

Urchfont C. E. Primary School

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**Coronavirus (COVID-19): School reopening arrangements**

**22nd May 2020**

Dear Parents,

Following the government’s announcement that schools might reopen on 1st June, I am writing to share with you the arrangements we are implementing to ensure the safety of all staff and children in the school. These arrangements follow Government guidance and were drawn up after a robust risk assessment.

We are looking forward to seeing all the children once again, but I would like to reassure you that the safety of our school community is our priority. We will continue to review the arrangements we put in place and will update you with any changes, as and when we make them.

**OPENING DATE**

If the Government announce, at the end of next week, that schools should definitely reopen at the beginning of June, to children in Years R, 1 and 6, key worker and vulnerable children. Urchfont school plans to reopen on Tuesday 2nd June for year 6 children, together with any key worker and vulnerable children. We will then welcome the YR/1 to school on Thursday 4th June. However, we are still awaiting a date for the chlorination of the water pipes. We are hoping this will take place early in half- term break. If there is a delay in this happening to later in the half term- break, we cannot open to children, as the water will not be fit to drink. We will inform you via Parentpay if this is the case and of the new reopening date.

**CLASS ORGANISATION**

We have been instructed by the DFE that class sizes should be reduced to enable social distancing within rooms and so children and adults will be placed in “pods” of no more than 15 children for the term. Therefore, for us to manage the “pod” system with the space and staffing levels that we have, the classes will be arranged as follows;

* Y6 will be one pod with some children based in their classroom and the remainder in the hall.
* Robins will form one pod and will use the library, inside and outside classrooms.
* Key worker and vulnerable children in Y2,3, 4 & 5 will be offered school each day and will form 2 pods – an Upper School and Lower School pod.

A Pod will not be allowed to socialize with other pods and the school day will be organised to prevent children from one pod mixing with other pods, This pod system means that if a child or adult develops symptoms of COVID -19 and subsequently test positive, then only the children in their pod will need to self –isolate for 14 days, not the whole school. These pods will work, play and eat together and is the model that the DFE has instructed schools to follow. Whilst in school, the children will mirror work set on the Google Classroom. This work is also available for any child who remains at home this term. Please remember the choice is yours whether you send your child back to school. We will try and support you and your child, whatever your decision.

We recognise that some of you may have some concerns about your child returning to school and that for some children another change will be unsettling for them. We also understand that the past weeks will have been challenging for many families. If you would like to talk to us about your child and any concerns you have about their return to school, please contact your child’s class teacher or myself, via email.

**WHAT IF I CHANGE MY MIND?**

We have now reached the maximum number of pupils for the pods for the YR, 1 and 6. We have 15 children in the Y6 pod. If you have chosen to keep your child home and then change your mind at a later date, we will not be able to add your child to a pod and as a result, your child will be placed onto a waiting list. For the YR/1 pod, we have exceeded the maximum number, therefore we have decided that to accommodate all of the children who have requested a place, to offer each child two and half days each. This will either be on a Monday, Tuesday & Wednesday morning or a Wednesday afternoon, Thursday & Friday of each week. Key worker children in YR/1 may attend every day. The creation of additional pods requires a greater capacity of staff, which as a small school we do not have. If the government guidance changes, then we may be able to relax these rules at a later date.

**CONFIMATION OF PLACES IN PODS**

In the next few days, we will send confirmation letters to those children who are definitely returning to school and have been allocated a place within one of the pods and for YR/1, which days your child has been allocated. If you think you should have received a letter and haven’t please contact us immediately. Please do not turn up to school without this confirmation.

**SCHOOL STAFF**

Our initial arrangements are:-

YR & Y1 – Mrs Underwood and Mrs List-Rose

Y6 – Mrs Groves (Mon – Wed), Mrs Marshall and Mrs Coulson (Thurs- Fri)

Lower School Key Worker & Vulnerable Children – Mrs Pottinger and Miss Dyke

Upper School Key Worker & Vulnerable Children – Mrs Adams and Mrs James

**MAINTAINING A SAFE SECURE ENVIRONMENT**

I would like to take this opportunity to share with you the preventative measures we have in put in place in order to minimise the spread of infection.

As per the advice from the government, the following actions for infection control remain in place:

* Displaying coronavirus infection control measures information on posters around the school
* Encouraging good hygiene by promoting the importance of handwashing for at least 20 seconds with warm water and soap in the following circumstances:
  + Before leaving home
  + On arrival at school
  + After using the toilet
  + After breaks and sporting activities
  + Before eating any food. Please note the Infant free fruit scheme is not operating next term – if you would like to provide a piece of fruit for your child, please do so.
  + Before leaving school
* Installing alcohol-based hand sanitiser dispensers that contain at least 60 percent alcohol throughout the school
* Ensuring children and staff understand that they must cover their cough or sneeze with a tissue, then put the tissue into a covered bin
* Ensuring frequently touched objects and surfaces are cleaned and disinfected more regularly than usual
* Calling Parents/NHS 111 if someone becomes unwell, isolating any unwell people in a separate room
* Children will be given a named stationary pack to be kept in school, this will be for the sole use of individual children
* Any resources that are used or played with, will be disinfected after use.
* Increased cleaning regimes through the day and through our cleaning contractors
* Ventilating rooms
* Removing items from the classroom that can’t be cleaned and minimizing the amount of ‘equipment’ that the children have access too
* Using the outdoors to deliver lessons as much as possible
* Providing work stations for children to work at. At this desk, a tray will be provided for the child’s possessions – we will not use cloakrooms.
* Limiting the numbers using the toilets at any one time.
* Minimizing movement around school, walking in single file with distance between the children and adult.

