



Diocese of Norwich  
Education and  
Academies Trust

# Dereham Church of England Junior Academy

Information regarding school  
(partial) closure

From 5<sup>th</sup> January 2021

## Parent Info Booklet

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## **Introduction**

This handbook contains information on what will be in place in order to maintain safety during partial opening at Dereham Church of England Junior Academy in January 2021.

Please take the time to read this booklet, as we hope it will reassure anyone who may have any questions or concerns. If this does not answer any queries you may have, feel free to contact the school to talk to a member of staff.

In preparing for the lockdown and in writing this booklet, we have followed several publications of guidance for schools including those from Government, DNEAT, the Local Authority, Public Health England and the NHS.

We **only** remain open for the children of Critical Workers as well as vulnerable pupils. This will be made possible by:

1. Minimising the number of contacts that pupils and staff have during the school day and maximising distance between those in school wherever possible
2. Minimising the potential for cross-contamination
3. Ensuring that people who are ill or have been asked to isolate stay at home
4. Implementing robust universal hygiene measures
5. Implementing enhanced cleaning arrangements.

## **How do we ensure our school is as safe as possible during COVID-19?**

### **Group sizes and staffing**

With the number of pupils in school being relatively low compared to being open to all pupils, groups sizes do not present a problem at the moment.

All teachers and TAs will be in school if the need is there, and we have agreed a safe number in the class during this time is 12 pupils and below.

Where the numbers are very low in a year group we may group pupils from different classes together in order to reduce the need for all staff to be in school. If numbers increase, then the number of bubbles in a year group will in order to maintain safety.

Each bubble will be staffed by a teacher and TA. Unless absolutely necessary, these staff will remain constant and no adult will be required to move bubbles. Where this is needed, we will ensure there is a gap of at least 48 hours (preferably 72) away from the school before beginning in a new bubble.

### **Uniform**

Children will need to wear school uniform when they are in school.

Expectations around the need for coming prepared in PE kit will be determined by the bubble teacher. As there are significantly fewer pupils in school, teachers may decide that PE kit expectations may be lowered and reflect the scaled down PE sessions.

### **Things allowed to be brought into school**

It is very important that we continue to limit the things children bring into school.

As before, we will provide the children with all the stationery they need so there is no need for children to bring in pencil cases and equipment. It remains the case that children are not allowed to bring in any other personal items such as toys.

Below is a list of the things that your child is allowed to bring into school:

- **A spare pair of footwear in a separate plastic bag** – one pair for inside and another for the field/play times. There is plenty of room in the classrooms so this should not present an issue.
- **A small bag** - large enough to carry the things in this list. Cloth/material bags are allowed
- **A coat** – Will only be hung in the cloakroom if very wet
- **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** – Only if absolutely necessary.

### **Start to the day**

All children who are present during partial closure should arrive between 8:40 and 8:55.

Children should not be onsite before 8.30 unless they have agreed a place for before school club. Parents will be contacted if either of these things happen.

### **Drop-off and entering school**

We appreciate your support in helping us carefully manage how your child arrives and enters school:

- Parents **MUST** wear masks when onsite at the beginning and end of the day
- Only one family member can bring their child to school
- Walk or cycle to school where possible
- Parents of pupils arriving by car, must remain in the car
- Keep the time you spend on school grounds to an absolute minimum
- All children should enter by the main gate
- Pupils will line up at the gate in front of Mrs Scott (Y5); Mrs Peek (Y3) and Mr Dack (Ys 4 & 6)
- Encourage your child to observe social distancing
- **DO NOT BRING YOUR CHILD TO SCHOOL IF THEY ARE SHOWING ANY SYMPTOMS OF COVID-19.**

Please avoid speaking to staff on the gates unless this is absolutely necessary. This is not us being rude, we promise, it is just another procedure that we are putting in place to keep as safe as possible.

Therefore, if you need to speak to a member of staff, please continue to contact us using the methods below (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 or you have been asked to collect something.

## **Attendance**

*In school:*

- Anyone who is eligible for a place must book days using the appropriate Google Form
- If you have booked a place for a child and they cannot attend, please let us know.

