

St. Lawrence CE Primary School  
Preston-upon-the-weald-moors  
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Telford and Wrekin Council  
Education Authority

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Tuesday September 1st 2020

### **All pupils return to School: September 2020.**

Please note that National Government Guidance for reopening schools may change and circumstances may change too, therefore this information will be updated in accordance.

Dear Parents & Carers,

We have now almost completed our planning for a full opening of school and welcoming back all age groups on Thursday September 3rd. In order to do this, we are following the new Government guidelines. The guidance naturally allows for some local variation depending on each school's circumstances. Working closely with other local schools, all have slightly different plans to bring children back to school safely.

### **Attendance**

The regulations and procedures around attendance return to normal with attendance being compulsory and the usual tracking and reviewing of attendance will begin again. Non-attendance will be followed up by the usual procedures and penalty fines may be issued. The school will work with the Education Welfare Officer, Mrs T. Elliott, and the Local Authority attendance team to ensure good attendance (more than 90%). The message from the Government guidance is as follows:

***The Department for Education have confirmed that school attendance is compulsory again from the beginning of September 2020 when schools re-open after the summer break.***

*This means from 1<sup>st</sup> September 2020, the usual rules on school attendance apply, including:*

- It is a parents' duty to send their child to school regularly if they are of compulsory school age;*
- It is schools' responsibility to record attendance and follow up absence*
- the local authority is able to resume the use of legal sanctions, including penalty notices and processes that may lead to prosecution in court for persistent absence.*

Please see the attached message from the Attendance Team.

Of course, the usual procedures are in place if a child is ill; phone the school in the morning before 9:30am, to let us know. If you do not let us know we will make a safeguarding call to check that all is well. If your child, or anyone in your home is displaying any Covid 19 symptoms, please inform school immediately.

### **Safety**

As part of the plan to 'Stay Alert' to defeat the Coronavirus, we are being asked to follow safety guidance to reduce transmission by regular handwashing/ use of hand gel ( please inform the office if your child cannot use hand gel), good respiratory hygiene and social distancing as much as possible. We will follow the Government guidelines on Coronavirus safety. A full revised and updated risk assessment for opening in September has been drafted with the support and agreement of the Local Authority and Governing Body and will be available on the school website shortly.

Social distancing will be complied with amongst the adults in the school. The government guidance does identify that social distancing in primary is not easy and not possible amongst the reception children, but we will implement measures to support the children with this.

The classes have been organised in bubbles with their staff, children will work together in their bubbles, Class 1, Class 2 and Class 3.

We will do all we can to reduce the risk of transmission in line with the guidance. However, we cannot say that children or staff will not be infected with coronavirus and neither can we prevent an outbreak in school. The decision to return your child to school is yours.

### **Breakfast and Afterschool Clubs**

Acorns Childcare will be working from September for breakfast and after school care. They will operate KS1 and KS2 bubbles to mirror the ways of working in school and to minimise mixing of children. To support the bubble working, the setting will have more limited provision. Please contact Zoely if you need further information on 07866714617.

### **Dropping-off and Collection**

The school day will be staggered to ensure your children can be handed-over and collected safely. All children need to be accompanied by an adult to and from school. If it is possible for you to come without your partner and other children, it would be most helpful in preventing overcrowding.

#### **Drop-off**

8.45am Class 1

8:55am- Class 2

9:05am-Class 3

Where you are dropping off or collecting siblings, please keep to the allotted times. Due to numbers, this is the safest way for school to admit and return children. There may be some short waiting times. Please be patient and bear with us.

Pupils will no longer have their temperature taken remotely before they are able to enter school, but we will retain the temperature checking if any child feels unwell.

Social distancing markers will identify the 2m spacing for queuing into school along the path.

#### **Collection**

2:45pm -Class 1

2:55pm -Class 2

3:05pm- Class 3

Pupils will exit through the main external gates and we ask that parents stand on the designated red markers that are sprayed on the floor and wait for the class teacher to release your child to you at the gate. Please leave as soon as you collect your children to reduce the potential contact and transmission.

Please collect your children promptly: staff will need clean rooms/leave the site as soon as possible to enable extensive daily cleaning to take place.

## **Equipment and belongings**

We will be back to uniform in September, with black shoes and hair tied back if it is longer than shoulder length. On PE days- and we will let you know this at the start of term-we ask that children attend in their PE kit with their school sweatshirt: dark coloured track suit bottoms, school PE t-shirt and trainers with their school jumper or cardigan on top and they may need their coat too.

