

Dear Parents,

Date: 27.08.2020

The first version of this letter was sent on the 10th August

The second version was sent on the 21st August

Additions/ updates in this version are in **bold**

At the time of sending this email, the advice from the DfE remains that schools should be planning to reopen fully in September.

SEPTEMBER OPENING:

Below are the key additional safety measures and routines we are putting in place, using Department for Education (DfE) guidance for schools, the risk assessment tools provided for schools by Birmingham City Council (BCC) and the safety checklists produced by Teacher and Support Staff associations. We are mindful that, along with the imperative to minimise risk for all of our families, within our community we have families who may need additional considerations; children and families with medical vulnerabilities, families from Black Asian Minority Ethnic communities (BAME) and families who may be experiencing anxiety about returning their children to school (see section 9 below). The risk assessment tool from BCC includes consideration of all of these factors. We will need parent support to carry out many of these measures and hope that by working together we can mitigate risk and protect everyone and our more and most vulnerable. Please ensure your child is aware of the changes there will be in school.

Much of the practice described below has already been tested during the period of keyworker provision. For full return, existing practice will be strengthened and new considerations included. Guidance from the DfE is constantly re-issued and BCC are updating their advice and risk assessments on a regular basis to match this. We are keeping a close eye on this and will adapt our own practice in line with it as necessary.

This is the final email in relation to school opening and will only be updated in the event of major new guidance prior to our start date.

1. Quarantine following foreign travel.

If you have recently returned from a country to which the 14 day quarantine rule applies, you should not send your child to school until the quarantine period has finished. You must inform us if this is the case and state your child's expected start date at school. This is the link to the latest travel advice issued.

<https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors>

2. Self-isolation in the event of symptoms / a positive test result

If anyone in your household has symptoms / has tested positive, then you should not send your child to school until their self-isolation period has been completed. These are the links to regulations on self-isolation and testing. You must inform us if this is the reason for your child's absence.

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

<https://www.gov.uk/testing-for-coronavirus>

3. Social Distancing

All adults on any part of site – staff, parents, visitors and contractors are expected to practice social distancing at all times.

For children:

- We will be encouraging respect of personal space with all age groups and actively discouraging physical contact of all kinds. We know that children's ability to comply with this is dependent upon age and maturity.

For all children:

- Some frequent touch/use equipment will be personal to them and they will not be permitted to share these items
- Games which involve 'heavy' physical contact (e.g. wrestling) will not be allowed (this is no different to normal school rules)
- Children will not be allowed to hug or touch each other unnecessarily

For younger children:

- The above will be gently reinforced and corrected during the course of the day

For older children:

- They will be expected to follow these guidelines, accepting that mistakes / accidents may occasionally happen

With all children we will be adopting the phrase 'HANDS – FACE – SPACE' as a means to explain the rules and (in age appropriate fashion) the reasons for them.

4. Transition Period

From Wednesday 2nd September to Thursday 10th September, your child will be returning to their old teacher. For children in 2K (Miss Jones's class), teaching for this period will be carried out by our new teacher, Miss Toddington.

The teaching in this period will focus on

- reintegration of the children into school and helping them feel safe and happy
- identifying which aspects of all subjects to focus on in the longer term recovery curriculum; this information will be shared with the new teacher

We will update you on curriculum information and plans for use of the Catch Up grant in September.

5. Start and end of day

Risk: Large gatherings of adults and children

Mitigation measures:

- I draw your attention to the email of 16.07, which explained how the staggered start to the school day will operate. A reminder that this will be alphabetically, by surname.
 - Timings are
 - A-E 8.45 – 3.15 (Friday 12.55pm)*
 - F-M 8.55 – 3.25 (Friday 1.05pm)
 - N-Z 9.05 – 3.35 (Friday 1.15pm)
 - * This group includes some additional children we believe may benefit from being in the early group to help them settle. We contacted individual parents about this by parent mail on 20.07 at 14.00
 - Drop off and collection points will be classroom doors, with the exception of 3H (Mr Scott's class), who will enter through the corridor entrance previously used by all year 3 classes.
 - We are operating a one-way system through the playgrounds
 - for FK and FH: in through the nursery playground gate and out through the car park gate
 - for FP and years 1-5: in through Poplar Road gate and out through Mount Pleasant
 - We ask that parents model social distancing whilst in the playground
 - One parent only should bring the child/ren to school. Please drop off / collect in the order that you move through the playground, not according to the age of your child. Classroom doors will remain open for the staggered period so your last child will be able to access the classroom even if they are a few minutes 'late'
 - Parents should not enter the school building unless an appointment has been made.
 - If year 6 children are coming to school alone, please make sure that they leave the house to arrive on time and not significantly early. Unaccompanied children arriving prior to door opening need to stand on the floor markers outside of the classrooms. If children are unable to do this independently then we will request they are accompanied to school.

