



September 2020 arrangements

Dear Parents and Carers,

I am very glad to be able to welcome all our children back to school on Monday, September 7th. We have missed you. This isn't going to be quite the usual start to a new school year, so this letter will set out the arrangements being made to keep everyone at school safe and healthy and includes the arrangements for dropping off and collecting children each day. If your child is going to be joining our Early Years Reception classes, you will have already received the information about their initial visits and staggered starting dates.

Arrangements for opening to all children from September

At Holy Trinity Primary School we recognise that it might feel like a huge step to return to school after so long away. We also know that some of you may have concerns over vulnerabilities of your children or others in your household. We are here to support you to make this next step as smooth as possible.

The Government guidance contains the following recommended important measures:

Avoiding contact with anyone with symptoms; frequent hand cleaning and good respiratory hygiene practices; regular cleaning of settings and minimising contact and mixing.

While keeping the safety of staff, children and their families as our priority, we are equally as determined to ensure that the children feel safe and happy in our care.

What will classes look like and what are “bubbles”?

- ✓ Classes will look pretty much as they would do normally! Children will be taught in their normal classes.
- ✓ “Bubble” groups are recommended for schools to help limit mixing and interaction more widely. Start and end-of-day times, break and lunch times will be staggered so that different bubbles do not share the same space or resources. At Holy Trinity, a bubble will comprise a whole year group. Within the year group bubbles, each class will remain as separate as possible
- ✓ Each class will be staffed by their normal teachers and teaching assistants, with cover provided as per the normal school arrangements, although both teaching assistants and teachers may work between classes. All staff members will follow strict hygiene protocols at all times. In the event of a case of COVID-19 in a class we will be mindful of the need to carefully track exactly which staff members have worked in which classes and when, so that we can respond rapidly and comprehensively.

How will the start and end of each day work?

- ✓ Unfortunately, it will still not be advisable for us to admit any parents into the school building at the start and end of day. We will make it a warm and friendly welcome, but staff will not be able to support separation with physical contact or reassurance as we may normally. We can support you with strategies to help with happy goodbyes outside the classrooms if needed.
- ✓ The timings of the school day are staggered and will differ slightly from normal. More information is provided in a later section of this letter.
- ✓ Please arrive at the allocated time – this will be important in limiting the number of people on the school site at any time. Please don't arrive early and please be aware that it is important that no-one congregates on the school grounds.

Mrs Fiona Daykin, Headteacher

Holy Trinity Church of England Primary School & Community Nursery, Cross Road, Weymouth, Dorset DT4 9QX

Telephone: 01305 783200

Email address: office@holytrinitypri.dorset.sch.uk School website: www.holytrinitypri.dorset.sch.uk

- ✓ Messages for teachers and school staff should be sent via email or telephone to the school office, as teachers will not be available for their usual 'chats' at the start or end of the day. There will be many members of staff on the playground at the start and end of each day, including the pastoral team and senior staff. They are happy to assist you in any way they can.
- ✓ Children and parents are not to gather at the front of the school as they have in the past. Instead, everyone should follow the pedestrian one-way system around the school site at drop off and at collection times. Please keep your distance from other families and please do not double-back along the one-way route. If you have been in school during the lockdown, it is worth noting that the one-way system has reversed. You will enter via the pedestrian gate at the top of Cross Road (near the staff car park), and leave via the lower gate on Cross Road.
- ✓ The path around the school will be clearly signed, but it is essentially a circuit of the school, with the year groups dropping off as you go. Parents must then follow the rest of the circuit round to the exit.
- ✓ Parents with siblings may proceed together but please choose the earliest of your allocated drop-off times and the latest of your allocated pick-up time to prevent confusion and repetition.
- ✓ For collection, please follow the same path, collecting your child from their allocated collection point before proceeding immediately round the rest of the circuit.
- ✓ After you have dropped-off or collected your child, please exit the school site immediately. Unfortunately, the usual social aspects of parents gathering 'at the school gate' can not take place at present.

NB Drop off times for Year 1, Year 3 and Year 5 have changed from earlier information, to allow more space between year groups.

Year groups	Nursery	Reception	Year 1	Year 2
Timings and morning drop-off points	8.40am Nursery gate to playground	8.50am Reception gate to playground	9.00am Main Year 1 / 2 corridor door	8.50am Outside the classroom doors
Timings and afternoon collection points	3.15pm Nursery gate to playground	3.00pm Classroom outside doors	2.55pm Class 1H – Year 1 gate (near the outside shed) Classes 1T & 1P walk past the Year 2 side doors and wait on the playground at the furthest end of the building.	3.00pm Outside the classroom doors

Year groups	Year 3	Year 4	Year 5	Year 6
Timings and morning drop-off points	9.00am Main playground Children enter school via doors near swimming pool) NB on Monday 7th September, line up on playground with teacher	8.40am Main playground Children enter school via doors near swimming pool) NB on Monday 7th September, line up on playground with teacher	9.00am Main stairway	8.40am Main stairway
Timings and afternoon collection points	3.10pm Main playground by outside gym equipment	3.15pm Main playground by outside gym equipment	3.10pm Walk past the Year 2 outside classroom doors and wait on the playground at the furthest end of the building	3.15pm Main stairway

What will my child need to bring?

