

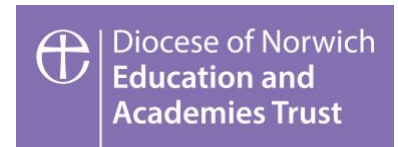


Dereham Church of England Junior

Headteacher: Mrs Kelly Scott

Littlefields, Dereham, Norfolk NR19 1BJ Tel: 01362 693876

Email: office@derehamjunior.dneat.org Web: www.derehamjunior.dneat.org



17/07/2020

Dear parents and carers,

This letter sets out the arrangements we have put in place so we can open fully from September 2020. We are really looking forward to welcoming you to our school in September so please read this letter thoroughly as it contains a lot of new information. There will also be an update video posted on 20/07/2020 which will go through this letter in a little more detail if you are finding it hard to read or understand.

Summer School

There is a separate letter about summer school on the website. Please see that letter for further details. This letter is all about the children's first half term.

Timings for the school day.

We are moving to a soft start which means that children can arrive anytime between **8:30 and 8:55am**. As soon as children get to school they must go straight to their classroom. All children must be in class by **8:55am**.

On their first day (Monday 7th September) the Year 3 children will again be the only children in school. The children will be met by the Year 3 staff, Mrs Scott and Mrs Peek. Here are some of the people to look out for.



Mr King
Year 3 Leader/Teacher

Mrs Crawford
Teacher

Mrs Gardiner
Teacher

Mrs Lee
Teacher

Mr Blenkin
Teacher

Break time

Children will have their break time separately from all other year groups to minimise contact between the children.

Lunch 11:45-12:30

The children in Year 3 will have their lunch at 11:45 until 12:30. The kitchen can provide meals that parents can order through Myed/parent mail. Over the summer, as your children officially come onto the school role, you will receive a email/text which will help you activate your Myed and parent mail accounts. If you're having trouble with it, office staff will be around during the summer school and from the 7th September onwards.



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Mini brain break 2pm

Children will have a mini break at 2pm to help them stay focussed for the following afternoon session

Home time:

Summer School and First week 2:45

All other weeks 3:15

For the Summer school and the first week in September children will be finishing at 2:45. Our feedback from parents last year was that it was very crowded in the first week as so many parents came to pick up their children. To try to alleviate this, Year 2 and their siblings will finish at 2:45 and can leave by the main gate only. After the first week the children will leave at 3:15. **Please note, we do a sight check to see that the children get to someone that they know unless there are safeguarding reasons which means a child has to go with a specific person.**

	Yr3	Yr4	Yr5	Yr6
Where?	Main Gate	Main Gate or Field Gate		
Leaving Time	2.45 for the first week (3.15 thereafter)	3.25		3.30
Where?	Main Gate	Main Gate or Field Gate		

- **If you want your child to go home with an older sibling, please let the office know and we will keep those children with us until their sibling is dismissed from school.**

Uniform and P.E.

The school uniform code is

- Purple jumper/cardigan (branded or unbranded)
- White poloshirt
- Black/grey trousers
- Skirt (knee length)
- Black/grey socks
- Black school shoes

For P.E. the children will need:

- black shorts,
- white t-shirt,
- plimsolls (indoor PE),
- track suit bottoms,
- black or blue jumper,
- trainers (outdoor PE).

We will let you know when your child's P.E. day is in September and whether they are swimming in the first half term or not. **Children will need to come to school in their P.E. kit when it is their P.E. day.**

As the school is large, things can easily get lost so we beg you (for your sanity and ours!) please, please make sure that everything that comes into school has your name and your class on it.

Bus to school



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For those of you who have used the bus for your children, you will be aware that this was not a 'school bus' (one provided by Norfolk School Transport) but a route that the existing bus company decided to run to provide a service around Dereham to our school. During this academic year, the company changed hands and the new company decided to honour this route and continue.

We have been trying to make contact with the bus company, but have been informed by Norfolk Travel and Transport that this is not a legitimate bus route as children within our catchment area live less than 3 miles from the school and transport is only provided where distance is over 3 miles. As such, currently it seems unlikely there will be a service to and from school for our children. We know this will cause some parents concern, but it is out of our control. We will continue to look in to whether a company can/will run this, but to date we have had no success. As we have more news, we will share this with you.

