

Blackboys CE Primary School
School Lane
Blackboys
Uckfield
East Sussex
TN22 5LL



Framfield CE Primary School
The Street
Framfield
Uckfield
East Sussex
TN22 5NR

Headteacher: Mr G Sullivan

Headteacher: Mrs L Pestell

20th July 2020

Dear Parents and Carers,

Puffins Classroom - Year 3 and 4 pupils – return to school in September

Following the Government's decision that all pupils should return to school in September, and discussions with our Governors, I am pleased to be able to send you more detailed information about your child's return to school.

The key principles that underpin the minimising of risk of transmission are the following:

- The creation of groups of children, commonly called 'Bubbles' with systems to minimise interaction between 'Bubbles'.
- Very high standards of hygiene are maintained throughout the school and throughout the day.
- Adults or children displaying Covid19 symptoms are not permitted in the building and anyone who becomes symptomatic is immediately sent home.
- Immediate testing and 'track and trace' services utilised when there are positive cases of Covid19.

Below, I have described in more detail how these principles will be managed across our school and within your child's bubble. To ensure that we keep staff, pupils and our community safe, it is imperative that we are all consistent in what we say and the messages we give to our children and I have included sections explaining how you can support your child.

Attendance

- Attendance by pupils of statutory school age will be compulsory from September unless a child is ill, has a medical appointment or an absence authorised by the headteacher.

How can you help?

- Send your child into school every day if they are well enough to be in school.
- If your child is genuinely ill, notify the school on the first and every other day of their absence by phoning the school office.
- If your child develops any symptoms of Covid 19 (see section on First Aid), keep them home from school and get them tested ASAP. Tell the school immediately and inform them of the test results. Follow the government guidance <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance> on isolation for your child and family.

Start of the day- How it will work

- The school gate will now be open from 8.40 am and 9.00 am each morning.
- Children to enter school via their classroom door
- Kiss and drop' will resume from 8.45 and 8.55 am.

How can you help?

- Arrive at school on time
- Only one adult to escort each child to school and wherever possible, do not bring non-school siblings along.
- If you are walking to school, try to arrive at the earliest time of 8.40 am in order to prevent congestion when kiss and drop begins.
- Allow your child to walk through the gate and into their classroom independently.
- Maintain strict social distancing.
- Leave the school quickly and don't remain chatting in the school grounds.
- Wherever possible, walk to school and avoid public transport.
- If your child is unwell, let the office know by phone, otherwise, send your child into school every day.

End of school day- How it will work

- Children to leave school via their classroom door at the usual time of 3pm
- The school gate will open at 2.55 pm to allow parents to walk around to their child's classroom exit.

How can you help?

- Arrive at school on time
- Only one adult (from the household) to collect each child from school and wherever possible do not bring non-school siblings along.
- Collect from your child's classroom door
- Maintain strict social distancing
- Leave the school quickly and don't remain chatting in the playground.
- Wherever possible, walk to school and avoid public transport
- Do not ask us to look after your child beyond their collection time unless they are booked into after school provision.

Clothing- How it will work

- All children should return to school wearing full school uniform including school shoes and with long hair tied back with appropriately coloured, simple hair fastenings.
- No child should come to school with coloured hair.
- Children should bring PE kits into school on the first day and these should be left on the premises until half term break when they will be returned for laundering.

How can you help?

- Make sure your child is wearing the correct uniform and suitable footwear.
- Make sure their PE kit arrives in school on the first day back and remains in school.

During Lesson Time- How it will work

- Children to be in a bubble no larger than 30. Wherever possible, interactions between bubbles will be restricted.
- For The majority of the time, pupils will sit 'side by side' at desks.
- Children to wash hands at regular intervals during the day.
- Children reminded not to touch their faces
- Pupils to be given regular reminders about behaviour expectations each day.
- School's behaviour policy including rewards and sanctions to be used to maintain 'safe' behaviour.
- Pupils will have their own stationary (pens, pencils, rubber, rulers). Where resources are shared between bubbles e.g. lap top computers, they will first be cleaned.
- Children taught to 'catch it, bin it, kill it'
- Pedal bin with lid, operated with foot to be used for tissues, emptied at the end of the day.
- Doors and windows to remain open to improve ventilation.
- The school will work with pupils and families where a child struggles to maintain 'safe' behaviour. Where a child wilfully disregards behaviour expectations, sanctions will be applied and this could lead to exclusion.

How can you help?

- Make sure that your child only brings the following to school: a water bottle, packed lunch, healthy snack, reading book and light jacket, and that these all contained in a small / medium sized bag.
- Ensure that your child understands the new expectations which will keep themselves and others safe.
- Respond quickly and positively to any communications from school about your child's behaviour.
- Teach children the 'catch it, bin it, kill' it rules

<https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf>

Using Toilets- How it will work

- Each **group** to have their own toilet/toilets
Year 6 First Aid Room
Kingfishers – Temporary Toilet outside classroom
Reception- Main toilet block by cloakrooms
Puffins- Temporary toilet outside of classroom
- Children to wash their hands with soap and water after using the toilets.
- Staff to use the staff toilet

How can you help?

