



Maids Moreton Church of England School
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Dear Parents,

It is the government's intention that all children and young people, in all year groups, will return to school full time from the beginning of the Autumn term. To facilitate this Head teachers and Governors have been asked to carry out thorough risk assessments and all necessary adjustments to create as safe as possible an environment for all pupils ready for the start of the new school year.

The scientific evidence shows that coronavirus presents a much lower risk to children than adults of becoming severely ill, and there is no evidence that children transmit the disease any more than adults. Of course, there will still be risks while coronavirus remains in the community, and that is why schools will be expected to put in place a wide range of protective measures. [Gov.uk]

Last week, the government released their new guidance for the full reopening of schools in September. This is a very lengthy and logistically complex 60 page document which head teachers are required to tailor to the individual needs of their school. Having fully digested the document and discussed it with governors and staff, I have spent a considerable amount of time planning how our school will operate in September. I am now in a position to share with you details of how we intend to provide as safe a learning environment as possible to limit the spread of coronavirus within our school community as well as providing a broad and balanced education to all. The government have a track record of making multiple amendments to their guidance, but as things currently stand, this is how we plan to operate. All procedures will be reviewed regularly depending on internal and external factors.

As you are aware, since the beginning of June we have been operating with 80%+ of our children, offering full time places to all those who wished to return. We have refined procedures and everything has worked very smoothly indeed. This puts us in good stead for September.

The information below explains some of the changes we have put in place to facilitate the full reopening of school. For our existing parents some of this will be familiar but there have been some changes to reflect the reduced prevalence of COVID in the country and the relaxation of certain measures. Please read this carefully so you are fully briefed before school starts. Please also take note of the actions and responsibilities of parents within this new way of working.

Attendance

- School attendance is mandatory from the beginning of the Autumn term for all pupils. This means that there is a legal duty on you as a parent to send your child to school and normal rules on attendance will apply.
- Shielding will pause on 1st August. Children who were previously shielding due to their own medical condition or that of a member of their household, must return to school.
- If there is a local outbreak or disease rates rise, those previously shielding may be advised not to attend school. These children will receive remote learning in this instance.
- If your child was previously shielding please discuss their individual health needs with their specialist before returning to school.
- Children with any of the symptoms of COVID-19 must not attend school. [A new, continuous cough or a high temperature, or loss of, or change in, their normal sense of taste or smell]. Any child who develops symptoms during the school day must be picked up immediately from school and get tested. If the test is positive they must self-isolate for 7 days and inform the school. Other household members must also self isolate for 14 days. Children with symptoms who have not been tested, will not be permitted to return to school.
- Pupils should not attend school for 14 days if they have been in close contact with someone with the virus. If 1 child in a school bubble tests positive, we are required to contact guidance our Local Health Protection Team from Public Health England and will follow their advice. In all likelihood this will mean that all other members of that bubble, including members of staff, will be required to isolate for 14 days.
- Children who are absent from school due to compliance with COVID clinical/public health advice but are otherwise well, will be given access to remote education. Children who are off school due to COVID or non COVID related illness will not be expected to do remote learning.
- There will be no attendance penalties for parents following clinical or public health advice.
- Vulnerable and extremely vulnerable staff will return to school
- Some families may be planning a holiday over the summer period, which may involve travelling abroad. The government has set a requirement for people returning from some countries to quarantine for 14 days on their return. Please factor this in to your plans so that your child will be able to return safely to school for the first day of term, date whilst also adhering the quarantine rules

Drop off and pick up protocols. Access to school

- Parents and other visitors will not be permitted to enter the school building [front entrance or classrooms] except contractors required for health and safety reasons.
- Only one parent should accompany their child at drop off and pick up. The child/children must be hand held.
- Please adhere to the one way system for entry and exit from the school playground.
- Parents with younger or older children should make every effort not to bring them onto the school site. Where this is not possible, they should ensure they stay in close proximity in their family groups and should not mix with other families or children. They must be hand held by the parent, or carried in the case of very young children
- Social distancing between households must be adhered to. After and before pick up and drop off, children must be closely supervised by parents at all times and not be allowed to roam or play.

