



Trinity C. E. Primary School

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20/05/20

Dear Parents/Carers,

Covid-19 – Re-opening on June 1st

Thank you for your patience over the past couple of weeks to allow us to plan and prepare for the wider re-opening of our school on June 1st.

This letter explains the situation at Trinity from 1st June. 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 (which has changed on numerous occasions since the announcement to re-open schools). We 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 re-open on Monday 1st June to allow for more of our pupils to return to school.

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 added some FAQs to the Risk Assessment.

Considerations

Due to the significant numbers of children of Key Workers, as well as children in Reception, Year 1 and Year 6, set to return on June 1st, we have had to prioritise groups (as set out in the DfE guidance).

Under the DfE guidance, class sizes are restricted to no more than 15 pupils per class which limits the number of pupils we can accommodate each day/week.

The school has a limited number of appropriate classrooms to accommodate children safely and desks have to be *spread out as far as possible*.

We also have a limited number of Teachers and Teaching Assistants as we will have some members of staff continuing to 'shield' or 'self-isolate'.

In line with DfE guidance, to minimise contact between individuals and the spread of disease, staff and pupils will have to remain within their designated cohort for the entire day. Cohorts will not be able to mix, and neither can the members of staff, which means there are limited options in terms of the flexibility in our staffing structure.



The use of groups is an important part of the safety measures that the DfE have introduced. Where a suspected case of Covid-19 (persistent cough and/or high temperature) is found, the whole cohort (adults and children) must be sent home to self-isolate for 7 days or until proven otherwise. The child/adult with developing symptoms must self-isolate for 14 days with their fellow household members. In addition, if a member of our teaching staff is absent due to sickness, it may mean that an entire cohort of children will have to be sent home as this absence may not be able to be covered by usual means due to restrictions put in place by the DfE. This makes our provision very vulnerable.

With all factors considered, some of our eligible pupils (over 110 children) will only be able to return through a phased re-integration on a part-time basis. This decision has not been taken lightly and we will try to accommodate more pupils when it is safe to do so. This decision has been taken based on advice from the Local Authority.

Assessing risk for the re-opening of schools is difficult. Where risk assessments are normally completed, it is relatively easy to assess and measure the impact of a hazard. Covid-19 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.

Class Structure

Taking all of the considerations above into account, we will only be able to safely operate 4 classes/cohorts of 15 children:

Cohort 1: KS1 Children of Key Workers who have regularly attended childcare each week between 23rd March and 22nd May (These children will attend every week, every day)

Cohort 2: KS1 Children of Key Workers who haven't attended the school regularly, or at all, since the 23rd March, all other Reception children and all other Year 1 children (These children will be split into 3 separate groups with each group to attend for 1 week in every 3 weeks)

Cohort 3: KS2 Children of Key Workers who have regularly attended childcare each week between 23rd March and 22nd May (These children will attend every week, every day)

Cohort 4: KS2 Children of Key Workers who haven't attended the school regularly, or at all, since the 23rd March, and all other Year 6 children (These children will be split into 3 separate groups with each group to attend for 1 week in every 3 weeks)

An **accompanying letter** explains which Cohort your child has been allocated to with the details of when they will be able to attend the school.

Children may not be with their usual class teacher but we have tried to consider friendship groups for children attending school on a phased reintegration in Cohorts 2 and 4.

Please note that if you have informed us that you were 'Keeping your child at home for the foreseeable' on our recent Parents Intentions Survey, we have not allocated a place for your child at present.

We must stress that these Cohorts are based upon all the information we have gathered from parents/carers. If intentions change, we may have to alter the timetable for Cohorts 2 and 4 or even suspend the operation of school completely.

Risk Assessment & Safety Measures

We will be implementing numerous safety measures when we re-open on the 1st 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 can be found within our **Risk Assessment** which also accompanies this letter, and you will be able find it on our website.

It is important to stress that social distancing within single cohorts is extremely difficult to adhere to from what we have witnessed over the past few months. The DfE recognise this and have recommended 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, pg.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.

Drop-off

We will be operating a one-way system with clear markings and signage for drop-off and collection times. Children can enter the school from 8.30am. 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 2m social distancing, to drop-off their child/ren at the class door of the classroom of the cohort that their child/ren will attend (Cohort 1 in Class 1 / Cohort 2 in Class 2 / Cohort 3 in Class 4 / Cohort 4 in Class 5). Children must not be left on the Playground.

Parents/carers of Children in Cohorts 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 Cohort 4 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 8.30am to prevent cars from coming onto the car park from this time to ensure the safety of parents/carers.

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.

Collection

Parents/carers can collect their child anytime from 2.45pm to 3.15pm. Children must be picked up directly from the classroom of their Cohort. The same one-way system and route as Drop-off will operate for collection.

Breakfast Club and After School Club

Due to the implementation of the DfE guidelines of the need to isolate cohorts of children and the need to clean thoroughly at the end of each day, we will be unable to operate Breakfast and After-School Club safely during this time. We recognise that this will be an inconvenience to a number of parents. However, unfortunately, this is now unavoidable and is a direct result of the need for us to implement the DfE guidelines.

The school is now unable to operate this provision and the school will close at 3.15pm.

School Office

Parents/carers will need to make an appointment should you need to speak to any member of staff, including Julie Price, our administrator. To book an appointment, please call 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 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.

Uniform

Pupils *do not* need to wear school uniform but must wear clothes and trainers that are suitable for outdoor activities. Clean clothes must be worn every day.

Transport (buses/taxis)

Achieving the required social distancing on school transport is very difficult. Shropshire Council will liaise with our transport providers in relation to how social distancing can be worked towards.

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

Home-learning

Home-learning will continue as normal. As Teachers will be returning to full-time teaching, they will upload work for the subsequent week when they have allocated PPA time within their teaching time. Work for the week ahead will be available by Monday morning of that week at the latest.

Half Term

The school will be closed for Half Term Week (W/C 25th May) in order for us to prepare the site for the wider re-opening of the school.

And finally...

This plan for re-opening on June 1st is dependent of Government restrictions informed by the rate of infection, as well as DfE guidance and Local Authority guidance. 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, who we have continued to provide provision for since 23rd March.

We have compiled a list of **FAQs** for parents which you can find on our website and at the end of the Risk Assessment. 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.

Kind regards,

Handwritten signatures of Jack Pittaway and John Rowe. The signature for Jack Pittaway is on the left, and the signature for John Rowe is on the right, written in a cursive style.

Jack Pittaway & John Rowe
Co-Headteachers