



St. Lucia's Church of England Primary School Upton Magna

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Head Teacher – Mrs S. L. Woolley
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26th May 2020

Dear Parent/Carers,

COVID-19 Wider Re-Opening of School

Thank you for your patience over the past couple of weeks to allow us to plan and prepare for wider school re-opening. Following recent updates from Shropshire Council and more Government updates over the weekend, we are now able to share with you the plan for wider re-opening of St. Lucia's C.E. Primary School.

The safety of children and staff is paramount. Subject to our risk assessments being quality assured by Shropshire Council, then we will aim to open our school to the identified groups of Reception, Year 1 and Year 6 and continue to provide provision for families of key workers. All this will be arranged through a very gradual, phased return from Monday 8th June 2020, subject to everything being fully in place. A later phase to support older nursery children will be considered before the end of the summer term to support transition into the Reception class in preparation for their September starts. The Government has not yet provided guidance on the return to school of the other year groups.

To help form our plans, we have carefully considered all guidance which has been provided from the Department of Education (DfE), Trade Unions and the Local Authority over the past few weeks. We have used this guidance to inform our Risk Assessments for wider re-opening. Subsequent decisions to make our school site as safe as possible for our children, parents and staff have been identified for each year group of our pupils to return to school. This plan has been shared with governors who have to approve it.

Considerations

- Under the DfE guidance, the identified year groups of Reception, Year 1 and Year 6 pupils will be able to return within restricted class sizes (no more than 15 pupils per class).
- The school has a limited number of appropriate classrooms to accommodate children safely as desks have to be spread out as far as possible at least 1m apart if social distancing of 2m cannot be adhered to.
- We also have a limited number of Teachers and Teaching Assistants.
- In line with DfE guidance, to minimise contact between individuals, staff and pupils will have to remain within their designated cohort/bubble for the entire day. Cohorts will not be able to mix and the same members of staff will be kept with the same group of children as far as is possible. Each cohort will have their own set of toilets.

- The use of groups is an important part of the safety measures that the DfE have introduced. Where a suspected case of Covid19 (persistent cough and/or high temperature) is found, the whole group of teacher, teaching assistant and children must isolate for 14 days or until proven otherwise. This makes our provision very vulnerable.
- Assessing risk is difficult. Where risk assessments are normally completed, it is relatively easy to assess and measure the impact of a hazard. Covid19 presents a new challenge. The risk cannot be seen and different opinions are held as to the extent of the risk presented. Given this dilemma we feel it is right to share our thinking with parents and carers for them to make an informed choice too.

Attendance at School

Parents will not be penalised if their child does not attend school under the Coronavirus Act 2020, However, if your child is due to attend school and does not for any reason, please do let us know. We will need to know the reason for absence.

Our planning will be informed by the information we receive from parents through the submitted return to school intentions form. A text was sent to signpost parents to this which is located on the homepage of our website. Completion is required by Friday 28th May. If parents' intentions change, then we will need to review the risk assessment which may result in the timetable for particular year groups being altered. Reviews will take place on a weekly basis.

Please note that if you have informed us that you were 'Keeping your child at home until September' on our recent Parents' Intentions form, we will not have allocated a place for your child from 8th June. Regular risk assessment reviews will need to be carefully considered if parents decide at a later date, that they would like their child to attend school.

Risk Assessment & Safety Measures

We will be implementing numerous safety measures when we re-open from 8th June in order to reduce the risk of infection for the health and safety of our pupils, parents and staff.

Full details of these measures are being outlined within our Risk Assessment which will be added to COVID-19 page during Thursday.

Please see the separate Summary for Cohort Arrangements information.

It is important to stress that social distancing within single cohorts is extremely difficult to adhere to and the DfE have recognised this and so are recommending the following guidelines which we will implement:

“We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account.

