



## School Organisation from 15<sup>th</sup> November 2021 onwards

13.11.2021

Dear parents and carers,

Having taken advice from the local Health Protection Team we need to alter the way we work in school - please find practical information below regarding how the school will operate.

We do understand people have different views on how we should move forward with Covid-19 – however we need to continue to be respectful of the guidance given to school to reduce the risk of transmission, reduce the risk of a significant outbreak leading to home learning and to support the NHS workers who have worked so tirelessly over the last two years. We have worked well on this together in recent times and we look forward to your continued support and cooperation now.

On Friday, teachers briefly explained to children that the way we work in school will be changing from Monday - the advice we were given was on Friday afternoon. We will take time to explain the ways we will have break/lunch, wash hands, walk around the school etc again on Monday. The children were wonderful at picking up these routines and helping each other remember last academic year and we do not foresee problems – we are keeping to a very similar structure wherever we can.

With sincere thanks for your continued support,

Zoe Avastu

Headteacher

### **Organisation**

Children will work in class groups as much as possible. Learning will continue but in a different way sometimes, for example, Letters & Sounds sessions will be led by the class teacher/TA. Coaches will continue to work with children but only one class at a time. Catch-up tutoring will continue for children – we planned for children to work in class group so we were prepared for an outbreak/future lockdown. School clubs will cease.

We have timetabled with care to reduce contact for children in different classes:

- we have staggered lunch times where we split the hall so 2/3 classes can eat in different zones at the same time
- we have staggered playtimes where we split the playground so 2/3 classes can play in different zones at the same time
- classes will enter/exit their rooms from specific doors to reduce corridor crossing
- have assemblies in class via Teams

We know that Mother Goose is crucial to many families that work. We have liaised with Mother Goose so before/after school provision can operate on site. Children will remain in consistent class groups during Mother Goose.

### Drop off/Pick up protocol

We know there is not a perfect solution to pick up/drop off for any school. We want all our parents, carers and children to be as comfortable as possible when dropping off/picking up their children at school. We ask you follow this guidance to respect all our families again so we can do the best we can with the space we have.

- Please wear a mask on site and around the front of the school during drop off/pick up unless exempt.
- Please walk and cycle to school if possible.
- Whenever possible, one member of a household to drop off/pick up – this is to support reducing the number of people at the school front at what will be a busy time.
- Please do not gather to chat before or after drop off. If you arrive before your time slot maybe stay in the car/walk around the church or orchard area. Reducing numbers at the front of the school will help everyone get in and out swiftly and as safely as possible.
- We will have staggered drop off and pick up times again– see timetable below. Please arrive anytime within the 10 minute time slot.
- Please drop off/pick up your child at the correct school gate. There will be a member of staff from the class team to welcome your child. The other class staff member will be waiting in classroom to greet your child/help them to settle into class.
- Mrs Birch and I will be available outside at drop off time for the first few days to help with the new routines.
- **For Class 1 and Class 2:** We will use the staff car park to support drop off for Class 1 and Class 2 children again – they will enter/exit the school via the wooden gates and through the outside Reception play area.
- **For Class 1 and Class 2:** Please use the one-way queueing system to support social distancing at drop off and pick up in the school car park. Please do not queue to drop off/collect your child until your time slot as the aim is to reduce numbers at the school gate/mixing as much as possible.
- **For Class 1 and Class 2:** If you have children in both Class 1 and Class 2, you can drop off all children in either time slot via the staff car park and wooden gate entrance. If you have children in both Key Stage 1 (Class 1 and 2) and a key stage 2 (Class 3, 4 and 5) then please drop your children together at the KS2 entrance –see KS 2 info further below.
- **For Class 1 and 2:** At pick up time please queue in the staff car park area ready for your pick-up time slot. Do not join the queue before your time slot as your class will not be ready/waiting and we want to reduce crowding at the school front. The teachers will line up their class– when they see you at the front of the line, they will call your child for you.
- **For Class 3, 4 and 5:** Please drop off your child at the main black, metal gate. Please use the one-way system to reduce mixing.
- **For Class 3, 4 and 5:** Please drop off your children within the 10 minute slot for your class. If your child is in upper KS2 and walks/cycles to school independently/with peers, please discuss with a good time to leave your home so children are not congregating at the school front before their class entry time slot.
- **For Class 3, 4 and 5:** If you have children in different classes in KS2, then please drop off your children in either time slot. If you have children in both Key Stage 1 (Class 1 and 2) and a key stage 2 (Class 3, 4 and 5) then please drop your children together at the KS2 entrance.

