Monday 1st September

Dear Parents and Carers,

Firstly, it is great to be back and all of us are looking forward to welcoming back your children this year. I have a number of things to inform you about relating to staffing, curriculum and of course updates with regard to the Coronavirus.

**Staffing.**

Mr Davies, whom I’m sure you all know has decided to retire and we wish him well in his retirement. We have appointed two new teachers, Miss Virtue and Miss Copestake, Miss Virtue has been appointed to take over from Mr Davies and Miss Copestake will be working with a range of different children to deliver interventions and catch-up sessions.

Miss Stokoe has been appointed as a HLTA and to replace her we have appointed a Miss Martin who will be the class support for Miss Davison who is now called Miss Llewelyn.

Mr Anderson will also now be teaching some lessons, mainly Science and Maths.

In Primary we also have some new members of staff joining us, Miss Gilbert will be working in Mrs Kennedy’s class, Miss Lumley will be working with Miss Levee and we have two members of staff who are joining us in the old P1.

We have also changed the names of the classes, the primary classes are all named after trees and the secondary classes will be the age of the children and the initials of the teacher unless we have more than one teacher with the same initial.

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| **Primary** | **Secondary** |
| Maple- Mrs Franklin-old P1Rowan- Mrs Levee–old P2Hazel- Miss Robson - old P3Beech – Mrs Howard- Hussain Birch-Mrs Kennedy  | 7G- Mr Griffiths 8O – Mrs Oliver 8H - Miss Herkes 8D- Mrs Henderson 8R – Miss Davison 9F – Mrs Fortune 9B- Mr Bolton 10G- Miss Virtue (known as 10N) on Sims 11V – Mr Vernon 11M – Mrs McGladdery  |

**Nut Free school.**

Can I just remind you that we are a nut free school as far as possible as we have several pupils who have severe allergic reactions to nuts. Can you please consider this when sending in food for packed lunches or snacks.

**Safeguarding Team**

We have 5 members of staff on the safeguarding team at school led by Ms Elcock, who is Deputy Head and also designated safeguarding lead. Deputy safeguarding team consists of Mrs Ridley who is also Assistant Head of Primary, Mrs Beckham, who is also assistant head of Secondary, Mr Harrison who is also behaviour lead and Mrs Birbeck who is responsible for running the ‘Bridge’ in school.

**Coronavirus Arrangements.**

I posted on the school website and Facebook page the latest arrangements with regard to how school will operate and these can also be found in the following paragraphs as well as what we will do in various situations as and when they occur.

School will form three bubbles:

* Bubble 1 – Maple – EYFS and staff
* Bubble 2 –The rest of primary and all other primary staff
* Bubble 3- All Secondary and Secondary Staff.

**(Classes will form smaller teaching bubbles and will be kept apart as much as possible)**

**Arrival/Departure**

Primary pupils will enter and leave by the gates near the staff room at the front of school. If parents/carers are dropping off staff will collect your child from the school gates. Please do not enter the school site.

Secondary pupils will enter and leave from the door on the top yard.

If pupils have face coverings for transport, they will deposit them in a sealed bag and keep them in their form rooms. They will then don them before leaving the room to get onto their transport. If pupils wish to leave face masks on in the classroom parents/carers needs to inform school that this is the case.

All pupils will be arriving on the same transports but Secondary pupils will go into school via the yard and the Primary pupils will remain on the transport and will be dropped off at the gates at the bottom of school. At home time Primary pupils will be leaving their classrooms from their outside doors and will either go to their taxi or be collected by parents from the primary entrance. Secondary pupils will also go from the same exit but non taxi-pupils can be collected at the top gate.

**Curriculum**

The timetable to remain the same **but there are changes to what can be taught in some lessons, for example singing can’t take place in music lessons.**  The PE and Art curriculum in particular are also very different.

**PE**

Can I please take this opportunity to stress that PE kit can only be worn on days your child has their timetabled PE/ Outdoor Education or Duke of Edinburgh lessons. Normal rules apply for the wearing of school uniform. Timetables will be sent home the first two days back so that you will know which days these lessons are on.

Primary teachers will be in touch to provide further details about PE for Primary pupils.

**Uniform**

The expectation is that pupils will still wear normal school uniform unless there are sensory issues where this is not appropriate.

