



Dear Parents/Carers,

We are very much looking forward to welcoming our families back to school in September and hope you have had a good Summer break.

In planning to re-open school, we have had to put many measures in place to ensure that everybody is as safe as can be. We have followed the guidance of the Government and TEFAT in planning for the children to return.

We have had to make many changes to our normal school routines and this leaflet will outline those changes and any new procedures that have been put into place. All practices and procedures have been risk assessed and approved prior to re-opening.

Please feel free to talk to your child and discuss the information with them to reassure them that any changes that have been made are in the interest of the safety of everyone in school.

**It is important that you read this carefully as it has information that must be adhered to.**

**Please visit the .gov site below to read the guidance for full reopening of schools in September.**

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

#### **Start of Term Dates**

- Tuesday 1<sup>st</sup> September and Wednesday 2<sup>nd</sup> September are Teacher Training Days. School will be closed to all pupils.
- Thursday 3<sup>rd</sup> September Year 5 and Year 6 will return to school
- Friday 4<sup>th</sup> September Year 3 and Year 4 will return to school
- Monday 7<sup>th</sup> September Year 1 and Year 2 will return to school

- Reception Induction will take place week beginning Monday 7<sup>th</sup> September. See separate letter for start dates and times.

### **Drop off and Collection Times**

Opening times and collection times will be staggered; each class (bubble) will have different drop off and collection times. It is essential that you adhere to these times as this forms part of the risk assessment and social distancing policy.

**The purpose of staggering opening and closing times is to ensure minimum footfall on the school grounds and minimum gatherings of parents or children.**

Please see start and finish times below.

### **Start Times**

- 8.45 am - All sibling groups will arrive
- 9.00 am - Reception will arrive (own entrance)
- 9.00 am - Year 6 and Year 1 will arrive
- 9.10 am - Year 5 and Year 2 will arrive
- 9.20 am - Year 3 and Year 4 will arrive

### **Finish Times**

- 2.45 pm - Sibling groups will finish
- 3.00 pm - Reception will finish
- 3.00 pm - Year 6 and Year 1 will finish
- 3.10 pm - Year 5 and Year 2 will finish
- 3.20 pm - Year 3 and Year 4 will finish

You will be asked to drop off and collect your child through a specific gate and door. Again, this is important to ensure that different classes of children do not mix and to minimise large gatherings of parents.

Sibling groups will drop off and collect through the automatic gate and main entrance (red sliding doors)

Reception parents will drop off and collect through the double gates by the School Office entrance.

Year 1 and Year 2 drop off and collection points will be through the automatic pupil gate and the main entrance (red sliding doors)

Year 3 drop off and collection point will be through the automatic gate and the main entrance (red sliding doors)

Year 4 drop off and collection point will be through the main double gates and down the slope to the doors at the bottom of the slope.

Year 5 and Year 6 drop off and collection points will be through the main double gates and down the slope to the doors at the bottom of the slope.

Social distancing markers will be visible on the slope and on the driveways to the main entrance to enable you to swiftly drop off and collect your child whilst maintaining a safe distance from others.

### **How children will enter/exit:**

- Children will arrive with just **ONE** parent/guardian to reduce numbers on site
- Families must be 2m from other families, there are markers by the entrances and on the driveways to support this.
- Until your child is handed over to school staff, **you are responsible for ensuring social distancing.**
- Staff will be there to meet the children at the specified door and children must come in unaccompanied.
- Children will be dismissed one by one from this same point to meet their parent/carer at the end of the day.
- You are then responsible for social distancing as you and your child leave the site.
- You will have specific entry and exit times – **these must be strictly adhered to so as to limit the number of people gathering at one time.**

### **How hygiene will be promoted:**

**Government guidance states that the 4 points below should be in place for schools to re-open in September.**

1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household with symptoms, do not attend school