- For infection control purposes, parents must leave the playground swiftly at drop off and pick up. Parents must not gather at doors, gates, on playground or on the road outside school.
- The drop off time for all pupils is 8.50am and the pick up time 3.15pm as normal. Given the very small size of our school, and ample space on the playground, we will not need to operate staggered drop off and pick up times. Parents should line up with their child/children on the 2m markings at their allocated classroom door. Please wait for the teacher to call over your child. [Where parents have 2 children, choose one to drop off first].
- If your child is distressed please go to the back of the line and the class teacher/TA will come and help you once the rest of the line is in school.
- Children should bring their PE Kit, lunchbox and water bottle to the classroom. PE kits will stay in school. Water bottles and lunchboxes will go home on a daily basis for cleaning.
- At drop off, children in Year 1 and 2 will be directed to their desk/work station. These will be labelled for children.
- At pick up, please line up on the same 2m markings. Children will be released in the order their parents are assembled.
- The playground side gate will be open to double width at 8.45am and 3.10pm.
- At the moment, children will not be allowed to come to school on bikes or scooters as there will be no access to the bike shelter across the playground.
- No parents/younger siblings should enter the classrooms. Class teachers or TAs will not be able to have discussions or answer queries at the classroom door at drop off or pick up. Parents who wish to speak to school staff should do so via Tapestry. Please bear in mind that teachers will be delivering lessons, so will not be able to reply until after school.
- Parents who need to speak to the school office or /myself should do so by email or phone where possible. Parents will not be permitted to walk through school to visit the school office but can come to the front door from the outside of the school building if they need to speak to the office staff urgently.
- No children or adults should come on to the school site if they have symptoms.
- To avoid congestion on the road outside school we encourage as many families as possible to walk or to use the park and walk facilities at the playing fields or the church.

Minimising contact and mixing

- Children will be grouped in whole class bubbles with their normal class teacher/s in their normal classrooms. In most primary schools bubbles will contain 30 pupils. The classes at Maids Moreton are much smaller than average. YR: 11, Y1: 15, Y2: 21. Children within each bubble will not be expected to maintain social distancing from each other at all times
- Each group will play in a designated zone on the field at lunchtime and playtime. At morning break, Reception will use their own outdoor area. If the field is wet under foot, Reception will play in their own outdoor area and Year 1 and 2 will be allocated a designated zone on the playground. Playtimes and lunchtimes will not need to be staggered due to the small number of pupils and large outdoor space available.
- Due to the requirement of children to remain in their consistent class bubbles and the risk of cross infection, there will be no before or after school clubs. No peripatetic staff or volunteers will be allowed to come into school.
- Our wrap around care provider [Maids Moreton Pre-School] will not be in a position to operate in September due to the current constraints in the guidance. It would involve children mixing across 2 settings in different groups each day which is not currently permitted.

- Each group will be allocated a designated seating area outside on the field on dry, mild days to eat their packed lunch. These areas will be separated by at least 2m.
- In the event of wet or cold weather, there will be two lunch sittings. The two year groups with the smallest number of pupils, [Reception x 10 and Year 1 x 15] will eat in the hall on tables set up at either end on first sitting. The Year 2s will eat separately on second sitting. Tables and chairs will be sanitised or swapped over between sittings.
- Teachers will arrange seating in Year 1 and 2 classrooms, spacing out children as far as possible. Children will have their own designated seating. Desks in Year 1 and 2 and will be forward facing. Pupils will sit side by side rather than facing each other. In EYFS this is not reasonably practical given the age and development of the children and the requirement to deliver the EYFS curriculum. This class will operate as a bubble and children will not be expected to socially distance from each other.
- Children will access the classrooms from the outside doors and not walk through the building.
- Only 2 children at a time will be allowed in the cloakrooms to use the toilets.
- Children should not bring additional unnecessary baggage to school. Please only bring your book bag, lunch box, [if applicable], piece of fruit, warm hat/sun hat, coat, water bottle. Children will put their coat on the back of their chair and other belongings under their desk rather than the cloakroom.
- Staff will maintain social distancing from pupils so far as is possible. [Given the age of the children, this will not always be feasible] Adults will avoid close face to face contact with pupils and minimise time spent within 1m of anyone. If a child requires First Aid after a tumble on the playground, or support with personal hygiene after a toileting accident, we will adopt a common sense approach and will always help and support them. Likewise, if any of our new Reception children need comfort or support as they settle into school, we will provide this.
- Children will stay in their class groups for the vast majority of the time in their own classroom. Use of shared spaces will be limited but not prohibited. The hall will be back in use to facilitate the teaching of PE and lunches [2 sittings]. Regular and thorough cleaning will take place.
- No whole school assemblies or whole school services will take place. These will continue in individual classrooms
- Whilst children will remain in bubbles for the vast majority of the time, they will be allowed to work in small groups with adults for short periods of the day to access the curriculum at an appropriate level, e.g. to deliver learning interventions to support their learning. They will sanitise their hands when moving between different areas.
- At break time and lunch times, children will only use their own classroom cloakroom and toilets.
- Each class will have their own supply of First Aid equipment.

Staffing

Schools are being encouraged to offer a full, broad and balanced curriculum and have therefore been given greater flexibility with staffing. This means that our specialist teachers for dance and music will be able to return to work in school and Mrs Black will be able to do PPA cover in Year R and Year 1 as normal. The two teaching assistants in school will be able to move between classes to enable the full educational offer and provide support where required. Specialist dance and music teaching will occur in class bubbles. The specialist teachers will follow the school risk assessment and also provide their own risk assessment for their designated activity. We are not currently able to allow peripatetic music teachers to provide tuition to individual pupils. Staff will sanitise their hands when moving between bubbles and maintain social distancing as much as possible.