When it is warm, children can bring a hat but please apply sun cream for them before arriving at school. It might be helpful to have a cool pack in your child's sandwich box if they are bringing one in from home as we will not be able to store boxes in the usual manner. Children will keep their coat on the back of their chairs and sandwich boxes with them. Please ensure that children can open the containers and packets in their sandwich box unaided. They will also need a water bottle that they can open themselves for refilling with their name on it. These will be refilled regularly throughout the day but there will be no access to watercoolers or fountains. Please do not send your child in with any other belongings apart from a water bottle and their lunch box or bag.

Reading will maintain a priority and reading books will be sent home but we will only be sending home the text so there will be no need for a reading bag. When the book is sent home, we ask for it to remain there and read at home until book change day and not brought in daily as books will need to be quarantined on return. Each class will have two designated days in the week when books will be changed, these days will be announced by the class teacher on return in September. To support the communication between school and home we will be introducing an online Reading Journal for feedback. Children will be given their own writing equipment and small amount of stationery which only they will use. As it will be incredibly difficult to monitor this in Class 1 due to the nature of the independent choice activity curriculum children will be sharing. We will endeavour to wipe them clean regularly throughout the day.

There is no need to provide anti-bacterial wipes or gel. We have pump action hand gel dispensers for every classroom and a rigorous cleaning system in place each day. Please let the office know if your child is unable to use hand gel.

## **Keeping safe**

During the day, if a child feels unwell, we will check their temperature with the non-contact handheld thermometer. If it is above normal, we will follow the government guidance: children will be isolated immediately and sent home. Please do not send your child to school if they or someone in your family have COVID19 symptoms or any ailment that demand medicine or medical treatment in school.

Asthmatics can attend as long as they can use their spacer and inhaler with supervision but not intervention. PPE is not expected to be worn by our pupils or staff, apart from those who will be administering First Aid. If we feel the medical issue or injury occurs is such that we cannot keep your child in school, we will contact home.

## **Face Coverings**

National guidance says that face covering are not needed in primary schools. However, staff will have the option to wear a visor or face covering. This is a personal choice for staff. If parents/carers want their children to wear a face covering they may do so but this is not currently a recommendation of national Government for children under 11years old.

Any person using a face covering/visor must:

Wash hands prior to putting it on, wash hands after it is in place, wash hands when taking it off and understand how to keep it clean (plastic bags for storage of face coverings).

### **Communicating with school**

Let us know immediately if your child has been directly affected by the illness or loss of a loved one through COVID19 and will need additional emotional support in school. Some children may have developed anxieties related to the virus too and it would be helpful to know about this so we can be prepared to help ease their concerns.

Please ring the office if your child is going to be absent and we are expecting them to be attending school and immediately if your child has presented with COVID19 symptoms. For all other enquiries please ring between **9.30am and 11.30am** but before you do, please check that the information you require has not been communicated in this or other letters we have sent home, all of which will be on our website. Class teachers will be teaching full-time but they will do their utmost to respond to any queries and questions but please be patient. Contact us through the school office on [a3091@telford.gov.uk](mailto:a3091@telford.gov.uk). The office can be accessed if vital but social distancing must be observed so we can only allow one person into the reception area at a time. There will be markers outside to enable everyone to safely keep 2 metres apart.

For any other urgent matter in the afternoon, please call between **2:00pm and 2:30pm**.

### **Break times and Lunch times**

Children in each class bubble will have staggered break times so they will be only interacting with adults and children in their bubble. Please pack a healthy snack for your child for break times. The children will be able to access a packed lunch prepared in the kitchen but they will eat in their classrooms at their desks (or outside if the weather is good, much like we usually do). Packed lunches from home can still be brought into school as normal. We prefer payments for lunches to be made remotely through the catering website, rather than sending envelopes into school. If you need help with this, please email the office for information.

Universal Infant Free School Meals will continue as normal for KS1 children. If you are not eligible for free school meals then they will need to be paid for.

Throughout the day we have planned for time outside additionally to our PE sessions; there will be plenty of time provided for having fun and relaxation activities during the day and these will be staggered to reduce the mixing of pupils and staff and reduce transmission.

### **Payments**

All payments for lunches will need to be made online as explained above. Other payments, such as those for uniform, should be made through the class box system, brought in by the children. Please ensure any payments are in a sealed and labelled envelope.

### **Curriculum**

As we start back, there will be opportunities for children to talk about their experiences over the past term and opportunities for one to one discussion if necessary. We will teach children explicitly about social

distancing and hand hygiene. Children will be taught a broad Recovery Curriculum with a focus on wellbeing, English and Mathematics, Reading, Religious Education and Physical Education but including all elements of our usual curriculum. Our Recovery Curriculum offer is available on our school website. We will be carefully assessing the pupils on their return to identify aspects of learning that may require more attention. When we know more from National Government, we will implement the necessary catch up as required.

We are also required to offer a remote curriculum for any children who are not in school for particular health or other reasons. This will be based on the current Seesaw platform for communication.

