



**The Federation of
St. Alphege Church of England Infant and
Nursery School and
St. Alphege Church of England Junior
School**



Christian School Values: Love, Honesty, Cooperation, Responsibility, Forgiveness and Valuing Difference.

Thursday 16th July 2020

Dear parent/carer,

On the 2nd July 2020 the government issued guidance to all schools on opening for all pupils in September. *'It is our plan that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term.'* www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools

Since that time we have been revising our risk assessments and drawing up plans on how we will fulfil this instruction by the government. I will outline these in this letter. Please note for the purposes of transparency a copy of these documents will be uploaded onto our school website.

Schools are required to undertake a series of actions or '**System of controls**'. These controls are grouped into '**prevention**' and '**response to any infection**' and are outlined in more detail below.

Prevention:

- 1)** Schools must minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, **do not attend school**
- 2)** Schools must ensure that everyone cleans their hands thoroughly **more often than usual**
- 3)** Schools must ensure good respiratory hygiene by promoting the '**catch it, bin it, kill it**' approach
- 4)** Schools should introduce **enhanced cleaning**, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5)** Schools should minimise contact between individuals and maintain social distancing **wherever possible**
- 6) Where necessary**, wear appropriate personal protective equipment (PPE)

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Response to any infection:

7) Schools must engage with the NHS Test and Trace process

8) Schools must manage confirmed cases of coronavirus (COVID-19) amongst the school community

9) Schools must contain any outbreak by following local health protection team advice

Our plan and risk assessment for September have been drafted so as to comply with all of these protective measures and in turn minimise the risk of infection.

So what are our plans?

School timings:

The start and end time of school will need to vary for each year group. We ask that 1 parent/ carer drops off and collects their child each day. **It is really important that you are prompt and on time for both drop off and collection.**

Nursery am: drop off 8.30 – 40 am and collect 11:20 – 11:30am

Nursery pm: drop off 12.30pm and collect 3:20 - 3.30pm

We ask that 1 parent walks with their child to nursery and drops off via the gates to the outdoor area (which will be fully opened). Children will be collected from this area too.

Reception: drop off 9:05- 9:15am and collect 3:05pm

Starfish class children will enter school via the back door, Dolphin class children will enter via their class door and Seahorse class children will enter via one of the doors into the school hall. Children will be dismissed to 1 parent from these points at the end of the day.

Year 1: drop off 8:55am – 9:05am and collect 3:15pm

Kingfisher and Robin class children will enter school via the hall doors. Swan class children will enter via the blue door. Again children will be dismissed to 1 parent from these points at the end of the day.

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Year 2: drop off 8:45am – 8:55am and collect 3:25pm

Hedgehog class children will enter school via the backdoor; Fox class children will enter via the blue door and Badger class children via one of the hall doors. Children will be dismissed to 1 parent from these points at the end of the day.

Years 3 and 6: drop off 8:30 – 8:40am and collect at 3:05pm

Years 4 and 5: drop off 8:40 – 8:50am and collect at 3:15pm

Lower Key Stage 2 children (years 3 and 4) will enter the school site via the top gate. Upper Key Stage 2 children (years 5 and 6) will enter via the pedestrian gate. Children will be dismissed to 1 parent:

Darwin class from the front entrance, Franklin class from the top playground. Year 3 classes from the sunshine playground. Curie, Edison and Hawking classes will dismiss from their fire doors and Galileo class from the top of upper playground – all to parents (1 per child) socially distanced.

Staggering entrance and collection will ensure that the adults and children on site can distance appropriately and it will reduce the risk of children coming in to contact with children from other bubbles. We recognise that this will be difficult for some families of multiple children. We will consider requests on a case-by-case basis where these timings prove difficult logistically for parents and carers.

We will also be **staggering break and lunch times** in both schools as required by the guidance.

What will my child need each day?

'It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery'...

And on school uniform *'we would encourage all schools to return to their usual uniform policies in the autumn term. Uniform can play a valuable role in contributing to the ethos of a school and setting an appropriate tone.'*

Infants – children should wear their school uniform (no ties), coat and bring their book bag, water bottle, PE kit and for years 1 and 2 a plastic pencil case (we will provide the stationery for this). Would also request some clean tissues in their pocket to use each day. We will clarify in September whether the fruit and vegetable scheme has recommenced.

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Juniors - children should wear their school uniform (no ties), coat and bring their bag, wipe able lunch box (if not having a school lunch), water bottle, a healthy snack and a plastic pencil case with basic stationery inside. Children will be asked to wear their PE kit to school on days this occurs on the timetable. We would also request some clean tissues in their pocket to use each day.

Reading books / library books will be allowed to go home and will be changed in school, but please note that this will be on a **less frequent basis**.

Do I have to send my child back to school?

*'In March when the coronavirus (COVID-19) outbreak was increasing, we made clear no parent would be penalised or sanctioned for their child's non-attendance at school. Now the circumstances have changed and it is **vital for all children to return to school** to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development.'*

We understand that this has been a difficult and challenging time for all parents, carers and pupils. We also know that parents and carers will now want to ensure their child is able to return to school in September in a safe learning environment. We would like to reassure you that we have taken every measure to ensure your child's health and well-being and are closely following Department for Education Guidance and expectations to do this.

'The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. We know that school is a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families.'

In practice this means that the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

Shielding

Shielding advice for all adults and children will pause on 1 August 2020, subject to a continued

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decline in the rates of community transmission of Coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who were shielding.

A small group of children under the care of specialist health professionals may need to discuss their care with their health professional before returning to school. If there is specific advice on an individual basis advising against a return to school, parents and carers will need to provide written medical evidence so that schools can record in the register appropriately and arrange for access to education.

Other considerations

Please ensure that if your contact details have changed in anyway these are emailed to the school office.

Please talk to your child about September and how the school day will be different for example staggered start and finish times and different timings for break and lunch. Do use the information in this letter regarding how your child will come into school each day and how they will leave. It is worth noting that there are a number of videos on our school Youtube channel regarding starting school in September. These can be found at:

https://www.youtube.com/channel/UCPPd5GdaVQAUEoU9h0NZ5_g/?guided_help_flow=5

We will also be uploading transition materials onto our school website. I hope you will be able to talk to your child positively so that they are not unnecessarily anxious about returning to school.

Please note that the office in each school cannot be accessed by parents unless through prior arrangement via a call or email. The office will not be open for parents to drop-in to.

We will **not be running before or after school clubs or educational visits** initially in September. Beechwood will be reopening and I would encourage parents and carers to contact them directly on 0121 430 3521 or stalphege@beechwoodchildcare.com

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Facemasks are not to be worn and if they are worn on the journey to school they should be removed and taken home by the parent or carer.

I am sorry for the length of this letter I have tried to be as succinct as possible. I hope the measures we are taking reassure you about September. We are all really looking forward to welcoming all the children back to school on Thursday 3rd September 2020.

I hope you manage to have some time to relax with your family and loved ones over the coming weeks.

Yours sincerely,

Mr R Morrissey
Executive Head teacher

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