- In the event of a younger child having difficulty separating from a parent we will not be able to physically intervene. We ask that you stay until your child is safely inside and, if they have shown distress, wait for 10 minutes in the playground to ensure they settle. If this becomes a recurring difficulty for your child, we will look at a way to adapt entry arrangements for your child.
- Children should not play on the equipment before or after school. Please try and time your journey so that you can drop off / collect immediately upon entering playground
- We ask that you do not congregate at or just outside school gates
- We will continue to use the list of adults other than yourselves able to collect your child. It is essential that you inform us of any changes to this.
- Playcare will be aware of and adapt to the staggered times.

6. Protective groupings / arrangements during the day.

Risk: It is recognised that schools will be unable to guarantee social distancing between the children and that the main measure to be used in a school setting are protective 'bubbles', limiting the number of contacts between children.

Mitigation measures:

- Class groupings will be the main protective grouping we will operate. Children will be kept in class groups during the day and contact with other classes will be minimised as much as possible.
 - In the first half term there will be no setting in years 5 and 6 (to be reviewed for the second half term).
 - Break times, outdoor PE and lunchtimes will be staggered.
 - The playground will be divided into sections to enable each class group to have its own defined area whilst outside.
 - In the first half term (to be reviewed for the second), there will be no assemblies or other activities in the halls where class groups would mix.
- Year groups will be assigned a set of toilets and will use these consistently, including during break and lunchtimes. There will be limits on the number of children allowed in the toilets at the same time. This will be managed by
 - Children being sent to the toilet regularly throughout the day on a one by one basis.
 - Systems to alert children to the number already in the toilets and a socially distanced queuing system used
- Children will be washing their hands frequently throughout the day. This will be complemented by hand sanitising at particular points where large numbers need to clean their hands at once – e.g. on entry to the building, prior to eating. We will be using gel and wipes. The gel we use will be 80% alcohol. Your child may bring their own sanitiser / wipes if you would prefer.
- Classrooms have been re-organised in order to maximise space and to minimise the need for movement
 - Excess furniture has been removed in order to maximise space
 - Desks are front facing; no child will be seated directly facing another child. Where this has not been possible (simply because of room size) some desks are facing the wall, with seating arrangements for children to turn around and face the board during teaching periods
 - Where classrooms have the old wooden desks, these have been sanded down and varnished, in order to make them easier to wipe and clean at regular intervals.
 - We will be minimising movement around the classroom, with children staying at their desks as much as is possible
 - Where classrooms are smaller (Reception and KS1), additional space in shared areas has been allocated for use of individual classes

7. Personal Protective Equipment (PPE)

- **DfE guidance around the use of face masks in schools appears to be changing, although less mention has so far been made of primary schools. Our position remains the same. We will not prevent any child from doing so, unless the wearing of the mask**

- Increases risk because of the child's inability to manage it properly
- Becomes the focus of inappropriate behaviour
- Staff involved in personal care, first aid processes or management of any situation requiring physical contact with a child will wear full PPE.
- Other staff may choose to wear PPE for part or the whole of their duties.

8. Lunchtime arrangements

Risks: Mixing of large numbers of children and staff in dining halls
Items transferred between home and school

Mitigation measures:

- Lunch will be eaten in the classrooms
 - If you ordered school meals using the parent mail form sent week beginning 27th July, the order will be delivered to the classroom. You do not need to do anything more. If you pay for your meals, you will be billed accordingly.
 - If you did not order then you will need to provide a packed lunch for the first week. There will be the opportunity to order meals from week 2 onwards.
 - If your child is bringing their own lunch from home then please send this in a disposable bag if possible. If a lunchbox is to be used, please ensure it is wiped down prior to leaving the house each morning. **If your child's lunch contains items which need chilling and the lunchbox contains an ice-pack, then you will need to continue to use this (as we do not have facilities to chill food). We just ask that you are vigilant about wiping the lunchbox down.**
 - I have been made aware there was a problem with the booking system and some families did not receive their form. The office are working with individual families to sort this in time to book for the first week.