Lunches/fruit/milk

- Our meal provider will provide a packed lunch option for all pupils with a meat and vegetarian option. At present, like many other schools, we cannot logistically provide a hot meal option within the constraints. Parents can choose the free packed lunch provided or children can bring their own lunchbox. Orders for the free packed lunch option must be made via Parentmail to Mrs Power in the normal way by 9am Tuesday the week before.
- Children should bring an individual piece of fruit each day to eat at snack time. Milk will still be offered to those purchasing/entitled. The cartons will be washed before serving.

Outdoor spaces

- Teachers will use outdoor spaces more often for teaching weather and activity permitting.
- Children will not be allowed to use the fixed outdoor play equipment on the field in the first few weeks. We are looking to introduce a system of allowing a rotation for each class bubble to have access to the equipment every third week from October. The Reception class will be able to use the fixed outdoor play equipment in their own area.

Shared resources

- No library books will be exchanged at this time.
- Children should not exchange their own reading books. Books returned to school should be placed by parents in a designated box On Tuesdays and Fridays, where they will be left for 72 hours before returning to the book boxes. New books will be supplied by teachers on a Tuesday and a Friday. We will ensure children have ample books to read over the week.
- Homework activities for Year 1 and 2 children will be sent home via homework books as normal.
- Each child should bring in their book bag a labelled pencil case containing 2 or 3 pencils, a set of pencil crayons, a rubber and a glue stick. All items must be labelled by parents. Staff will allocate each child their own whiteboard pen and board, ruler and scissors.
- The use of shared equipment and toys will be allowed but limited. Any shared equipment used by children during lessons will be quarantined and disinfected by teachers/teaching assistants after use. [at end of morning or afternoon session]

Cleaning and Hygiene

- Each classroom has a cloakroom with 2 sinks and soap. Hand sanitisers have also been installed at each classroom entrance and the front entrance. Hand washing/sanitising will be compulsory on arrival and departure from school, and at regular intervals during the day. Hand washing technique will be modelled by staff.
- Children should be trained at home prior to return to use a tissue or elbow when coughing or sneezing and use bins for tissue waste ('catch it, bin it, kill it')
- Help will be provided to any children requiring support with handwashing.
- Windows will be left open, to increase ventilation, when weather permits.
- Mr Jones will follow a strict regime for cleaning and disinfecting high risk surfaces typically touched by children at the end of each day.
- Sanitising wipes or spray will be used regularly to wipe down equipment such as laptops and ipads.

PPE

- PPE will not routinely be worn by staff or pupils as per government guidance. Staff directly treating a child with suspected COVID 19 will wear PPE.
- If children attend school wearing a face covering, parents must remove this before the child enters school and take it home for sanitising and safe keeping.

Other

- Children should wear their school uniform as normal. This should be washed regularly in keeping with general good hygiene measures.
- In the autumn term, schools can resume educational day visits, in line with the latest public health guidance and wider guidance for schools on the actions they can take to reduce risks. We will make decisions about visits on a case by case basis. No visits have been booked at this point.
- I have added a Behaviour Addendum to our Behaviour Policy to ensure the utmost safety of all our pupils and staff. You will receive a copy with this letter.

Response to infection.

What happens if there is a confirmed case of coronavirus at school?

Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus. Schools must contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus attended the school – as identified by NHS Test and Trace.

When a child or staff member develops symptoms compatible with coronavirus, they must stay at home/will be sent home and advised to self-isolate for 7 days. Their fellow household members must also self-isolate for 14 days. All staff and pupils must get tested in this scenario before they can return to school. Parents must inform the school immediately of the test result.

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. [including children]. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119

Where the child or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation and return to work. A positive test will ensure rapid action to protect their classmates and staff in their setting.

Based on the advice from the Health Protection Team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. This means that the rest of their class will 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.

If someone in a class that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should get a test. If the test delivers a negative result, they must remain in isolation

for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.

If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required. This may result in a whole school closure.

Likewise, if our local area suffers a spike in infection rates, we will be guided by government guidelines in our response.

How you can help us make school as safe as possible.

Obviously the arrangements remain different from 'normal school' so we would encourage all parents to co-operate fully with the school's requests to give the new arrangements the very best possible chance of working effectively. Therefore, it is absolutely vital that parents and children conform to social distancing guidelines outside of school, otherwise everything we are trying to achieve at Maids Moreton will be compromised by factors we are unable to control. I cannot impress upon everyone enough that lack of adherence to the guidelines outside school could potentially have serious consequences for our school community's health and well-being as well as threaten the school's ability to stay open, so please keep this in mind at all times. Before the children return to school in September, we require all parents to sign [via Parentmail] a revised Home-School Agreement to support us in our aims. You will receive a copy of our Covid-19 Home School Agreement at the same time as this letter.

As we embark on the full return to school, we will be making significant adaptations to our usual routines and ways of working. We ask that all parents work with us and understand that whilst we will do our very best, in extremely challenging circumstances, it will not be service completely as normal.

Keep safe throughout the summer

We look forward to welcoming you all back in September

Best wishes,

Keira Ainsworth

Head Teacher