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5th March 2021

Dear Parents/Carers

Full Opening of Surfleet Primary School 8th March 2021

We are so pleased to be able to welcome back ALL pupils to school on Monday 8th March. We can't wait to see them all back in the classrooms and get the school back to as normal as possible! **The government is very clear that ALL children are expected back at school and that attendance is not optional. I hope that this guidance will support your child's return to school. There are obviously still so many procedures that we are having to follow and would ask that you support us in following them too.**

To protect our community and staff, I would ask that families adhere to COVID guidelines outside of school. This will limit the risk to our children and staff in school and their families. Children are very open in school and we will contact you should we feel that you are contravening any COVID laws which could endanger children or staff in school. The current guidance until 29th March is that restrictions requiring you to stay at home are still in place. Households should not be mixing inside or outside unless they are a support bubble permitted under the guidance.

Timings for the day:

We are planning to return to a similar set of procedures and timings to that which we used during the second part of the Autumn Term. For this to work and keep everyone safe, it is really important that everyone sticks to the timings set out below. Please note there are slight changes to what we have done previously.

From Monday March 8th, the timings and entrance points for each class will be as follows:

Willow Class school starts 8:45-8:55, school finishes 3:05

Children in Maple class will continue to use the main entrance and should wait on the crosses on the playground before being told to enter.

Maple Class school starts 8:45-8:55, school finishes 3:10

Children in Maple class will continue to use the main entrance and should wait on the crosses on the playground before being told to enter.

Oak Class school starts - 8:45-8:55, school finishes - 3:10

Children in Oak class should still use the rear entrance accessible from the side gate near the car park.



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Parents who have children in more than one class should attend between 8:45 and 8:55 and wait on the front playground.

No children will be allowed entry to school until 8:45 unless attending breakfast club.

As with any plan, this will be reviewed on a daily basis and amended as necessary.

On site procedures:

- Only one adult will be allowed on site to drop off/collect.
- Adults **MUST** wear face coverings on and approaching the school site unless exempt.
- Please observe social distancing on site.
- Please leave the site immediately after drop off and do not loiter in groups chatting - we need to clear the site quickly to secure it.
- Parents will not be allowed in the classrooms or the school building unless absolutely necessary and by prior arrangement. Please contact the school office to communicate with the staff.

Health and Hygiene:

- **Please do NOT send your child to school if they, or anyone in your household, is displaying any signs or symptoms of COVID-19.**
- All children will be required to wash their hands: on entry to the school; after using the toilet; after different activities; play times; before and after lunch. Additional hand washing facilities are in place.
- Children will be required to use hand sanitiser - the school will provide this.
- Good respiratory hygiene will be followed - catch it, bin it, kill it.
- Increased cleaning of the site and frequently touched areas will continue.

Bubbles/Classes:

- The children will be in their classes (class bubbles) as before and will not be mixing with the other classes.
- Where any classes do mix for wrap around care, the children will be sat in class groups and registers will be maintained for contact tracing.
- Break times and lunch will be staggered so that bubbles do not mix - different classes will not be able to play together. This will aid us in contact tracing should we have any positive cases and limit the number of contacts a child has in school.
- All classes will still eat lunch in their classrooms (this includes school meals).

Distancing and PPE:

- The children will predominantly be sat next to each other at tables facing the front.
- Staff will be maintaining 2m distance from each other and children where possible.
- Staff will wear face coverings when moving around school.
- PPE will be worn by staff when providing intimate care and first aid.
- Children do NOT need to wear masks.
- Please speak to your child about maintaining distances from others and playing non-contact games at playtimes.

School Uniform and PE Kit:

- The children will need to wear full school uniform and school shoes where possible. We understand that some children may have grown out of their school shoes so trainers or boots are



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acceptable at this time as long as they are sensible and safe. If uniform does not fit, summer uniform is acceptable. If you are having any issues with uniform please do let school know as we may have new uniform that we can provide you with.

- We would ask that uniform is kept clean. Normal washing is sufficient.
- On PE days the children should come to school in their PE Kit so that they do not have to get changed at school and there will then be no chance of children wearing someone else's clothes.
- Children will be having their PE lessons outdoors so will need to wear their outdoor PE kit to school on that day. All year groups will need jogging bottoms and jumpers for colder days (we will endeavour to go out even in damp/cold weather). The days for PE are as follows:

Oak Class – Wednesday

Maple Class – Thursday

Willow Class – Friday

We would ask that the children do not bring unnecessary items to school (no pencil cases, etc).

