

# Ormesby Village Infant School

Spruce Avenue  
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NR29 3RY



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Friday September 4th 2020

Dear Parents

A very warm welcome back to you all! We hope you have enjoyed a peaceful and healthy summer. We are very much looking forward to welcoming you and your children back to school next week and have resent below the comprehensive letter that you received at the end of the summer term outlining key procedures set up to keep us all as safe as possible. We appreciate that you, and your children, will be anxious and we want to reassure you that we have put in place all the government/LA guidance as we are required to do. It is very important that we communicate with each other to alleviate worries and for you to be fully informed about your children's education. By Monday, September 7<sup>th</sup>, you will be set up on Class Dojo and this will continue to be the initial place for you to ask questions/relay/receive information about your child with class teachers. PLEASE check for messages every day and do let us know immediately if your child has suffered any trauma/upset during lockdown – or about anything else that might affect return to school. Our initial priority will be to ensure they settle happily back into the new school routines and we will ensure personal, social and emotional health and well-being sit at the top of our curriculum agenda. As you will have heard/read in the media the government expects ALL children to attend school now. It is very important that you continue to inform us on the first day of absence if your child is not at school, including the reason for the absence. You will receive the standard LA attendance letter over the next few days, detailing the importance of regular attendance and the circumstances in which you might receive a fixed penalty notice for unauthorised school absence. The school has a duty to provide online home-learning if your child is absent because of self-isolation due to Covid and we will need to be informed immediately if this is the case. Please take the time to follow these links which give you further information from the government/LA about the reopening of schools and children's well-being:

[https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak?utm\\_source=2%20September%202020%20C19&utm\\_medium=Daily%20Email%20C19&utm\\_campaign=DfE%20C19](https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak?utm_source=2%20September%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19)

<https://www.norfolk.gov.uk/what-we-do-and-how-we-work/campaigns/back-to-school>

I am writing to outline the most important systems and procedures that will be in place when your children start back to school in September. As you already know, the government expects all children to return to school, unless there is a 'good reason' and we are looking forward to



welcoming you all back into our school community again. The information below outlines key points for you to note and we ask that you read it very carefully and refer to it again as the start of term approaches. On a separate sheet at the end of a letter is a list of key information for easy access. This information will also be published on the school's website.

The government continues to state that 'whilst it is not possible to ensure a totally risk-free environment' it believes that the measures we are required to follow below 'put in place proportionate measures for children and staff, which also ensure that all pupils receive a high quality education that enables them to thrive and progress'. We want to assure you that we have planned the school's opening in September after reading the relevant government guidance and completing the local authority's comprehensive forty two page risk assessment, based on its compliance code. The risk assessment was reviewed and signed off by the governing body on 16.7.20. We will constantly review our procedures in the light of any new guidance and the effectiveness of our plans and provision.

As previously, the government expects schools to implement and follow a system of controls to minimise the risk of spreading the virus. These controls and the school's actions/required actions of parents are as follows, under two headings:-

### **Prevention**

- **minimise contact with individuals who are unwell, by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school.**

We expect you to be vigilant about the possible symptoms of coronavirus – a new continuous cough/a high temperature of 37.8+ /a loss of taste or smell – and your child should not come to school if they or anyone in your household has these symptoms. If they do, you should arrange for the person to have a test and, in the meantime, they must isolate for 7 days. Other household members should self-isolate for 14 days.

If children develop symptoms in school they will be moved to a room separate from everyone else and ventilation ensured. The adult who waits with the child will wear PPE. You must collect your child as quickly as possible and then follow the above procedures. The area where the child waited will then be cleaned, along with any other areas they were in before symptoms developed. In the event of a suspected case, or a confirmed case of coronavirus, we will send you the relevant LA letter outlining what has happened and what you and the school needs to do, depending on the circumstances.

- **clean hands thoroughly more often than usual**

We will continue to ensure that all children and adults/visitors to the school wash/sanitise their hands several times a day. In September, we will remind children how to wash/sanitise their hands properly. You can reinforce this also frequently at home before school reopens.

