

# Tiptree St Luke's Church of England VC Primary School



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*know, love, serve; God, Ourselves & Others*

Data protection: Please notify the office if you change your details or change your mind about consent.

## Re-opening of school for all pupils in September 2020

Dear Parents/Carers,

As previously communicated, the government have announced that all schools will be open for all pupils from September 2020. School attendance will therefore be mandatory again from 7<sup>th</sup> September at St Luke's with the usual rules on school attendance applying.

We have dedicated a large amount of time to produce a safe plan for all children to return to school, whilst following the advice from the Department of Education. The key message is that *'there cannot be a one-size-fits-all approach where the system of controls describes every scenario. School leaders will be best placed to understand the needs of their schools and communities, and to make informed judgments about how to balance delivering a broad and balanced curriculum with the measures needed to manage risk.'*

### Bubbles

Bubbles can be determined by the school and the size of the bubbles need to allow for a full educational offer to take place for all children. At St Luke's we will have 3 bubbles: Upper Key Stage 2 (Oak, Holly and Fig), Lower Key Stage 2 (Palm, Rowan and Cherry) and Key Stage 1/Reception (Olive, Bay, Rainbow and Sunshine).

While there is no expectation for children in the same bubble to socially distance from September, children will not be seated face to face and there will be seating plans to track children who spend more than 15 minutes within 1 metre of each other.

### General Points

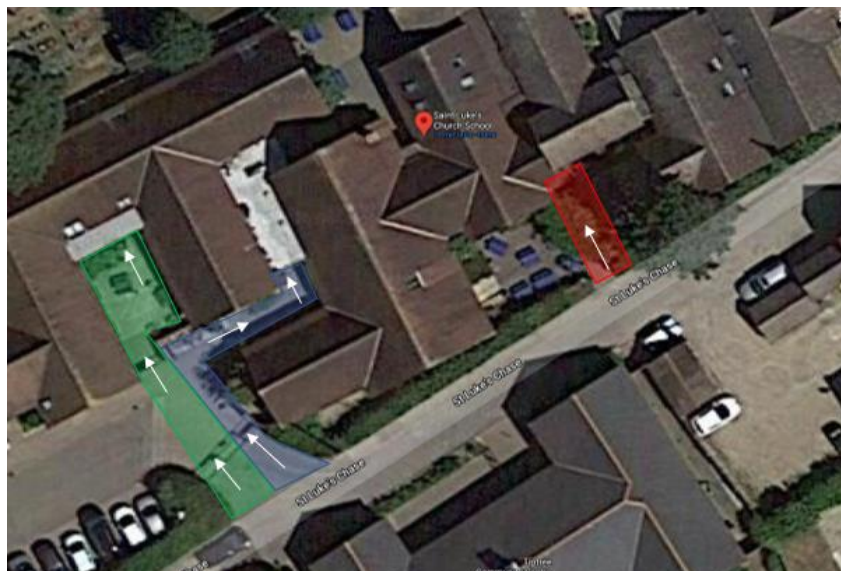
- Pupils can only bring to school a **reading book, coat, hat, lunchbox** and a **water bottle** – which is essential, as water fountains are not to be used.
- Children will each receive their own stationary pack in school so **no** book bags, jotters, pencil cases, toys etc.
- There will be a member of staff on each entrance that can take a message regarding your child, or you can call the main office i.e. if another parent is collecting them.
- We will be asking children to come to school in their PE kit on set days (information on PE kits and days will follow) so **no PE kits to be brought into school.**
- No masks are to be worn by children in school.
- Classroom resources can be shared within bubbles and will be cleaned frequently.
- Classrooms will be set up with pupils facing forward or side by side; this is to reduce face to face contact.
- If your child requires intimate care, staff will be wearing PPE.
- Staff are to remain an appropriate distance from pupils whenever possible. If this is not achievable, there will be a maximum of 15 minutes of close contact. Pupils will be reminded, in a kind way, not to touch staff.
- School trips can take place as long as the pupils stay within their bubbles.
- Each class will have a set day to use the library and they will take enough books to last them the week. A timetable has been put in place to allow 48 hours between the library being used by different bubbles. When books are returned in class they will be cleaned and quarantined until the library day.
- Homework has had to be adapted in order to minimise the risk associated with handling paper/books (more information to follow).



