

# ST MARY THE VIRGIN CHURCH OF ENGLAND PRIMARY SCHOOL

Hartfield, East Sussex, TN7 4AA



*Learning with love, strength and faith following the example of Jesus*

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## Version 2

This plan is subject to change at any time either as we review measures in place or as guidance changes. We have numbered the document for your ease of reference. **Updates are highlighted.**

Thursday 4<sup>th</sup> June 2020

Dear St Mary the Virgin School Families,

### Update to procedure during the phased reopening of the school.

If pupils shows any of the main symptoms, even if they are mild, they should not come to school and should self-isolate immediately. Parents should arrange for their child to have a test to see if they have COVID-19. The school will need to see proof of the outcome of any coronavirus test.

As a reminder, the main symptoms are:

- high temperature (Please note: we now plan to use a contactless temperature gauge to check the children's temperatures, if they present symptoms.)
- a new and continuous cough
- or loss of, or change in, your normal sense of taste or smell.

We will be liaising with Public Health England each time we are considering sending a pupil home to seek their advice.

We also ask that parents only bring pupils into school if they are in full health. If there is any risk of them not being in full health, children should stay home for that day and parents should monitor to see if any further symptoms develop.

As a reminder, if pupils have symptoms of coronavirus, they need to self-isolate for 7 days. All members of the same household need to self-isolate for 14 days from the day the symptoms started. The school keeps a record of these dates.

If the coronavirus test is negative, the child, and others in their household, can return to school immediately, as long as they are not showing any symptoms.

If a child or member staff is sent home with symptoms, the parents from that 'bubble' will be informed that this has happened and the procedures that have been put into place. We feel it is important to keep parents as informed as possible but will not be stating the name of the pupils sent home.

Please do not hesitate to contact us if you have any questions or concerns.

Thank you for your continued support.

Yours sincerely,

Mr A Brundle  
Chair of Governors

Mr J Procter  
Executive Headteacher

Miss B Hare  
Head of School

**The information that follows has not changed since Thursday 21<sup>st</sup> May 2020.**



Information Governance Team  
Children's Services  
East Sussex County Council

## Phased Reopening of St Mary the Virgin for Reception, Year 1 and Year 6 – 1<sup>st</sup> June 2020

We are writing to provide you with full details of how we are planning to reopen St Mary the Virgin for children in Reception, Year 1 and Year 6 on 1<sup>st</sup> June 2020. The reopening of all schools will only happen providing the 5 key tests, set by the government, justify the changes at the time, including that the rate of infection is decreasing and the enabling programmes set out in the government's roadmap are operating effectively. Please note that the school remains closed to those in Years 2 – 5 apart from vulnerable children or children of Key Workers as listed here: <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

Please ensure you read all of this information carefully (especially if your children are eligible to come into school) so you are fully aware of all the measures that will be in place to ensure we keep the children and staff as safe as possible. You may also wish to refer to the action plan that has been written for St Mary the Virgin which is on the school website here: <https://hartfieldschool.co.uk/coronavirus-updates/> We appreciate this is a lot of information to take in but it is necessary to provide this amount of detail for the safety of, and clarity for, all members of our community.

The information and guidelines detailed in this letter apply to the phased reopening of the Pioneer Federation schools. This will be referred to as 'Phase 1' throughout the letter. Phase 1 begins on 1<sup>st</sup> June and ends on 30<sup>th</sup> June, during which time only Reception, Year 1, Year 6, vulnerable children and children of Key Workers (as listed on the link above) will be in school. It will be reviewed regularly in line with the guidance from the government and local authority. Please be aware that after this initial Phase (and potentially during it, if advice changes) the arrangements detailed in this letter may change and we will write to you with updates when this occurs.

### General information

- St Mary the Virgin is planning to reopen for Reception, Year 1 and Year 6 on the 1<sup>st</sup> June. We had originally planned an Inset day for this date but this has now moved to Tuesday July 21<sup>st</sup>, **meaning the last day of this academic year will be Monday 20<sup>th</sup> July.**
- St Mary the Virgin will be closed over the May half-term break. This is to allow staff time to prepare for the reopening; enhanced cleaning of all areas to take place and for classrooms to be set up in line with the safety precautions advised by the government.
- All Pioneer Federation schools **will close at 1pm every Friday during Phase 1.** This is to allow for enhanced cleaning for all environments; provide staff with their allocated non-contact time (thus avoiding other staff covering the class and mixing adults) and provide all staff with the opportunity to prepare arrangements and settings for the following week. This is also a decision made in line with some other local schools during this phased reopening.
- Breakfast and after school clubs will not be running during Phase 1.
- If your child is in Reception, Year 1 or Year 6; you are a Key Worker, or your child fits into the vulnerable children category and you choose **not** to send your child into school, we would ask that you please contact the school **before midday each Friday** to inform us of your plans for the following week. This allows us to ensure that we have the correct staffing and resources available for all children who attend.
- There is a child-friendly action plan (Code of Conduct) on the school website (<https://hartfieldschool.co.uk/coronavirus-updates/>) which we would ask that you please go through with your child before returning to school so they are prepared for the changes that are in place.

