

Dear Parents and Carers,

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 at Fairstead Primary School so that we can welcome back all children to school next week. This letter summarises our arrangements and also details how you can help us by working together to keep everyone safe.

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 (<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>).

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

Start and end of the school day

There will be different start and end times for different year groups. This is so that we can attempt to prevent clusters of adults forming and to allow for quick and easy drop off and collection.

Year Group	Drop Off	Collection
Nursery	8.45am – 8.55am	3.00pm
Reception	8.45am – 8.55am	3.00pm
1	8.45am – 8.55am	3.00pm
2	8.45am – 8.55am	3.00pm
3	8.45am – 8.55am	3.00pm
4	8.35am – 8.45am	3.15pm
5	8.35am – 8.45am	3.15pm
6	8.35am – 8.45am	3.15pm

We have a new school gate that was installed over the summer which will lock automatically at 8.55am. Children who are late will not be allowed to walk through the school and will have to be collected at the gate and walked to their class by a member of staff.

If you have siblings in year groups that have different timings you can still drop them off at their classroom straight away to avoid having to wait.

We have had a lot of new equipment installed over the summer especially in the Early Years area. Please **do not allow** your child to play on any equipment before or after school.

Groupings (Bubbles)

Pupils and staff have been assigned to main bubbles that 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 use of outside space
- 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
- Ensured 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.

I have noted some of the questions that have been posted on our Facebook group and will try to answer each of those below:

- PE Kits will be worn to school on the day of a PE lesson so as to avoid changing together in the classroom and reduce movement around school. Your child can wear jogging bottoms over their shorts if they wish to.
- There will be no snack trolley at school for KS2. Your child may bring their own healthy snack choice from the list below (not sweets, chocolates or nuts – we are a nut free school):

1. **Fruits:** grapes, apple, pear, dried fruit (raisins)
2. **Granola Bars:** cereal bars
3. **Vegetables:** carrots, celery, cucumbers, green peppers
4. **Cheese:** string cheese, Babybel Cheese
5. **Cereal** (no sugar added)
6. **Other snacks:** popcorn, pretzels, plain crackers

- KS1 will continue to have fruit provided
- Children will need to bring their own water bottles and these will have to go home at the end of each day.
- Children are not allowed to bring in their own toys to school.
- Children do not need their own pencil case, we will provide all necessary resources.

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

Breakfast Club

Breakfast club will start on the week beginning 14th September 2020. You will need to pre-book your child a place at breakfast club during the first week back from the 7th September 2020. This is so we can plan our risk assessment in advance to ensure those children can receive their breakfast safely.

Parents/Carers will not be able to drive on to the school premises to drop off their children for breakfast club.

Lunchtime and school meals

Hot dinners and school made packed lunches will be served next week. Yr's 5 & 6 will remain in their classrooms for lunch. Hot dinners and school made packed lunches will be delivered to these classrooms in boxes and will be dropped off outside the classroom. Year 1 will have their lunch in their own classroom. All other year groups will have their hot dinners and school made packed lunches in the hall and sandwiches (from home) in their own classrooms.

The dining tables will be cleaned in between sittings and strict times will be adhered to.

Payment for school meals will only be made via parentmail – no cash.

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 you 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 your 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.
- Going home if they develop symptoms, not 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 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. We ask pupils not to share their belongings with other pupils.
- 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.