*At home:*

- *All children should be accessing Home Learning – see ‘Remote Learning Provision’ document on the website.*

## **Classroom environment, organisation and resources**

Our classrooms will have much more space than last term. In keeping the children safe, we will:

- Have tables in rows so that all face the front
- Provide children with their own sets of stationery which will be kept in plastic wallets
- Avoid using shared resources as much as possible
- Regularly clean bubble resources such as books, games, Chromebooks and iPads
- Regularly clean frequent touch points in the classroom (see ‘Cleaning throughout the day’)
- Continue to use ‘picking-up’ and ‘dropping-off’ points in the classroom
- Continue to use ‘quarantine areas’ for reading books
- Check books, posters and displays for visible soiling and dispose where necessary
- Avoid ‘Close Contact’<sup>1</sup>
- Leave clear access to sinks, entrances and exits
- Keep windows and doors open to ventilate the room: *fully open windows before classrooms are occupied and during breaks but keep them only partially open during lessons*
- Position teachers’ desks and chairs so that distance is maintained between them and pupils
- Not call pupils to the front of the class so they are in close contact with the teacher
- Where possible, not go to the children’s desks to check work
- When close contact is needed or unavoidable, conduct this side-to-side rather than face-to-face.

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<sup>1</sup> ‘Close contact’ is defined as being: Face to face with someone for any amount of time within 1m. Face to face with someone for 15 minutes or more within 2m. THIS 2m RULE HAS BEEN CHANGED TO THE 15 MINUTES BEING CUMULATIVE FOR THE DAY

## The curriculum

*For children who are at home due to lockdown restrictions, please see 'Remote Learning Provision' document on the website.*

The government is clear that the children should receive a broad and balanced curriculum whether at home or in school and we will maintain this during lockdown.

There are some additional dos and don'ts in the following areas:

### PE

- Should take place outside or in the hall as long as it is ventilated
- Activities will be low impact rather than high impact, especially if indoors
- Contact sports will not take place
- Distance between participants will be maximised
- Equipment used by bubbles will be cleaned after use so bubbles will receive clean equipment
- Children must use their own kit. They cannot share this with anyone else.

### Music

- Singing will not take place
- Music sessions with the music service have been suspended.

### Drama and performances

- Performances with audiences will not take place

### Science and DT

- Practical sessions and experiments are organised so that 'close contact' is avoided.

### Trips and visits

All trips and visitors have been suspended.

## **Play times, lunch times, play equipment and outdoor space**

### Playtimes

- Due to fewer children being in school, there is plenty of space for children at playtimes.

### Lunchtimes

- You will need to continue to order lunches electronically
- All children eat their lunches in the classroom before going outside to play
- Lunchtimes have reverted back to 1 hour in length: 12:15 – 1:15.

**Please note: We will be using the field for playtimes and lunchtimes as much as possible and unless bad weather means it is too dangerous to do so. This means a change of footwear is needed.**

## **Toilets**

Procedures for toileting will be as follows:

- Children will leave and return to their classroom using a one-way system
- Children must use hand sanitiser from stations positioned outside the toilets before entering
- Toilets and sinks are designated to each class
- A maximum of three people are allowed in a toilet area at a time
- All toilet block entrance and exit doors will be propped open to avoid compromising hand hygiene
- Children must wash their hands after using the toilet.

## **Handwashing**

NHS, Government and scientific guidance has been very clear about the fact that effective handwashing is crucial. Good hand hygiene is an integral element of our 'robust universal hygiene measures'. We will:

- Continue to ensure children wash their hands in line with guidance. See this NHS link: <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>
- Explain that using hand sanitizer is no substitute for hand washing
- Ensure that children wash their hands properly on the following occasions:
  1. On arrival – in the classroom in the morning
  2. After returning from morning break
  3. After returning from outside session at lunchtime
  4. Before and after eating their
  5. After indoor and outdoor PE
  6. After going to the toilet
  7. Before leaving at the end of the day
  8. After sneezing/coughing into hands or using a tissue
- Provide paper towels rather than hand dryers to dry hands
- Avoid overcrowding or long queues for toilets by using classroom sinks where possible
- Advise children to avoid touching their eyes, nose or mouth if they have not recently washed their hands.

## **Cleaning throughout the day**

Our cleaning team have a strict regime at the end of the day place at the end of the day. During the day, staff complete 'top up' cleaning.

- All bubbles are provided with disinfectant spray, cloths and anti-bacterial disinfectant surface wipes
- Staff clean surfaces when they feel a child has made it unsafe, for example by sneezing, coughing, eating at the table or if a pupil moves from one table to another
- Learning equipment such as laptops and tablets are cleaned prior to and after use
- Handheld and frequently touched sports and PE equipment will be routinely cleaned
- Touch points that are fixed to the premises will be cleaned frequently. Among other things, these include door and window handles, handrails and light switches.

