

Trinity Church School

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Executive Headteacher: Michelle Parsons NPQH. M.A., B.Ed(hons)

1st March 2021

Dear Parents/Carers,

Full Return to School Arrangements from March 8th 2021

As you will know, all primary schools in England will open to all children on Monday 8th March and we couldn't be happier about this decision! We are all looking forward to welcoming **all** children back into school once again.

This letter is to confirm the school's arrangements for full return to school for all children. A copy of our updated Covid-19 Risk Assessment is available on our website www.trinitychurchschool.com for your information.

Measures to mitigate the risk of spreading the virus

Below is a list of procedures which we will follow at school to **reduce** the risk of spreading the virus. We **cannot** entirely eliminate the risk and have used a risk-benefit approach when making our decisions.

- The school will continue to operate in *bubbles*. *These will be Y5/6, Y3/4, Y2/1 and YR/N.*
- Children will be in their classroom with their class teachers and TAs.
- Children will sit in rows, facing the teacher (except for Acorns Nursery and Conker Class as they will be following the Early Years curriculum). Chestnut Class will also follow some aspects of the EYFS curriculum and will not be seated in rows until after the Easter Break.
- Children will remain in these *bubbles* throughout each school day and until further notice.
- Children will have some access to the usual school equipment and toys.
- Children will be given a pack of individual resources which only they will use. **No pencil cases or own stationery is to be brought to school.**
- We will provide children with a school water bottle which **will remain in school** and be filled with fresh water daily. Please **do not** send your child in with their own bottle from home.
- Children will have playtimes at the usual times, within their *bubbles* – the outside area will be divided into 4 sections for the 4 *bubbles*. Children will rotate to play in a new area each day so that all have access to each area outside throughout the week.
- Children will eat their lunches in the school hall. Both packed lunches and hot meals will be served in the school hall at staggered times to enable children to eat within their *bubbles*.
- Children will remain in designated areas within the school. The site will be demarcated with footprints, barriers and signage.
- Children's finish times will be staggered (see table below).
- Social distancing will be promoted at all times whenever possible.
- Collective worship and class assemblies will take place in classrooms with the exception of our Friday *Celebration Assembly*. There will be a KS1 and a KS2 *Celebration Assembly* in the hall, with *bubbles* distanced from each other.
- Cleaning will be increased with regular wipe downs of tables, handles, toys etc.
- Regular hand washing will be implemented.
- Staff will wear face coverings in all areas outside of their *bubble* and in situations where they are working in close contact with children. We have supplies of PPE available for staff and they may choose to use this in certain situations to protect your child and themselves. In most cases, because of the arrangements that have been made, this will not be necessary.

Attendance

Attendance will be mandatory from March 8th. This means from that point, the usual rules on school attendance will apply (DfE, July 2020). I understand that some children and parents will be anxious, and I would ask that you contact the school as soon as possible so that we can find ways to provide support.

Week Beginning 1st March

All staff will be in school for their usual hours as of Monday 1st March. This means that teachers may not be able to give feedback in as much detail and respond as frequently as they have been to home learning messages as they will be working full-time in school.

Friday 5th March

On Friday 5th March, all staff will be in school finalising the preparations for the children's return. If your child is currently attending school, we ask you to keep them at home on Friday and complete their learning from home if at all possible. Friday will be a 'no screen day' and tasks set will focus on World Book Day and wellbeing activities. Teachers will not be communicating via Seesaw or Google Classroom on this day as they will be spending the day ensuring they are well prepared to receive all children back in school on Monday. If you need a place for your child at school due to being a keyworker and having no other alternative than to have your child in school, please complete this Google form asap: [Friday 5th March](#). Any bookings already made for Breakfast Club, school lunch or short TASC, which are no longer required will be removed and you will not be charged.

Monday 8th March

Parents should drop-off at **the times listed below**. We ask that **only one** adult comes onto the school site. **ALL** adults who drop off/pick up from the school gate are required to wear a face covering while on school grounds and to observe social distancing guidelines, maintaining a safe distance from each other and other children. If you are exempt from wearing face coverings (as per government guidance) please maintain at least 2m distance from others. Please also leave the school site as soon as possible to reduce congestion.

Staff will meet children from the car if parents choose to drive in and **drop-off using our turning circle**. I would like to remind you that **only cars displaying Blue Badges** will be permitted to enter the carpark after school. This is for the safety of our children. Please do not follow an authorised car through the gates.

Please take note of the 'Yellow Feet' painted on pathways into school and leading to entrances to ensure social distancing at drop-off and collection times.

There will be 2 entrances '**Nursery Gate**' and '**Side Gate**'. **ALL** pupils will be expected to arrive in school between **8.30am and 8.50am**. 'Morning Challenges' will be set up in each classroom ready for children's arrival.

- Children from **Acorns** and **Conker Class** will enter through the **nursery gate**.
- Children from **Years 1-6** will enter through the **side gate**.

Parents of KS2 children should drop their children off at the **main pedestrian gate** where they will be greeted by members of staff and supervised on their way to classrooms.

Parents of KS1 children will be required to take them to the **side gate** and then follow the one-way system back round to the main pedestrian gate to leave the school site.

No parents will be allowed past the nursery gate or the side gate.