Once we return to school in September there will not be the continuous provision on SeeSaw that has been in place during the lockdown. However, we are looking at ways to continue using SeeSaw as it has been a very successful system during this time. We want to build on the good work we have already achieved with this platform by using it for homework and as an electronic replacement for the home/school communication book.

In addition to our Behaviour Policy, we have followed the guidance which requires schools to provide an addendum relating to unacceptable behaviour relating to the threat of COVID19. This will be available on our website and will explain that threatening to, or deliberately cough, sneeze or spit at anyone is totally unacceptable as it is potentially life threatening.

### **School Trips**

All trips are cancelled for now.

### **Toileting and hand washing**

Where children have toilet accidents and require intimate care we will not be able to change them. The staff response to such an occurrence will be handled sensitively and in a supportive manner, but this is a potential high risk for staff. Our youngest pupils who are able to manage themselves with small accidents are asked to bring 'spares' in a small plastic bag. Otherwise we will ring home and ask you to collect your child.

All children will be able to access school toilet facilities in a supervised and supportive way with up to only three children at a time using the facilities.

### **Cleaning**

School will be thoroughly cleaned each night and there will be additional regular cleaning of surfaces, touch points, toilets and some equipment throughout the day.

### **Final Word**

You must know that we will do our utmost to ensure children, staff and parents adhere to our new ways of working. As we get used to it, there will be occasions when we momentarily forget ourselves especially as children are such social beings and we are a close team. It is close to impossible to ensure social distancing is adhered to by children but we will do all we can through our new systems, timetables and other measures to keep each other safe and well throughout this difficult time.

*H. Osterfield*

Helen Osterfield

Executive Head Teacher

*A. Moore*

Alison Moore

Head of School

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

## Telford and Wrekin Attendance Team Letter

Parent/Carer,

This is a message for parents about school attendance from September 2020.

Telford & Wrekin Council are working in partnership with all schools across the Borough to welcome all children back to school in September following several very difficult months for parents, children and schools. We would like to say a heartfelt thank you to parents for the work you have done in ensuring your child/ren have received education during this period. We have heard of many cases of parents often in very difficult circumstances who have done their very best to support their child's learning whilst schools have been closed to most pupils.

Some children have been fortunate to have attended school during the lockdown. This may have been because they are the children of critical workers or are vulnerable children, or because they are in the year groups which began a phased return from 1<sup>st</sup> June.

We are sure parents are delighted that schools are re-opening to all pupils in September 2020 and children can return to their usual routines and benefit from and enjoy all that is on offer to them at school.

The government have pledged significant financial support following this unprecedented closure of schools, to allow schools to begin to address any gaps in learning for children. All children will benefit from this focused approach to teaching, particularly during the first term from September.

In March when the coronavirus (COVID-19) outbreak was increasing, the government made it clear that no parent would be penalised or sanctioned for their child's non-attendance at school as schools were then closed to all but those specific groups of pupils.

Now the circumstances have changed and the measures taken by the government have meant that children can safely return to school. It is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on their education, wellbeing and wider development. We know that children have not only missed out on learning but also missed being with their friends and the wider social aspects of school.

Missing out on more time in the classroom risks pupils falling further behind. Those with higher levels of absence tend to achieve less well in both primary and secondary school. **Therefore, the Department for Education have confirmed that school attendance is compulsory again from the beginning of September 2020 when schools re-open after the summer break.**

This means from 1<sup>st</sup> September 2020, the usual rules on school attendance apply, including:

- It is a parents' duty to send their child to school regularly if they are of compulsory school age;
- It is schools' responsibility to record attendance and follow up absence
- the local authority is able to resume the use of legal sanctions, including penalty notices and processes that may lead to prosecution in court for persistent absence.

If you have any concerns about your child returning to school when they re-open in September you should discuss your concerns with the school directly. The school will be able to offer reassurance about the protective measures they have in place, and all schools work closely with health and other agencies who may also be able to help if needed.

In addition, the local authorities view is that it would not be advisable to take your child out of school for a family holiday or other term time leave once schools re-open, as your child could miss out on the focussed additional support for pupils to close the gap in learning missed during the period of lockdown. If any parents are considering taking their child out of school they must request the leave by following the schools 'request for leave of absence' procedure, allowing ample time for the Headteacher to consider if there are exceptional circumstances. The more regularly your child attends school, the more they will be able to benefit from teaching and catch up. Any leave that is unauthorised by the school may lead to Penalty Notices being issued.

After so much disruption to your child/ren's education over recent months, the most important thing is that schools and parents work together to get children back into school. The school is ready to listen so please contact them if you have any worries and they will try to help you.

We wish you and your child all the best for the coming academic year.