### Teaching arrangements

Where possible, staff will remain working with the same group of children throughout Phase 1. Please see below for each group's arrangements. The children will be based in the same room each day and older children will sit at the same desk.

Government guidance:

*We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff.*

*Schools should therefore work through the hierarchy of measures set out:*

- *Avoiding contact with anyone with symptoms*
- *Frequent hand cleaning and good respiratory hygiene practices*
- *Regular cleaning of settings*



<p>- <i>Minimising contact and mixing</i></p> <p><i>For primary schools, classes should normally be split in half, with <b>no more than 15 pupils per small group</b> and one teacher (and, if needed, a teaching assistant). Keep small groups of children together throughout the day and avoid larger groups of children mixing. Ensure that the same teacher(s) are assigned to each group and, as far as possible, ensure that these stay the same during the day and on subsequent days.</i></p>	
<b>Reception</b>	Monday – Wednesday: Mrs Boldero and Miss Bews. Thursday – Friday: Miss Munn and Miss Bews
<b>Year 1</b>	Monday – Wednesday: Mrs King and Miss Jane Thursday – Friday: Mrs Norris and Miss Jane
<b>Year 6</b>	Mondays: Mr Dolton ( <i>except 1<sup>st</sup> June</i> ) Tuesday – Friday: Miss Banks and Mrs T
<b>Key Workers’ and Vulnerable children</b>	Monday – Friday: Mr Cline and Miss Hare

### Drop-off before school

All children should arrive **promptly** between 8:40 and 8:50am where they will be welcomed by a member of staff at their entrances. There is no staggering of drop-off times as the time window (8:40 – 8:50am) and 4 separate entrances (detailed below) allow for social distancing guidelines to be adhered to. Please be strict with these timings to ensure the safety of all families and staff. Please be careful to remain 2m away from any other parents and staff as much as possible, particularly whilst waiting to drop off or pick up your child. Please note that parents and carers are not permitted on site – including the playground – at any time, unless pre-arranged.

<p>Government guidance:</p> <p><i>If children need to be accompanied to the education or childcare setting, only one parent should attend. Parents and carers cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). Schools should consider staggering drop-off and collection times.</i></p>	
<b>Reception</b>	Coming <b>up</b> school path from the carpark – into lower gate by Maple Class.
<b>Year 1</b>	Coming <b>down</b> school path from the church – into usual playground gate.
<b>Year 6</b>	From the front of the school, round the <b>left side</b> of the school and into Lilac’s fire exit door.
<b>Key Workers’ and Vulnerable children</b>	Through the front door.

### Pick up after school

There will be a difference in timings for picking up to avoid congestion in waiting areas – please see below for specifics. Please be strict with these timings to ensure the safety of all families and staff. Please be careful to remain 2m away from any other parents and staff as much as possible. Older siblings of children in Reception and Year 1 should be picked up between 2:45 – 3:00pm (12:45 – 12:55pm on Fridays) from the most appropriate exit, as detailed below. Please note that children will be released one at a time and we ask that you ensure you adhere to social distancing guidelines whilst you wait.

<p>Government guidance:</p> <p><i>Stagger drop-off and collection times. Plan parents’ drop-off and pick-up protocols to minimise adult to adult contact</i></p>	
<b>Reception</b>	Pick up between 2:45 – 3:00pm from Maple’s gate. Pick up between 12:45 – 12:55pm on Fridays from the same place as above.
<b>Year 1</b>	Pick up between 2:45 – 3:00pm from Playground gate. Pick up between 12:45 – 12:55pm on Fridays from the same place as above.
<b>Year 6</b>	Pick up at 3:15pm from outdoor prayer space at the front of the school. Pick up at 1pm on Fridays from the same place as above.
<b>Key Workers’ and Vulnerable children</b>	Pick up at 3:15pm from the front door. Pick up at 1pm on Fridays from the same place as above.



## Break times and lunchtimes

Government Guidance:

*Consider how to keep small groups of children together throughout the day and to avoid larger groups of children mixing. Consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously. Outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.*

Break times and lunchtimes will be staggered to ensure that groups of children are kept separate all day. Each year group will have a box of equipment that they can use at play and lunchtimes which will be cleaned daily. Children will need to bring in their own snack as no fruit or vegetable snacks will be available for the rest of the academic year – these must be in disposable packaging or clearly labelled. Trim trails and shared play equipment (such as table tennis tables, outdoor music instruments etc.) will not be in use during the phased reopening of the school.

