



Diocese of Norwich
Education and
Academies Trust

Dereham Church of England Junior Academy

Measures in place to support a full
school opening from
8th March 2021

Parent Information Booklet

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Introduction

We recognise that a child returning to school on 8th March could 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, once again, we have had this at the forefront of our collective minds when preparing for a return of all pupils in our school.

Essentially, we have put the same systems and procedures in place that were there for the return in September 2020 and for the duration of the Autumn term. These were very successful. Therefore, please read this booklet to refresh your memory so that you can help us to maintain this level of safety.

Your support of the measures we have put in place are instrumental in keeping everyone safe. If you still have any queries after reading it, feel free to contact the school to talk to a member of staff.

In preparing for full opening once again, 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.

Will we still have social distancing...?

The short answer to this is yes. We will be avoiding **close contact**¹ whenever we can, but we also know that there will be several occasions where this is not possible to achieve. However, as long as we have the following in place, we will still reduce the risk of any transmission of infection:

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.

¹ 'Close contact' is defined as being: Face to face with someone for any amount of time within 1m or face to face with someone for 15 minutes (over the whole day) or more within 2m.

So, what are we doing and putting in place?

Throughout this handbook, the term 'Bubble' or 'Extended Bubble' may be used. In these instances, they mean: Bubble = Class Group; Extended Bubble – Year Group

Group sizes and staffing

When all the children return, for the majority of time, the class will be in their own bubble. This includes their teacher and TA. Where possible, children will not mix with those from other bubbles and staff will limit their interaction with staff and pupils from other bubbles. One exception to this is:

- Staff from other bubbles are allowed to cover in other classes as long as they stick to the key safety principles (all of this has been explained to staff).

Uniform

As with the Autumn term, children will need to wear school uniform when they return.

On days when your child is timetabled to have PE, they should come to school in their PE kit and stay in it for the whole day. You will need to make sure your child wears a tracksuit or joggers (or leggings) and a sweatshirt over their PE kit on these days, as classrooms will still need to be ventilated and are likely to be cold.

A link to our updated uniform expectations is here: <http://www.derehamjunior.dneat.org/uniform-expectations/>

Things allowed to be brought into school

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 (see 'Classroom environment and resources'), so there is no need for children to bring in pencil cases and equipment. At the moment, 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. These items will be kept in classrooms:

- **A small bag** - large enough to carry the things in this list
- **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
- **A snack** – Only fruit or vegetables as per our policy
- **A mobile phone** – only if they are absolutely necessary for safety reasons. Please note:
 - They must be turned off and kept in bags at all times
 - They are not allowed to be used in school at all for safeguarding reasons
 - That we take no responsibility for damaged or lost/stolen mobiles
- **A spare pair of footwear** – This is essential as we will continue to play on the field at break times which is likely to be very muddy and wet at times. Therefore, a suitable pair of footwear for outside and another for inside is required (brought in a plastic bag).

A 'soft' start to the day

To reduce the chance of large groups of people congregating in school grounds, we will run a 'soft' start and a staggered end to the day. The timings for this are below:

	Yr3	Yr4	Yr5	Yr6
Arrival Time	Children can arrive any time between 8.40 and 8.55am			
Where?	Main Gate or Field Gate			
Leaving Time	3:10	3:14	3:15	3:16
Where?	Main Gate or Field Gate			

There will be plenty of staff supervising the children as they start to arrive and as they leave.

Children have to be in school by 8.55 am and they are **not allowed onsite before 8.30**. 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:

- Adults must wear a mask when waiting for their children at the end of the day and we ask that you wear one when dropping off in the morning too
- Only one family member can bring their child to school
- Walk or cycle to school where possible
- Parents of pupils arriving by car, should remain in the car
- Keep the time you spend on school grounds to an absolute minimum
- Use the entrances indicated in the table above
- Encourage your child to observe social distancing
- As you drop your child off, remind them that they are to go straight to their classroom
- **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 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.**

Attendance

- Attendance is compulsory. Procedures such as attendance panels and fines will be reinstated
- Please contact the school if your child is absent each and every day they are off.