**Primary – class dojo**

We are going to be introducing an app called class dojo for all Primary pupils which is an app that will allow us to communicate with you via messages but will also be able tell you more accurately when your child has received a Croft Coin**.** We will be sending out a consent letter soon which we will require you to sign and send us your email address. This will also replace the home/school diary as we are attempting to limit the paper correspondence between home and school. For more details go to this website:[**https://www.classdojo.com**](#_top)

**Classroom Procedures regarding Coronavirus**

Within classrooms and wherever possible pupils must stay 1 metre apart. We fully realise that some of our pupils will find this very challenging and sanctions will not be applied for pupils who struggle to follow the new protocols, however normal school rules apply as do sanctions and rewards.

**Equipment**

All pupils will be provided with a clear pencil case from school with essential equipment needed. These will remain in form classes unless pupils are moving to the science room to take part in experiments. Pupils will also be provided with a school laptop which will remain in the classroom unless a lockdown situation develops.

**Handwashing**

All primary classrooms have their own sink or sink just outside the classroom that can be used. These will be cleaned on a regular basis.

We have bought four mobile handwashing units that can accommodate 100 washes a day. These will be placed in the classrooms for pupils for each bubble to wash hands at various times of the day.

Handwashing to take place upon arrival at school/ prior to break/ returning from break/ prior to lunch/ returning from lunch/ prior to leaving school.

Wall mounted hand sanitisers to be put up in every classroom and around key areas of the school.

All classrooms will have their own supply of PPE equipment.

Corridors and staircases to be split into two by hazard tape and signage applied in terms of metre distancing and arrows to ensure that pupils are following the one-way system –keeping to the left. It is important to emphasise that your child will need to follow social awareness practices wherever possible.

**Isolation room**

Any pupils displaying Covid –19 symptoms to be taken immediately to this room. School will phone you immediately if your child is displaying any symptoms. We fully understand if there is a delay collecting your child but can you **please ensure that school has the most up to date contact details for you** and that you come and pick up your child as soon as possible. It will not be possible for us to transport your child home using school transport.

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**Break Times**

**Primary**

Break times will be taking place in the area outside the primary classrooms.

**Secondary**

Secondary break will be done in zones – 5 zones each with a different activity. The zones will be populated by year group and will be rotated daily. We will also be operating a quiet room in the Science room. There will be no computer club or sports club at lunchtime.

**Prevention**

Pupils **must not** come into the school if they have coronavirus (COVID-19) symptoms or have tested positive in at least the last 10 days. These symptoms include a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia).

Any pupils displaying these symptoms will be sent home and asked to take a test. We ask that you inform school of a positive result as soon as they are known. **In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19).**

If anyone in the household have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.

Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

Provide details of anyone you or your child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace self-isolate if you have been in close contact with someone who tests positive for coronavirus.

We have been provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits**.**

We will contact the local health protection team if there is a positive case involving one of our pupils. We will also be contacted directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

**If one of our pupils or a member of staff tests positive we must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:**

direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)

proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual

travelling in a small vehicle, like a car, with an infected person.

As ever, if there is anything you want to ask or require more information, please don’t hesitate to contact the school.

Does a child or member of staff have COVID-19 symptoms?

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No

Yes - The child or member of staff must be

separated from the rest of the school and

sent home as soon as possible

The child or member of staff begins a 10

day isolation and **must** get a test. Their

family starts a 14 day isolation until test result. At this point the school can continue to remain

open.

Continue to attend school. School remains open.

Child or staff member can return to school.

No

Was the test positive?

Yes

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Child or member of staff and their

family remain in isolation. NHS Test and

Trace will call for information on recent

contacts.

Any children and staff who came into direct

contact with that child or member of staff

must now self-isolate for 14 days. Their

families do not need to self-isolate at this

point.

From the initial positive result, Test and Trace activity will begin. If multiple cases are detected in one setting, local Health Protection Teams will conduct a further investigation and advise the school accordingly.

The child or member of staff should now

isolate for 10 days from the point of

showing symptoms. Their families will

need to self-isolate for 14 days from this

point.

Yes

They can now return to school

No

Have any other children or members of

staff developed symptoms during the 14

day isolation period and have tested

positive for COVID-19