Equipment for the day (all items MUST be named - unnamed lost property will be disposed of):

- Coat for breaktimes and outdoor learning
- Lunch (if not having a school lunch from Farm Kitchens)
- Water bottle - filled at home and taken home every day to be cleaned
- Healthy (nut free) snack - Reception - year 2 will receive free fruit each day
- Book bag
- Learning Journal
- Medication must be dropped off at the office, clearly named with instructions for administering. Medical permissions forms must still be completed; please call the office in advance so that they can arrange for you to complete this.
- Under 5s milk will still be provided where ordered and you can still purchase milk from Cool Milk (over 5s).

Well Being, Learning and SEND:

- Please use the Learning Journal to communicate with the class teacher.
- Some children may be feeling nervous about returning to school but the staff will be there to support them all. We have found this year that the children have adapted very quickly to the new routines and shown great resilience. We will be on hand to support those who may find the transition back to school tricky.
- We will be continuing to offer a full curriculum. Our skilled staff will be delivering year group objectives whilst identifying any gaps in learning.
- We will be doing everything we can to support those children who have missed out on recent learning during the lockdown period.
- We will continue to follow the graduated approach to SEND and children on the SEND register will be working towards IEP targets which will be reviewed as normal.

Outside Providers/Agencies:

- Some outside agencies/support services (speech and language, physio etc.) may not be physically coming to the school building but will be providing virtual support.



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Procedures if a staff member or child develops COVID-19 symptoms:

- We have produced a thorough, active risk assessment which will be followed rigorously.
- If anyone becomes unwell at school with a new continuous cough, a high temperature or reports a loss of taste and/or smell they will be isolated in a designated room whilst you are contacted so they can go home immediately.
- You are advised to follow the COVID-19 Guidance which states that you should have your child tested for COVID-19.
- If your child/ren or anyone in your household shows any symptoms, please do not send your child/ren to school.
- In the event of a positive test, we will complete tracing activities and may have to isolate whole bubbles. In some cases, we may isolate more children than eventually necessary whilst we complete tracing activities - please be patient with us. We always act in the best interest of our families and staff.

NHS Track and Trace:

- Schools are required to engage with the NHS Test and Trace process and ensure parents/carers understand that they will need to be ready and willing to:
- Book a test if they are displaying symptoms. Pupils must not come into the school if they, or anyone in their household, have symptoms and will be sent home to self-isolate if they develop them in school.
- Provide details of anyone they have been in close contact with if they were to test positive for coronavirus or if asked by NHS Test and Trace.
- Self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive for coronavirus.
- Please remember that all children can be tested, including children under 5 years old. We will ask you to inform us immediately if your child is being tested and let us know the result of any test as soon as possible.
- Staff will continue to engage in asymptomatic tests twice weekly.

Learning and Isolation of a class, child or teacher

- If a whole class has to isolate, the children will return to live remote learning at home in the same way that they have since January. Registers will be taken daily and there is an expectation that children complete all learning set and attend all live sessions each day. School can provide laptops if necessary to facilitate learning from home. We will contact you if your child is absent from remote lessons on the first day of absence as we would if they were absent from school.
- If an individual child has to isolate, the teacher will have a live daily check in and explain the day's learning. The children will then be able to access learning via Seesaw. It will not be possible to provide live remote sessions for individuals at home.
- If a teacher has to isolate, and is well enough to do so, they will provide live lessons for the children in school whilst the class is covered by existing school staff where possible.

Absence Reporting:

- ALL children are expected to return to school on Monday 8th March.
- We will resume attendance monitoring, including first day absence phone calls and home visits if we do not hear from you.
- You must call the school if your child is unwell so that we can monitor levels of illness and suspected cases of COVID-19.



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- We would ask that you do not take your child out of school unnecessarily as so much learning has already been missed. Holidays in term time will not be authorised even if they have been rebooked due to COVID cancellations last year.

Office opening times for phone calls:

8.30am - 4.00pm Monday - Friday

Government Return to School Guidance

[Guidance For Parents](#)

Kind regards



Mr R Chipperfield
Head of School



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