- ✓ Children should wear normal school uniform from September, with school shoes please, no trainers or casual-style shoes.
- ✓ To reduce the number of items in school, on PE days children should wear their PE kit to school all day and wear a PE tracksuit over their PE kit. They do not need to bring a bag of PE kit to leave at school. The school uniform guidance on our website gives full details of regulation uniform and PE kit that children should wear.
- ✓ Don't worry about PE kit for the first day back, please can all children wear school uniform. They will be told about their PE days when they return.
- ✓ If your child's shoes have laces, please ensure they can tie their own laces: staff will need to limit unnecessary close contact. Children should bring a labelled coat and / or sun hat, which will be kept on a separated coat peg at school. This will help children spend as much time outdoors as possible.
- ✓ All children can bring a healthy snack (fruit or vegetables please) to have at the mid-morning playtime. Reception and Key Stage 1 children are usually provided with a free fruit snack although these arrangements may not be in place from day 1.
- ✓ All children should have a named water bottle with a small flip-top or pull-top opening (not a bottle where the lid gets unscrewed and removed please). Plain water only please in the classroom.
- ✓ Children will bring a reading record book and reading book to and from school.
- ✓ Children should bring a compact backpack to carry water bottle, lunchbox, and reading books. No other items should be brought to or from school.
- ✓ Key Stage 2 children may continue to bring a pencil case if they wish but resources from this must remain in school.
- ✓ Medication: please remember that children should not have medication on them, such as inhalers or tablets. Please email the office for a medication consent form (or download form from the school website) and ensure that all medications are given to the class teacher or the office together with a signed completed form.
- ✓ Mobile phones: Year 5 and 6 children may only need a mobile phone if they are walking home unaccompanied. A mobile consent form should be completed to indicate permission for your child to bring in their phone (Forms available from the school website). All phones must be turned off on entry to the school site. The phones must be given to the class teacher on entry to the classroom each morning and will be given back at the end of the day. Phones may be switched on when your child has left the school site. No other devices capable of messaging or taking photos (eg watches) should be worn.

How will school organise classroom resources for children?

- ✓ Both Key Stage 1 and Key Stage 2 children will be provided with an individual set of materials for writing, drawing etc, which no other children will be allowed to touch.
- ✓ Resources for younger children, such as construction and toys, will be regularly sterilised (immersed in disinfectant) or quarantined. They will not be shared between class bubbles.
- ✓ Similarly, there will be a rotation and 72-hour minimum "quarantine" system for books, so that children will be able to have access to library books in school.

How will physical distancing in school work?

- ✓ Physical distancing is not realistic for primary-age children. While we will encourage children to respect each other's space, they will inevitably have contact with each other within their bubble groups.
- ✓ Outdoor learning, using the playgrounds, woods and fields, will be used as much as possible.
- ✓ Resources and furniture have been removed to ensure clear space and classrooms layouts have been considered to be as safe as possible.
- ✓ Older children will be allocated a chair and desk space for their own exclusive use.
- ✓ Break, lunch and toilet break times will be staggered where appropriate. This will minimise traffic in shared spaces.
- ✓ We will only walk on the left side of corridors.

- ✓ Children will be closely supervised at all times in shared spaces.
- ✓ Collective Worship will be held in Bubbles, rather than in the school hall to avoid gatherings of large numbers.

What about hygiene?

- ✓ All staff share responsibility for modelling and monitoring good hand and respiratory hygiene practices.
- ✓ Children will be educated and encouraged in maintaining good hygiene (handwashing, sneezing, touching their faces)
- ✓ On arrival, all staff and children will be immediately directed to wash their hands.
- ✓ Hands will be washed regularly through the day – children will be supervised when washing to ensure they do it thoroughly. Hands will be washed on departure.
- ✓ All staff members will have access to hand sanitiser for when access to soap and water is not possible.
- ✓ Tissues will be placed in ready locations around the classes and school, and bins will be emptied regularly.
- ✓ Surfaces (desktops, handles, buttons, taps etc) will be cleaned regularly.
- ✓ Behaviour expectations linked to hygiene will be stringently followed and parents will be contacted if their child does not comply with these expectations

What about lunch and snacks?

- ✓ Children can bring in a fruit / veg snack for morning break time. Whilst fruit is normally provided for Reception and Key Stage 1, this may not be available on the first day back.
- ✓ All meals will be packed lunches until at least October half term. Children eligible for Universal Free School Meals will have these provided for them.
- ✓ If your circumstances have changed during lockdown and are in receipt of certain benefits, your child may be eligible for free school meals. You can check for eligibility on the Dorset Council website: just Google “free school meals Dorset”. The school receives valuable additional funding for each child who is eligible and this makes a powerful difference to what the school can do for your child, so if you believe you may qualify please do check, or contact us. Our school office staff will be very happy to help find this out for you.
- ✓ All lunches will be eaten in the classroom.