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

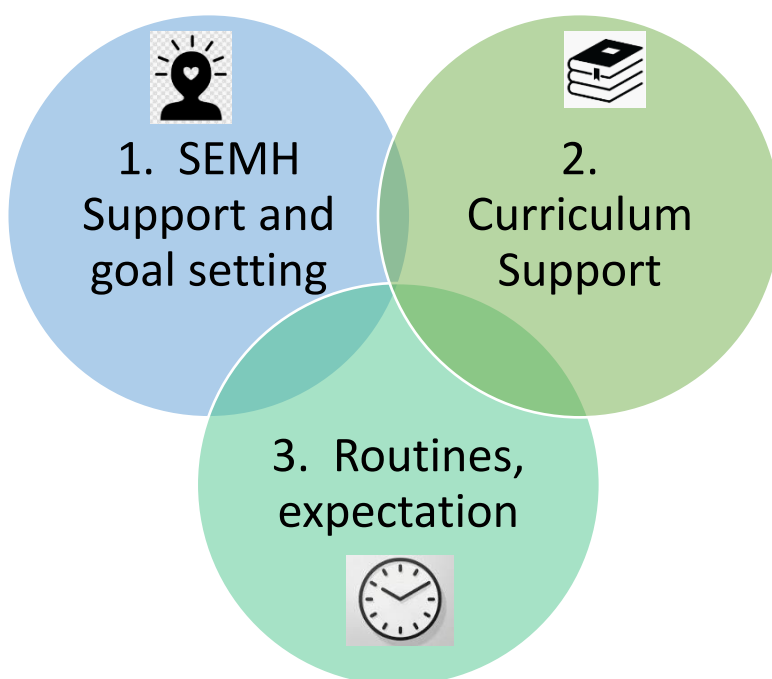
Educating and supporting

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 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.

We have committed the first two weeks to ensuring that routines, expectations, standards, relationships and values are quickly re-established. We will review our progress with these priorities together and respond to the needs as we assess them.

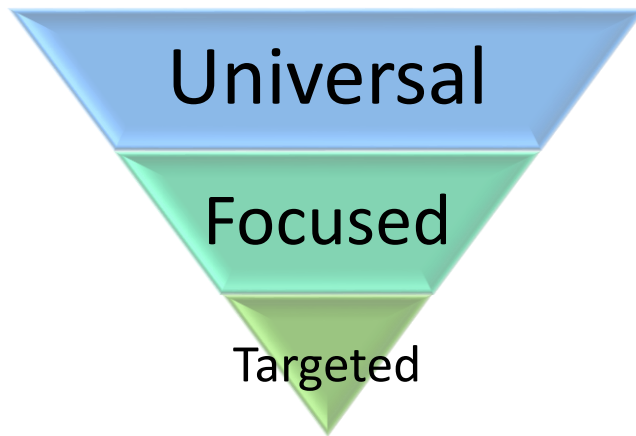
September 'our return' will have a focus of three different areas:



1. Social Emotional and Mental Health (SEMH). A focus on children's well-being and the emotional impact of the pandemic and being away from school. It is important that we look forward with children, set goals rather than dwell in the past. This initial period will need to be handled sensitively providing a safe space for children to share their feelings whilst at the same time being excited by what we are going to achieve together. There will be no 'what did you do in the holidays?' type activities to support this message.
2. Using formative assessment and developing links between the vital threshold concepts will help us to support the children where the onset of Covid-19 and prolonged absence from school has had a negative effect. We will also use this information to build on the renewed confidences or skills that children have learnt. Giving the children an opportunity to succeed early on will support a positive return to school.
3. Planned opportunities to re-establish our four core values (Being Respectful, Being Safe, Being a Learner, Being Responsible) and new routines as dictated by the risk assessment.

Supporting Children on 'Our Return' with SEMH and Goal Setting, Curriculum, Routines and Expectations

There are three levels of support in school for children.



Universal – Elements of school provision that are applicable and appropriate to all children in school (relevant to age/experience)

Focused – Additional measures for groups of children that can be delivered through class provision or additional family contact

Targeted Support – Specific support for individuals or families, often involving external agencies

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 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 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.

If there is an important issue that you wish to discuss with myself or another member of staff, please telephone or email the school office and we will arrange a safe and secure place to do this.

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.

If you do enter the school and the front foyer then a facemask must be worn and the tape on the floor will indicate where you can stand.

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. Please support us by being on time and **establishing waking up and morning routines before the first day back.**

We are looking forward to seeing everyone next week and providing support and education to all, if you have any further queries, please contact us.