



Dear All,

Thank you all for the fantastic support we have received from you, your children and the local community over the last nine strange and unprecedented weeks. Recent months have been very challenging for all of us managing our home lives, home learning, social distancing, etc. I hope you are all well and coping in these difficult times.

As you are no doubt aware, the Government has asked schools across England to prepare to reopen to the youngest children in primary school. Schools are trying to work through the current circumstances and guidelines to enable this to happen. Each school is unique and will respond to the reopening request with different outcomes. Every school will have the safety of children and adults in school as an **absolute** priority.

At Appletree, we didn't 'close'. We reopened school to Key Worker children (Nursery to Y4) on 23rd March and this provision will continue during the return to school phase.

Going forward, we have to consider how to open the school to other year groups and operate in a safe manner. We can only expand the number of pupils attending if we are confident it is safe to do so. We will consider all of the following elements carefully; our building, our available staff (some teachers, teaching assistants, caretaking and cleaning staff are isolating due serious health issues), the requirements of additional hygiene and cleaning regimes, and our concerns over children's well-being and mental health on return to school. Schools are advised to proceed methodically and with caution.

With the above in mind, we are working towards the plans below: **Please note that all plans are subject to change at short notice.**

Provision for ALL Key Worker children will continue for the foreseeable future in OOSC, Annex

Week 1 (01/06/20-05/06/20)

Monday 1st June and Tuesday 2nd June: Staff only for essential staff training (including safeguarding, health and safety routines, hygiene, pupil welfare updates, and preparation for teaching and learning and of classrooms, cleaning checks, discussion of social distancing implications for pupils and staff).

Year 1 - Wednesday 3rd June to Friday 5th June 9.15am-12.00pm: Year 1 pupils to return to school, mornings only. Children will receive a packed lunch to take home.

Week 2 (08/06/20-12/06/20)

Year 1 - Monday 8th -Friday 12th June 9.15am-1.00pm: Year 1 pupils attend school mornings only with lunch in school.

Then, after revisiting Risk Assessments and Government Guidelines the proposal is to move forward to:

Week 3 (15/06/20-19/06/20)

Year 1 - Monday 15th to Friday 19th June: Year 1 pupils in all day. Drop off 9.00am-9.15am. Pick up 3.00pm-3.15pm.

Reception - Monday 15th to Friday 19th June: Reception pupils attend mornings only 9.15am until 12.00 all week. Children will receive a packed lunch to take home.

Year 1 and Reception

Children will be split in to 4 groups, across 4 different rooms, with no more than 15 children per group; they may not be with their class teacher or a familiar teaching assistant. We will continue to support and guide you with home learning. Packed lunches will be provided by school each day.

Currently, we have no plans to ask nursery children to return to school. Nursery rooms will be used to accommodate Reception children and Mrs Carron will be teaching a Reception group.

Best Wishes

Mrs Jill Burrell (Head teacher)

PLEASE READ THE ADDITIONAL INFORMATION BELOW:

DROP OFF AND PICK UP

Please follow the **ONE WAY SYSTEM now in place**

Enter yard through car park entrance

Leave by top end of yard (past Nursery and Reception) out of small gate

(Staff will be in the yard to meet and greet children)

- 1 adult to drop off and collect child/children
- 2 metre social distancing must be adhered at drop off and pick up
- Please take your child to the designated drop off area
- Please stand with your child next to you until they are handed over to staff
- Children must not play on the apparatus
- Leave the playground /school site immediately using the one way system

Handover information

We request that you do not drop off children from other households even if they are family. Please stand back from the doors so we can see clearly for handover. Ensure that your child has everything they need when you drop them off. Children should not bring toys, pencil cases, PE kits, books, green folders or snacks. **Please do send your child into school with a coat, a named water bottle and named sandshoes to leave in school.**

School Office

Please note that the main school entrance will not be open. All contact with the school office should be made by telephone or email. The office staff will be working 8.45am-3.45pm.

Hygiene and minimising contact between groups of children

To prevent the spread of Coronavirus we have been asked to use a range of protective measures to create a safer environment. A risk assessment has been carried out so that measures can be put in place to minimise those risks for children. Staff will implement and endeavour to adhere to routines to minimise those risks.

Hygiene routines within school:

- Children will clean their hands on arrival at school, and also before and after eating.
- There will also be regular hand washing throughout the school day for 20 seconds with running water and soap.
- Staff will do their best (given the young age of the children) to ensure that pupils are encouraged not to touch their mouth, eyes and nose.
- We will encourage pupils to use a tissue, or elbow, to cough or sneeze and to use bins for tissue waste ('catch it, bin it, kill it').
- There will be regular cleaning within school throughout the day; to get rid of the virus on frequently touched surfaces such as door handles, tabletops etc. using detergents and anti-bacterial sprays.
- School will be cleaned thoroughly at the end of the day ready for the next day.
- Toilets will be cleaned during the school day by staff.

