



Diocese of Norwich
Education and
Academies Trust

Dereham Church of England Junior Academy

Information for Parents/Carers
of Children in School from 1st
June 2020

Introduction

We recognise that a child returning to school in these uncertain times can be an anxious time for some – parents and pupils alike. In order to help with any feelings people may have, we have written this booklet to inform you of all of the things we have put in place to make sure that school is as safe as possible. Your child's safety is the most important thing to us and we have had this at the forefront of our collective minds when preparing for a return of more pupils in our school. Help us to maintain this level of safety by supporting us with the measures we have put in place.

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, please feel free to contact the school to talk to a member of staff.

In preparing for wider opening 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.

Group sizes, location and staffing

Pupils will be in smaller groups in order to ensure we can practise social distancing. These groups will be:

- No more than 12 pupils
- Kept apart from other groups: Y6 in Y6; Key Worker Pupils in Y3
- Staffed by the same adults for Y6 – The same teacher and TA each week they are in
- Staffed by a different group for the Key Worker children – A teacher and TA from a rota (not Y6)

The only exception to this, will be if there is a staff absence and cover is needed.

A staggered start and end to the day

To reduce the chance of large groups of people gathering at peak times, the start and end of the day will be staggered:

- Y6 - Group A1/B1* = Arrive - 8.30 – 8.40; Leave - 3.10 via the main gate
- Y6 - Group A2/B2* = Arrive - 8.40 – 8.50; Leave - 3.20 via the main gate
- Key Worker/Vulnerable Children = Arrive 8.30 – 8.40; Leave – 3.15 through main entrance.

**You will be made aware of what group your Y6 child is in and, therefore, their start and end time before they attend.*

Drop-off and entering school

To help ensure the start of the school day is as safe as possible, we ask that parents and carers help by:

- Not bringing your child to school if they or anyone in the family home are showing any signs of COVID-19. You and your family would be self-isolating if this is the case!
- Remaining in the car if you have brought your child to school by this method

- Helping us make sure your child lines up at the main gate in the relevant space (there will be signs) which includes encouraging them to socially distance by using the markers
- Respecting social distancing at all times.

If you need to speak to a member of staff at the start of the day or at any other time, please:

- Queue in the same way as the children if you need to speak to someone at the gate in the morning
- Speak to a member of office staff if they are available. Please note, if you need to enter reception for any reason, we have limited entry to only one person at a time. Also note that the office will not be 'manned' by a person all day as much of their work can be completed remotely
- Contact office staff via our MyEd messaging system or leave a message on the answerphone
- Use the mobile numbers displayed in Reception if you urgently need to speak to a member of staff and there is no-one in the office.

Attendance

We completely understand that some parents and carers have no choice but to send their children to school (Key Workers); that some wish for them to return for transition (Y6) and that others will not be sending their children back at all. Whatever your decision, we completely respect this. Therefore:

- We will only follow up non-attendance if we are expecting your child to be in and they haven't turned up
- There will be no attendance panels or fines for non-attending pupils' families.

If your child is unable to attend after you have arranged a space for them, please inform us of any absence in the usual way by contacting the office.

Please also note, for any Y6 parents who do not wish for their child to return, it will be highly unlikely you will be given a place if you change their mind once groups have been established and the return date has been passed.

Staggered play times, play equipment and outdoor space

To help keep your children safe, we will also make sure that there is little opportunity to mix in larger groups and to share equipment and playing spaces. We will ensure this by:

- Each group having its own designated play area
- Making sure play times are staggered so all children are not out at the same time
- Making sure each group has their own range of PE and play equipment which will be disinfected after use at the end of the day or, if necessary, before being used by another person.

For your information, the outdoor classroom, trim trail and astro-turf areas will not to be used by any group at any time. These structures are wooden and/or difficult to clean.

Staggered lunchtimes

To help keep your children safe at lunchtime, we have put arrangements in place to maintain social distancing and by making sure there is little opportunity to mix in larger groups. We will do this by:

- Reducing the length of lunchtime to 30 minutes, thus reducing the opportunity for pupils to forget social distancing expectations! *There will be extra breaks throughout the day to make up for this*
- Making sure there is ample supervision to help make sure social distancing takes place
- Eating lunch outside when possible or by eating in the classroom or in split shifts in the hall
- Reviewing arrangements if lunches other than packed lunches are provided.

Toilets

As with all other areas, social distancing and safety has to be observed when children use the toilet. This includes reducing the opportunity to meet up and mingle! We will try to achieve this by:

- Each group using allocated toilets only. All toilets and basins will be clearly demarcated so that each child knows which ones they can use
- Making sure trough urinals are not used by the boys
- Using a one-way system to and from the toilets where possible
- Allowing only one person in a toilet area at a time. Procedures are in place to make this possible.

