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Dear Parents and Carers,

RE: The return to school for all pupils at the beginning of the Autumn term following the school's partial closure due to the coronavirus (COVID-19) pandemic.

We are writing to inform you of the steps the school will be taking to fully reopen to all pupils this September and share what you need to know to help your child prepare for their full time return to school in the new academic year. Mrs Clarke and I have met earlier this week to discuss the following arrangements, which have been agreed by governors.

We understand that the return to school is vital for your child's education and wellbeing; therefore, we will ensure that all pupils can return in the Autumn term and do so safely. While the risk to children becoming severely unwell due to coronavirus is considered to be low, we will continue to put social distancing and infection control measures in place, in line with the results of the relevant risk assessments, to help keep all members of our school community safe. The risk assessment for the school's re-opening, which follows a similar approach to that adopted by the school during this half term, is on the home page of the school website.

Should you have any queries or concerns after reading the information in this letter, please contact the school office via telephone on 01493 750322 or via email at office@acleprimary.norfolk.sch.uk to discuss these as soon as possible.

When the school will reopen

The school will reopen fully on **Monday 7 September** and will be open Monday to Friday. This is applicable to all pupils in all years, and any previous arrangements to limit school places during the coronavirus pandemic will no longer be in effect.

Early Years arrangements will be shared with parents directly by Mrs Scott. A staggered start to the new academic year will be in place, over a two week period, to enable a smooth transition to school.

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Attendance

Attendance for all pupils is mandatory from the beginning of the Autumn term, including for pupils who have, so far, been advised to shield at home. Pupils who are self-isolating due to presenting with symptoms of coronavirus, or have been exposed to somebody presenting with symptoms of coronavirus, must not attend school until the self-isolation period has passed or they test negative for coronavirus. If your child presents with coronavirus symptoms, the self-isolation period is seven days; if a member of your household presents with coronavirus symptoms, the self-isolation period for your child is 14 days.

Pupils who cannot attend school at the start of the Autumn term due to sickness or self-isolation requirements will be educated remotely. If this circumstance arises, the school will discuss with you how your child can access remote education.

Getting to school

The school will be using staggered starting and finishing times until further notice, to allow for effective social distancing and infection control. Please see the table (attached) for information on when we expect groups of pupils to arrive at school and when they should be picked up.

As you can see, there have been changes to the way children will be dropped off and picked up. Whilst we have tried to minimise the number of parents on school premises at these times, we feel that the smoothest and safest way for parents to pick up pupils at the end of the day will be for them to wait in zoned off areas of the school, whilst remaining socially distanced. To support this, we shall be marking out these areas over the summer in preparation for September.

Please note, the table indicates drop off and pick up arrangements for particular year groups. For Reception, Year 1 and Year 2 pupils, parents should enter by the front of the school. For KS2 pupils, parents should drop off at the back gate (pupils will then make their own way to class). Where parents have **more than one pupil** in school, from **different key stages**, the following arrangements will apply:

Morning drop offs: Drop off the Rec / KS1 child(ren) at the front of the school and let the KS2 sibling(s) walk to their respective classes. TAs will be on duty at the start of term to show them exactly where to go and what to do.

Afternoon pick up arrangements: the staggered pick up time, from 3.10 to 3.20 (for Year 1-6 pupils) will allow parents to pick up from Reception at 3 pm, then to collect each other child from outside their classroom, within the zoned areas. Year 2 pupils need to be picked up from the front entrance of the school. The class TA will collect each child in turn. Please pick up the youngest children first. Pupils will be handed over by school staff as they see their parents in position outside class. It is expected that all parents will leave the school premises as soon as possible after picking up their children.

Infection control and social distancing measures as of September

It is important that we maintain proportionate infection control and social distancing measures when we welcome back all pupils and staff from the start of the Autumn term. To ensure everyone's safety, we will be enforcing the following as part of our risk management plan:

- Anyone who is unwell and displaying symptoms of coronavirus will be asked to stay at home for seven days.
- Robust hand and respiratory hygiene practises will be encouraged and enforced.
- Enhanced cleaning will be undertaken as necessary, including cleaning any frequently touched surfaces throughout the day.
- The NHS 'Test and Trace' system will be actively used and followed.
- Limitations will be placed on the number of people staff and pupils encounter during the school day.
- Large gatherings will be avoided, e.g. assemblies and collective worship.

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- Pupils will be grouped together throughout the day and asked to remain in these groups.
- Contact between groups will be avoided.
- In Key Stage 2, classrooms will be arranged to allow for social distancing and desks will be faced forwards to minimise face-to-face interaction between pupils.
- Pupils will be asked to remain at least two metres away from members of staff, where practicable.

