

Headteacher: Mrs Rebecca Clarke

Acle St Edmund C of E Primary School  
Fletcher Way, Acle, Norwich, NR13 3RQ  
Tel: 01493 750322 Fax No: 01493 750600  
Ofsted Registration number: 121024



3 November 2020

Dear Parents and Carers,

I hope you had an enjoyable half term with your families. Following the government's announcement of further nationwide restrictions from Thursday 5 November, we have reviewed our COVID-19 Risk Assessment, and arrangements for reducing the likelihood of infections. The updated version is available on the home page of our website. We trust you appreciate that we are doing everything we can in these challenging times to keep our communities safe, and we are sure you support us in this aim.

We are putting into place additional measures, and would like to remind you of other measures we continue to have in place:

### Face coverings

From Thursday morning, 5 November parents and carers are required to wear masks when coming to the school site, this includes outside areas and at drop off and pick up times. This is to help us to protect each other and the staff in school.

This decision is delegated to schools from central government and is therefore enforceable. We know some people may sometimes forget, and of course, we will not refuse entry for one-offs, but we hope you will join us in encouraging each other to get into this new habit whilst on our school site. We will place signage on the front and rear gates as a reminder.

We know there will be some adults who are exempt from wearing a mask, you can either inform a staff member if this is the case. Alternatively, if you have a hidden disability that prevents you from wearing a mask you may be interested in getting one of these sunflower lanyards or ID cards to avoid having to continuously explain your situation. Lanyards start at 55p and ID cards are 55p. See link below for how to purchase.

<https://hiddendisabilitiesstore.com/shop.html> [Hidden Disabilities | Sunflower Lanyard Scheme](#)

The Hidden Disabilities Sunflower is part of Hidden Disabilities Sunflower Scheme Limited, a private company based in the UK.

Children are not required to wear masks, but they are obviously welcome to wear one, at drop off and pick up only, if you prefer. If so, please ensure your child knows how to put on and remove a mask safely, and has a plastic bag to keep the mask in during the day. Children are not able to wear a mask in class.

Continued...



## **Drop off and collection times**

Please ensure that **strictly** only one person comes on-site at the correct time for drop off and collection. If you have a child in Reception and another year group, please arrive **no earlier than** 8.55am, please do not queue before 9am so that the Year 2 children can come in first. All other year groups to arrive no earlier than 8.45am. This is to avoid queues at the front of the school, for longer than absolutely necessary.

At both the beginning and end of the day, please do not congregate on the school site and leave the school site immediately after collecting your child(ren). Social distancing (min 2m) must be adhered to all times. There must be no loitering or groups of parents.

## **No non-essential adults in school**

From Thursday there will be no parents or non-essential adults allowed in the school building - this is to protect you, children and staff.

## **Increasing ventilation**

We will be increasing ventilation in classes so keeping warm inside will be important - please can you ensure your child is wearing sufficient warm clothing so that classes can be kept very well ventilated. We will allow children to wear layers or coats if they are chilly.

It is expected by the government that classes will remain well ventilated at all times. We will be keep windows open when the children are in class, and additionally the doors will be open during break & lunch times to ensure a full change of air in the classroom. There is very good evidence to show that a significant increase in ventilation decreases risk because it reduces transmission by aerosol (the smallest droplets that remain airborne). This in addition to cleaning surfaces, and hand hygiene is our best current defence in a classroom context.

Whilst a bit inconvenient, this is a balanced way of managing the risk of spreading the virus whilst continuing learning. We are obviously keeping the heating on, and at a higher temperature to try to balance some of the heat lost through ventilation. Please tell us if you have difficulty providing warm clothes.

## **Guidance on symptoms and absences**

Please refer to the guidance on the home page of our website, regarding what to do if your child, or someone in your household shows symptoms, or has been in contact with someone who has tested positive. <http://www.acleprimary.norfolk.sch.uk/>

Please do feel free to contact the school office on 01493 750322, if you are unsure what to do.

## **Behaviour code**

Please also see the home page of our website for the children's and parent's versions of our Behaviour Code with regards to COVID.

Thank you for your understanding and cooperation. I hope this goes some way to reassure you how seriously we are taking our role in this challenging time. We will again review our Risk Assessment when any further updates are received from the Department of Education.

If you have any further queries, please contact us on 01493 750322, or by email [office@acleprimary.norfolk.sch.uk](mailto:office@acleprimary.norfolk.sch.uk)

Yours sincerely



Mrs Rebecca Clarke