

Headteacher: Mrs Rebecca Clarke

Acle St Edmund C of E Primary School
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Ofsted Registration number: 121024



4 September 2020

Dear Parents and Carers,

Firstly, I would like to introduce myself as the new Headteacher of Acle Primary School. Unfortunately, due to the current circumstances with COVID-19, I have been unable to meet you in person but am excited about meeting the children and you over the coming weeks. I will be on the school gates for drop off and collection each day. In time, and when it is safe to do so, I will arrange coffee and cake drop-ins so I can get to know you better. However, for now, and whilst we continue to socially distance, I will send letters and videos on our school website so you are able to get to know me a little better. Please look out for these in the coming weeks on the school website - <http://www.acleprimary.norfolk.sch.uk/>. If you do have any questions, please contact the front office who will ensure that I get in touch with you as soon as possible.

I am pleased to let you know that we have followed the Government guidance to take the steps that are required in order to reduce the risk of virus transmission in Acle Primary School so that we can welcome back all children to school in September. This letter summarises our arrangements and also details how you can help us by working together to keep everyone safe.

We know that some of you may be anxious about returning your child to school at this time. Please be assured that we, and the Government, are confident that the benefits of being back in school far outweigh the very low risk the current levels of the virus in the community poses for the vast majority of children. It is vital for all children to return to school to minimise the longer-term impact of the pandemic on education, wellbeing and wider development.

What we are doing to protect and support pupils and staff

Travelling to and from school

Following Government advice, we encourage you to walk or cycle to school if at all possible. Only members of a household bubble should travel together to and from school, and only one adult from the household should travel with pupils.

If you use public transport please refer to [safer travel guidance for passengers](#).

Face coverings

It is mandatory to wear a face covering on public transport.

If your child wears a face covering to travel to school please discourage them from touching the front of their face while they are wearing it and when they remove it. Please provide them with a plastic bag to keep it in while they are at school. We encourage the adult bringing or collecting their child to wear a mask whilst on the school grounds

We will ask pupils to perform hand hygiene on arrival at the school and after they remove their face covering.

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Start and end of the school day

Please see the attached document with information about the procedures for dropping off and collecting and the start and end of the school day

Breakfast and Owl Club

Spaces are limited, please text Wendy Haynes on 07759 104365 to check availability and book a place. For Breakfast Club please drop off at the hall door, for Owl Club collect from the usual door.

Cohorting of small groups (Bubbles)

Pupils and staff have been assigned to main bubbles who are separated from other bubbles within the school. Those main bubbles may be extended when it is necessary, for example because of wraparound care arrangements or specialist teaching arrangements. The guidance advises that it is also acceptable for siblings to be in different bubbles.

Following government advice we have put arrangements in place to separate different bubbles, we have also:

- Planned the school day and activities to avoid bubbles from mixing and to support distancing within bubbles as much as possible, including making as much use of outside space as possible
- Ensured resources such as pens and pencils are not shared and other resources are not shared between bubbles
- Increased our cleaning and disinfection regime
- Put in place hygiene stations to support increased hand cleansing
- Opening windows and doors to increase ventilation inside the building when it is safe and appropriate

We would ask you to support this by limiting the items your child brings in from home to only essential items. This includes a water bottle, school bag, coat, a pair of trainers (for lunchtime use, as the children will be taking part in a 'daily mile' walk/run on the field) and a lunchbox. Please do not send your child in with a pencil case, we will be providing the children with one and the necessary stationary items.

Educational visits will be assessed to ensure that providers are COVID-19 secure, there are currently no overnight stays.

Lunchtime and school meals

School lunches for KS1 and those entitled to Free School Meals, will not be charged for. For the remainder of KS2 the cost will remain at £2.30. Lunches will be served in disposable, biodegradable, containers.

The options available will be:

- A hot meal, with a dessert
- A jacket potato with either; tuna, cheese or beans. Plus salad and a dessert
- A school packed lunch with one of the following fillings; tuna, cheese, or ham. Plus a vegetable/fruit pot, savoury item and a dessert

Lunches can either be ordered via the Pupil Asset App, or by your child at registration time. Please can all payments be made online (bank details and guidance attached), using your own online banking. If you do not have online banking, please pay by cheque, and send this in with your child in a named envelope. We are unable to accept cash at present.

We will not be selling tuck, and the government funded free fruit for Key Stage 1/Reception is not being reinstated until after the October half term. Please can you therefore send your child in with a healthy snack for morning break.

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Universal hygiene

Staff are implementing these universal hygiene measures and encouraging our pupils to do the same:

- Washing their hands (thoroughly with soap and water often following the [NHS guidance](#).) Using alcohol-based hand sanitiser if soap and water isn't immediately available. Everyone should wash their hands on arrival at school, before eating, after coughing or sneezing, after visiting the toilet, when they get home at the end of the school day, as well as at other regular intervals throughout the day.
- [Catch it, Kill it, Bin it](#) - Covering their mouth and nose with a tissue or sleeve when sneezing and putting used tissues in the bin straight away. Always washing their hands afterwards. We will be providing tissues and bins in our classrooms and at other places where they are needed in the school.
- Avoid touching the eyes, nose or mouth if they haven't washed their hands.
- Self-isolating if:
 - they or a member of their direct household has a new, continuous cough and/or high temperature/fever or a loss or change in their sense of taste or smell.
 - asked to through the NHS test and trace service.
 - you have travelled to an area where it is necessary to quarantine upon return for 14 daysPlease contact the school in this event.
- Going home if they develop symptoms, no matter how mild.