Class	Cohort	Arrival	Departure
Acorns	Nursery	between 8.30am- 8.50am <i>via nursery gate</i> Start of afternoon session - 12.15pm	End of morning session (no lunch) - 11.45am End of morning session (lunch) - 12.15pm End of day - between 3pm - 3.15pm
Conker	Reception	between 8.30am- 8.50am <i>via Nursery gate</i>	3.00pm <i>via Nursery gate</i>
Chestnut	Year 1	between 8.30am- 8.50am <i>via side gate</i>	3.00pm <i>via rear door of School Hall</i>
Cedar	Year 2	between 8.30am- 8.50am <i>via side gate</i>	3.05pm <i>via rear door of School Hall</i>
Willow	Year 3	between 8.30am- 8.50am <i>via side gate</i>	3.05pm <i>via side gate</i>
Cherry	Year 4	between 8.30am- 8.50am <i>via side gate</i>	3.10pm <i>via side gate</i>
Maple	Year 5	between 8.30am- 8.50am <i>via side gate</i>	3.15pm <i>via side gate</i> (If you wish your child to walk home by themselves please ensure you have completed a form giving permission).
Redwood	Year 6	between 8.30am- 8.50am <i>via side gate</i>	3.15pm <i>via side gate</i> (If you wish your child to walk home by themselves please ensure you have completed a form giving permission).

Please do not arrive early to collect your child as this increases congestion around the pick-up areas.

If parents are collecting children from more than one year group please can we ask that you collect **all** children **at the latest time**. Your younger child(ren) will remain in their classroom(s) until the departure time of the eldest sibling. Children will leave from their usual exit (as detailed in the table above). Please can parents/carers wait on the yellow footprints outside the appropriate exit and ensure the wearing of face coverings and social distancing.

Home Learning

As it will be compulsory for all children to attend school from March 8th, we will no longer be providing any home learning as we have done during lockdown. Homework will continue to be set as normal.

Behaviour

At Trinity Church School we have high expectations of children's behaviour. We will be reminding children about their conduct and outlining what is expected of them. We do not envisage any issues, however, we would appreciate your continued support in ensuring that excellence of behaviour is maintained.

Breakfast Club and TASC

We will begin Breakfast Club from 7:45am and TASC from 3:15pm on Monday 8th March. TASC will operate in Key Stage *bubbles*. There will be no food available at long TASC (children can bring in a packed tea, which will be stored in the TASC fridge). The price has therefore been reduced to £5.50 (representing a £1 discount on the previous charge for long TASC). The provision of hot food will be reviewed after the Easter holidays. The price of short TASC is £2 per child per session - collection by 4.10pm. Bookings for Breakfast Club, Short and Long TASC to be made on ParentPay 48 hours in advance and any cancellations to be advised within 48 hours.

After School Clubs

We are planning to begin clubs from March 8th. You will receive a letter in the next day or two via SchoolPing detailing clubs available. Please complete and return to the school office asap if you wish your child to attend any of the clubs.

School Uniform

Children will be expected to wear full school uniform each day. There are no additional cleaning requirements expected due to the virus. The school's usual high standards of uniform are expected and this includes sensible black shoes. No jewellery, nail varnish, or wristbands are allowed.

PE kits should be brought into school **on the first day** and will remain in school on children's peg or in lockers.

School Meals

The option to purchase a hot school dinner will be available to you from March 8th using Parent Pay. Universal Infant Free School Meals (UIFSM) will be available to all children in Reception, Year 1 and Year 2 as well as those children in Key Stage 2 who are to receive Free School Meals (FSM).

Visitors

The Government has said it is acceptable to have visitors on school premises if they are professionals supporting children in their well-being or education. For example, social workers, educational psychologists, school nurse service, play therapy, etc. However, we are aiming to reduce the number of non-essential visitors. Therefore, if you need to make contact with the school please ring, email or contact us via Seesaw with any queries or issues you might have.

Hand washing

Keeping hands clean is one of the most important ways of preventing the spread of Covid-19. Children and adults will be expected to wash their hands or use hand sanitiser on entry to school in the morning and at other regular points during the day – break times and lunchtimes for example.

NHS Test and Trace

Parents/carers will need to be ready and willing to:

- book a test if they are displaying symptoms. Children **must not** come into school if they have symptoms,

- and **must** be sent home to self-isolate if they develop them in school.
- provide details of anyone they have been in close contact with if they were to test positive for COVID-19 or if asked by NHS Test & Trace.
- self-isolate if they have been in close contact with someone who develops COVID-19 symptoms or someone who tests positive for COVID-19.

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.

We will ask parents/carers to inform us immediately of the results of a test:

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if someone tests positive, they should follow the [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#) and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.

Parents’ Evenings

Our Spring Parents’ Evenings will once again take place remotely this term to avoid large gatherings within the school. More details will follow next week.

Educational Visits and Swimming lessons

No educational visits or swimming lessons will be permitted for the foreseeable future.

To help the school...

- **Please be on time to drop off and pick up your child**
- Once you have dropped your child off, please do not congregate with other parents at the school gate
- Please use email or Seesaw to contact the school whenever possible
- Ensure that your child is competent in washing their hands thoroughly for 20 seconds

With best wishes,



Michelle Parsons
Executive Headteacher