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2 March 2021

Dear Parents and Carers,

I am writing to inform you of the arrangements for the return of all pupils on 8 March 2021. This letter summarises our arrangements and also details how you can help us by working together to keep everyone safe. The risk management plan has been updated to reflect the current strategies in place from 8 March to reduce the spread of transmission of COVID-19. This is available on our school website.

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 on 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.

In addition, this letter will address any questions or concerns raised from the parent questionnaire regarding the operational arrangements for returning to school. Thank you to those who responded to this. I am aware, from the parent questionnaire, that one issue parents are concerned about is their child's wellbeing on return and how they will catch up with missed learning. In the next newsletter, on Friday, I will provide a further outline of the wellbeing support we will be providing plus the learning support on offer over the rest of the academic year.

If you have any further questions, following reading this guidance and the risk assessment, please contact the school office who will be able to assist.

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 drop off and collect.

Face coverings

Please can you wear a face covering for drop off and collection whilst in the school site.

Staff, and visitors, are expected to wear a face covering where social distancing between adults is not possible (e.g. in corridors or communal areas). Some individuals are exempt from this and we ask for you to let us know if you are.

Children in primary schools should not wear face coverings in the classroom but 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 clear, sealable plastic bag to keep it in while they are at school. We will ask pupils to perform hand hygiene on arrival at the school and after they remove their face covering or putting it on.



Start and end of the school day

Our start and end of the day arrangements will remain the same as in the Autumn term. Please can I remind you that congregating inside or outside the site is not allowed, and to not arrive early and leave as soon as you have dropped off/collected your children. Please note government regulations regarding no household mixing are still in place, please follow the rules in order to keep our school community safe.

Please do not enter the school building without an appointment.

If you would like to speak to a member of staff, please contact the office by phone or email for urgent matters, or email the class teacher for any other concerns/questions or information.

Minimising social contact - 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 support distancing within bubbles as much as possible, including making as much use of outside space as possible.
- Each year group is now a separate bubble. Children and staff are allocated to a specific year group and will only work across year groups where it is necessary. Additional precautions will be taken when this is necessary.
- The Key Stage 2 children, will not be using their lockers during this time, so please can we ask you to only send in the necessary equipment in one bag which will be stored on the back on your child's chair. This should include necessary items only (e.g. lunchbox, hats, change of shoes). Please remember, Year 3, 4, 5 and 6 will be on the field at lunchtimes (separated) so please send them with the appropriate footwear.
- Ensured resources such as pens and pencils are not shared and other resources are not shared between bubbles.
- Put in place hygiene stations to support increased hand cleansing.
- Opening windows and doors to increase ventilation inside the building throughout the school day. Windows and doors will be fully opened at break, lunchtimes and when the classroom is not being used to provide good ventilation. We ask that you ensure your child is dressed appropriately with this in mind as the classrooms will be cooler than usual. Children will still need to bring in a coat each day.

No educational visits are currently permitted.

Uniform

Please send your child in school uniform. Uniform is important in rebuilding our school community and a sense of belonging for all children. If your child has outgrown some items of their uniform, please try to purchase new items. We understand that this may be difficult during the current situation, so please dress your child in items that are as close a match to school uniform (without logo's such as Nike) as you have and replace these as soon as you can. If you need any support with uniform, please let the school office know as we may be able to help.

Lunchtime and school meals

Year 1- Year 6 will eat their lunch in their classrooms. Reception will eat their lunch in the hall. Lunches will be provided to the children in their classrooms. We will be resuming a full school menu, which is available on the school website to view, so you can place your child/rens school order.

Key Stage 1 children will have zones to play on the playground. The field will be zoned for Key Stage 2 children.

Universal hygiene

We continue to:

- Wash 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](#) – Cover our mouth and nose with a tissue or sleeve when sneezing and putting used tissues in the bin straight away. Always wash hands afterwards. We will continue to provide 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 hands haven't been washed.
- Self-isolating if:
 - Your child 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.
- Going home if symptoms are developed, no matter how mild.

Cleaning and disinfection

The following enhanced arrangements are in place and will continue to be 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.
- Communal areas will be cleaned by members of staff between use (eg computing room).
- Encouraging children to wash their hands thoroughly after using the toilet.

Health and wellbeing

- We will continue to 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). Please ensure you also ask your children each morning if they have any symptoms and if so, please keep them home and book a test.
- 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 you are concerned about the comparatively increased risk including if you are from a Black, Asian or Minority Ethnic (BAME) background.
- 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 plan where it is needed in order to consider any specific requirements that will help them to return to the new school arrangements.

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:

- Only the following items are brought to school: bags, lunchboxes, hats, coats, books, stationary and mobile phone (older children only). We ask pupils not to share their belongings with other pupils. Please do not send any other items into school unless for medical reasons or if you have had prior consent.
- 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.
- Please send your child in wearing a warm PE kit on their PE days and a change of shoes.

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. Both Owl Club and Breakfast Club will run from 8th March with limited numbers of children. Please contact Wendy Haynes to book into these clubs.

If your child attends other extra-curricular clubs or settings:

- 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 in an age appropriate way.

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 and 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). 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 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](#)

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 contacting 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 10 days. If your child is not part of the same main or extended bubble then it is unlikely that they need to isolate.

Meetings and visitors

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

Please contact the office by phone, or email, to make arrangements to have a meeting with school staff.

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 this is the case. 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 the school office and we will get back to you as soon as possible.

Yours sincerely

Mrs Rebecca Clarke

Headteacher