Classroom environment, organisation and resources

Our classrooms will look the same as they did during the Autumn term. Guidance regarding how we organise classrooms is based upon principles that will help reduce the risk of transmission of infection. We will:

- Arrange tables in rows that all face the front
- Remove unnecessary furniture and objects – particularly soft furnishings such as cushions and mats
- Provide children with their own sets of stationery
- 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')
- Set up resource 'picking-up' and 'dropping-off' points in the classroom
- Promote social distancing as much as possible
- Leave clear access to sinks, entrances and exits
- Keep windows and/or doors open to ventilate the room
- 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.

The curriculum

As with the Autumn Term, the children will receive a full, broad and balanced curriculum. We will, however, prioritise children's mental health needs and any concerns they may have about returning.

There will be a few differences to pre-COVID times in terms of how and what we deliver, but the children will be used to this after doing so well during the Autumn term.

Just as a reminder, the biggest changes in the curriculum remain 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
- Where possible, pupils in bubbles will be kept in consistent groups
- Guidance for swimming is still being reviewed – we will inform you when this is able to take place
- Shouting and calling out is not allowed (unless it is needed to signal imminent danger).

Music

- Singing will continue to not take place. Unless it can take place outside; be socially distanced at 2m (preferably 3m); in groups of no more than 15 and with all members facing the same direction!
- Wind or brass instruments are not played unless the same arrangements for singing can be applied

Drama and performances

- Performances with audiences will not take place
- Activities that involve raised voices or shouting will not take place.

Science and DT

- Practicals and experiments are organised so that 'close contact' is avoided
- Demonstrations of the above avoid the need for students to congregate at the front.

Trips and visits

We are not allowed to organise any trips or visits at present, as per Government guidance.

Play times, lunch times, play equipment and outdoor space

To reduce the likelihood of children inadvertently mixing with other bubbles or extended bubbles, time outside will be carefully managed. The timings for playtimes and lunchtimes are in the table below:

Yr3 – Play am	Yr4 – Play am	Yr5 – Play am	Yr6 – Play am
10.30 – 10.45	10.50 – 11.05	10.30 – 10.45	10.50 – 11.05
Yr3 - Lunch	Yr4 - Lunch	Yr5 - Lunch	Yr6 - Lunch
11.45 – 12.30	12.35 – 1.20	11.45 – 12.30	12.35 – 1.20
Yr3 – Play pm	Yr4 – Play pm	Yr5 – Play pm	Yr6 - Play pm
Could be fluid but year groups must not be out at the same time or impact on outdoor PE		Could be fluid but year groups must not be out at the same time or impact on outdoor PE	

We are very lucky to have such huge grounds. Our field is divided into 2 Zones and each of these zones will be divided into 4 smaller areas:

- The 4 areas in Zone 1 will be used by Years 3 and 4
- The 4 areas in Zone 2 will be used by Years 5 and 6
- These 'Bubble Zones' will be used by bubbles for playtimes, lunchtimes and outdoor games
- These play areas will be clearly marked out.

Playtimes

- Morning playtime is a set time
- Afternoon playtimes can be flexible and there may be more than one!
- Playtimes will be adequately supervised in order to ensure key safety principles are adhered to
- One class from both Year 3 and Year 4 will be allowed to use the trim-trail and tyres each day. There are extensive arrangements for supervising these areas on these days
- Each class will have their own small set of equipment to use during playtime and lunchtime

- Children will need two pairs of footwear in school; one for indoors and one for outdoors. The spare pair need to be brought in a plastic bag (slippers are not allowed!)

Lunchtimes

You will need to continue to order lunches electronically in the same way that you did in the Autumn term. Please make sure this is completed in good time. As you can see from the table above, lunchtimes will be split into 2 sittings:

- Years 3 and 5 will be on first sitting
- Years 4 and 6 will be on second sitting.

This arrangement means MSAs and additional staff can work both sittings and there will be increased supervision.

All lunches will be eaten in the classroom. This includes hot dinners which will be delivered.

Lunchtime itself, will be split into two sessions:

- An outdoor play session
- An indoor eating session.

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

The procedures we have put in place for toileting have worked very well, so many of these principles will remain the same in September. Procedures for toileting will be as follows:

- For the most part, each year group will have their own toilet block they use at all times
- 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
- Children can use designated toilets and sinks
- Children must wash their hands before leaving
- A maximum of three people is allowed in a toilet area at a time
- All toilet block entrance and exit doors will be propped open to avoid compromising hand hygiene.

