



# DENVER V.C. PRIMARY SCHOOL

*Discover • Value • Celebrate • Praise*

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4<sup>th</sup> March 2021

Dear Parents and Carers,

We have been busy this week preparing for the return to school next Monday and we cannot wait to have all the children back in school with us again. We have been through the new DfE guidance and we plan to continue with the safety measures in place during the autumn term, with a few small additions. This letter is therefore an updated version of the one sent out at the beginning of September. I have highlighted any additions in grey to make them easily identifiable.

An updated risk assessment can be found on our website under: About Us, Covid-19.

The government have made it clear that attendance will be compulsory. It is vital for all children to return to school to minimise the longer-term impact of the pandemic on education, wellbeing and wider development. If you have any concerns about your child returning next week, please contact me as soon as possible.

We have been very fortunate, thus far, not to have any positive cases in school time and we urge you all to continue to follow the measures we have in place to minimise the risk of Covid-19 for the whole school community. It is only by working together, with everyone playing their part, that we can make the school as safe as we possibly can.

## **What we are doing to protect and support pupils and staff**

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### **Travelling to and from school**

Following Government advice, we encourage you to walk or cycle to school if at all possible. Only members of a household bubble should travel together to and from school, and only one adult from the household should travel with pupils.

If you use public transport please refer to [safer travel guidance for passengers](#).

### **Start and end of the school day**

We will continue to have staggered drop off and collection times to allow social distancing to be observed. The new field gate will be used for children and parents to enter/leave school each day. Parents of children in Class 1 may continue to come across the field to drop off their children, although face coverings should be worn. Children should not be dropped off before their allotted time to avoid bubbles mixing. Just a reminder that the timings are as follows:

- Class 1 and Class 2 - 8.45am to 3.05pm
- Class 3 and Class 4 - 8.55am to 3.15pm



If you have children in different year groups with different times, please drop them off at the earlier time slot and collect at the later time slot.

The children will enter/leave school as follows:

- Class 1 – Class 1 Outdoor Area Gate
- Class 2 – Class 2 Fire door
- Class 3 – Normal entrance (white doors)
- Class 4 – Class 4 Fire Door

Adults should maintain social distancing if coming on to the school grounds at drop off / pick up. Children will have to stay with their parents until the teacher opens the door to let them in. Football will not be allowed.

Parents will be asked to drop children off and exit the school site as quickly as possible.

### **Cohorting of small groups (Bubbles)**

Pupils and staff have been assigned to main bubbles who are separated from other bubbles within the school. Those main bubbles may be extended when it is necessary, for example because of wraparound care arrangements or specialist teaching arrangements. The guidance advises that it is also acceptable for siblings to be in different bubbles. The children will be placed into the following bubbles.

Bubble 1	Class 1	Mr Sexton and Mrs Alves
Bubble 2	Class 2	Miss Pennock/Mr Rackham and Mrs Kenna
Bubble 3	Class 3	Mr Bonham/Mr Rackham (until Easter), Miss Cronin and Mrs Collins
Bubble 4	Class 4	Mrs Henden, Miss Waters and Mrs Williamson

Following government advice we have put arrangements in place to separate different bubbles, we have also:

- Planned the school day and activities to avoid bubbles from mixing and support distancing within bubbles as much as possible, including making as much use of outside space as possible
- Ensured resources such as pens and pencils are not shared and other resources are not shared between bubbles
- Increased our cleaning and disinfection regime
- Put in place hygiene stations to support increased hand cleansing
- Opening windows and doors to increase ventilation inside the building when it is safe and appropriate

We would ask you to support this by limiting the items your child brings in from home to only essential items.

### **School uniform**

All children should wear full school uniform. On days when the children have PE, they should come to school in their school uniform PE kit. Jogging bottoms and warm tops should be worn during cold weather. Children should avoid wearing items of clothing with slogans on them.

### **Break**

The children will have staggered break times to avoid bubbles mixing.

