



Dear Parents and Carers,

Re: Provisional plan reopening of school for pupils

As you will be aware, the government has published an intention for primary schools to consider opening for certain year groups from 1st June, pending the continued stabilisation of the national situation. They will not confirm this intention until the 28th May, we do not know at what time yet but have asked schools to plan and prepare for this eventuality. Thank you to those of you who have provisionally let us know whether you would like your child to return or not. This is your choice and if you do not feel it is safe to do so, then please carry on as you are doing now. The school will continue to supply home learning and all normal attendance requirements are lifted until further notice.

All the guidance that we have received from national government and the local authority has stressed that individual schools should use national guidance to conduct thorough risk assessments of their capacity and physical spaces before opening. Individual schools need to create plans, ensure health and safety, organise classes and spaces, make sure they have enough resources and timetable activities, organise lunchtimes and breaks to ensure that the children return to school in as safe a way as possible for our families and staff.

Undoubtedly, you will have seen some of the media coverage on the issues that have been raised by both science experts and the teaching unions concerning this proposed **partial** reopening of schools. There are very serious concerns over the impact it will have on causing infection transmission rates to rise and also the ways it may put members of staff at risk – not only through the increased contact at school but also for those who have long journeys to work. There are also concerns over staffing schools given that many staff are on the critically vulnerable or vulnerable list or live with family members who are. We have many staff who will not be able to attend.

I mention all this because you need to hold in mind that any plan that we have to open needs to be received cautiously. It is our intention to open, as outlined below, however this plan will be subject to a daily review depending on the national and local situation. I am sending it out now so that you have an idea of our initial plans – but please be mindful that these plans may be subject to change through circumstances outside of our control.

The leadership team, acting- Chair of Governors and I have looked carefully at our school and the opportunities and constraints the school building offers and devised a reopening plan that we think

takes on board most of the key messages from current government guidance (as outlined below for you), including the risk assessment of our school and structure and our duty of care to our staff. I cannot stress strongly enough that you must be aware that we may have to make changes as the next weeks and months unfold and reserve the right to do so. As always, we will endeavour to give you as much notice as possible and also will try to do our very best for your children and family.

I would also like to take this opportunity to share with you my gratitude and thanks to all the staff who have been working so hard to keep the daily and weekly home learning that we offer creative, engaging and balanced and for all their work and care in keeping in touch with the children. I am sure you will join with me in thanking them and thinking they are fantastic! We are so lucky to have them and applaud them as we do NHS workers for their commitment and professionalism.

Provisional reopening Our Lady and St Joseph

Planned schedule for classes starting

Week commencing	Classes in school
1 st June	1 st June – School closed for INSET and also Funeral for Chair of Governors. Staff training and health and safety protocols etc. 2 nd June – key workers children and vulnerable pupils only.
8 th June	Reception class + key workers children and vulnerable pupils.
15 th June	Reception class Year 1 class and if possible + key workers children and vulnerable pupils.
22 nd June until 13 th July	Reception class Year 1 class Year 6 class + key workers children and vulnerable pupils. The school cannot open the Nursery on the grounds of limited available age appropriate space and staffing.
13 th July	School closes for summer holidays at 12pm 17 th July

Changes to school week

Each week, school will close at 12.30pm on Friday so that the teachers can have their planning and preparation time (PPA) without the need for extra teachers to come into the building to cover the classes. Children need to be collected at 12.30pm. They will already have had lunch.

Changes to school day that families need to know:

- 1. All children to bring a packed lunch and their own labelled water bottle – this includes children in Reception and Year 1. There will be no cooked lunches and children will eat their lunch in their designated classrooms.**

2. **Children do not need to wear school uniform as it would be better if they wear clothes that can be changed daily so they can be washed when they get home.**
3. **Children need to bring in their own labelled pencil case and equipment.**
4. **There will be no Breakfast club or After School clubs.**
5. **We would ask that all children must be collected on time.**
Reception at 3.20pm.
Year 1 and Year 6 at 3.30pm. You must be on time.
6. **Any children not collected by 3.45pm Monday-Thursday or 12.45pm Friday, may be referred to social services.**
7. **The curriculum will not be fully implemented as normal but we will endeavour to ensure that lessons are age appropriate, engaging and purposeful!**

How will the school act on the latest government guidance?

We have conducted a risk assessment and will be making some changes to ensure that your child can return to school as safely as possible. A range of approaches and actions will be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates a safer system, where the risk of transmission of infection is substantially reduced. These will include:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does do not come into school
- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly and use of alcohol hand rub or sanitiser in classes
- ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach
- children may wear their own named and labelled face masks but may not share them with others
- extra cleaning of frequently touched surfaces often using standard products, such as detergents and bleach
- minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

As it is still important to reduce contact between people as much as possible, we will organise classes into small, consistent groups and each small group will stay away from other groups as far as possible. Social distancing is not possible all day for younger children. Classes will be split into groups of no more than 10 and have consistent teachers as far as possible. Desks will be 2 metres apart. Most classes will have 8 or 9 desks.

