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*Part of the Midsomer Norton Schools Partnership*

Friday 10th July 2020

Dear Parents and Carers,

Following Mr Williams' letter explaining the MATs general approach to risk assessment and the safe return for all pupils and staff in September, I am writing to you to outline the specific measures we are taking at Clutton School to ensure we can safely welcome all pupils back in September. This detailed preparation is informed by the document 'Guidance for Full Opening - schools' produced by Gov.UK.

Our priority must be safety for all, but we also acknowledge that this is an anxious time where school will be very different for our newly returning pupils. Those children who have already returned in June have demonstrated great resilience, and also really enjoyed the extra nurture/ well-being sessions we have delivered. We are, where possible, planning to continue these in September. In Years 3,4, 5 and 6 we will be recapping home and prior learning to ensure all are confident and secure in their knowledge and understanding, and then move forward with new learning.

#### **Behaviour:**

Whilst we understand that some children may find the return to school and its routines a bit challenging, we do expect all pupils to follow adult instructions and procedures around distancing, handwashing and hygiene. This is paramount in keeping the school community safe, and as such a new MAT behaviour policy has been added to each school specific one. This will soon be available on the website - for you to familiarise yourself and your child/children with, as any deliberate non compliance will be dealt with swiftly and firmly. Our expectations for behaviour will be high as always, and of course teachers will regularly remind children of what they need to do, as will highly visual posters around the school and playground.

#### **School communication:**

To reduce the risk to all, we will be following continued Government guidance and allowing parents/carers very limited access to the school building. We ask that communication continues to be via the school email address or telephone. Staff on gate duty will continue to pass forms and messages on to the relevant people, as people are still not able to enter the school building without a prior appointment being made. This will, of course, be regularly reviewed as guidance changes.

#### **Attendance:**

The risk of COVID is still with us, but the Government advises that it is safe for ALL pupils to return, as long as schools follow the advice and guidance provided. They see it as vital to minimise the longer term impact of the pandemic on children's education, well-being and wider development. Therefore, full time attendance is mandatory for all children of school age. We understand that some of you may feel anxious about this, and so we will share updated risk assessments and guidance on our website for you to look at. Please don't hesitate to contact us if you have any specific questions regarding your child/children.



### **Uniform:**

We will be asking all children to wear full school uniforms in September, as we know uniforms can play a valuable role contributing to the welcoming ethos of our school, and helps set expectations for routines and behaviour. A polite reminder that jewellery, apart from small stud earrings, is not to be worn and long hair needs to be tied back at all times. Extreme haircuts/ Jojo bows and trainers are not part of our school uniform - guidance can be found on the school website if you are unsure. On PE days, children can wear PE clothes (Jogging bottoms/ school house colour t- shirt/ hoodie/trainers) for the day, to stop the need for changing (see PE days for Term 1 under class headings)

### **Class Arrangements**

Although Covid 19 is still present and a risk, the Government recognises it is not possible to have class bubbles of 30 and still socially distance 1 - 2 metres apart. It is the school leaderships' role to mitigate the risk for all returning to school in September. Classes will not need to socially distance themselves from each other in their class or bubble anymore, but teaching staff must try to stay 2 metres from children, or spend limited time with them if closer. PPE should not generally be worn in schools by staff or children, but we do have supplies of PPE available for staff and they may choose to use this in certain situations to protect your child and themselves e.g. if staff are working with your child for longer than fifteen minutes in close proximity. Please prepare your child for this, as staff will wear masks or visors on some occasions. We will continue to stagger drop off/ collection, break and lunch times, and zone the playground for our bubbles as much as possible.

### **Pick-up and drop off of children**

It is currently still not safe for staff if parents gather and talk in the playground or outside of the school gates, and so we politely ask you to follow these safety arrangements. When possible, children should enter school by themselves and go straight to the classroom. We have staggered times of both drop off and collection to avoid bottlenecks at doors, in the playground and on narrow pavements outside of the school. When waiting, please remain one - two metres away from others, and when you have your child please leave the school site through the pedestrian gate. Please try and keep to these timings to help support social distancing for our pupils and staff. This will be helped if parents strictly adhere to time slots and leave straight away. From September, pupils will not be able to enter the school site before their allotted time. As I am sure you will appreciate, 145 pupils is more complex than 50 plus currently.

ALL parents must wait outside of the main gate to be called through by a member of staff.

Cabin wraparound care will continue to drop off and pick up at from school. A reminder that it is the Cabin and parents' responsibility to ensure that children arrive on time for their entry. The school cannot supervise different bubbles on our site in the mornings and afternoon (please refer to guidance if unsure). This is to make sure that we as a school are maintaining specific, strict bubbles from the moment children enter our gates, to the time they leave them. As I am sure you will be aware, there has been a huge amount of ongoing arrangements put in place to keep children/parents and staff well. We ask for you to follow our procedures, and to explain them clearly to your children before September.



The Department for Education (DfE) and Government acknowledge that social distancing with primary classes of 30 is practically impossible. My responsibility is to apply the health and safety guidelines provided to our setting at Clutton, minimising the risk to the whole school community. These children will be able to be grouped according to their needs for interventions, and have access to the same outdoor learning environments. It will also enable the school to continue to offer a broad and balanced curriculum, within mixed age classes.

### **Bubble 1: EYFS and Year 1 Lead: Mrs Muckley.**

#### **EYFS arrangements:**

EYFS children will start later than other children on **Monday 7th September**. Drop off is 9.10am, following a one way system. They will stay in for the morning and lunchtime that week, and be collected at 13.10pm from Cherry Class. The following week onwards will be full time, allowing you to drop off at Cherry Class fire door at 9.10am and be collected from the same place at 3.20pm. PE is Friday morning each week.