Will there be visitors permitted at school?

- ✓ No visitors, including parents, will be admitted to the school except by prior arrangement. Any visitors will be met in a separate area of the school following strict distancing.
- ✓ If you wish to speak with a teacher or wish to contact the school, then please do so by telephone 01305 783200 or email office@holytrinitypri.dorset.sch.uk. Your message will be passed on to the relevant staff member.
- ✓ No-one with any symptoms associated with COVID-19 must come onto the school sites. If you have symptoms, you should return home and self-isolate, following the latest guidance. We will place clear signage for visitors at each school entrance to that effect.

What if someone becomes ill at school?

- ✓ Children showing any symptoms associated with COVID-19 should remain at home. Please see the latest government guidance regarding self-isolation and testing.
- ✓ We will stay up to date with and adhere to the latest government guidance in measures taken should anyone become ill with COVID-like symptoms at school.
- ✓ The patient will be immediately separated from all others, with one staff member remaining with them. This staff member will wear PPE, including gloves, apron, and face mask.
- ✓ The patient’s next of kin will be contacted for them to come and collect the patient. If the patient is an adult, they should drive home if they are able.

- ✓ The patient will be advised to arrange to be tested. All aged children, even those aged under 5 years old can be tested.
- ✓ Parents of all children within the class will be notified of a confirmed case of COVID-19.
- ✓ Immediate cleaning of possible contaminated areas and surfaces will take place.
- ✓ Advice from the local authority, Public Health England and the DfE will be sought on closing / remaining open. Current guidance states that until a test comes back positive schools should remain open and other children should continue to attend unless they are symptomatic, in which case they should isolate according to guidance.
- ✓ The class will be removed from the affected area(s) until deep cleaned and advice confirms it is safe to use once more.
- ✓ **What if someone becomes ill outside of school?**
- ✓ Normal guidelines apply for illnesses other than COVID-19 (48 hours off after vomiting etc).
- ✓ No-one with symptoms associated with COVID should attend school: please stay at home and follow the latest guidance on isolation and testing.
- ✓ If anyone attending school develops COVID-like symptoms at home, please inform the school at the earliest convenience.
- ✓ If a household member develops symptoms, other members of that household (children and adults) should self-isolate for 14 days, so should not attend school.

Children must not be given Calpol or other medicine to relieve symptoms for the school day.

- ✓ This could mask symptoms of COVID-19. If it becomes clear that a child has been given Calpol before coming to school, they will be sent home immediately.
- ✓ If staffing is affected by numbers of staff needing to self-isolate, it may not be possible to run our provision in line with the government's ambition. We will continue to risk-assess our provision daily and adapt plans accordingly. Should changes be necessary, parents will be notified as soon as is possible.

What about PPE?

- ✓ You will be aware that the Government guidance on the wearing of face masks has recently changed for Secondary schools. This is not the case for Primary schools, where it is not considered to be necessary, due to the other control measures in place.
- ✓ PPE will not normally be needed in the course of the day, unless staff need to deal with a first aid incident, in which case PPE will be worn.
- ✓ Face masks are not advised for children. Incorrect use including the likelihood of children touching their mask repeatedly can lead to greater disease transmission risk. For this reason, children will not be permitted to wear face masks. If children arrive at school in a face mask, they will be asked to safely remove this.

What will children learn during the school day?

- ✓ We will be returning to our normal, full curriculum. However, we will emphasise Personal, Social and Health Education and provide a supportive and nurturing environment for children to recover emotionally as well as academically. For the first half term, we will make sure that children are not overwhelmed by demanding learning tasks or tests.
- ✓ We will seek your advice about the impact of lockdown specifically on your child, both in terms of their emotional wellbeing and how possible it was for them to engage in learning while at home. The information you provide will be a great help to us in preparing to meet your child's needs. We will support children to catch up gaps in their learning through the year.

Thank you for taking the time to read through this information. Please email us if you have any unanswered questions and we will be happy to help.

You will be aware that all information is subject to constant review. The Government sends schools updates on a daily basis. I will, of course, keep you informed of any changes in the coming weeks.

The start of a new school year is often a cause of anxiety amongst children (and parents!). Please take the next few days to reassure your child that school will be a safe and friendly place, where they can play, learn and have fun with their friends.

There will be many staff around to help you and your child from 'Day 1', so please do not worry if you, or your child, are unsure of anything.

In the meantime, please know that we are genuinely excited to be seeing you all again, and we will do all we can to nurture your children through this unusual time.

Kindest regards,

A handwritten signature in black ink, appearing to read 'f daykin', written in a cursive style.

Mrs Fiona Daykin
Headteacher