



# Trinity C. E. Primary School

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14/07/20

Dear Parents/Carers,

## **Covid-19 – Full-opening on September 3<sup>rd</sup>**

Thank you for your patience and understanding over the past term, and over the last couple of weeks since the latest guidance for schools was released to allow us to plan and prepare for the full-opening of our school to ALL pupils on September 3<sup>rd</sup>.

We are delighted to welcome back all pupils on Thursday 3<sup>rd</sup> September and looking forward to beginning the new academic year. This letter explains the situation from September; please read the contents of this letter carefully.

We have carefully considered all of the guidance provided from the Department of Education (DfE), Trade Unions and the Local Authority, and have used this guidance to inform our Risk Assessments, and subsequent decisions, to make our school site as safe as possible for our children, parents and staff when we fully open on Thursday 3<sup>rd</sup> September.

We have shared this plan with our Governing Body who have approved it.

We feel it is right to share this plan with you. This plan will be reviewed weekly in the light of additional advice we will receive from the Government, DfE and the Local Authority, and we will inform you of any changes.

We will also be making a video to explain the changes and to show you the physical changes that we have made to our arrangements. We have also included a Flow Chart which clearly sets out and explains the steps taken if a child develops Covid-19 symptoms.

The school website has also been updated, with FAQs, and we will continue to update this as and when further guidance is released.

## **Attendance at School**

From Thursday 3<sup>rd</sup> September, **ALL** pupils must return to school – attendance will be compulsory. Any absence must be reported to the school office in the morning as usual. Absences will be monitored by the Local Authority and unauthorised absences may result in action being taken by the Local Authority.

## **Class Structure**

We will return to our normal 5 class structure.

*An accompanying letter with your child/ren's report was sent out stating which Class your child/ren will be in from September.*



## **Risk Assessment & Safety Measures**

We will be implementing numerous safety measures when we fully open on 3<sup>rd</sup> September in order to reduce the risk of infection for the health and safety of our pupils, parents and staff.

Full details of these measures can be found within our **Risk Assessment** which also accompanies this letter, and you will be able find it on our website.

All safety measures will be reviewed weekly in line with DfE or Local Authority guidance.

## **Groupings/Bubbles**

The school has been instructed to do what we can to 'minimise contacts and mixing while delivering a broad and balanced curriculum'.

Therefore, children will remain in their class for the entire school day with each class forming a 'bubble' – which means pupils will not mix between classes.

However, other 'bubbles' can be formed to allow for transport arrangements, before and after school childcare provision, peripatetic music lessons and extra-curricular clubs to operate. This may mean that your child could belong to multiple 'bubbles'. This enables contact tracing to be undertaken whilst enabling the continuation of provision at our school with as little disruption as possible.

Teachers and Teaching Assistants can also move between classes to ensure the school can continue to operate smoothly and in order to facilitate the delivery of the school timetable.

We will keep a register of each 'bubble' for test and trace purposes in order to quickly identify the contacts made between children or members of staff, if there is a positive coronavirus test. In this instance, it will be for local Health Protection Teams to instruct the school of actions to be taken. See 'Test and Trace' section below.

## **Adjustments to the School Day**

To minimise contact between individuals and classes throughout the school day, it is recommended that we stagger the start times for drop-off, play times, lunchtime and collection.

### Drop-off

We will be continuing to operate a one-way system with clear markings and signage for drop-off and collection times. Children can enter the school from 8.35am. Parents/carers will need to enter the school grounds via the normal route onto the playground. From there, parents/carers will have to travel around the one-way system, maintaining 1-2m social distancing, to drop-off their child/ren at the door of the Class that their child/ren will attend. Children must not be left on the Playground.

Parents/carers of Children in Class 1, 2 & 3 will then continue around the back of the building, down the path adjacent to the wildlife area and exit through the gate at the side of the school that leads onto the car park. Parents/carers of children in Class 4 and 5 will exit off the playground via the small gate onto the car park. Parents must exit via these routes as the entrance of the school is too narrow to maintain social distancing between families. The Car Park gates will be partially closed from 8.35am to prevent cars from coming onto the car park from this time to ensure the safety of parents/carers.

### Playtime & Lunchtime

Each Class will have their own designated time for play (between 10am-11am) and lunch (between 11.45pm-1pm). Classes will also have their designated area for these times to ensure that classes do not mix during cross-over periods.

### Collection

Parents/carers can collect their child from 3.15pm. Children must be picked up directly from the classroom. The same one-way system and route as drop-off will operate for collection.

### Breakfast Club and After School Club

We are now delighted to be able to operate Breakfast Club (Dawnraiders) and After School Club (Duskbusters) under the new DfE guidance and this provision will return from 3<sup>rd</sup> September.

In order to monitor 'bubbles' closely for track and trace purposes, we are kindly asking parents to book a space for their child to attend Dawnraiders and Duskbusters by completing an **Online Form** on the Friday of the week beforehand. We will include a link to this form on the Week Ahead or website each week.