Should any of the above protective measures change at any time, including the need to close the school due to a local lockdown, we will contact you via email and the school website as soon as possible.

If your child becomes unwell

If your child becomes unwell at school and develops a new, continuous cough, a high temperature, or a loss of, or change in, their normal sense of smell or taste, they will be sent home immediately. They will be told to self-isolate within the school and supervised, as necessary, until they can be collected. The school will contact you via telephone as soon as possible should your child need to go home.

If we do not have your up-to-date contact details, please contact the school office as soon as possible to notify us of any changes.

If your child becomes unwell at home and is presenting with symptoms of coronavirus (listed above), we ask that your child does not attend school and instead stays at home for the next seven days or until they test negative for coronavirus. We encourage all parents whose child is presenting with coronavirus symptoms to get their child tested and, where required, their family.

Please contact the school office via telephone before 8:00am to notify us that your child will not be attending. We also ask that you notify the school office as soon as possible with the results of any coronavirus tests your child has undertaken.

How pupils will be grouped

Consistent groups will be enforced when pupils return to school at the start of the Autumn term. The aim of this arrangement is to help reduce the risk of coronavirus transmission by limiting the number of people pupils encounter throughout the school day. Enforcing strict group arrangements will also help us reduce the number of people who will be asked to self-isolate should a member of the group become ill with coronavirus.

From September, pupils will be in class groups for most of the day and stay within “bubbles” which will not mix. The four separate “bubbles” will be:

- Reception,
- Year 1 and 2
- Year 3 and 4
- Year 5 and 6

This will enable two year groups to share the hall and playground at break and lunchtimes, as well as some curricular activities. We will continually review the effectiveness of enforcing these groups, as we understand this arrangement may present educational and logistical challenges.

Supporting pupils with SEND

We understand that some pupils with complex needs may find this transition back into school and a new routine challenging or stressful; however, we are committed to supporting each individual pupil fully as they return to school. To help support pupils with SEND transition back into school, the headteacher and SENCO will meet to discuss additional provision and training which can be put into place.

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Please do not hesitate to contact Mrs Maunder (SENDSCO) should you have any concerns specific to your child's needs in preparation for their return in the Autumn term.

We also understand that some of the protective measures identified in our risk management plan may not be suitable or practical for all pupils. We are, therefore, committed to helping all pupils stay safe as best we can and working with your child to help encourage good hand and respiratory hygiene and social distancing practices.

We will continue to provide educational and care support as normal to pupils who require it.

Catering arrangements

Our school kitchen will be fully open from the start of the Autumn term and the EATs staff will serve both hot and cold food, but with a reduced menu choice. Free school meals (FSM) will be provided as normal. A menu will be sent out in September.

Pupils will be asked to remain in their designated groups at lunchtime. Key Stage 1 children will eat their lunch in the hall. Reception pupils and those in Key Stage 2 will eat their lunch in their classrooms. Infection control and social distancing measures will be enforced during lunchtime and we ask that pupils do not share food, utensils, or cups at this time. Once pupils have eaten, they will go outside to play within their groups, either on the school field or playground.

Breakfast Club

Breakfast club and Owl Club will resume in the Autumn term from 7 September. Parents who wish to take up a place at either club should contact Wendy Haynes. At both clubs, children will be seated within their key stage bubbles and allocated a table. Resources will be set up on the bubble table and cleaned between use. Food will be provided to each individual and cleared away to minimise contact between pupils.

Educational visits

From the start of the Autumn term, the school will resume any non-residential educational visits – we know how much the children enjoy these opportunities to learn outside the classroom and how much they impact on the children's learning. However, overnight field trips will not take place until further notice. Protective measures will apply to all permitted educational visits, e.g. pupils will remain in their groups.

School uniform

The school expects all pupils to wear school uniform from the beginning of the Autumn term, in line with our uniform guidelines. More guidance about the wearing of PE kit on designated days will be sent out at the start of the Autumn term.

We would like to thank you for your continued hard work and co-operation during the coronavirus pandemic. We are committed to supporting you and your child as they transition back into school routine. We know how well parents and pupils have adapted to new routines over the last few months and have every confidence that we can all work together in September to make sure the full return to school as successful as it can be. Should you have any queries or concerns about your child returning in September, please contact and we will be happy to discuss these with you.

We hope you and your family are safe and well.

Yours sincerely,

Mr Henery