**WHAT TO DO IF YOUR CHILD DEVELOPS SYMPTOMS OF ANY ILLNESS**

As per the current NHS and government advice, you should keep your child at home if they develop coronavirus symptoms for a period of seven days. Symptoms include a high temperature or a new, continuous cough, and now also include a loss of taste and smell. Where symptoms continue after seven days, or begin to worsen, you should call 111. If someone in your child’s household has symptoms, your child must self-isolate for 14 days from the day the other person’s symptoms started. This is because it can take 14 days for symptoms to appear. More information regarding symptoms and actions can be found on the NHS website (<https://www.nhs.uk/conditions/coronavirus-covid-19/>).

If you think your child may have been exposed to, or has coronavirus, please contact the school on 01380 840793or by email to [admin@urchfont.wilts.sch.uk](mailto:admin@urchfont.wilts.sch.uk) if school is closed, at the earliest opportunity. We have been given information on how tests can be booked and will share this when and if appropriate.

If your child is exhibiting any symptoms of any illness, we ask that you keep them home at this time. If your child normally has medication that needs to be administered during school hours, please can I remind you that it needs to be brought back into school as all medication was sent home when school closed in March.

**ARRANGEMENTS FOR THE START AND END OF THE SCHOOL DAY**

The beginning and end of the school day are the busiest times for children and adults, congregating together in one place and maintaining safe distances within normal arrangements can be a challenge. We have implemented the following measures for when children return to school:

1. We are setting up a one-way system for the start and end of the day. We are asking that only one parent accompanies their children to school. Please can you walk down the school pathway from the green and then come to reception. Here we are asking you to wait in a line along the school building. We have placed a line on the floor and ask you to wait until reception is empty before entering. When you enter, admin staff will register your child and then they will enter school and go to their class. We are asking parents to then leave down the school driveway. At the end of the day, please come up the school driveway and after collecting your child, leave via the school pathway. This one-way system will need to be used because of the narrowness of the school pathway from the green.
2. We are staggering the start times for different children to ensure social distancing: -

8.50 – 9.00am – Year 6

9.05 – 9.20am – Year 1 & Key Worker and Vulnerable Children

9.25 – 9.45am – Year R

For families with children in more than one year group, please bring all your children at the earliest slot so you can drop and go.

1. Collection at the end of the day: -

2.50pm – Year R

3.05pm – Year 1 & Key Worker and Vulnerable Children

3.15pm – Year 6

Initially, all will leave from reception. Families with children in more than one year group can collect all of their children at the earlier slot. At all times, we are asking parents to keep social distancing and not to stop and chat with others.

1. BASC will be in contact with parents separately regarding breakfast and after-school club.
2. No parents’ cars are to come up the school drive unless agreed beforehand, to ensure a safe pedestrian route.

**ARRANGEMENTS FOR BREAKTIMES AND LUNCHTIMES**

We recognise the importance for all children to have a break from learning and to enjoy time outside during the school day. Reconnecting with friends will be an important aspect of children settling back into school life, but we have made some adjustments to break and lunch times. We will need to stagger the lunchtimes so that each pod has a time to eat and a time to play outside in a designated area on the playground and field, weather permitting. The children will eat in their classroom. Tables will be wiped using anti-bacterial wipes and sprays, before and after the children eat.

At the moment our catering staff are furloughed by Edward and Wards and we are looking at all options to provide hot lunches for the children. But in the meantime, we are asking that all children bring a packed lunch for the first week back.

Because of the dangers of COVID -19 spreading, we will need to restrict the type of games that are played together and the amount or type of play equipment that the children can use. Therefore, there will be no ball games such as netball or football.

**THE SCHOOL DAY**

To minimise the number of children and staff assembling for extended periods of time, we have made the following changes to the school day:

* There will be no whole school collective worship – collective worship will take place for each pod on a daily basis.
* Classroom layout will alter to ensure that children can be seated further apart, although we have been asked to ensure social distancing as far as possible, the DFE has recognised that social distancing is difficult for primary age children and therefore it may not be possible to keep children 2m apart, especially the younger children.
* Outdoor learning will take place as much as possible, where the virus is not as easily spread.
* Some outdoor PE activities may take place for example; Gymrun activities, Mini-Yoga.
* If a child requires first–aid or intimate care for younger children, the first-aider/adult will wear PPE equipment, such as a mask, gloves and apron.

**PLEASE REDUCE WHAT IS BROUGHT TO SCHOOL**

We are asking children to limit what is brought from home to school and visa- versa on a daily basis.

* Packed lunches in a lunch box
* Home to provide water bottles, please sanitize daily – school will no longer provide children with cups
* No pencil cases to be brought to school
* No reading books to be brought from home or sent home from school
* No bags including book bags
* If a pod is to do PE, we will ask that they wear their PE kits to school – teachers will inform their pods the first week back when this will be
* Please wear footwear on other days that are suitable for PE type activities

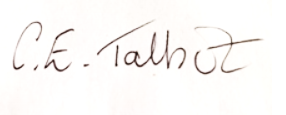
**SCHOOL EVENTS**

All events have been temporarily cancelled for term 6. We will inform you of new dates and arrangements when possible.

This term, we had planned three TD days – 1st, 26th and 29th June, because of the situation we now find ourselves in, we have decided to move all three days to the end of the term and therefore school will close to children on Friday 17th July.

We hope that this letter provides you with the information you need to support your child with their return to school. We would like to take the opportunity to thank you for supporting your child with their home learning over the recent weeks. We hope you appreciate that it has been difficult for all of us, but we will endeavor to provide the best learning for all children as best we can.

Yours sincerely,





Mrs CE Talbot Mr Ian Walker

Head Teacher Chair of Governors