**Please note that your child will not be able to attend either of these childcare provisions if you have not completed the online form before the week commences.**

There will be a strict 30 pupil limit for both Breakfast Club and After School Club and therefore, bookings will be on a 'first come, first served' basis.

### Extra-curricular clubs

Extra-curricular clubs, such as football club, KS1 games club, etc. can operate from September, depending on the latest recreational sport guidance, and we will send out further details of these, and how they will operate, at the start of the new term.

### School Office & Appointments

Parents/carers will need to make an appointment should you need to speak to any member of staff, including teachers at the start or end of the day. This is to minimise the number of people on site at any time. To book an appointment, please call or email the school.

The Reception Area can only have one parent/carer at a time due to space limitations.

The office hatch will remain closed at all times.

### Cashless System

To reduce the risk of the spread of the virus, we would like all parents to continue pay for school meals, and any other school-related purchases, through our School Money system.

If you require assistance in setting this up, please contact the School Office.

### Classrooms

From 3<sup>rd</sup> September, to reduce the risk of spreading the virus, classrooms will be arranged so that all pupils in Year 1 to Year 6 will be sitting side by side and facing forwards. It has been decided that this will not be possible for children in EYFS/Reception as this would be a hindrance to the delivery of the EYFS curriculum and to their education.

Clear pencil cases will be provided for pupils in Year 1 to Year 6 so that pupils in these year groups can use and store their own everyday stationery items in order to reduce the risk of spreading the virus by limiting classroom items from being shared by multiple pupils. Again, the use of pencil cases in EYFS would not be practical to implement.

### **Uniform**

School uniform, in line with our uniform policy, must be worn from September. Pupils must also wear the school's P.E Kit for P.E and for most extra-curricular activities.

It is essential that school uniform and P.E kit is laundered regularly.

### **Educational Visits**

We feel that it would be inappropriate to take children off-site and to run an educational visits for the time being.

This will be reviewed at the end of the Autumn Term and we hope to resume undertaking educational visits as soon as we feel it is appropriate to do so.

### **Transport (buses/taxis)**

Shropshire Council will liaise with our transport providers in relation to how the latest safety measures can be implemented (full details are within the latest DfE guidance in Section 2).

We are asking parents/carers to complete the **Online Bus Form** each week, as usual.

### **Test & Trace and Local Lockdowns**

Please see the *accompanying **Flow Chart*** which clearly sets out and explains the procedures and steps taken if a child or member of staff displays Covid-19 symptoms.

It is essential that parents/carers arrange a test for their child if they display Covid-19 symptoms and communicate the results with the school as soon as they receive them.

Please note that we will be heavily guided by the PHE Health Protection Team if there is a confirmed positive test associated with the school. This may mean that all pupils and members of staff within a 'bubble' of the pupil or member of staff who tested positive will have to isolate for 14 days.

Instructions provided to schools by PHE will provide very short notice for parents. It would be helpful if parents could consider their own contingency plans should the school close to certain groups.

In the event of a local lockdown, we will communicate to all parents the actions that will need to be taken.

### **Contingency Plan - Home-learning**

In the event of entire Classes/'Bubbles' having to isolate, or in the event of a National or Local lockdown, we will provide Home-learning in a similar way to how it has operated over this Summer Term. Full details of this contingency home-learning plan will be issued when we return in September.

### **Summer Holidays**

The school will be closed for the Summer Holidays.

Numerous holiday clubs and childcare providers will be operating in and around the Shrewsbury area. For more information, see the Local Authority's family information service at [http://search3.openobjects.com/kb5/shropshire/fid/family\\_results.page?familychannel=242&agerange=5-10%20years](http://search3.openobjects.com/kb5/shropshire/fid/family_results.page?familychannel=242&agerange=5-10%20years)

**And finally...**

This plan for full-opening on September 3<sup>rd</sup> is dependent on the current available advice from PHE and Department for Education. Please be aware that this guidance could change.

This may mean that our plans will change and revert back to emergency childcare for those children of Key Workers and to those pupils identified as vulnerable.

We have compiled a list of **FAQs** for parents which you can find on our website. If you have any further queries or questions, or need to discuss any other matters, please do not hesitate in contacting the school.

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

We hope that you all have a happy and safe Summer Holidays.

Kind regards,



Jack Pittaway & John Rowe  
Co-Headteachers



**Returning to School**

Following the significant disruption in education due to Covid 19, school attendance will again be compulsory from September 2020. We are aware this may raise some anxieties or questions - therefore we have implemented a support service for parents, carers and pupils to try to ensure a successful return to school.

Support will be available from:  
**17th August until 2nd September 2020**  
**Monday to Friday 9am—5pm**

For help, support, guidance and advice, contact us:

**03456789008**

Shropshire Council

The infographic features a central wooden signpost with four directional signs: a red sign pointing left for 'Help', a yellow sign pointing right for 'Support', a green sign pointing up for 'Guidance', and a blue sign pointing down for 'Advice'. The Shropshire Council logo is at the bottom left, and the phone number 03456789008 is displayed in large, outlined digits at the bottom right.