Whilst we will make every effort to reduce the contact between us in school **socially distancing is extremely difficult for small children**. We have put the following measures in place:

Minimising contact between groups of children:

- Reducing pupils mixing between groups through staggered drop-off and collection times.
- Smaller classes or group sizes (15 or less) and altering the school environment (classroom/corridors) as much as possible.
- Children staying with one teacher and in one group of children all day.
- Reducing mixing between groups through timetable changes, including break and lunchtimes.
- Restricting the movement around classrooms by changing the layout. Also cordoning off some areas of classrooms to minimise contact.
- Reducing mixing between groups through staggered break and lunch times.
- Removal of soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts).
- Play equipment will be appropriately cleaned if used between groups of children.
- The Children will sit at the same table space every day (excluding early years where this is not possible).
- No large assemblies or large group gatherings.
- Packed lunches will be eaten at cleaned tables in the classroom.
- One to adult drop off and pickup child/children. Please do not gather at the school gates.
- Windows will be opened to increase ventilation.
- Doors will be propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit the use of door handles.
- Classrooms will be accessed directly from outside where possible.
- One way system for entering school yard for all – parents/carers to enter yard via car park main yard gate and to exit the gate at the top of the yard past the Nursery and Reception classrooms.
- Staff will endeavor to direct adults and children via a one way system
- No reading books will be sent home to limit the exchange of take-home resources between children and staff.

- Large equipment (climbing frame) will not be used as during a playtime we will be unable to ensure that it is appropriately cleaned between groups of children.

Personal protective equipment (PPE) including face coverings and face masks

Wearing a face covering or face mask in schools or other education settings is not recommended by the government. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. Face coverings should not be worn by young children, as it may inadvertently increase the risk of transmission. The government advise that the majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. **However, please note that if our staff feel more comfortable wearing PPE they will not be prevented from doing so.**

What happens if someone becomes unwell at school?

If anyone becomes unwell with a new, continuous cough or a high temperature in school, 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, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, they will be moved to an area which is at least 2 metres away from other people.

If the child needs to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet will then 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).

In an emergency, the school will call 999 if the child is seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.

Can children be tested for the virus?

Once settings open to more children and young people, staff and pupils in all settings will be eligible for testing if they become ill with coronavirus symptoms, as will members of their household. This will enable children and young people to get back to childcare or education, and their parents or carers to get back to work, if the test proves to be negative. A positive test will ensure rapid action to protect their classmates and staff in their setting. To access testing parents will be able to use the 111 online coronavirus service if their child is 5 or over. Parents will be able to call 111 if their child is aged under 5.

Will teachers and other staff be able to get tested if they have symptoms?

Access to testing is already available to all essential workers. This includes anyone involved in education, childcare or social work – including both public and voluntary sector workers, as well as foster carers. See the [full list of essential workers](#). Education settings as employers can book tests

through an online digital portal. There is also an option for employees to book tests directly on the portal

What happens if there is a confirmed case of coronavirus in my child's school?

When a child, or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and children who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus.

Where the child or staff member tests positive, the rest of their class/group within their childcare or education setting should be sent home and advised to self-isolate for 14 days.

(If you are a working parent you may need to make your employer aware of these government guidelines) The other household members of that wider class/group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace program, if other cases are detected within the child or young person's cohort or in the wider education or childcare setting, Public Health England's local Health Protection Teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number of other children and young people may be asked to self-isolate at home as a precautionary measure - perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

ADDITIONAL INFORMATION from Gov.uk

How should my child travel to and from their childcare, school or college?

Children, young people and parents are encouraged to walk or cycle where possible and avoid public transport at peak times.

Will school meals be available for children and young people who are in school?

Schools should provide meal options for all children who are in school and who usually have them, and meals should be available free of charge where pupils meet the free school meal eligibility criteria. To ensure food is available for pupils who attend, educational settings are expected to reopen their kitchens if they have closed and ensure staff are able to work safely. Initially this may be a packed lunch eaten whilst the children remain in their set groups. The provision of food vouchers for those eligible under the benefits criteria will also continue to be available where needed for those not attending.

Will education be provided as normal to children and young people who are attending?

Education settings still have the flexibility to provide support and education to children and young people attending school in the way they see fit during this time.

The Early Years Foundation Stage (EYFS) sets the standards that schools and childcare settings must meet for the learning, development and care of children from birth to 5 years old. Early years settings should use their best endeavours to deliver the learning and development requirements as far as possible in the current circumstances.

Schools and colleges continue to be best placed to make decisions about how to support and educate their pupils during this period. This will include:

- consideration of pupils' mental health and wellbeing
- assessment of where pupils are in their learning in order to make any necessary adjustments to their curriculum over the coming weeks
- prioritisation of high needs groups and support for those in transition years

Schools and colleges should use their best endeavours to support pupils attending as well as those remaining at home, making use of the available remote education support.