

Frettenham Primary School  
Hainford Primary School  
Horsford Primary School  
Old Catton Junior School  
White Woman Lane School  
St. Faiths' Primary School



Nebula  
where stars are born

Ashley Best-White  
Executive Headteacher

20 July 2020

Dear Parents and Carers

We are looking forward to welcoming your child back to school on the 7<sup>th</sup> September. If your child is moving to the Mill Lane site for Year 3, we hope they are looking forward to the transition visit planned for the 4<sup>th</sup> September.

Thank you for your patience. We have now completed our risk assessments for your child's return to school in September.

Our priority at our schools is the safety of our staff, pupils and community. As you will expect, as a result of government guidance and our comprehensive risk assessment, there will be additional rules and routines for all of us to follow to keep everyone safe in school. The expectations contained within this letter are necessary to reduce risk in our school settings. This letter summarises the arrangements we have put in place in this recovery phase and details how you can help us by working together. If any significant changes happen to the arrangements then we will keep you informed about them. Apologies in advance. Although it is a summary of the measures put in place, it is a long letter containing a lot of information.

Please be reassured that your child's safety and well-being is at the heart of everything we do.

As mentioned in my previous letter, there will not be just one version of the plan given the very different schools in our federation. Each school will need specific plans that work in their particular context and therefore, each school will write to you separately to ensure you have the specific information you will need about your school, for you and your child.

It is understandable that some of our parents and carers may be worried about the safety of their children who will be returning to school following such a long period of absence. It is important that we continue to keep each other safe and we want to assure you about the measures that we have put in place in order to minimise the risk of transmission of COVID-19 and to ask you for your support with this. We have used the Government's school specific guidance to inform our response and risk assessment.

### **What we are doing to protect and support pupils and staff**

To reduce the transmission of the virus a combination of approaches is required to break the chain of infection wherever possible and Public Health England are clear that if we follow these requirements the risk of transmission will be lowered;

### **Start and end of the school day**

We will need to stagger the times that children and parents arrive at school and leave at the end of the day. Each school will provide details of specific arrangements, which will include allocated times to pick

up and drop off and details of the gate/entrance to use. Only one adult should accompany the child/children from each family. Please maintain social distancing at school drop off and pick up times and please leave once your child/ren have entered/left the school site. This will avoid large gatherings. If waiting is essential, please wait away from the school entrance and exit sites.

### **Minimise contact, maintain social distancing and activity risk reduction measures (Bubbles)**

Pupils and staff have been assigned to bubbles who are separated within the school; bubbles will not share spaces or resources unless they have been disinfected between use.

Where possible social distancing will be maintained within the bubbles by making changes to class spaces and doing activities that avoid close contact. We know that younger pupils will not be able to keep apart at all times and this is why it is particularly important to separate different bubbles. We will maintain excellent hygiene standards by everyone handwashing more regularly, sanitising and increasing our disinfection arrangements.

We will carry out activities outside where we can, and we will open windows to increase ventilation inside the building when it is safe and appropriate to.

It is important to minimise contact within groups as well as between groups through distancing measures. The implications of mixing between groups are an increased risk of transmission and more people needing to isolate because of a positive case of Covid-19.

Therefore, we would be grateful if you would limit the number of other settings your child attends. Ideally, advice suggests that your child only attends one setting consistently and to try to use those that are local and to walk or cycle where possible. If you use childcare providers or out of school activities, please assure yourself that the providers are carefully considering their own protective measures, and please only use providers that can demonstrate this. As with physical activity during the school day, contact sports should not take place and activities that encourage shouting, singing or chanting, or the use of wind/brass instruments in groups must be avoided.

### **Universal hygiene**

Staff are implementing these universal hygiene measures and encouraging our pupils to do the same:

- Washing hands thoroughly and frequently with soap and water following the [NHS guidance](#). Alcohol-based hand sanitiser gel will be used if soap and water isn't immediately available. Everyone should wash their hands on arrival at school, before eating, after coughing or sneezing, after visiting the toilet, as well as at other regular intervals throughout the day.
- [Catch it, Kill it, Bin it](#) - Covering mouth and nose with a tissue or sleeve when sneezing and putting used tissues in the bin straight away. Always washing hands afterwards.
- Avoid touching the eyes, nose or mouth.
- Self-isolating if they or a member of their direct household has a new, continuous cough and/or high temperature/fever or a loss or change in their sense of taste or smell.
- Going home if they develop symptoms, no matter how mild.
- Washing hands at home at the end of the school day

We will prompt and support pupils to do this at required intervals during the day and educate in handwashing where needed.