### School lunches

Chartwells (our school catering company) are able to offer a limited, hot or cold lunch menu to those that want it each day and the children will choose this when in school, as usual. A copy of this was attached to the email from the office and upon request. For those with specific dietary requirements, there will be a menu to cater for these needs. The school office will send these out to individuals once we receive them. For children in Reception and Year 1, school meals will be provided free of charge (as previously) for those that want it. Children who are eligible for Free School Meals will continue to be able to have this.

## Daily timetable and curriculum

Government guidance:

*Decide which lessons or activities will be delivered. Consider which lessons or classroom activities could take place outdoors. Use outdoor space for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff.*

*Now that primary schools will be opening more widely, larger numbers of staff will be needed to provide face-to-face teaching at school. This means it may be more difficult to maintain the same level of remote education provision for pupils in the year groups who are not eligible to attend, or for those pupils in year groups who are eligible to attend but who themselves cannot.*

Due to the adaptations the school is having to make to ensure maximum safety of the pupils and staff, there will be variations in the curriculum that is taught. Where possible, the work that is being taught in school will mirror that which is being offered to the children still working at home. This is to ensure that teachers' workload is manageable and children at home are able to continue being supported by staff as much as possible. The use of our outdoor space will be considered carefully by teachers on a day-to-day basis and utilised as much as possible. SEND interventions and Thrive sessions will not take place during the phased reopening due to the need for staff to remain with small groups of children. Inclusion Managers and teachers will work together to ensure individual needs are met as best they can be.

### Children working at home

Work and activities will still be uploaded onto the class pages on the website. The class email addresses will still be 'live' and monitored as regularly as possible. Please note that, as all teachers will now be teaching groups of children in school, it is not possible to provide the same level of support as when all children were at home. Staff will respond to emails as soon as they can.

## Resources and classroom arrangements

Government guidance:

*Ensure that, wherever possible, children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. In schools and colleges, you may want to consider seating students at the same desk each day if they attend on consecutive days. Desks should be spaced as far apart as possible.*

Children must only bring their water bottle, a snack (in a labelled pot) and a packed lunch (if needed) into school each day, avoiding bringing in bookbags where possible. Please ensure all water bottles and lunchboxes are clearly labelled with the child's name as, if they are not taken home, any unlabelled belongings will be disposed of at the end of the day. Please do not send in reading books, reading records or anything else from home. No reading books or home learning resources will be sent home from school but the children will read regularly with their teachers.

In Year 1 and Year 6 (where possible), children will have their own set of equipment that they will need for their work and sit at the same desk each day. There will be a maximum of 15 tables in each classroom, except Reception classrooms.



For children in Reception, activities and teaching will be organised so that children can be spaced out as much as possible. Each child will have their own named learning pack including essential daily resources, such as a whiteboard, pen and sound mat, which they will use to access the provision. Shared resources and equipment will be allocated daily in discussion with the children and these will be cleaned more regularly than usual, as well as being thoroughly washed at the end of each day. All soft furnishings, including role-play areas, will be removed from the classroom to prevent contamination. The EYFS outdoor area will be utilised whenever possible and children will also be using the other outdoor spaces throughout the day.

### Mental health and well-being

Government guidance:

*The coronavirus outbreak may have caused significant mental health or wellbeing difficulties for some children. It is important to recognise that while ‘getting back to normal’ is important and will be reassuring for many, school staff will need to consider how to support:*

- *Individual children who have found the long period at home hard to manage*
- *Those who have developed anxieties related to the virus*
- *Those about whom there are safeguarding concerns*
- *Those who may make safeguarding disclosures once they are back in school.*

*Some children may also have experienced bereavements in their immediate family or wider circle of friends or family, or had increased/new caring responsibilities. All children will have missed the routine of school, seeing their friends, and being supported by their teachers and other adults in the school.*

*Staff may wish to provide:*

- *Opportunities for children to talk about their experiences of the past few weeks*
- *Opportunities for one-to-one conversations with trusted adults where this may be supportive*
- *Some refocussed lessons on relevant topics, for examples, mental wellbeing or staying safe*
- *Pastoral activity, such as opportunities to renew and develop friendships and peer groups*
- *Other enriching developmental activities*

*Staff will need to strike an appropriate balance between reintegrating pupils into a reassuring and familiar work ethic to support their mental wellbeing on the one hand, and identifying and taking time to address explicitly individual concerns or problems on the other.*

We know this is a worrying time for all families and this may lead to children being apprehensive of a return to school, particularly a school that is different to the place they left. All children’s mental health and wellbeing continues to be a priority. Staff will work closely with Inclusion Managers and parents to ensure support for any children who find changes difficult or who need some extra support to return to school. Please do not hesitate to speak with your child’s class teacher if you have concerns over their wellbeing and we will support you as best we can.