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## Staggered Start to the Day and Drop Off



To allow for social distancing between bubbles at drop off we have assigned the classes one of three entrances that the children will need to use. This is alongside our usual rolling register which is in place between 08:40 and 08:50.

We will be asking that only one parent accompanies their child to school to reduce the amount of foot traffic in the Chase and children dropped at their entrance will need to make their own way into the building. There is strict protocol in place that parents are not able to enter the building and we are minimising visitors of any kind.

Please be considerate of those around you as we all work inside the current social distancing requirements. This is particularly important in the Chase where any sort of congregation is likely to block access to the school site. The Rectory Road entrance will not be in use. The start of the day is as follows:

Time	Entrance	Classes		
08:40 – 08:50	via Main Office	Olive	Bay	
08:40 – 08:50	via Carpark	Rowan	Palm	Cherry
08:40 – 08:50	via Carpark	Fig	Holly	Oak
09:00	via Main Office	Rainbow	Sunshine	

Children in the UKS2 bubble (green) need to leave their scooters/bikes in the Prayer Garden to avoid crossing bubbles.

## End of the School Day



A staggered end to the school day will be implemented with one parent per child entering the school playground via the main car park gates. There will be a marked walkway (yellow) to use and one zone per class for parents to wait in on the playground. While waiting please be mindful of the current rules on social distancing. Once children have been handed over, parents need to leave the playground swiftly.

Upper Key Stage 2 will be able to walk home unaccompanied and will be dismissed at 15:20 via the Prayer Garden.

Times for collection are as follows:

Zone	Rainbow	Sunshine	Olive	Bay
15:00	Rainbow	Sunshine	Olive	Bay
15:10	Rowan	Palm	Cherry	
15:20	Fig	Holly	Oak	



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## Lunch time/Break time

Children will have a set zone (large) at break and lunch to play in and they can only have contact with the children in their bubble. Additional staff will be outside to support social distancing and all equipment will be cleaned between uses. Children are able to bring a packed lunch or there will be an option of a hot meal or jacket potato. We have had to limit the choice of meals on offer to allow all bubbles to eat safely and separately. Reception and Key Stage 1 children will eat in the hall and Key Stage 2 children will eat in their classrooms. This has been put in place so that we can deliver the full curriculum to all children without extending the lunch hour which would impact on learning opportunities for the children.

We will continue to offer a daily tuck shop. Tuck must be pre-ordered on a form available from the office in advance. Tuck must be paid for via Scopay so that handling of money is avoided. If your child would prefer, they can bring a healthy snack to eat (no crisps or solid chocolate bars).

## Clubs and Breakfast/Twilight Provision

- We are hoping that some external clubs will begin in the Autumn term once they have been risk assessed and we have had a week or so to test our own arrangements.
- Breakfast and Twilight will be running from the beginning of term; Ms Frost will be sending out separate information to those parents who have already made bookings. This provision will 'look' different as bubbles need to remain separate and activities for the children will be more 'static.'

## Protective Measures

These plans are part of a system of controls and actions that all schools must take. As a school we are working to prevent the spread of Covid-19 and have a planned response if there are any suspected or confirmed cases in school.

Prevention:

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
2. Clean hands thoroughly more often than usual
3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
5. Minimise contact between individuals and maintain social distancing wherever possible
6. Where necessary, wear appropriate personal protective equipment (PPE)

Response to any infection:

7. Engage with the NHS Test and Trace process
8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community
9. Contain any outbreak by following local health protection team advice

## 7. Engage with the NHS Test and Trace process

To engage with the NHS Test and Trace program parents must be ready and willing to:

- [Book a test](#) if they are displaying symptoms. Children must not come into the school if they have symptoms, and will be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit.
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace



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- [self-isolate](#) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) 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 NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

## 8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community

If we do have a confirmed case (as identified by NHS Test and Trace) we will be in contact the local health protection team. The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. To allow us to do this seating plans and group records will be kept by teachers and people who have been in close contact with the person who has tested positive will be advised to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person


The health protection team will provide definitive advice on who must be sent home.

We feel that the measures that we have in place will allow us to move forward with a full opening in September and the widening of bubbles will enable children to receive the full and rich curriculum they deserve with support for their emotional well-being.

Please contact us if you have any further questions or queries.

We look forward to seeing you all on Monday 7<sup>th</sup> September and hope that you have a wonderful summer.

Kind regards,



Martin Moriarty  
Headteacher



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