2) clean hands thoroughly and more often than usual

**3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach**

**4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach**

- **Children will wash their hands and use sanitizing gel on entry to the school. Hand hygiene will be carried out and promoted regularly throughout the day: after using tissues; before eating and after outside play.**
- **Children from Year 2 to Year 6 will have individual packs of equipment provided by school and will not share their equipment with any other children.**
- **Equipment used by the children in the playground or during PE will be limited and cleaned as part of a regular cleaning cycle. Cleaning routines will be increased throughout the day to include touch points, toilets, sinks and classrooms.**
- **In Reception and Year 1, there will be a rotation of equipment during the day. This equipment will then either be stored for 72 hours or cleaned ready for the next day if needed.**
- **Hand washing posters will be displayed above all sinks to remind children to wash their hands after using the toilet. Hand Dryers will not be in use and children will dry their hands using paper towels provided and dispose of them in the lidded bins provided.**
- **Children will be taught the 'catch it, bin it, kill it' routine for sneezes and coughs and posters will be displayed to promote this in the classrooms and toilets.**
- **There will be no large gatherings of children together e.g. assemblies, concerts, singing practice etc. Instead, class assemblies will be held weekly in the classroom.**
- **PE will be taught outside wherever possible. Equipment will be cleaned after use or stored for 72 hours before being rotated again. There will be no contact sports played until further notice.**
- **Enhanced cleaning routines have been established to ensure robust cleaning of classrooms, toilets and touch points throughout the day.**
- **Children from Y2 - Y6 will sit two children to a desk and all desks will face forwards. Staff will encourage children not to touch each other or**

members of staff. Where possible, staff will keep a 2m distance between themselves and the children.

- Children in Reception and Y1 will see changes to the way in which their classroom is organised. Coloured spots on the floor will support them in minimising the number of children in a given space at any time.
- The climbing equipment in the main playground will be out of use as, due to its size, we are unable to clean it regularly between staggered breaks or lunchtime.

### **Wearing face masks or coverings:**

The Government, Public Health England and TEFAT Policy on PPE in schools states that children WILL NOT be permitted to wear a face mask or face covering during the school day.

*'The wearing of PPE by primary aged children anywhere on the school site is not to be permitted. Gov.uk advice suggests that there is little benefit, it would be unreasonable to expect a primary aged child to be able to manage the safe removal and replacement of their own mask (e.g. at lunchtime) and therefore, could expose risk to other children and staff in the area.'*

*TEFAT PPE Policy 2020*

Whilst this guidance may make you feel anxious, it is important to note that young children wearing face coverings could increase hygiene risks as they would be inclined to touch them more and also be required to remove and replace them at several points during the day.

If your child wears a face covering or mask to travel to school, they will be expected to remove it before entering the school building.

### **NHS Test and Trace Process:**

As a parent/carer of a child that is returning to school in September, you must understand and be willing to:

- [book a test](#) if you, anyone in your household or your child are displaying symptoms. Pupils **MUST NOT** come into the school if they have symptoms, and will be sent home to self-isolate if they develop

them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit.

- provide details of anyone you or your child has been in close contact with if you were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- self-isolate if you, anyone in your household or your child has been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)
- Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet.
- If your child displays symptoms of coronavirus (COVID 19) during the school day they will be isolated immediately in a designated medical room.
- You will then be contacted to collect your child immediately and you must book a test as soon as possible.

### **Social distancing:**

- Movement around school will be limited and only necessary movement will take place as corridors are the hardest area to social distance. One way systems will be in place along each corridor to enable children to distance where necessary.
- Posters will encourage children to keep a safe distance between themselves and others where possible.
- To create space, classrooms will only have the essential furniture needed and extra furniture will be stored away.

### **Government advice states:**

*'For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible. This will not be possible for the youngest children and some children with complex needs and it is not feasible in some schools where space does not allow.'*

## **The Curriculum**

- When children return to school in September it is our intention to continue to teach our full, ambitious, broad and balanced curriculum ensuring that all children receive a high quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of life.
- Our motto is 'One school, many talents'. We will continue to provide the range of opportunities that so successfully enable our children to realise and fulfil their potential in the many talents they have.
- We will work tirelessly to ensure that any gaps that are identified in the core knowledge of our children are addressed swiftly and that teaching and interventions are tailored to close the gaps at the earliest opportunity.
- Children will have had many different experiences of lockdown and will respond differently to returning to school. We will ensure that the curriculum we continue to offer supports the emotional and mental health of our children and promotes their health and well-being.
- In the event of a local lockdown, we will continue to promote teaching and learning through the use of our Google Classrooms.

## **Break times/Lunchtimes:**

- Break times and lunch times for each class will be staggered to avoid classes mixing.
- Classes will use different zones of the playground and field during their break and lunch times.
- The Dining Hall will only be used by children in Reception.
- You may wish to provide your child with a packed lunch from home, this is permitted. If your child has a school dinner he/she will be able to choose from a range of hot and cold options that will be delivered outside of the classroom at lunch time.
- Lunches will be eaten in the classroom for Y1 - Y6.
- Any equipment used and all tables will be cleaned after use.