9. Management of physical resources

Risks: Spread of infection through handling of shared resources
Transfer of items between home and school

Mitigation measures:

- We aim to reduce the transfer of items between home and school as much as possible.
 - Do not allow your child to bring in non-essential items
 - Any items brought from home should be wiped down prior to leaving the house
 - We will limit items sent home from school to a minimum. Please provide a bag (which will fold up and can be placed in a desk) for your child to use for this purpose.
- Small, frequent use items (e.g. pens and pencils) will be personal to your child and not used by others. Your child is welcome to bring their own pencil case with stationery. Please limit contents to what will be reasonably needed* and to stationery. If individual teachers need you to provide anything specific they will contact you by email. We have purchased pencil cases to be able to supply children with these if necessary. If your child brings their own stationery they will not be allowed to transfer this between home and school so please make sure they do not bring anything which will be missed at home.
- Some equipment (e.g. reading books) will be shared with the class group only; frequent hand washing and sanitising will help prevent spread of infection from these items
- Where larger equipment needs to be used by other classes in the year group it will be cleaned before being transferred to a new class

* e.g. pencils, pencil crayons, felt tips, ruler, rubber

10. Enhanced cleaning and site management

Risks: High volume of people in limited spaces
Some surfaces are high touch point

Mitigation measures:

- Additional site team capacity has been engaged for the autumn term, enabling immediate response to issues (eg accidents)
- An additional cleaner has been appointed with a responsibility to work through the school on a repeating cycle each day, cleaning toilets and high volume surface touch points (e.g. door handles).
- Additional cleaning routines will be carried out every morning and evening.
- All classrooms have a supply of anti-viral cleaning wipes
- A 'defogging' process will be carried out on the weekend prior to the children moving to their new classrooms (Saturday 12th September)

11. Clothing

As we are not able to do PE in the hall we will be using the playground as much as is possible for outdoor activity sessions. Please keep an eye on the weather and ensure that your child has appropriate clothing. Outdoor PE will start once the children move to their next class; you will be informed as to which days the children will need to wear PE clothing for this.

Hopefully this will not be a problem in the first few weeks but as we will be keeping windows open as much as possible to maximise air flow and ventilation, it is possible that the classrooms may be colder than usual. Please ensure, if the temperature dips, that your child has a jumper or equivalent to wear.

12. If there is a suspected case of COVID19 in school

Please see the link below for advice on symptoms.

In the event of your child or a member of your household falling ill with symptoms of coronavirus at home, you must let the school know as soon as possible. Your child and their siblings must not attend school until the steps below have been followed.

In the event your child falls ill in school, you will be contacted and must collect your child immediately. Your child and their siblings must not return to school until the steps below have been followed.

1. You must ensure that your child and family are tested and that you let the school know the result as soon as possible
2. If the test result is positive then the required periods of self-isolation will need to be observed (see link below)
3. Parents of the rest of the class will be informed (maintaining anonymity of the child being tested) of the illness and kept informed as to the test result.
4. If the result is positive advice from Public Health England will be sought

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Please be aware that a positive result could lead to closure of the class or year group, with self-isolation periods for all members of it. Please support us to keep the school open for your child by reinforcing school protocols with your child and making sure that your household follows government guidelines on social distancing outside of school.

13. Families with additional concerns

We are already aware of children and family members who have been classified as clinically vulnerable or who have had to shield over this period, however we recognise there may be some for whom we are unaware of circumstances. It is also now well documented that the risk of significant illness should the virus be contracted is greater for people with BAME heritage.

Whilst we are able to look at adaptations we can put in place, we are not able to advise on individual medical risk. We would strongly encourage all families who are concerned about the return to school because of the above to consult with a medical practitioner. Should your doctor indicate there are additional measures needed for your child

/ family you can contact us at covidenquiry@kingsheathprimary.com where you can request an individual conversation with us about your particular circumstances.

Your email should contain

- The name and class of your child/ren (essential)
- A summary of the conversation / recommendation of your doctor. (If you would rather not email this information then a broad outline of the concern is sufficient).
- The telephone number on which it is best to contact you.

The staff who will have access to this email box will be the senior leader team – Ms Hanson, Mr Clabon, Mrs Brown, Mrs Scott and Miss Wilcox. This email address is now active.

If your child is absent for any reason you have a duty to inform us. We have a duty to follow up and report all unexplained absence.

14. Books

We will be reducing the number of books in which we are working. We would like to give you the opportunity to take home your child's old books.

Books can be collected from Wednesday to Friday in the first week; unless you tell us differently we will dispose of any books not collected by this date. Your child will be given their books in a plastic covering. You may wish to bring a more substantial bag on the day you collect in which to carry them home. Books must be collected by an adult – you may nominate another adult to collect for you. Please be aware that we will need to keep a selection of books for monitoring and auditing purposes; we will ensure that we spread this so that no child has more than one book retained.

A final reminder that Tuesday 1st September is a Teacher Training Day and the children return on Wednesday 2nd September.

Friday 11th September is also a Teacher Training Day.

On Monday 14th September children move up to their new classes.

We look forward to seeing you next week.

Ms S Hanson
Head Teacher