



Federation of Great Ellingham Primary School & Rocklands Community Primary School



25th August 2020

Dear Parents and Carers,

I am writing to give you details of our plans for re-opening of the school to all pupils from **Monday 7th September 2020**.

Guidance from the Government is that children can return in full class groups from September and so we will be operating on this basis. We will be aiming to retain the children in Class Group 'bubbles' as far as possible which means that they will not be mixing with children in other Class Groups across the school during the day.

I do need to draw your attention to the fact that the guidance in relation to adults in schools has changed to say that 'all teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable'. This means that although classes will spend the vast majority of their time with their class teachers and allocated Teaching Assistants, they will also come into contact with some staff who are working across a number of classes(for example when the class teacher has their statutory Planning, Preparation and Assessment time each week). Adults in school will be endeavouring to maintain distance between them and the children as far as is realistically possible and practicable working with children within a classroom setting.

From September, attendance in school will be **mandatory** which means that usual attendance requirements and absence procedures will be in place, with all children expected to be in school every day.

It is essential that children do not come into school if they, or anyone they live with, has any of the symptoms of COVID-19: high temperature of 37.8 deg C or more, a new continuous cough or a loss of, or change, in their normal sense of taste or smell. Anyone with symptoms should be tested as soon as possible and we ask that results are shared with us as a matter of priority.

If any child shows symptoms in school, we will ask that you collect them immediately. As a school, we will follow HCC and Public Health Advice regarding the need for anyone else to isolate in the event of confirmed cases which could lead to a partial or full closure. Tests can be booked online through NHS testing and tracing website <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/> or ordered via NHS 119.

In the event of any group or whole school being instructed to isolate or indeed in the event of any local lockdown, we will resume home learning provision for those affected.

Executive Headteacher:

Mrs Julie Dekker B.Ed (Hons), NPQH

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Classrooms will be set up so that the children are sitting in rows, side by side and forward facing, where possible. We will be providing children with their own stationery packs with pencils, rulers etc for their individual use. Other classroom resources such as Maths equipment and games can be shared but will be cleaned frequently between use. Resources shared between classes such as PE or Science equipment will also be cleaned between use.

The only items allowed in school are:

- Coat
- Packed Lunch (unless ordering a school packed lunch)
- Small book bag, no other bags/rucksacks
- Named refillable Water Bottle (No access to water fountains)

As always, all items must be named.

Children will be bringing reading books home. When these books are returned, we will make sure that they are 'quarantined' for 72 hours before being returned to the bookshelves.

Children should come to school in normal school uniform. The exception to this is on days when your child's class has PE. On those days, your child should come to school wearing PE kit to minimise changing. They should still wear a school sweatshirt or cardigan. We intend that most PE will be outdoors and so children will need tracksuit bottoms or leggings as well as a warm top and suitable outdoor PE footwear. Please ensure that children do not come in any football shirts or tracksuits. The classes will not do PE lessons in the first week. Teachers will send out information by the end of the first week about PE. There will be no lunchtime Super Soccer at Great Ellingham.

We will be following strict handwashing / hand sanitising routines with children cleaning their hands at key points throughout the day. We will also be promoting the 'catch it, bin it, kill it' message and anticipate getting through a lot of tissues. We would really appreciate any donations of boxes of tissues for classrooms!

Staff will not be routinely wearing PPE unless supporting a child who displays COVID-19 symptoms in school. Current guidance is that children should not wear face masks in school. If you choose for your child to wear a face covering when coming to school, he/she will be required to put disposable masks straight into the bin on arrival. Re-usable face coverings will have to be put into bags before entering the site and remain there until your child has left the site at the end of the day. If any child has specific medical needs and has had medical advice to wear a mask, we will work with parents and carers to create an individual risk assessment.

We will be operating staggered timings through the school day for breaks and lunches to minimise contact between Class Groups. All children will eat lunch outside or in their classrooms. Those having a school meal will be provided with a packed lunch.

We will also be operating a staggered start and end time to the school day. This is to be able to try to reduce the number of people entering and leaving the site at the same time and to support people in being able to maintain social distancing as far as possible. Guidance from the Government is to discourage parents and carers from coming into the school grounds as much as possible. We do recognise that, especially for the younger children, you will want to ensure that you see them arrive and that they are collected safely and so ask that only one adult per family comes on site and that you follow the one way system that is in place.

Staggered timings for the day will be as follows:

	Great Ellingham	Rocklands
8:30am – 3:30pm	Class 5 & 6	Class 3
8:40am – 3:20pm	Class 3 & 4	Class 2
8:50am – 3:10pm	Class 1 & 2	Class 1

The above timetable will start as of the 14th September for Reception children. Reception children for the w/b 7th September have already been given the timings for a morning or afternoon session.

We do understand that lots of families have children in different classes and so may not be able to 'strictly' follow these instructions. However, we do ask that those who can, do, so that we can make transitions as safe and smooth as possible. Please stick to timings. We need to avoid groups congregating in and around the school grounds and we ask that you follow the one way system in place. Gates will only be unlocked a few minutes before the start and end of the day so please don't arrive too early.

Only essential visitors will be allowed into school. Where absolutely necessary, we will admit one adult at a time into the reception area.

There will be no extra-curricular clubs or guitar lessons until further notice.

Extended school / Early and Late Birds will resume on Monday 7th September. Please contact the school office for further information and booking arrangements.

office@greatellingham.norfolk.sch.uk and office@rocklands.norfolk.sch.uk

We will continue to review our arrangements on an ongoing basis in the light of any revised guidance. In the meantime, we are really looking forward to having the whole school back and to resuming some form of normality.

Thank you for all of your ongoing support and understanding as we move onto this next stage.

Yours sincerely,
Julie Dekker
Executive Headteacher