Parents and carers using other settings before and after school

In keeping as safe as possible, it is incredibly important that we all continue to limit the amount of people we come into contact with. Government, Public Health England and Local Authority guidance have all made suggestions for school settings regarding this and we need to pass this on to you:

- *'Parents and carers limit the number of settings their child attends, ideally ensuring they only attend one setting consistently' – In this instance, the school is the consistent setting. Try and avoid using others if you can*
- *'Parents and carers are encouraged to attend clubs that are local to them and to walk or cycle to the club or activity' – If your child attends clubs that aren't local, they are being exposed to a wider group of people*
- *'Where parents use childcare providers or out of school activities for their children, they seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this' – If you use any setting other than school, make sure you check that they have everything in place that will help keep your children safe.*

We will accept children to school who have attended a before or after school club as long as you provide us with DETAILS of where your child(ren) attends and on what days. You should seek reassurance that they are fully compliant with safety measures, however, we will also be seeking further clarification from them. PLEASE INFORM US (using the MyEd Parent App or by emailing office@derehamjunior.dneat.org) OF THE FOLLOWING BEFORE THE START OF TERM, SO WE CAN CONTACT PROVIDERS AND SETTINGS DIRECTLY:

- ***Your child's name***
- ***The setting they attend (whether that is before or after school and on what days)***
- ***A contact number and/or email for that setting***

Universal hygiene

We have implemented these universal hygiene measures and will be encouraging our pupils to do the same:

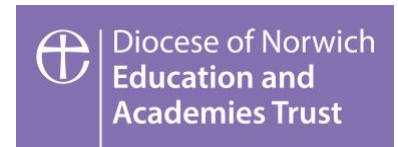


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- Washing their hands (thoroughly with soap and water) often, following the [NHS guidance](#). Using alcohol-based hand sanitiser gel if soap and water isn't immediately available. Everyone should wash their hands on arrival at school, before eating, after coughing or sneezing, after visiting the toilet, as well as at other regular intervals throughout the day
- [Catch it, Kill it, Bin it](#) - Covering their mouth and nose with a tissue or sleeve when sneezing and putting used tissues in the bin straight away. Always washing their hands afterwards
- Avoiding touching the eyes, nose or mouth if they haven't washed their hands
- Self-isolating if they or a member of their direct household has a new, continuous cough and/or high temperature/fever or a loss or change in their sense of taste or smell
- Going home if they develop symptoms, no matter how mild
- Washing their hands when they get home at the end of the day.

We will prompt and support pupils to do this at required intervals during the day and educate in handwashing where needed.

Cleaning and disinfection

We have removed items that are difficult to clean and will continue with newly implemented arrangements to disinfect all contact points that are touched regularly such as tables, door handles, toilet flushers, educational equipment and taps. The school building is also cleaned and disinfected daily.

Educating and supporting

Children can become advocates in infection prevention at home and in their community by talking to others about how to prevent the spread of viruses, so we will be educating them about this in an age appropriate way.

We are very mindful about the anxiety children may experience and we will address this if the need arises by encouraging them to talk about their worries and experiences. It is normal that they may have different reactions and some may need to talk to teachers and you about how they are feeling.

Health

- We will ask children about their health and if they have any symptoms on arrival at school and arrange for pupils to go home where necessary
- We will talk to pupils about symptoms and encourage them to tell a member of staff if they feel ill no matter how mild. We will also be keeping vigilant for any signs of symptoms and will be reminding everyone about this regularly
- If a pupil feels ill, we will keep them safe and move them away from others in a designated room while they wait to be collected. We will not leave a pupil who is ill where they are not safe to be left alone. In an emergency we will call the emergency services, but will continue to provide first aid for emergencies



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as we normally do. Staff will wear personal protective equipment if a pupil develops symptoms or requires first aid and we need to be in close contact with them

- Our staff will go home immediately if they become ill at work with symptoms, no matter how mild
- We have specific cleaning and disinfection arrangements planned in the event that a person develops symptoms at our school
- We will advise you if someone develops symptoms in the school or has tested positive, and will let you know what is happening or if there is anything that you need to do
- Some people may have been shielding or living with someone who has been shielding. This **does not** mean that your child must stay at home. However, if you feel your child needs an individual risk assessment for significant health needs, please contact us to arrange this.