### **Cleaning and disinfection**

We have removed items that are difficult to clean and have new arrangements to disinfect all contact points that are touched regularly such as tables, door handles, toilet flush handles, educational equipment and taps. The school building is also cleaned and disinfected daily.

### **Lunchtime and school meals**

In order to ensure we minimise the mixing of groups, we may also need to stagger lunch times and consider where each bubble of children will eat their lunch. Our school caterers will be opening our kitchens again in September. We will be providing packed lunches. Please see the attached menu.

### **Educating and supporting**

We will educate the children, in an age appropriate way about how to prevent the spread of viruses. We are very mindful about the anxiety children may experience and we will encourage them to talk about their worries and experiences. It is normal that they may have different reactions and some may need to talk to teachers and you about how they are feeling.

### **Health**

- We will ask children about their health and any symptoms on arrival at school and arrange for pupils to go home where necessary.
- We will talk to pupils about symptoms and encourage them to tell a member of staff if they feel ill. We will be vigilant for any signs of symptoms and will remind everyone about this regularly.
- If a pupil feels ill, we will keep them safe and move them away from others in a designated area where they will wait to be collected. In an emergency, we will call the emergency services, and we will continue to provide first aid for emergencies as we normally do. Staff will wear personal protective equipment if a pupil develops symptoms or requires first aid and we need to be in close contact with them.
- We have specific cleaning and disinfection arrangements planned in the event that a person develops symptoms at our school.
- We will advise you if someone develops symptoms in the school or has tested positive and let you know what is happening and about anything that you need to do.

### **Supporting each other**

Your support to help us in our schools is vital. Please role model the hygiene behaviours that apply when you are at home and encourage your children to follow them. Please ensure that:

- Your child washes their hands before coming to school and on arriving home. Please support and encourage them to follow good hand and respiratory hygiene at all times.
- You let us know if any member of your household develops symptoms as soon as you can, because this means we will need to move your child into a separate area while they are waiting to be collected and you will then need to follow normal household isolation arrangements. Please arrange for a test to ascertain whether it is COVID-19 and share the results with the school as soon as possible so that we can communicate any necessary actions to other parents. Your privacy will be maintained when we do this.
- On the days, your child has P.E and/or Games at school, your child should wear their school P.E. kit to school for the day. During the winter months, they will require a tracksuit as P.E. and Games will take place outside whenever possible.
- Please come and collect your child as soon as you can if we ask you to (we will contact you if they become ill with either a temperature, a change to their sense of taste, or a new, continuous cough).
- We will give you information about COVID-19 testing; please let us know your results as soon as possible if you are tested.
- Please ensure your contact details are kept up to date in order to enable us to keep in touch with you easily and to support test and trace.

### **School Uniform**

Your child is expected to wear school uniform. They should wear shoes, which are also suitable for outdoors as they will not be able to bring an alternative pair of shoes to school. Outside spaces will be

used as much as possible throughout the day. This will include the field. (This may be a change to your school's normal uniform policy and may be reviewed if and when guidance changes).

### **Bringing items from home to school**

We must limit the items that children bring to school each day. Children must not share personal items with other pupils or touch items belonging to other children.

- Bags **are not permitted** in school. We need to keep all areas as clear as possible to allow for maximum space to maintain social distancing and to limit contact and cross contamination. None of our schools have the luxury of large cloakroom areas.

The school will provide all the stationary and resources the children will require in school, such as pens, pencils, rulers, colouring pencils etc.

### **The children may bring the following to school:**

- Medication (this will need to be named and a form will need to be completed and returned to the school office)
- Named inhaler
- Named water bottle.
- Named Lunchbox if child is bringing a packed lunch from home.  
***Universal Infant School Meals will be provided for pupils in Reception, Year 1 and Year 2. This will be a packed lunch.***  
***KS2 pupils eligible for free school meals will be provided with a school packed lunch.***  
***KS2 pupils wanting a school packed lunch may order one for the days required.***
- Named coat.

Pupils will take school reading books home, as daily reading will still be expected. Protective measures will be in place in each school to make sure they are not a source of transmission before other children can use them.

### **Meetings and queries**

- Wherever possible, meetings between yourself and the school will take place by telephone.
- Face-to-face meetings will only take place for safeguarding or statutory reasons; should such a meeting is required, the school will make specific arrangements with you.
- If you need to speak to someone at school, please telephone or email the school office.

The school office will close at the end of the day on Tuesday 22 July and will re-open again on 3<sup>rd</sup> September 2020.

Thank you in advance for your understanding and cooperation.

See you in September.

Keep safe and kind regards,



Ashley Best-White  
Executive Headteacher  
The Nebula Federation