Class 1 will have their break on the foundation outside area. This will be taken whenever the staff decide is appropriate.

Class 2 will have their break from 10.45-11am. This will be taken on the field or playground, depending on the weather. The playground /field will be divided into 2 distinct areas, one for each class, to avoid the mixing of bubbles.

Class 3 will have their break at 10.30 -10.45am. This will be taken on the field or playground, depending on the weather.

Class 4 will have their break from 10.45-11am. This will be taken on the field or playground, depending on the weather. The playground /field will be divided into 2 distinct areas, one for each class, to avoid the mixing of bubbles.

### **Lunchtime and school meals**

Miss Palmer and Mrs Fenn will continue to provide a hot lunch or packed lunch option each day. The children will eat in the lunch hall, in two separate sittings, with bubbles sitting in designated areas to avoid mixing.

Sitting 1	Class 2 and Class 3	12-12.30pm
Sitting 2	Class 1 and Class 4	12.30-1pm

Tables and chairs will be cleaned after the children have eaten and in between sittings.

### **Assembly**

As before, there will be no whole school assemblies in the hall until further notice. Instead, on Mondays, Tuesdays, Thursdays and Fridays, whole school assemblies, led by Mrs Jones, will happen via Teams. The children will remain in their classrooms. Class assemblies will take place on Wednesdays.

### **School Events**

Large gatherings are still not allowed. This will be reviewed as new guidance is received.

### **Educational visits**

Educational visits are currently not allowed. Again, this will be reviewed as new guidance is received. We are hoping that Year 6 will still be able to go on two day trips to Eaton Vale at the end of the summer term.

### **Social Distancing**

We will encourage the children to socially distance in school, although we recognise that this is difficult to achieve with the younger children. Adults, however, will have to maintain social distancing, 2m where possible.

In Classes 2, 3 and 4 the children will be seated in front facing desks whilst in the classrooms. PE spots will be put on the carpet to show Class 1 children where they can sit.

The children will have their own personal supply of stationery and resources they will need.

It is well-documented that the virus does not spread as well outside, therefore, weather permitting, staff will plan to take the children outside for learning activities as much as possible.

Adults and children will be asked to 'Keep Left' when walking down the corridor.

The children will take everything with them in to the classroom, including lunchboxes.



Each class will have their own set of playground equipment that only they can use. This will be cleaned after use each time.

## Universal hygiene

Staff are implementing these universal hygiene measures and encouraging our pupils to do the same:

- Washing their hands (thoroughly with soap and water often following the [NHS guidance](#).) Using alcohol-based hand sanitiser 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, when you get home at the end of the school day, 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. We will be providing tissues and bins in our classrooms and at other places where they are needed in the school.
- Avoid 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
  - they are contacted by NHS test and trace
- Going home if they develop symptoms, no matter how mild.

## Cleaning and disinfection

The following enhanced arrangements are in place:

- We have removed items that are difficult to clean
- We have identified specific cleaning methods and the times that cleaning and disinfection is needed.
- All touch points that are fixed to the premises such as door handles, taps and toilet flushers will be disinfected twice a day. In some cases, such as where pupils find it difficult to wash their hands, the frequency of cleaning these items has been increased.

## Health and wellbeing

- We will ask pupils about how they feel on arrival at school and arrange for pupils to go home where they have symptoms (no matter how mild).
- 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 are also keeping vigilant for any signs of symptoms too and reminding everyone about this regularly.
- Our staff and visitors will not attend if they have symptoms and will go home if they develop symptoms while they are at the school.
- Staff are using twice weekly lateral flow tests.
- If your child is unable to attend because they are complying with clinical advice or because they are isolating, we will arrange for access to remote education from Day 1 by Teams.
- We are very mindful about the anxiety that children and you may be feeling and we encourage you to talk about those concerns, particularly if your child has been shielding and are now advised this is no longer necessary or you are concerned about the

comparatively increased risk including if you are from a Black, Asian or Minority Ethnic (BAME) background.