- **For Class 3, 4 and 5:** At pick up time please queue in front of the black gates to pick up your child. The teachers will line up their class– when they see you at the front of the line, they will call your child for you. Some parents wait spread out by the church wall too - when the teacher sees you they will call for your child too.
- We know pick up is harder for families with more than one child. We understand that if you have children in more than one class you might need to wait to pick up them up at the end of the day or move between the KS1 and KS2 entrance – this is fine. We will look after children until we see you so do not worry if you are late due to picking up a sibling at the other entrance.
- We know that parents/carers sometimes have messages for teachers that are important. If you want to talk to a teacher, please call the school office on 01453 822922 & leave a message for the class teacher rather than talking at the school gate/holding up drop off for other parents. Teachers will call you back.

<b>Classroom</b>	<b>C1</b>	<b>C2</b>	<b>C3</b>	<b>C4</b>	<b>C5</b>
<b>Drop off time</b> TAs to welcome children at gate	Through wooden gate in staff carpark.  <b>8.50am – 9.00 am</b>	Through wooden gate in staff carpark.  <b>8.40 am – 8.50am</b>	Through main metal gate playground entrance, (then down the tunnel to C3).  <b>8.40am – 8.50am</b>	Through main metal gate playground entrance, (then through the external door to C4.)  <b>8.50am - 9am</b>	Through main metal gate playground entrance.  <b>8.50am – 9am</b>
<b>Pick up time</b>	From wooden gate in staff carpark.  <b>3.15-3.25pm</b>	From wooden gate in staff carpark.  <b>3.05pm - 3.15pm</b>	From main metal gate playground entrance.  <b>3.05pm - 3.15pm</b>	From main metal gate playground entrance.  <b>3.15-3.25pm</b>	From main metal gate playground entrance.  <b>3.15-3.25pm</b>

### Practicalities

- Due to the need for classroom ventilation it would be a great idea if children wore an extra layer/t-shirt/tights/thermals etc to ensure they are warm enough.
- Please wash hands before leaving the house and on your return home in the afternoon.
- All children will need a coat every day. Being outside and natural light is really helpful for our mental as well as physical health. Most children enjoy playing and socialising together too. All children will be taken outside to play, even if it is drizzling. I am afraid we do not have staff to look after children inside as well as outside as we will be very stretched due to staggered breaks/lunch times.
- Caterlink will continue to provide cooked lunches.
- Please do not bring in any toys/teddies/pencil cases etc. from home.
- Reading books will be sent home. On return, books will be stored for 48/72 hours or covers wiped before being re-issued.
- If your child needs medicine, parents will need to notify and discuss this with Mrs Birch. Parents may be asked to come to school to administer it to their child at the appropriate time.

### System of control

We will continue to follow the range of control measures to reduce the risk of infection in school – we know we cannot eliminate it. These include:

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- 2) Support face coverings being used in recommended circumstances.
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces, using standard products such as detergents.
- 6) Minimise contact across the site wherever possible.
- 7) Keep occupied spaces ventilated.
- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- 9) Promote and engage in asymptomatic testing.
- 10) Support the NHS Test and Trace process when required.
- 11) Report confirmed cases of coronavirus (COVID-19) amongst the school community to DfE.
- 12) Seek advice and follow local health protection team advice when we have an outbreak.

### **Symptoms of Covid-19**

Most people with coronavirus have at least 1 of these symptoms. The main symptoms of COVID – 19 are:

- **a new continuous cough**– this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual);
- **a high temperature**– this means you feel hot to touch on your chest or back;
- **the loss/change in normal sense of smell/taste**– this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.