, of course, work very closely with parents and carers and any other agencies that might need to be involved.
14. Wellbeing. We are acutely aware of the need to address any wellbeing issues that have resulted from the lockdown and partial school closure. We will therefore be adapting our curriculum to include supportive elements relating to mental health and social issues, and our Home School Support Team, Attendance Officer and SENDCO will all be available to intervene and provide support to children and parents when needed.
15. Communication with parents and carers. Our Office Reception will continue to be closed to visitors. If you need to communicate with the school, please do so by passing a note to your

16. child's teacher, email or telephone. Where a meeting is required, we will make arrangements for it to be held in a socially distanced setting at a convenient time for all involved.
17. Lessons. We aim to provide a full curriculum from September and will be informing you of exciting changes to our approach to the curriculum in due course. Lessons will be held in as normal a way as possible although there will be limited or no sharing of materials and the use of whole class technologies, such as Smart Boards, will be increased. The marking of books will be limited to only where it is essential and there will be an increased use of self-marking and self-assessment. Collaborative group work involving the sharing of materials or face-to-face discussion at close quarters will be avoided. If books are taken from the reading area, they will be quarantined before being replaced. Under government guidelines, staff are required to maintain a 2m distance from pupils during lessons, where practicable. Hence, close support on a one-to-one basis particularly will not be practised unless absolutely necessary.
18. Breakfast Club and After School Club. Both clubs will resume as before and, whilst the children are in those settings, social distancing and hygiene measures will be in place. Children attending Breakfast Club will be collected at the Nursery Gate by a member of staff. Children can be collected from After School Club from the Club door as before. However, parents and carers will be required to observe strict social distancing rules when doing so.
19. Technology. Unfortunately, because of the unavoidable sharing of surfaces, we will not be using our Computer Suite until it is safe to do so. However, we will be using laptops and I pads and introducing some new programmes to support reading and writing in particular.
20. Attendance. The government has instructed schools to resume standard practice with regard to attendance and punctuality. As always, our Attendance Officer will be available to provide support where needed but will also be in touch when children do not arrive in time for registration or have periods of absence or lateness. Of course, the importance of good attendance will now be crucial for all children returning to school after such a long period of partial closure.

The above measures are in line with government guidance and are contained within the school's risk assessment. As we enter a dynamic situation that has not been encountered in education before, it is likely that these measures might need to be adapted as we proceed. Alongside this letter we have also resent our 'Returning to school in September' letter dated 24th July which explained which gates and times to drop off and collect your children.

We look forward to welcoming pupils in Years 1-6 and families back on Monday 7th September. Nursery and Reception families you will have received individual letters with your dates and times, we look forward to welcoming you to Drapers' Pyrgo Priory.

Kind regards,