- **ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach**

We already follow this approach in school and have purchased extra bins and displayed resources promoting this method. You can reinforce this also frequently at home.

- **Introduce enhanced cleaning, including frequently touched surfaces**

We will continue to clean more frequently as we do now. The school has set up a cleaning/disinfecting regime that adheres to the government's guidelines and LA risk assessment/compliance code. The school will be deep cleaned again over the summer before the school re-opens.

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- **minimise contact between individuals and maintain social distancing wherever possible**

Government guidelines now state that we ‘must do everything possible to minimise contacts while delivering a broad and balanced curriculum’. It states that it is ‘likely that for younger children the emphasis will be on separating groups’. Consequently, we will generally operate within our four mixed-age classes/bubbles and these will not mix for the majority of the time. Bubbles can consist of up to 30 children. Arrival/collection times will be staggered and playtimes and lunchtimes will be staggered. Children will eat in their classrooms. They will use their own equipment whenever possible and shared equipment will be wiped between use. Class bubbles will have their own playtime equipment. Outdoor equipment will be used on a rota basis and wiped between use. Tables will be arranged so that they face the front of the class. Adults in school are required to keep 2 meters from pupils as much as possible, so children must not take their work to adults and adults must not routinely support pupils with their work at their tables. When this is necessary, they are encouraged to approach pupils from the side, not face on. The government states ‘younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group’. In order to deliver high quality education it will be necessary for children to mix in groups from more than one bubble – eg for phonics/spelling. When this happens we will only ever mix pupils from two bubbles and the new group will remain consistent. Additional handwashing will take place before and after such a session. As far as possible adults will remain consistently within one bubble, but this may not always be possible in such a small school, with no full time teaching assistants.

- **where necessary, wear appropriate PPE**

As previously, the government has stated that children and adults in school do not need to wear PPE, including masks, unless an individual displays symptoms of coronavirus, or where a child routinely has intimate care needs that involve PPE. We will follow this advice and all staff will receive training on how to put on/take off/dispose of PPE correctly. The government states that children should not wear masks. It is not recommended that we routinely take pupils’ temperatures, so we will only do so if they display signs of ill-health while at school.

## Response

- **engage with the NHS Test and Trace process**

The school will follow the LA’s management of cases guidance, which includes keeping accurate daily registers of all pupils/staff/visitors who enter the premises. Visitors will be asked to provide their relevant personal details, which will be stored for 21 days, as part of the test and trace process.



The school has written an appendix to its Privacy Notice, explaining how this data will be used. This is published on the school's website.

- **contain any outbreak by following local health protection team advice**

As above, the school will fully comply with the LA's management of cases guidance in all instances of suspected or confirmed covid cases, including when there is an overall rise in sickness absence where coronavirus is suspected. Parents will be fully informed and receive the relevant template letter provided by the LA. If it is necessary to close a 'bubble/s', or the school, this will only be done following direction from the LA/Public Health England. If children cannot attend school because of partial/full closure, or because they are required to self-isolate, the school will provide home learning as it is doing now during wider lockdown.

Thank you very much for taking the time to read this detailed outline explaining the government's rationale for opening schools safely in September. Clearly, the school day will be different for every child because we have a duty to ensure that social distancing measures are followed. This means that children will not be able to move around the school as freely as once they could, and their engagement with each other and staff will be much more physically restricted. We understand that it will take time for these new routines to be fully understood by every child, but so far we have been so delighted and impressed with how well the children have responded and coped with the 'new normal!' They have been a credit to themselves, their families and to the school! Consequently, we have no doubt that this can continue in September when all the children return. Below is a bullet point list of key information for September.

Yours sincerely

Lucy Bates  
Headteacher

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## Key Information for September 2020

### Arrival – Monday September 7<sup>th</sup> ONLY

9.00am – Mrs Bird/Mrs Bunker's class/Mrs Vaughan's class

10.00am – Mrs Allen's class/Mrs McNulty's class

We have extended the opening times only for the first day back, to ensure parents/children are not rushed and can fully understand where they need to go and what to do. Collection on the first day is as stated below.