Cleaning and disinfection

The following enhanced arrangements are in place:

- We have removed items that are difficult to clean
- We have identified specific cleaning methods and the times that cleaning and disinfection is needed.
- All touch points that are fixed to the premises such as door handles, taps and toilet flushers will be disinfected twice a day. In some cases, such as where pupils find it difficult to wash their hands, the frequency of cleaning these items has been increased.

Health and wellbeing

- We will ask pupils about how they feel on arrival at school and arrange for pupils to go home where they have symptoms (no matter how mild).
- We will talk to pupils about symptoms and encourage them to tell a member of staff if they feel ill no matter how mild. We are also keeping vigilant for any signs of symptoms too and reminding everyone about this regularly.
- Our staff and visitors will not attend if they have symptoms and will go home if they develop symptoms while they are at the school.
- If your child is unable to attend because they are complying with clinical advice, or because they are isolating, we will arrange for access to remote education.
- We are very mindful about the anxiety that children and you may be feeling and we encourage you to talk about those concerns, particularly if your child has been shielding and are now advised this is no longer necessary, or if you are concerned about any increased risk because of your family circumstances.
- We will talk and listen to children on their return and help them with any anxiety they may be experiencing.
- If your child has a support plan, we will review this in order to consider any specific requirements that will help them to return to the new school arrangements.

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Supporting each other

Your support to help us achieve these standards in our school is vital. Please role model the hygiene behaviours that apply when you are at home and encourage your children to follow them. Please ensure that:

- Your child washes their hands before coming to school and on arriving home. Please support and encourage them to follow good hand and respiratory hygiene at all times
- On the day(s) your child has PE/Games, please send them to school IN their PE kit. They will wear this all day, so there is no need to send in additional clothing. PE/Games days for each year group will be shown on the class page on the website.

If your child has extra-curricular provision that is provided by the school, we will be applying all of the arrangements that are outlined in this letter. If other settings are attended:

- Please limit the number of settings they attend as much as possible
- Try to ensure attendance is consistent at those you do use
- Try to attend local clubs and walk or cycle to them
- Ask the setting if they are COVID-19 Secure

Educating and supporting

Children can become advocates in infection prevention at home, and in their community, by talking to others about how to prevent the spread of viruses, so we are educating the children in an age appropriate way.

We have updated our behaviour policy to cover the new arrangements and site rules that we have put in place. We will ensure that we take a consistent approach to reinforcing behaviour.

Symptoms and isolation

- If a pupil feels ill while they are at school we will keep them safe and move them away from others in a designated room while they wait to be collected. We will not leave a pupil who is ill where they are not safe to be left alone. In an emergency we will call the emergency services, and we will continue to provide first aid for emergencies as we normally do. Staff will wear personal protective equipment if a pupil develops symptoms or requires first aid we need to be in close contact with them.
- Please collect your child as soon as you can if we ask you to (we'll contact you if they become ill with either a temperature, a change to their sense of taste or smell, or a new, continuous cough – please check your contact details are up to date on Pupil Asset). We may be able to provide you with a testing kit and instructions under certain circumstances if your child has these symptoms. Please help us by using this test or booking a test at a centre and letting us know the results as soon as you receive them.
- Please let us know if any member of your household develops symptoms as soon as you can. This means we will need to move your child into a separate room while they are waiting to be collected to protect others in their bubble. You will then need to follow normal household isolation arrangements. Please arrange for a test to ascertain whether it is COVID-19 and share the results with the school so that we can communicate any necessary actions to other parents. Your privacy will be maintained when we do this.
- Please ensure that you follow isolation arrangements if any member of your household develops symptoms

Further information can be found here: [Just one norfolk](#)

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Supporting the test and trace system

The national test and trace system is a fundamental supporting mechanism to keep us all safe during this time. Getting tested when you have symptoms, and letting the tracing team know who you have been in contact with if you do test positive, means that we can all take the right actions to stop the spread of the virus.

If anyone in your household develops any of the most common symptoms of COVID-19 (a new continuous cough, a high temperature and/or a loss of, or change in, normal sense of taste or smell), everyone in the household must stay at home and not leave the house for 14 days. You should arrange for the person with symptoms to get tested. Tests are **FREE** - you can get a test by calling 119 or via the online webpage: www.NHS.uk/coronavirus.

If your child develops symptoms please let us know as soon as possible by calling the school office, so that we can take the right actions to keep everyone safe.

You can find out more about tests for children and young people at:

<https://www.justonenorfolk.nhs.uk/test-trace/tests-for-children-young-people>

You can find out more about what you need to do if anyone in your household has symptoms here:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Action we will take if someone from the school has a positive test

If someone tests positive from the school then we will work with the local Health Protection Team from Public Health. We will advise you in the event that someone has tested positive where it means that your child needs to isolate for 14 days. If your child is not part of the same main, or extended bubble, then it is unlikely that they will need to isolate.

Meetings and visitors

Wherever possible, meetings between yourself and the school should take place by telephone or internet. This includes any informal conversations we might normally have.

If you need to speak to a teacher urgently, please telephone the school office and we will arrange for the teacher to contact you. If it is not an urgent matter, please email the class email and the teacher will get back to you when they are able to do so.

Only absolutely essential in person meetings will take place. Should this be required, the school will make specific arrangements with you. We will only meet with one parent if an in person meeting is needed. Please do not come into school unless you have an appointment.

We have safe arrangements for essential visitors who need to come onto site such as maintenance contractors.

Thank you for your understanding and cooperation. We will review our arrangements in line with any required changes and advise you where needed. If you have any further queries, please contact us on 01493 750322, or by email office@acleprimary.norfolk.sch.uk

Yours sincerely

Mrs Rebecca Clarke