#### **Year 1:**

Maple Class with Mrs Muckley. First day of school is Thursday 3rd September. Children will be dropped off at the main school gate at **8.45am** and met by Mrs Willcox/ Miss Fry/ and collected from the EYFS fence at **3pm**. PE is on a Tuesday each week.

### **Bubble 2: Year 2 and Year 3 Lead: Mrs Cowgill.**

#### **Year 2:**

Willow Class with Mrs Cowgill . First day of school is Thursday 3rd September. Children will be dropped off at the main gate and met by Mrs Willcox/Mrs Riley at **8.55am** and collected from the front playground at **3.10pm**. PE is on a Monday each week.

#### **Year 3:**

Rowan Class with Miss Douglas. First day of school is Thursday 3rd September. Children will be dropped off at the main gate and met by Mrs Sebright/ Mrs Evans at **8.45am** and collected from the back of school at **3pm**. PE is on a Wednesday each week.

### **Bubble 3: Year 4, Year 5 and Year 6 Lead: Ms Orange.**

#### **Year 4 / 5 :**

Sycamore Class with Mr Rideout. First day of school is Thursday 3rd September. Children will be dropped off at the main gate and met by Mrs Sebright/ Mrs Evans at **9.00am** and collected from the front playground at **3.20pm**. PE is on a Thursday each week.

#### **Year 5/ 6 :**

Oak Class with Ms Orange. First day of school is Thursday 3rd September. Children will be dropped off at the gate at **8.55am** and seen out of the gate at **3.10pm**. PE is on a Friday afternoon each week.

**If you have more than one child to drop off and pick up, please follow the latest timings for your family. We will make sure they are supervised until all collected.**

#### **School lunches:**



School kitchens will be reopening for September. Due to the logistics of a small school, Term 1 hot dinners will be available for EYFS/Year 1 and Year 2 children, alongside all KS2 children who are in receipt of free school meals only. We ask that other pupils in Years 3 - 6 bring a packed lunch. These will all be eaten in classrooms, until face to face contact is re-established. We will review this in plenty of time for Term 2.

### **Social distancing**

Where possible, staff are remaining consistent too, although with part time staff some changes are unavoidable. Each class will continue to have their own sinks/ hand washing stations and the playground will be zoned to minimise contact risk during staggered break and lunchtimes. Guidance says toilets can be used by different groups as long as they are regularly cleaned. We will continue with the thorough cleaning rotas, hand washing routines and antibac as put in place in June, alongside a deep clean in the summer holidays. In addition to this, staff will have cleaning kits in each class to ensure hard surfaces and 'high touch' areas are cleaned at the start of the day, during breaktime, during lunchtime, afternoon and after school.

### **Hand-washing**

As the single most effective way to stay safe, we will continue prioritising hand washing for all children and staff. Each room has additional cleaning equipment, including soap and anti bac hand gel. Following government guidelines we will remind children of the benefits of good hygiene, and the 'catch it, bin it, kill it' approach. Please continue to re-enforce this with children at home.

### **Revised School Rules and Routines**

Please can you make sure your child is familiar with good hygiene procedures (especially good thorough handwashing) and the necessity for following school rules on social distancing. The school's behaviour policy ([available on the school website](#)) clarifies expectations regarding this and sanctions if children do not follow these. The pupils who have already returned have been EXCELLENT with this, and they are our youngest pupils! Thank you for your support here.

### **Covid-19 Symptoms**

Staff and children should not attend school if they have symptoms or are self-isolating due to symptoms in their household. If your child were to become unwell at school they would need to be collected promptly.

If you are concerned that your child or anyone in your household is showing symptoms of Covid-19, please follow the [NHS guidelines](#), and the [Test and Trace guidelines](#)

1. **Isolate:** as soon as you experience coronavirus symptoms, medical advice is clear: you must self-isolate for at least 7 days. Anyone else in your household must self-isolate for 14 days from when you started having symptoms
2. **Test:** order a test immediately at [www.nhs.uk/coronavirus](http://www.nhs.uk/coronavirus) or call 119 if you have no internet access
3. **Results:** if your test is positive, you must complete the remainder of your 7-day self-isolation. Anyone in your household must also complete self-isolation for 14 days from



when you started having symptoms. If your test is negative, you and other household members no longer need to self-isolate. PLEASE CONTACT THE SCHOOL AND INFORM THEM OF YOUR RESULTS.

4. **Share contacts:** if you test positive for coronavirus, the NHS test and trace service will send you a text or email alert or call you with instructions of how to share details of people with whom you have had close, recent contact and places you have visited

All school communities are expected to sign up to the [NHS Track and Trace](#) when it is available. Please be aware of your responsibilities and be prepared to act quickly as required. Don't hesitate to call or email if you have any other questions or queries. Please do check your emails regularly through the holidays, as government and local plans can change at short notice, affecting what we are doing in school. As soon as the new risk assessments are checked through the Trust, we will add them to the website for your reference.

I thank you for all your kind comments surrounding the homeschooling and staff dedication shown throughout this time. The staff would like to thank you for the learning support you have been providing at home. We know it hasn't been easy and you have all tried your hardest... but the end is in sight! From all the staff at Clutton, we wish you a happy and healthy summer holidays, and look forward to welcoming you all back to school,

Yours sincerely,