We developed a system during partial opening that was very successful in ensuring safety was maintained during the above procedures.

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:

- Remind children how to wash their hands in line with guidance. This NHS link will be used with the children: <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 must wash their hands properly on at least the following occasions:

1. On arrival – in the classroom in the morning
 2. After returning from morning break (as children will have washed their hands in the morning and not touched others or shared equipment prior to morning break, there is only a need to sanitise before going out to break, even with a snack)
 3. After returning from outside session at lunchtime (children will have shared resources)
 4. Before and after eating their lunch (Ys 4 and 6 do not need to wash before as they will have washed their hands after returning from morning playtime and should not have touched others or shared equipment prior to lunch. They will continue to need to wash before and after going out for their play)
 5. After indoor and outdoor PE (sanitise **before** as equipment is often shared)
 6. After going to the toilet
 7. Before leaving at the end of the day (unless you have afternoon PE when hands will have already been washed)
 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 that means point 5 on page 3 is achieved. However, this system is in place at the end of the day and does not stretch to all areas such as cleaning of some curriculum resources. As a result, staff complete ‘top up’ cleaning throughout the day:

- All bubbles are provided with disinfectant spray and a clean cloth at the beginning of the day. They will also have 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
- Staff will develop effective procedures for cleaning things placed in ‘Quarantine areas’ or ‘Picking-up’ and ‘Dropping-off’ points
- 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 COVID adapted behaviour policy will remain in place. Children will be reminded of how safety measures we have put in place will have to be followed and that anyone deliberately and routinely breaking these, will be referred to the head teacher or deputy head teacher and parents will be informed.

However, we completely understand that circumstances are very different and children’s inevitable uncertainty in these times will be taken into consideration. We recognise that now more than ever it is very important that we continue to form compassionate, caring relationships with pupils and ensure that their mental health needs are addressed fully.

Our 'Behaviour and Relationships' policy has been amended in the light of current procedures and is 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. We will remind the children of these signs and symptoms (just in case they have forgotten!) so they understand anything COVID-19 related.

To help remind them about signs and symptoms, 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

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:

- They should be encouraged to do all they can to avoid 'close contact' (definition at the bottom of page 3). 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!
- If you don't have a tissue, use your sleeve by coughing or sneezing into the elbow
- Avoid touching your eyes, nose and mouth with your hands.

Reminding your children about this at home and before they return to school, would be a good idea. The following 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/>

Again, the 'Pupil Guide' can be used to support this.

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, should this happen, 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 must be worn: 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.

A 'staggered' end to the day

Extended bubbles (year groups) will leave at different times at the end of the day in order to avoid congestion. The timings for these can be seen in 'A 'soft' start to the day' on page 4/5.

Be aware of the following:

- Walking or cycling to collect your child is the preferred option
- If you **have** to come by car, please do not arrive earlier than you need to. This 'clogs' up the school grounds and is dangerous for pupils. Also, stick to our single file system as this helps traffic flow
- Observe social distancing if you are waiting for your child
- Wait on the grass area in front of the school gates, not the road or the island
- Wear a mask when on school grounds
- Staff will accompany the children as they leave the building at the end of the day in order to help ensure that social distancing is adhered to
- Please leave the grounds as soon as possible to help avoid congestion
- Year 3s are leaving earlier than other year groups and will continue to be 'handed over' to parents at the end of the day. This will also help avoid congestion
- All children will leave at the times stated. We will not be able to let children leave at the same time as siblings in other year groups as this is not logistically possible.

Meetings and Contact

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. We may come to you at the beginning and the end of the day if it is safe to do so, but this will only be if it is absolutely necessary.

Therefore, 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.**

Extra-curricular provision including clubs

There will be no school clubs running during or after school until the government says it is safe to do so and we feel we can put this in place after conducting a risk assessment.

The only extra-curricular provision we run is a breakfast club. Please contact the school if you wish to use this facility. Some of the basic information regarding this is as follows:

- It will run from 8.00 – 8.40
- Numbers will be capped at 20
- Children will be split into their extended bubbles and socially distance within them
- All hand and respiratory hygiene will be adhered to
- Staff will help maintain cleaning arrangements.

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 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.

We cannot wait to see all your lovely children when they return. In the meantime, stay safe and take care.

Best wishes,

All the staff at Dereham Church of England Junior Academy