

Friday 17 July 2020,

Dear Parents / Carers,

We are very much looking forward to welcoming all children back into nursery and school in September and are delighted that life can return to normal (slightly).

All the way through this difficult situation, we have considered the Government advice, listened to the scientific advisors and made plans that are best for our children and staff. We continue to carefully read what they suggest schools do, to ensure the safest possible full opening of school come September, however at the heart of our plans is the mental health and well-being of our children and staff. I hope the following advice goes some way to assuring you that we do not intend on becoming relaxed in our procedures and practices and that the safety of your children and our staff remain paramount at all times.

We know that returning to school is vital not just for children’s education, but for their well-being too. The impact of missed schooling can affect both current levels of learning and children’s future ability to learn, and therefore we are ensuring all our pupils can return to Sir Alexander Fleming Primary School and Nursery.

**School safety**

We will continue to follow public health advice to ensure that we minimise the risk of the transmission of coronavirus at SAF and continue to comply with health and safety law, which requires us to assess risks and put in place risk assessments. This will include the following:

* any child or member of staff who is ill should stay at home and inform school immediately
* continuing our robust hand washing systems for all
* continue to promote the ‘catch it, kill it, bin it’ approach towards respiratory hygiene
* enhanced cleaning arrangements will continue in every part of school – we have ensured we have plenty of cleaning products ready for the Autumn term and that regular rubbish collection and toilet cleaning is maintained. There are 2 cleaners on site all day.
* active engagement with NHS Test and Trace where required
* reducing contacts and maximise distancing between those in school wherever possible – the DfE recognise that ‘schools should assess their circumstances and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, they can look to implement year group sized ‘bubbles’. The key is knowing who has been in contact with who for ‘track and trace’ purposes. The DfE also recognises that ‘younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.’

How contacts are reduced will depend on the school’s circumstances and will (as much as possible) include:

* grouping children together in year group bubbles when inside
* assemblies will take place via Microsoft Teams/ videos (on computers) in the first instance and then increasing to year group celebration assemblies
* arranging classrooms to encourage children to maintain safe distancing but to also ensure our children are happy within their environment
* staff maintaining distance from pupils and other staff as much as possible

**Prevention**

If anyone in school becomes unwell with Coronavirus symptoms, they will be sent home and advised to follow current guidance from the government and Public Health England. We will ensure that anyone developing those symptoms during the school day is sent home immediately and that our protocol is followed. If we do have a case in school, we are fully aware of the ‘track and trace’ requirements and are clear about the protocol for schools to follow should this be the case.

Face coverings are not encouraged or required in school settings. Bags will be allowed in school, but pupils should limit what they bring to just essentials: e.g. PE Kit, lunch boxes, water bottles, reading books.

**Entry and Exit to school grounds**

We are following a strict one-way system in school in order to reduce the number of parents on site and walking past each other. All families (1 parent) must enter school through the front gate, walk around the school site to the drop-off / collection point for their child and then exit via the school carpark gate, using the paths.

As before lockdown, all children will need to be collected from their own external classroom doors, we are not doing multiple sibling pick-ups.

We ask that parents are not late to drop off or collect children from school and arrive for the correct time.

**Start and end times**

We are lucky to have multiple entry and exit points on our school site. This means we can separate gatherings far better than many other schools. We will be staffing these points and will be available to direct you. *Permission letters for Year 5 and 6 pupils to walk home will be sent out in the first week. Until then, all pupils will need to be accompanied on their travel to and from school by an adult.*

The teacher’s names and year groups will be made visible on the outside of classroom doors so that you can see them when walking around the school grounds.

In Week 1 – Wednesday 2nd September 2020

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| **Year Group / Class teacher** | **Entry Point and start time** | **Exit point and end time** |
| Nursery and Reception | Class teachers will be in direct contact with you |
| 1 – Miss Hullin | External classroom door 8.30am | External classroom door3.00pm |
| 1 – Miss Reese | External classroom door 8.30am | External classroom door3.00pm |
| 2 – Mrs Geran | External classroom door 8.45am | External classroom door3.15pm |
| 2 – Mrs Kibblewhite | External classroom door 8.45am | External classroom door3.15pm |
| 3 – Mrs Vickers | External classroom door 8.45am | External classroom door3.15pm |
| 3 – Miss Pound | Entry point at the top of the playground nearest green gates8.45am | External classroom door3.15pm |
| 4 – Mrs Lane | Entry point at the top of the playground nearest green gates8.30am | External classroom door3.00pm |
| 4 – Mrs O’Reilly | External classroom door 8.30am | External classroom door3.00pm |
| 5 – Mr Broderick | External classroom door8.45am | External classroom door3.15pm |
| 5 – Miss Killick | Entry point at the top of the playground nearest green gates8.45am | External classroom door3.15pm |
| 6 – Miss Walters | Entry point at the top of the playground nearest green gates8.30am | External classroom door3.00pm |
| 6 – Miss Jones | External classroom door 8.30am | External classroom door3.00pm |

**Week 2: 7 September 2020**

All children are to enter school at 8.30am through their external classroom doors and collection time is 3.00pm from the external classroom doors.

Miss Walters, Miss Pound, Mrs Lane and Miss Killick’s children will need to enter school through the top entrance by the playground green gates but can be collected from their external green doors.

 **Attendance & Equipment**

The usual school rules will once more apply from September and all children will be expected to be in school (unless following public health advice because of self-isolating or following a positive test result).

We will also return to full school uniform: blue school polo top / shirt with a burgundy jumper (school logo or plain); grey or black trousers / skirt; grey or black socks / tights and black school shoes (not trainers).

PE kit should comprise of a white or burgundy t-shirt with black shorts / joggers and should all be plain. Trainers will be required in school. Your child will be notified when their PE day is and children will need to come school dressed in their PE kit for the day. Teachers may decide to do extra fitness sessions throughout the week but they will tell the children and parents via seesaw / email about this. It is important that nail varnish is not worn for school and that haircuts comply with our policy and do not show shaved patterns or extreme styles including bright hair dyes.

**Before and After School Clubs**

To support our working parents, our breakfast club will resume for working parents only. Parents will need to complete an application form for the half term in advance and this will be screened by SLT and a place will be considered. Social distancing and hygiene rules will apply as in the wider school including an altered menu and disposable cups and plates.

We will not be having any after school clubs or provision to begin with.

**School dinners**

We will be offering hot dinners/school sandwiches on alternate days and children will initially eat within their classroom. The kitchen staff are fully aware of the safety measures needed and have limited the menu (see website) and altered delivery and equipment to suit.

Children will choose at the beginning of the week, what they would like on their sandwiches and hot food days.

And finally…

The DfE state that ‘the benefits of children being back in school far outweigh the very low risk from coronavirus.’ ‘All schools must follow the system of controls, but the way different schools implement some of the requirements will differ based on their individual circumstances.’

We really are working so hard on making sure we continue to get it right for our children and families. We hope you find this information both useful and reassuring.

If you have any questions or concerns, please be in touch with school by telephone or email. We look forward to seeing you all in September and wish you a happy and healthy summer holiday.

Mrs Tomlinson

Headteacher