Bringing items from home

It is very important that the number of things that come into school from home are kept to a minimum.

We will provide the children with all the stationery they need, so there is no need to bring in pencil cases with things in from home. We also ask that children do not bring in any personal items such as toys.

Below is a list of the things that children are allowed to bring into school. It is very short, as these things will be kept in classrooms so we don't want to take up too much space:

- **A small bag** - large enough to carry the things in this list. (These do not have to be plastic carrier bags as we insisted on during partial opening)
- **A coat**
- **A filled water bottle** – This will need to be filled at home and large enough for the whole day as we will be restricting the use of the water coolers in school
- **A snack** – Only fruit or vegetables as per our policy
- **A mobile phone** – *This should only be brought to school if it is absolutely necessary for safety reasons. They must be turned off and kept in the child's bag at all times and are not allowed to be used in school at all for safeguarding reasons. We take no responsibility for damaged or lost/stolen mobiles.*

Supporting each other

Your support to help us achieve these standards in our school is vital. Please role model the hygiene behaviours that apply when you are at home and encourage your children to follow them. Please ensure that:

- Your child washes their hands before coming to school and on arriving home. Please support and encourage them to follow good hand and respiratory hygiene at all times



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- You let us know if any member of your household tests positive for COVID-19 or you are asked to self-isolate through 'Track and Trace' and ensure that your child self-isolates for 14 days
- School uniform (including PE kit on a PE day) is worn at all times – see uniform information on the website. There is no need for clothes to be washed daily. Clothes washing routines can be completely normal
- Your child comes to school in their PE kit on days when they have PE (see third bullet point). Your child will need a tracksuit (or sweatshirt and jogging bottoms) to wear over their PE kit on these days as classrooms will be ventilated as per Public Health England advice and they may get cold
- If your child wears a face covering to travel to and from school, please provide them with a plastic bag in which to keep it during the school day. They will be asked to remove these at the gate before entering school
- Please come and collect your child as soon as you can if we ask you to. We'll contact you if they become ill with either a temperature, a change to their sense of taste, or a new, continuous cough
- WE HAVE **UP TO DATE CONTACT DETAILS** AND THAT YOU OR A FAMILY MEMBER/KEY ADULT CAN BE CONTACTED AT ANY POINT DURING THE SCHOOL DAY.

Meetings and visitors

Guidance still states that meetings between yourself and the school should take place by telephone or internet and this includes informal conversations we might normally have.

So, if you need to speak to a member of staff, please continue to contact us in the way that you have during lockdown when the school has only been partially open. The best methods of contact are as follows (in this order):

1. Use the MyEd messaging system -we will get back to you as soon as possible
2. Phone the school office
3. Email the school office
4. Only come to the school office if absolutely necessary. We only allow one person in the reception area at any one time so it is likely one of the methods above will be much quicker!

Only absolutely essential face-to-face meetings will take place. Should a face-to-face meeting be required, the school will make specific arrangements with you and we will only meet with one parent if this is the case. **We will not meet with anyone on an ad hoc basis.**

We have new safe arrangements for essential visitors who need to come onto site such as maintenance contractors. These arrangements have worked extremely well during lockdown when the school has been partially open and we are confident these will continue to work just as well during full opening.

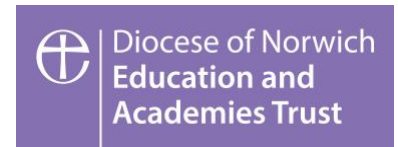


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We are really looking forward to welcoming your lovely children back in September. We know we can keep them safe and carry on the great work you have been doing since lockdown began nearly four months ago!

We realise this is a long letter and there is a lot of information contained within it. We will follow-up this letter with other information in the coming days and maybe even over the summer holiday. We want to make sure that you receive any new information as it comes to light, so that you will be as happy as possible about your child's return to school.

Thank you for your understanding and cooperation. If you have any further queries, please contact us using the methods we have outlined above and we will get back to you as soon as possible.

Mrs Scott