

17<sup>th</sup> July 2020

Dear Parents

We have now, after a lot of planning and preparation, finalised our plans for the Autumn term. Due to the fact that the whole school will be returning in September, in line with government guidance, we have adapted our control measures in order to ensure we keep our children and staff as safe as possible.

**Start and finish times from the 7<sup>th</sup> September 2020**

We have followed government guidance by ensuring we implement staggered start and finish times in order to reduce congestion on Abbey Road and around the school site. With this in mind, we will be implementing the following times:

Year Group	Start	Finish
Year 6	8.30am	3.30pm
Year 5	8.30am	3.30pm
Year 4	8.40am	3.20pm
Year 3	8.40am	3.20pm

It is going to take us all time to establish new routines and in order to get the school day off to a great start we are going to need to work together to ensure the children arrive on time and also socially distance as best as we can on Abbey Road at the end of the day. Listed below are some key points that will need to be followed:

- Parents will not be permitted on the school site. This will be something that once we are up and running we will review in line with government guidance. If you need to make an appointment to speak with someone, please contact the school office and arrangements will then be made.
- When arriving at the school we would like parents to say goodbye to their children by the white fence on Abbey Road and then direct their children towards the path leading up past our bike shed.
- Members of staff will be positioned along the path to greet the children and direct them to their class teacher who will be waiting on the playground ready to take them into class.
- The Priory Close gate will remain closed in order to manage the numbers of children and parents accessing the site.
- At the end of the day, parents will need to wait at the bottom of the path on Abbey Road. Members of staff will be positioned along the path to help with the flow of children.
- If necessary, the grass areas by the bike shed will be used to support social distancing measures and reduce numbers on Abbey Road.





- To avoid traffic congestion please ensure you use Fairview Car Park rather than parking on Abbey road. Car park permits are available from the school office.

### **System of Controls**

For those of you who have already experienced sending a child into school over these last few weeks you will know that things are very different with regards to our systems and routines that we have in place to prevent the possibility of infection. In September, we will be implementing the government's **hierarchy of controls** to reduce the risk of transmission of infection. These controls include:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach
- cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)
- If your child wears a face covering for their journey to school, they will need to remove it safely before entering the building. In order to do this they will need to sanitise their hands, remove the mask without touching the front of it, dispose of it in a bin (non- reusable) or place reusable masks in a plastic bag. They will then need sanitise their hands again.

### **School uniform and other items**

- Please ensure your child wears their school uniform as they would do under normal circumstances.
- The children will only be permitted to bring into school essential items like lunch boxes, hats, coats and books. Bags are allowed.
- Please do not bring in PE kits until you are directed to do so by your child's class teacher.

### **Social distancing and keeping safe in the classroom**

In order to keep the children as safe as possible we will be following government guidance for the children's learning in the classroom. We will be working in class bubbles and we have plans in place to ensure that we limit the amount of contact each class will have throughout each day. Classrooms will be adapted to support distancing where possible. This will include reorganising how the desks are positioned so the pupils are two to a desk, sitting side by side facing forwards. We will provide the children with their own pencil pots, stationary and equipment which will be placed on their desks at the start of the day to reduce movement around the classroom. Depending on the lesson some equipment may need to be shared and when this happens it will be thoroughly cleaned before another group uses it. To avoid large gatherings, our assemblies will not be held in the school hall but instead will take place in each class.



### **Break and Lunch times**

We will be staggering our break times so we can be as efficient as possible when it comes to ensuring each child washes their hands and uses the toilet before going out to play. It also means that we will be able to reduce the numbers outside and provide the children with enough space to have a lovely playtime with their friends.

Lunch times will also be staggered so we can keep the class bubbles apart and reduce congestion outside on the playground and school field. Packed lunches will be eaten in the classroom, as usual. Connie Courtney, our Kitchen Manager, has informed me that we will be offering a full menu again in September and you can pay for your child's lunch online as normal. The staggered lunch break will mean that we can significantly reduce numbers in our school hall and clean each table in between each sitting. Our timings for lunch will ensure that our Year 3 and 4 children will be coming back into class as our Year 5 and 6 children are heading out onto the playground/school field.

### **Breakfast Club**

Government guidance at present means that we are currently unable to offer a breakfast club for those children attending Pilton Infants. We can, however, offer a limited number of places for pupils attending Pilton Bluecoat Academy. In September we are going to put control measures in place to ensure we keep children and staff safe during this period of the day. The hall will be organised so children will sit in their class groups and be served breakfast at their tables. If you would like to book your child into breakfast club then contact the school office to see if a place is available.

### **What happens if anyone becomes unwell in an educational or childcare setting?**

Government guidance states that:

- If anyone in an education or childcare setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), **they must be sent home** and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#).
- If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.
- If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.
- PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).



***NB: If you identify any Covid-19 symptoms then please ensure you arrange a test which is now available. Also, notify the school as soon as possible.***

### **What happens if there is a confirmed case of coronavirus in a setting?**

Government guidance states that:

- When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days and arrange a test to determine whether they have Covid-19. The individual can only return to school if they do not have symptoms. If they still have a high temperature, they should keep self-isolating until it returns to normal. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.
- Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.
- Please notify us as soon as possible if a test result is positive.
- Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

### **Another Lockdown**

If we are placed in a situation where we are facing another lockdown, we will do our very best to communicate new arrangements with you during the school holidays via ParentPay and the school website. If this happens during the Autumn term we will be continuing to use Google Classroom to provide the children with curriculum activities in all subjects.

Finally, I would like to thank you for your support and patience whilst waiting for information regarding September 2020. It has once again been a mammoth task and just like with the return of our Year 6 cohort, we will be reviewing things weekly as we progress through the Autumn term. The staff are all very excited about the topics for next year and we have lots of lovely things planned for the children.

Best wishes

Mr Thomas  
**Head of School**