## **Behaviour**

Our behaviour and relationships policy remains in place with some expectations amended in the light of COVID-19. Our policy can be viewed on the school website.

## **Signs and Symptoms of COVID-19**

As mentioned in '*Drop-off and entering school*', anyone displaying any signs or symptoms of COVID-19 should be self-isolating at home. Children have already been made aware of the signs and symptoms and we will continue to remind them. In doing this, we will use information from a range of sources. The three below are also really good ones to use at home:

- BBC: <https://www.bbc.co.uk/news/health-51048366>
- CBBC/Newsround: <https://www.bbc.co.uk/newsround#more-stories-2>
- NHS: <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

## **How we can help to stop the spread of COVID-19**

The children know they play a major part in staying safe and reducing the risk of spreading COVID-19. In school, we routinely remind them of the following key principles:

- They should be encouraged to do all they can to avoid 'close contact' (definition at the bottom of page 5). This goes hand in hand with social distancing
- Wash hands with soap and water more regularly and do it for 20 seconds each time
- Use a tissue for coughs and sneezes and immediately 'bin it and kill it'!
- Use your sleeve in the absence of a tissue and cough or sneeze into the elbow
- Avoid touching your eyes, nose and mouth with your hands.

We have used the following resources, as well as our own 'Pupil Guide' in reminding the children about their responsibilities:

- CBBC: <https://www.bbc.co.uk/newsround#more-stories-2>
- BBC: <https://www.bbc.co.uk/news/health-51711227>
- NHS: <https://www.nhs.uk/conditions/coronavirus-covid-19/staying-at-home-to-avoid-getting-coronavirus/staying-at-home-and-away-from-other-people/>

## **What we will do if someone is displaying symptoms of COVID-19**

We have put clear procedures and systems in place should any of your children display any signs or symptoms in school. Although this is extremely unlikely, we will stay with your child away from other pupils until you are able to come and collect them.

It is vitally important that we have your **up to date contact details** and that we have a means of contacting someone who can come and collect your child at any time during the day.



If your child is in a bubble with someone who is tested positive for COVID-19, we will contact you directly. Please rest assured that we have clear guidance on what to do in these situations including signposting you or members of your family should you need it.

Do not listen to gossip regarding this, if you need to know something we will contact you directly.

### **First Aid**

If your child requires first aid (not COVID-19 related), the following will apply:

- Unless visibly unwell or potentially seriously injured, your child will not be sent to a medical room
- Where possible and in order to maintain social distancing, staff will instruct an injured pupil about what to do for minor injuries in the classroom
- If a member of staff needs to administer first aid themselves where they will be in close proximity or touching the child, they will wear PPE: mask, visor, gloves and apron. We will explain the reasons for this to your child so they do not worry unduly
- The above point would take place at a medical station outside of the classroom.

### **The end of the day**

While we have a reduced number of pupils in school, all children will be leaving at 3:15 pm. When collecting them at this time please adhere to the following:

- Observe social distancing when waiting for your child
- Wear a mask when on school grounds
- Please leave the grounds as soon as possible to help avoid congestion
- Park sensibly and do not leave your car unattended. This helps with the flow of traffic.

### **Meetings and Contact**

Guidance still states that meetings between yourself and the school should take place by telephone or internet where possible.

Therefore, if you need to speak to a member of staff, please continue to contact us using the methods below (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 or you have been asked to collect something.

### **Before school club**

During this partial opening, our kitchen staff will not be able to provide breakfast for the children. However, we continue to run a before school club which allows parents to drop their children off earlier than the timetabled start to the day. If you would like to use this, please be aware of the following:

- You need to book a place in the usual way

- It will run from 8.00 – 8.40
- Numbers will be capped at 15
- Children will be sat 1 person to a table ensuring 2m minimum social distancing
- All hand and respiratory hygiene will be adhered to
- Staff will help maintain cleaning arrangements
- Children will be supervised and given some fun activities to enjoy.

As we have already informed you, you should try to limit the amount of settings your child attends. If you use a before or after school club, you will need to share the information of these settings with us.

### **THANK YOU!**

We hope this updated booklet helps answer any questions you may have if your child has a place during this lockdown.

We are clear that our number one priority is to keep your children safe. To this end, we have completed a comprehensive risk assessment and changed many of the things we do in order to make sure this is the case. However, if you still have a question or concern, please do not hesitate to contact us. As ever, we are always willing to help and will respond as soon as we can in an effort to reassure you.

May we take this opportunity to thank you all again for your continued support.

Best wishes,

All the staff at Dereham Church of England Junior Academy