### Arrival – Tuesday September 8<sup>th</sup> onwards

8.45am – Mrs Bird/Mrs Bunker's class/Mrs Vaughan's class

9.00am – Mrs Allen's class/Mrs McNulty's class

### Collection – Monday 7<sup>th</sup> September onwards

3.00pm – Mrs Bird/Mrs Bunker's class/Mrs Vaughan's class

3.15pm – Mrs Allen's class/Mrs McNulty's class

Please note the following:-

- You must **enter** through the pedestrian gate next to the vehicle entrance gates **ONLY**, **keeping a 2 meter distance from other people**.
- You **drop off/collect** your child at the **allocated time ONLY** – and you must be on time. You **CANNOT** arrive before your allotted time and wait.
- Only **ONE parent/carer per family can** enter the premises to drop off/collect.
- Staff will be outside at the beginning/end of the day to guide you and to check on your children's health and well-being. Parents/carers **are not allowed** to enter the school building. You will be shown on the first day where to go, line up, wait etc. YR/Y1 classes will follow the path leading to the front entrance and walk onto the playground to the gate at the covered areas. Mrs Vaughan's class will enter at the gate to her covered area, as will Mrs McNulty's class. We understand that, initially, some children may be worried and anxious, and we ask you to wait and comfort them until they are ready to come into school. Staff will support you as much as possible.



- Children must sanitise their hands before entering the building.

- You must **exit** via the exit pedestrian gate **ONLY, keeping a 2 meter distance from other people.**
- You **must leave the site immediately** after you have dropped off/collected your child. Unfortunately you cannot linger and talk to friends.
- **Younger children** who have to accompany you **MUST be kept by your side** and are **NOT allowed to play on site.**
- The **back entrance** to the school is reserved for pre-school drop off/collection **ONLY.**
- You need to make an appointment to come into the school for any reason. Please do not turn up without one.

**These requests follow government/LA guidance.**

#### Uniform

- Children need to come to school in their school uniform as the government now states that clothes do not need to be washed any more frequently than normal.

#### P.E.

- We will let you know on which days your child has P.E. On those days children **MUST** come to school in their P.E kits, including appropriate trainers. This will avoid the need to get changed at school, which could compromise social distancing. Please ensure their kits are appropriate for the season – i.e. tracksuit bottoms/tops when the weather is cold.

#### Equipment from home

The guidance states that the minimum should be brought to and from school. Children may bring the following:-

- Coat/scarf/gloves/hat as weather dictates
- ONE book bag OR rucksack
- Home-school reading books
- WATER BOTTLE – ESSENTIAL
- Lunchbox if they have a home packed lunch

#### Behaviour Policy/Passport for Learning

We appreciate that many children have not been in school/nursery for a long time and it will take a little while for them to re-adjust to school rules and routines. You will understand that the school day will be more restricted for them as long as there is a threat from coronavirus and the need to socially distance as much as possible. This means that children will not be able to engage so freely and physically with their friends and adults in school. We will review our behaviour policies and expectations to reflect this and ask that you support us when we share them with you. Clearly there are a range of behaviours that young children might engage with, some desirable, some undesirable, but all common and part of growing up. Some of these behaviours are now also potentially more likely to compromise social distancing and we need to ensure that we support children not to engage in them – eg. holding hands/hugging/kissing/pushing/shoving/hitting/fighting/spitting/biting. We want to reassure you that we will do our best to manage these instances in a supportive way for all the children, but we will need to deal swiftly where behaviour incidents means that other children's safety is put more at risk.

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Again, thank you for reading this information. We very much regret the need to adopt these systems that are so much the opposite of our 'open door' policy. However, please know that our doors are still open completely in spirit! We will do our utmost to keep your children safe and happy and welcome communication from you in person, when you drop off/collect children, or by telephone or Class Dojo.

We will review our Behaviour Policy/Passport for Learning ready for the start of the new term and share this with you. We fully appreciate that our pupils are very young, and some have additional needs, and we will do our utmost to support each and every child as we always have. However, our expectations now need to make clear that some behaviours are potentially much more serious now, when social distancing and hygiene is so crucial to keeping everyone safe. We expect parents to work with us and help us to support children to