- We will talk and listen to children on their return and help them with any anxiety they may be experiencing.
- If your child has a support plan, we will review this plan where it is needed in order to consider any specific requirements that will help them in their return to school.

### **Supporting each other**

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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:

- Only the following items are brought to school: bags, lunchboxes, coats and book bags. We ask pupils not to share their belongings with other pupils.
- 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.

If your child is attending an after school club in school, we will be applying all of the arrangements that are outlined in this letter. If other settings are attended:

- Please limit the number of settings they attend as much as possible
- Try to ensure attendance is consistent at those you do use
- Try to attend local clubs and walk or cycle to them
- Ask the setting if they are COVID-19 Secure

### **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 are educating in an age appropriate way.

We have a new behaviour policy which covers the new arrangements and site rules that we have put in place. We will ensure that we take a consistent approach to reinforcing behaviour.

### **Symptoms and isolation**

- If a pupil feels ill while they are at school 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, and we will continue to provide first aid for emergencies 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.
- Please 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 smell, or a new, continuous cough). We may be able to provide you with a testing kit and instructions under certain circumstances if your child has these symptoms. Please help us by using this test or booking a test at a centre and letting us know the results as soon as you receive them.
- Please let us know if any member of your household develops symptoms as soon as you can. This means we will need to move your child into separate room while they are waiting to be collected to protect others in their bubble. You will then need to follow normal household isolations arrangements. Please arrange for a test to ascertain whether it is COVID-19 and share the results with the school so that we can communicate any necessary actions to other parents. Your privacy will be maintained when we do this.

- Please ensure that you follow isolation arrangements if any member of your household develops symptoms.

Further information can be found at [Just one norfolk](#)

### Supporting the test and trace system

The national test and trace system is a fundamental supporting mechanism to keep us all safe during this time. Getting tested when you have symptoms and letting the tracing team know who you have been in contact with if you do test positive means that we can all take the right actions to stop the spread of the virus.

If anyone in your household develops any of the most common symptoms of COVID-19 (a new continuous cough, a high temperature and/or a loss of, or change in, normal sense of taste or smell), everyone in the household must stay at home and not leave the house for 10 days. You should arrange for the person with symptoms to get tested. Tests are **FREE** - you can get a test by calling 119 or via the online webpage: [www.NHS.uk/coronavirus](http://www.NHS.uk/coronavirus).

If your child develops symptoms please let us know as soon as possible by telephoning or emailing the office on 01366 383272 or [office@denver.norfolk.sch.uk](mailto:office@denver.norfolk.sch.uk) so that we can take the right actions to keep everyone safe.

### Action we will take if someone from the school has a positive test

If someone tests positive from the school then we will work with the local Health Protection Team from Public Health. We will advise you in the event that someone has tested positive where it means that your child needs to isolate for 10 days. If your child is not part of the same main or extended bubble then it is unlikely that they need to isolate.

### Meetings and visitors

Wherever possible, meetings between yourself and school should take place by telephone or internet and this includes informal conversations we might normally have. To request a meeting. Please contact the school office.

Only absolutely essential in person meetings will take place; should this be required, the school will make specific arrangements with you. We will only meet with one parent if this is the case. Please do not come into school unless you have an appointment.

We have safe arrangements for essential visitors who need to come onto site such as maintenance contractors.

### Lateral flow testing

Staff in school are now regularly testing themselves using lateral flow tests.

### Face coverings

Face coverings will be worn by staff in situations where social distancing is not possible (for example, when moving around in corridors and communal areas, or when working in close contact with children). Children do not need to wear a face covering. A new policy for face coverings can be found on the school website under: About Us, Covid-19.

If you have any questions about your child returning to school on 8<sup>th</sup> March, please do not hesitate to contact me. We really look forward to seeing you all next week.

Yours sincerely

*Louise Jones*

**Louise Jones**  
**Headteacher**