Public Health England (PHE) is clear that if early years settings, schools and colleges do this, and crucially if they are also applying regular hand cleaning, hygiene and cleaning measures and handling potential cases of the virus as per the advice, then the risk of transmission will be much lowered.

What changes will there be to accommodate government guidance?

In order to reduce transmission risk, there will be the normal soft start to the school day for Reception children at 9.00am and we would ask you to drop off and collect at the school via the Culford Road Gate and also the 2 metre rule at the gate if there are many families who drop off at the same time. The team will have organised the children into smaller classes and details of this will be shared when we know who is attending. This means your child may not be with their class teacher or all their friends. Obviously, please do not linger at the gates or in the road at drop off and collection time.

Year 1 children should arrive at 9.15am via the same Culford Road entrance. Please STRICTLY observe all systems that will be in place and the 2 metre rule in the playground. Children will be organised into classes of no more than 10 and will line up in the playground with their class teacher. This may not be their regular teacher but might be another teacher as we need to reduce class sizes. We understand that this might seem rather strange for the children, especially as they will be looking forward to being back with their class but we must do it to follow the guidance. We will send out new class lists later. Please bear in mind again your child will not necessarily be with their class teacher or all of their friends.

Year 6 children - further guidance to follow. Older pupils will enter and leave via the Buckingham Road Gate.

Parents must wait outside the gate if they do collect Year 6 pupils.

The children will stay with their class group for the whole day. Classes will have different playtimes and lunchtimes to minimise the amount of unnecessary contact they have and observe social distancing. Once in their class groups younger children will not be expected to strictly observe the 2 metre rule but different classes will not mix. We will try to minimise movement round the building. Reception will use their classrooms and the Nursery building and possibly the Y1 class. Y1 will mostly use classrooms in the Key Stage 1 building and possibly Key Stage 2 as well depending on numbers.

The school timetable will be very different from usual but we will endeavour to keep routines as normal as possible. Year 6 when they return will work on transition units to prepare them for secondary school. Where possible, classes will use outdoor spaces for learning. We will also consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously – particularly for Reception.

What should parents and carers do?

The guidance also highlights some of the things parents and carers can do to help. The government ask that you consider how you travel to school, and reduce any unnecessary travel on public transport where possible. It also asks that you do not enter the school building, other than the Office Reception area **strictly by prior appointment only** as we are trying to minimise the number of people in the building. If your child needs to be accompanied to the education or childcare setting, only one parent/ carer should attend.

Obviously, do not send your child to school if they or anyone in the household are displaying any symptoms of coronavirus (following the [COVID-19: guidance for households with possible coronavirus infection](#)). You do not have to send your child to school if you need to shield your family due to vulnerabilities or if you do not feel comfortable with them coming in to contact with an increased number of people. There will be no fines issued during this period for nonattendance. The school will continue to provide online work.

Will contact tracing be in place in educational and childcare settings?

The government is developing a new national test and trace programme. This will bring together an app, expanded web and phone-based contact tracing, and swab testing for those with potential coronavirus symptoms. This programme will play an important role in helping to minimise the spread of coronavirus in the future. It will also include more traditional methods of contact tracing if a child, young person or parent tests positive. This could include, for example, direct discussion with

parents and the school on recent contacts. The government is recruiting 18,000 contact tracers to support contact tracing and will recruit more if needed. They will play an important part in tracing the contacts of those with coronavirus, including children.

What happens if someone becomes unwell at an educational or childcare setting?

If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they will be immediately sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#).

If a child is awaiting collection, they will be moved, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window will be opened for ventilation. If it is not possible to isolate them, we will move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

In an emergency, we will call 999 if they are seriously ill or injured or their life is at risk.

If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.

What happens if there is a confirmed case of coronavirus in a setting?

When a child or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and children who are attending school will have access to a test if they display symptoms of coronavirus, and will be encouraged to get tested in this scenario. Where the child or staff member tests negative, they can return to school and the fellow household members can end their self-isolation. Where the child or staff member tests positive, the rest of their class will be sent home and advised to self-isolate for 14 days. The other household members of that wider class do not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise us on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group.

Will children be eligible for testing?

All those children eligible to attend, and members of their households, will have access to testing if they display symptoms of coronavirus. To access testing parents will be able to use the 111 online coronavirus service if their child is 5 or over. Parents will be able to call 111 if their child is aged under 5.

Will teachers and other staff be able to get tested if they have symptoms?

Access to testing is already available to all essential workers. This includes anyone involved in education, childcare or social work – including both public and voluntary sector workers, as well as foster carers. We can book tests through an online digital portal. There is also an option for staff to book tests directly on the portal.

Sean Flood (Headteacher)

May 22nd 2020