

## **RE: Arrangements for school reopening in September 2020**

Dear Parents/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.

We are looking forward to seeing all our pupils once again and 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 Y1 to Y6 pupils on Friday 4th September 2020 and YR on Monday 7<sup>th</sup> September 2020. Before reopening, we have updated our risk assessments to 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 has been published on our school website.

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 7 days. Any pupils and members of staff they have been in close contact with (e.g. the rest of the pupil's bubble) will have to self-isolate at home for 14 days.

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 contact your child's class teacher via email.

### **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 small 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. We will have 2 bubbles- EYFS with KS1, then KS2. They will be with their own class for the majority of the day apart from playtimes when they will be with their wider bubble, but outside and for lunch time in the hall. 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 to different groups and this is supported by the DfE in their guidance.

## **Attendance**

From September 2020, the normal rules around compulsory 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 [here:](http://www.denbyfree.derbyshire.sch.uk/uploads/1/5/5/4/15543318/school_attendance_policy_september_2019.pdf)  
[http://www.denbyfree.derbyshire.sch.uk/uploads/1/5/5/4/15543318/school\\_attendance\\_policy\\_september\\_2019.pdf](http://www.denbyfree.derbyshire.sch.uk/uploads/1/5/5/4/15543318/school_attendance_policy_september_2019.pdf)

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 e mail as soon as possible.

## **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 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
- Provide alcohol-based hand sanitiser that contains 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 stop 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.

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 (if still required). 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.

Where symptoms continue after 7 days, or begin to worsen, you should call 111.

If someone in your household has symptoms, your child must self-isolate for 14 days, starting 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/>).

If someone you or your child has been in close proximity to 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/>

As part of the national test and trace programme, if other cases are detected within the class or in the wider school, Public Health England's local Health Protection Teams will conduct a rapid investigation and will advise us on the most appropriate action to take. In some cases, a larger number of other children and young people may be asked to self-isolate at home as a precautionary measure - perhaps the whole class, building or school. This will require school to share with Test and Trace contact details of those affected.

If you think your child may have been exposed to, is showing symptoms of or has tested positive for Coronavirus, please contact the school on **01332 880416** at the earliest opportunity.

Other sickness absence must be reported to school by 8.30am each day by phone or email.

### **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 will be applied in full from the start of term, can be found in our School Brochure on our website here:

[http://www.denbyfree.derbyshire.sch.uk/uploads/1/5/5/4/15543318/brochure\\_2019.pdf](http://www.denbyfree.derbyshire.sch.uk/uploads/1/5/5/4/15543318/brochure_2019.pdf)

Following Mrs Bell's letter dated 10 July 2020, the uniform suppliers (Loop Wear) now have plain and school logo hoodies available to order as part of your child's PE kit. If dark trainers are difficult to source, any plain coloured non logo trainers will be acceptable.

## **School Bags and equipment**

It is still recommended that we limit the amount of items that pupils bring to school each day. Therefore, only essentials can be brought to school by pupils such as: lunchboxes, hats, book bag and coats. Your child's teacher will inform you on other items that they will need to have in school. Please do not attach any key rings or charms onto the bags. They will need to bring a labelled water bottle to school every day and it will be sent home every night to be cleaned. Children will need to bring with them a small pack of tissues.

## **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:

### **Arrival and departure from school- The conveyor belt system:**

- Children to be accompanied **by only 1 adult** to school, older children can arrive on their own (but they must still join the queue through the Churchyard). From 8.45 am – 9 am **Doves, Owls, Falcons and Eagles** parents and children line up through church yard by KS1 gate, entering the church yard by the new side gate, **not** the main church gate near the school layby. Social distancing should be maintained.
- **Sparrows** line up by main gate and go into classroom through Sparrows side door. If you have children in Sparrows and another class in school, please take your child to Sparrows first and then join the queue as above.
- **Eagles** class will enter school via the outside door by the kitchen having followed the queue round school. They will exit from this door at the end of the school day.
- The line with parents and children goes round the outside of buildings and out through Falcons gate – **a one-way system**. Staff will be located around the site to direct.
- Children get dropped off by their parent near to their class door and parents must leave straight away.
- Any communication with the teacher needs to be through class **e mail before 8.30 am** (if specific for that school day). This will be read but not replied to. Sparrows class will continue to use Communication books.
- Double buggies can be left with Mrs Bell at KS1 gate. Children must be taken with you and then the buggy collected on the way back.
- **Gates shut at 9 am.**
- At the end of the day, the gate will be open at 3.15 pm until 3.30 pm and a member of staff will let parents through at intervals. When you get to your

child's class, they will be sent to you by their teacher. Then you can follow round the building and back out of the Falcons gate.