Schools should, therefore, work through the hierarchy of measures set out in implementing protective measures in education and childcare settings:

- *avoiding contact with anyone with symptoms*
- *frequent hand cleaning and good respiratory hygiene practices*
- *regular cleaning of settings*
- *minimising contact and mixing”*

DfE Planning Guide for Primary School for June 1st, page 7

Adjustments to the School Day

- To minimise contact between individuals and cohorts throughout the school day, it is recommended that we stagger the start times for drop-off, play times, lunchtime and collection.
- Children will be asked to wash their hands thoroughly with soap upon their arrival at school and before leaving school. Paper towels will be used instead of the hand dryers during this time.
- Outdoor learning will be accessed as much as possible with shelters available for each group to use.
- Children are to wear summer or winter clean, labelled school uniform, with trainers for easy outdoor use.
- A snack for morning break can be brought in a disposable bag.
- The free infant universal meals will be provided. This will include hot finger food provided by Shires which can be easily transported and eaten outside when at all possible. If the weather is wet, lunch will be eaten by the group in their class base. If any Year 6 pupils require a lunch, this needs to be paid for by cheque on the day. Children may bring their own packed lunch, but this must be in a clear disposable bag (freezer bag) not a lunch box.
- A water bottle and a coat will be needed. No P.E. kits will be needed to begin.
- No school equipment, bags or other belongings are to be brought into school to minimise the risk of spreading any infection
- Labelled equipment will be provided by the teachers for individual pupil use. No pencil cases or books, including reading books will be needed to begin.
- Toilets for Reception and Year 1 are self-contained within their buildings. Teachers will identify which toilets will be used by which children within the group. They will be regularly cleaned and good hand washing will be in place throughout the school day.

- Please do not enter the Reception area unless this is absolutely necessary. If this cannot be avoided, then remember to social distance at all times with only one person in the Reception area at once.

Arrival and Collection

As per the DfE guidance, only one parent to bring/collect your child/children please.

We will be operating a one-way system with clear markings, signage and maintaining social distancing for drop-off and collection times. During this time, parents will need to use the usual school pathway, but then turn right past the bike racks and bins to access the coned out pathway across the far side of the staff car park to **exit the school site**. The playground gate will be kept closed.

Please park responsibly and leave clear spaces around the staff car parking area. The bus layby may be used for immediate drop off for Year 6 pupils to assist any congestion.

Playtime & Lunchtime

Each Cohort will have their own designated time for Play (between 10am-11am) and Lunch (between 12pm-1pm). Cohorts will also have their designated area for these times to ensure that cohorts do not mix during cross-over periods.

Breakfast Club and After School Club

By implementing the DfE guidelines and the need to isolate cohorts of children, we are unable to operate Breakfast and After-School Club safely during this time. We recognise that this may be inconvenience to a number of parents. However, this is now unavoidable.

School Office

Please do not enter the school Reception area. This is only to be used for access of Year 6 and key worker children. Remember to social distance at all times with only one person in the Reception area at any one time due to the limited space. Parents/carers will need to make an appointment should you need to speak to any member of staff, including Jeana Bennion, our school office manager. To book an appointment, please call the school.

The office hatch will remain closed at all times.

School will close at 3.15pm ready for thoroughly cleaning.

Transport (buses)

Where possible, we encourage any families who currently uses the school bus to transport their children to drop off and collect them at school. It is however appreciated that for some parents this will not be an option.

Home-learning

Further information will be added to the class pages of the school website. The latest DfE guidance includes minimising exchange of resources between home and school, we will advise parents of any changes to arrangements linked to home learning following school re-opening.

And finally...

There is a list of **FAQs** for parents which you can find be found on the Shropshire Council website via www.shropshire.gov.uk If you have any further queries or questions, or need to discuss any other matters, please contact the school.

We would like to take this opportunity to thank you for your support and understanding during what has been a very challenging few months for everyone.

Kind regards,

S.L. Woolley

Mrs S.L. Woolley
Headteacher