### Uniform

Government guidance:

*There is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting. Uniform that cannot be machine washed should be avoided.*

During Phase 1, school uniform will be optional. If your child does not wear uniform, please ensure they wear smart, sensible clothes for a day at school – i.e. no ripped jeans, no crop tops etc. P.E. kits should not be brought into school and children should wear trainers so they can do P.E. lessons. Where possible, we ask that you wash clothes daily, when your child returns home from school. Any unnamed clothing left at the end of the day will be disposed of.

### Toilets and hygiene

Government guidance:

*Ensure that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time. Staff will need to explicitly teach and supervise health and hygiene arrangements such as handwashing, tissue disposal and toilet flushing.*

Children will be permitted to use the toilet one at a time with strict hand washing protocol in place. Children will wash their hands as soon as they enter the classrooms, and there will be sanitising hand-gel available on the gate to use before entering the school.

Children will also wash their hands before and after eating, and before going home. Staff will incorporate this into their daily routines and teaching and there will be posters to remind the children displayed around the school.

## Cleaning

Government guidance:

*Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal.*

*Ensure that all adults and children:*

- frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning.*
- clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing*
- are encouraged not to touch their mouth, eyes and nose*
- use a tissue or elbow to cough or sneeze and use bins for tissue waste.*

*Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units.*

Extra cleaning of surfaces and equipment will take place throughout the day. All rooms have their own supply of cleaning equipment and staff will wipe down all surfaces as needed. Children will be taught about their personal hygiene and how to ensure their hands are clean. There will be designated bins for tissues and all waste will be double bagged. All rooms (where possible) will have open windows to ensure ventilation and doors will be propped open, where this does not contravene the fire regulations. We are in regular liaison with our cleaners to ensure that the environment is regularly and thoroughly cleaned and have supplies of the necessary equipment that is needed – e.g. cleaning equipment, hand sanitiser etc.

## PPE

Government guidance:

*Wearing a face covering or face mask in schools or other education settings is not recommended. 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. PPE is only needed in a very small number of cases including:*

- children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way*
- if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.*

We have a supply of PPE in school and it will only be used for the reasons as listed above and not part of our usual daily practice.

## Testing

Government guidance:

*Staff and pupils in all settings will be eligible for testing if they become ill with coronavirus symptoms, as will members of their households. A negative test will enable children to get back to childcare or education, and their parents to get back to work. A positive test will ensure rapid action to protect their classmates and staff in their setting.*

*Parents, carers and settings do not need to take children's temperatures every morning. Routine testing of an individual's temperature is not a reliable method for identifying coronavirus.*

All staff, families and pupils are eligible for testing if they become unwell with symptoms of Covid-19. We will not be taking temperatures of children attending St Mary the Virgin. If your child shows symptoms of Covid-19, they should not attend and request to be tested through the government's testing system using this link: [www.gov.uk/apply-coronavirus-test](http://www.gov.uk/apply-coronavirus-test). If a child, parent or a member of staff receives a positive test result, the school will follow the government's guidelines for managing this situation.

## Attendance

Government guidance:

*No one with any symptoms should attend a setting for any reason. Eligible children – including priority groups – are strongly encouraged to attend their education setting, unless they are self-isolating or they are clinically vulnerable (in which case they should follow medical advice). If someone in their household is extremely clinically vulnerable, they should only attend if stringent social distancing can be adhered to, and the child is able to understand and follow these instructions. Families should notify their nursery/school/college as normal if their child is unable to attend so that staff can explore the reason with them and address*



*barriers together. Parents will not be fined for non-attendance at this time, and schools and colleges will not be held to account for attendance levels.*

It is your choice whether you choose to send your child to school and you will not be fined if you choose not to. We have worked within the government guidelines to ensure that St Mary the Virgin is a safe environment for children and staff to return to, and would encourage you to get in touch with us if you feel unsure about what is best for you and your family. If you choose not to send your child back to school, please stay in weekly contact to inform us of your plans for the following week to allow us to plan accordingly.

Again, we appreciate this is a lot of information to give you but we are keen to ensure that all members of St Mary the Virgin's community are aware of the prevention measures that are put into place to ensure a safe, phased return to school.

Please do not hesitate to contact us if you have any questions or concerns.

Thank you for your continued support – we look forward to, hopefully, seeing you soon.

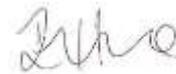
Yours sincerely,



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