Handwashing

NHS, Public Health England and scientific guidance have all been very clear that regular handwashing is crucial at this time. We will:

- If necessary, teach and then supervise children washing hands. We will use this NHS guidance to show the children: <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>
- Ensure, as a minimum, children wash their hands properly on the following occasions:
 1. On arrival – in the classroom
 2. Before and after eating
 3. Before and after breaks
 4. After going to the toilet
 5. Before leaving at the end of the day
- Ensure overcrowding or long queues for are avoided by using classroom sinks where possible.

Cleaning throughout the day

We have escalated our cleaning procedures to make sure it is in line with current guidance from the Government and Local Authority. As well as a strict regime for our cleaners, staff will 'top up' cleaning throughout the day to ensure surfaces and resources are kept safe and disinfected. We will:

- Clean surfaces if we feel it is made unsafe, for example by sneezing, coughing, eating at the table or if a pupil moves from one table to another
- Clean learning equipment such as laptops and tablets prior to and after use using disinfectant wipes
- Clean handheld and frequently touched sports and PE equipment at the end of the day or before being used by another person if necessary.

Classroom environment and resources

Our classrooms are going to look very different! We will try to make them as friendly and welcoming as possible, but we have had to make some considerable changes. We have/will:

- Promoted social distancing by marking out classes so that children are 2 metres apart
- Leave clear access to sinks, entrances and exits
- Keep windows and doors open
- Removed a lot of furniture including soft furnishings
- Provide children with a stationery set in a pencil case. This will stay in school
- Limit what the children bring in from home to: a coat (if needed) a water bottle and a packed lunch.

What the children will be doing when they are in school

Above anything else, we want the children to feel safe and happy when they are in school. What we deliver will focus on this by not only supporting Home Learning, but also making sure there are lots of activities and opportunities to discuss any arising issues or concerns:

- Pupils' mental health and well-being will be our top-priority so activities will reflect this
- Y6 activities will mostly focus on readiness for High School
- There will be a broad and balanced range of fun activities
- There will be plenty of opportunity to learn outside with lots of safe physical activities taking place
- Our children of Key Workers will continue to work on home learning in the morning followed by other curricular activities in the afternoon.

Behaviour

As you can imagine, there are a number of new things we expect the children to be mindful of. While the majority of our current behaviour policy remains in place, we have additional reasons to stay safe. We will discuss these with the children when they are in school and would really appreciate it if you can also discuss these with your children at home. We will contact parents/carers immediately if we feel a child is risking the safety of others through:

- Deliberately coughing or sneezing at someone else
- Deliberately touching, taking or interfering with other people's equipment
- Deliberately touching other people or routinely breaking social distancing expectations
- Deliberately entering areas of school where they shouldn't be, including using facilities they shouldn't be using or ignoring signage.

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. We will help children learn these signs and symptoms (if they do not know them already) so they understand anything COVID-19 related.

To help learn signs and symptoms we will use information from a range of sources. The two 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>

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

Staying safe and reducing the risk of spreading COVID-19 will also be something we teach the children even if some of them know already. In school, we will be observing and advocating the following guidance:

- Keeping 2 metres apart from one another – this is called social distancing
- Washing our hands with soap and water more regularly and doing it for 20 seconds each time
- Using a tissue for coughs and sneezes and immediately binning it and killing it!
- If we don't have a tissue, using our sleeve and coughing or sneezing into the elbow
- Avoiding touching our eyes, nose and mouth with our hands.

Reminding your children about this at home and before they return to school, would be a good idea. The following 3 resources are really good:

- 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 you should do if someone is showing signs of COVID-19

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

If your child is in a group with someone who is tested positive for COVID-19, we will contact you directly so that you can self-isolate for 14 days.

PPE and face masks

The only time a member of staff will be required to wear full Personal Protective Equipment (PPE) – face mask, visor, gloves and apron – is when we are administering First Aid, (if we need to get close to a child), intimate care, or when we are sitting and waiting with a child who is showing signs and symptoms.

Guidance suggests that PPE is not necessary for any other reason. However, pupils and staff are allowed to wear face coverings in school if they wish to.

THANK YOU!

We hope this booklet helps answer the majority of questions you may have regarding what school will be like for your child if and when he or she returns.

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 after reading this, 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 and messages of thanks.

We cannot wait to see all your lovely children and hope that it won't be too long before we can safely open school as normal. In the meantime, stay safe and take care...YOU'RE DOING A GREAT JOB!

Best wishes,

All the staff at Dereham Church of England Junior Academy