### **You will need:**

- **To be on time** as being late will mean children going through different parts of school and popping bubbles.
- **To communicate** through emails or phone calls.
- **To leave** the front of school as **quickly** as possible so that others coming behind you can keep their distance.

Your cooperation with the above is required so that we can have as safe and as smooth as possible start and finish to the school day. This conveyor belt system was chosen over using staggered start and end times to the school day for each class. The aim is to make this more convenient to parents and make drop off and pick up a quick, safe and secure event.

### **What if we arrive late to school?**

It is extremely important that parents arrive and collect their children during the allotted times to allow for social distancing. If the gates are locked, please bring your child/ren to the main school gate and press the buzzer for Reception. You will not be allowed to come in to the school buildings unless by appointment.

### **Arrangements for break times 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. We will return to hot dinner options and will be using the hall in their bubble groups with cleaning taking place in between the groups. In KS2 if you pay for your child's dinner the price has been increased to £2.20 per day.

### **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:

- Created space by removing some furniture.
- Removed soft furnishings.
- No collective worship in the hall or church, this will take place through Teams instead.
- Utilising outdoor space as much as possible.
- Wearing PE kit all day on PE days.

- No after school clubs until we settle into the term.

### **Behaviour Expectations**

Please prepare your child for returning to school by sharing and talking about the Covid 19 rules (see Appendix 1 below). The children will be following this rainbow version while in school.

If your child repeatedly breaks their group bubble and disrespects hygiene rules putting themselves, staff and other children at risk, he/she will be sent home and parents will be asked to reinforce the Covid 19 rules with them. Parents will be asked to sign a behaviour plan before the child can return to school.

Due to the seriousness of this current situation and to maintain staff and pupil safety we are asking all parents to read both the Behaviour Policy and Behaviour Policy Covid 19 September 2020 as shown on the School website prior to their child's return to school. (<http://www.denbyfree.derbyshire.sch.uk/september-2020-guidance.html>)

We ask that you emphasise to your child/ren the importance of good behaviour when they are in school.

### **Visiting School**

If you need to speak to a member of staff at the school, please contact the school by phone on **01332 880416** or by email on **info@denbyfree.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 that we can ensure that you and our staff are kept safe.

### **Parent Pay**

We will be introducing Parent pay in September, moving to become a cashless school and reduce paper usage. You will receive an activation letter by post during w/c 24 August to instruct you how to set up an account. Please note if you have more than 1 child in school, you will need to activate both/all children and then follow the instructions shown on the letter explaining how to set up your account.

Information on Parent Pay can be found on the school website under Information/Parents/Parent Pay offering further help and guidance if required.

Parent Pay is how the school office will be communicating with you and **all** payments will be administered through this system. All parents **must** sign up to use Parent Pay as from September this will be our only method of communication as we work towards being a paperless and cash free school.

## **Support for pupils and families**

We do not underestimate how difficult the recent months 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 they return to learning. Our curriculum will be strongly underpinned with content that will support the mental health of our children. We are aware of the amount of structured learning that the children have missed and within our planning have arranged for extra support for the children through additional staffing. Despite the Governments announcements on 'Catch up Support' funding for school, we are still awaiting full details about this. We hope to know more for September return.

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](https://england.shelter.org.uk/get_help/webchat)
- Lots more can be found on the Denby Free School website under Useful Information.

I hope that these arrangements provide you with all of the information you need to support your child/ren, whether they are returning or starting with us in September.

I would like to wish the Year 6's all the best as they move onto Secondary school. We have endeavoured to give them a special end to their primary years, even though it's not been the traditional one.

Please can I take this opportunity to thank you for supporting the school over recent months and supporting your child with their home learning.

Yours sincerely,

Jackie Bell  
Head Teacher



# Keep yourself and others safe

- Wash your hands often for 20 seconds
- Stay 2 metres from adults
- Catch coughs and sneezes in a tissue
- No spitting
- Keep to your own bubble group
- Tell an adult if you feel unwell
- Be respectful

Give yourself a hug