## **Behaviour**

We have updated our school Behaviour Policy and added an appendix for COVID 19. This will be uploaded on the school website for you to view and new expectations will be shared with the children upon their return.

## **Medical Needs and First Aid:**

- If your child displays COVID 19 symptoms (cough, temperature), you will be contacted immediately and you **MUST** be available to collect your child **IMMEDIATELY**.
- There is a designated room where they will wait to be collected. They will be supervised from a distance and any staff member in close proximity will wear Personal Protective Equipment (PPE).
- Collection of unwell children **must be prompt**.
- Please ensure that the office has at least 2 contact names and numbers and that all of your details are up to date.
- Anyone with symptoms must be tested as a matter of urgency as a positive test will impact on the rest of the class, which is the reason for the limited contact between each group.
- First aid will be administered as usual if your child has an accident. Staff will encourage children to complete as much as they can independently with guidance. Where this is not possible staff will provide first aid wearing gloves and a mask.
- All other protocols of reporting and monitoring will remain unchanged. If further treatment is advised, or a child is distressed/upset, you will be contacted to collect your child.

## **Uniform:**

- Your child will be expected to wear a full school uniform in September.
- Children will need to have their clothes washed after leaving school to ensure there is less risk of cross contamination to the home environment.
- Your child will need to bring their PE kit into school in September. This will be left in school until the October half term holiday.
- Children can bring books bags into school on a Monday and take their home reading books home for the week to enjoy. Any books returned will then be stored for 72 hours. Please do not send book bags into school daily, books will be changed on a Monday only and stored/read at home during the week.



## **Attendance:**

- The Government states that attendance at school from September is compulsory. We aim to work together with you to ensure that you feel satisfied with the safety measures that have been implemented and to discuss any ongoing concerns that you may have.
- Access to the site during the day by parents is discouraged.
- Any enquiries can be dealt with over the phone on 0121 464 3125 or by emailing: [enquiry@tivertonacademy.org](mailto:enquiry@tivertonacademy.org)
- Unless there is an emergency, children are expected to stay for the whole day, arriving and leaving at the designated times.
- If your child cannot attend, please phone the School Office on the first day of absence. This is especially important if they are displaying symptoms of COVID 19
- A register will be taken twice each day, in line with Health and Safety and the legal obligation of schools to record registration. This data will be used to monitor individual attendance from September as per the normal legal requirements.

## **Returning from another country**

If you have recently returned from another country, it is vital that you check whether that country is on the list for a mandatory 14 day isolation period.

If you are isolating due to returning from a country that is on the list, please inform school immediately stating your date of return.

Mandatory Isolation will not affect your child's attendance figures.

Please use the website below to check the current list of countries where mandatory isolation is required upon your return.

<https://koronastop.lrv.lt/en/news/updated-list-of-countries-for-mandatory-14-day-isolation-upon-return>

**Finally:**

**We are aware that the school will be different for our children on their return and aim to make this transition as seamless as possible.**

**We are also aware that we are living in unprecedented times and that any Local or National variances in relation to the virus may disrupt or change the plans that we have made. In such circumstances we will follow the guidance of The Government, Public Health England and The Elliot Foundation Academy Trust.**

**As always, the children feeling happy, safe and secure is at the heart of our practice as we aim to transition the children back to school smoothly whilst meeting the current guidance to ensure maximum safety for all.**

**We aim to create an environment of vigilance but not fear. Training for all staff prior to opening will be used to ensure that they are aware of the Health and Safety regulations around the re-opening and also to focus on supporting the wellbeing of our children, who will be returning to a school that will look and feel very different to the one they left in March.**

**We are all very much looking forward to welcoming the children back; we have really missed them! We will endeavour to offer our usual broad and balanced curriculum, identify and close gaps in learning as swiftly as possible and at the forefront of everything, we will ensure that we promote positive mental health and well-being for all children.**

**Please take the time to talk to your child about the differences outlined in this letter. Our aim is to minimise any distress the changes may cause and reassure them about the changes to their usual routines.**

**We look forward to seeing you soon and welcoming everyone back to Tiverton Academy.**

**If you have any further questions, please contact the School Office on 0121 464 3125 or email: [dnorbury@tivertonacademy.org](mailto:dnorbury@tivertonacademy.org)**

**Kind regards,**

**Mrs Norbury (Principal) and the Senior Leadership Team**