- Explain the new arrangements to your child prior to their return in September.
- Remind your child how to wash their hands well

<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

First Aid and management of pupils who develop Covid19 symptoms

- Each bubble to have their own designated first aider
- Each bubble to have their own first aid kit and first aid to be administered in the classroom
- Where staff need to get close to pupils to administer first aid or where body fluids need to be cleaned up, staff will wear PPE equipment and follow cleaning guidance.
- Where a child feels unwell (but not demonstrating recognised Covid19 symptoms), child's temperature should be taken by headteacher. If they have a high temperature they will be isolated and sent home (fever/high temperature 37.8C or greater)
- Children's inhalers to be kept in their respective classrooms in a high cupboard.
- Epi-pens to remain in locked cupboard.
- Any member of staff or pupils displaying any Covid19 symptoms to leave or be removed from the classroom and go immediately home or put into isolation by Headteacher (Rainbow room) until they can be collected. Headteacher to wear PPE if she has to get closer than 2m from pupils. Isolation room to be deep cleaned.
[COVID-19: guidance for households with possible coronavirus infection guidance](#)

How can you help?

- Keep your child away from school if they are unwell and inform the office by email
- Send prescribed medicines via the class teacher or class TA with written instructions emailed to the office.
- Strictly follow government advice on isolation should your child or any member of your household develops symptoms of Covid 19. <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

The main symptoms of coronavirus are:

- **high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Lunches - How will it work?

- Pupils can bring a packed lunch or have a Chartwell packed lunch - **There will be no hot food**
- Children who require a Chartwell lunch will tell staff what they would like (tuna, ham or cheese baguette).
- Parents who pay will do so via parent pay (be aware that the lunch menu may be different to the limited options we are able to offer).
- KS1 and Free School Meal pupils will continue to get their meals free of charge.
- Children will eat their lunches at their desks
- Desks will be cleaned before and after eating.

How can you help?

- Ensure that you have paid for your child's lunch if payment is required.
- Ensure that you remember your child's packed lunch if they are bringing one in to avoid unnecessary time taken up by office staff in ringing parents.

Playtimes - How it will work?

- Timetabled use of the playground to avoid more than two bubbles in the playground at once.
- Zoning of the playground and grass area to keep bubbles separate.
- Each group to have their own playtime equipment which is not shared by other bubbles
- Children to be observed and monitored carefully during break times.
- Children to wash hands on exit and return to the classroom.

How can you help?

- Ensure that your child understands the new rules.
- Discuss with your child, games they might play that observe social distancing.

PE Lessons - How it will work

- Timetabled use of the playground to avoid more than one group outside at a time.
- Pupils to wash hands before and after PE lessons.
- Where equipment is shared between bubbles, it will be cleaned first.

How can you help?

- Ensure your child has the correct PE uniform and footwear at school and that it is left on the premises all of the time.

The school office- How will it work?

- Mrs Jones, Mrs Fisk and Mrs Josling will now be working at the school and can be contacted via the usual telephone number and email address.
- The office will continue to be closed to visitors unless by appointment.

How can you help?

- Wherever possible, use the phone or email to get messages to members of staff.
- Please use the deliveries and collections boxes for written correspondence.
- Please do not try and enter the building when you bring your child to and from school.

We agree that our children must be allowed to return to school in September so that they can resume their education and allow them to socially interact with their peers which is so vital to their mental health and well-being. We have done everything we can to comply with the guidelines we have received from the Government and the Local Education Authority and we hope that the level of detail above will offer you enough information for you to feel comfortable about your child returning to school.

The government is expecting all children to return to school and this is no longer optional. We are aware that for some parents, particularly if their child has not been in school since 'lock down' this may be worrying. Please be assured that the school has been open throughout this period for more than half of our students and systems have worked very well to date. However, if you have any further questions, please do not hesitate to contact the school by email or phone.

To keep our children and staff safe, and to ensure that the very careful measures that we are implementing at school continue to have impact, we would politely request that **all of our families** abide by the Government's current restrictions on social distancing outside of school throughout the summer holidays and beyond to minimise the chance that the Covid19 virus is brought into Framfield School. Our measures will only have impact if we work together.

We are really looking forward to welcoming all our children back into the school in September, we wish you a restful and well deserved holiday.

Yours sincerely

Lisa Pestell

and Katharine Rabson Stark

Mrs Lisa Pestell
Headteacher

Mrs Katharine Rabson Stark
Chair of Governors