

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

Executive Headteacher: Mr J Procter
Head of School: Miss B Hare
Assistant Headteacher: Miss A Banks
Telephone: 01892 770221
Email address: office@st-maryhartfield.e-sussex.sch.uk
Website: www.pioneerfederation.co.uk



Friday 21st May 2021

Dear St Mary the Virgin CEP Families,

May Fair – Friday 28th May 2021

We are so thrilled to be writing to you to explain our plans to hold our fantastic May Fair on the last day of this term – Friday 28th May. After over a year of cancelling plans, we are so excited to be able to have this event take place. We are writing to inform you of the plans and we also attach the risk assessment we have written to ensure the outdoor performance is in line with the restrictions as laid out in the [Government's roadmap](#). **We ask that you please read this carefully so you are aware of the precautions that will be in place.** On the day, please aim to arrive on The Croft by 2:00pm at the latest and the children's dances will begin at 2:15pm. Although restrictions are relaxing to allow larger groups to gather, families must still social distance from each other. There will be hand sanitiser and signs clearly displayed to remind all of the necessity to abide by the government's restrictions. We would like to remind you that anybody who is displaying any symptoms of Covid-19, or awaiting test results, must not attend and should adhere to the government's advice on isolating.

We will need to be able to contact you/your families if there is a positive case within 48 hours of the event. So we are able to do this, please fill out the attached form and return it to the office by **Wednesday 26th May**. We will keep these forms for 7 days, and then they will be shredded. Mrs Funnell will be on The Croft at 1:30pm on Friday 28th with spare forms if additional family members or those from the community join us.

The May Fair is a school event that takes place every year when each class performs a maypole dance in a costume (provided by the school) and parents, grandparents and members of the community join us for an afternoon of fun! Usually this is held on the playground, but as the need to social distance will still be in force, we will be holding the Fair on The Croft.

Our amazing PTFA are also kindly organising refreshments and a Bake Off competition with the creations being sold in the afternoon. There will be 3 categories for the bake sale – best tasting, best looking and healthiest. All cakes must be brought into school on the **morning of Thursday 27th May** and judging will take place during that day, with winners announced during the May Fair. The PTFA are also organising a half-term challenge and sweetie cones – details of these have been sent out via WhatsApp, so please contact your parent rep if you need further information.

The children will bring their bags to The Croft with them for collection from there at the end of the day. The children will remain in their bubbles for the afternoon and they will not be released at the end of the day until staff have seen parents to send them to.

Please do not hesitate to contact your child(ren)'s class teacher if you have any questions.

Thank you for your continued support.

Mr J Procter
Executive Headteacher

Miss B Hare
Head of School

Mrs A Hill
Assistant Headteacher



May Fair – Contact Tracing

Please complete and return this form to the school office by **Wednesday 26th May 2021**.

I confirm that the below people are attending the outdoor performance of the May Fair on Friday 28th May on The Croft, Hartfield.

I agree that, in the event of a positive case within 48 hours of the event, the parents of the child named below will be contacted by the school to assist with contact tracing.

Child's name: _____

Names of people attending:



RISK ASSESSMENT FORM

Visit Title	May Festival – Outdoor performance	Likelihood (L)	X	Severity (S)
Visit Leader	Becca Hare (Head of School) and Abbie Hill (Assistant Headteacher)	Almost Impossible	1	Insignificant (minor injury, no time off)
Group	Whole School	Unlikely	2	Minor (injury and up to 7 days off)
Places being visited	Hartfield – The Croft	Possible	3	Moderate (injury causing more than 7 days off)
Activity/Task	Outdoor performance of Maypole Dancing	Likely	4	Major (death or serious injury)
Visit Date	28 th May 2021	Almost Certain	5	Catastrophic (multiple deaths)
Benefit of Visit/ Activity	Enriching curriculum experience; building community links; fund raising	Low = 1-8	Medium = 9-14	High = 15-25

What are the significant, foreseeable, hazards? <i>(the dangers that can cause harm)</i>		Current control measures <i>(What is already in place/done)</i>	Risk Rating		
			L	S	R
Sites/Environments being Visited					
1.	Slips, trips and falls	1. Reminders to all classes to walk in single file (smaller children in pairs) 2. First Aid packs available for each class	3	2	6
2.	The Croft	1. Children to remain in their school bubbles and sit separately from each other 2. Children to be under gazebos for shade 3. Clear signs with reminders to social distance for staff and parents 4. Children to be reminded to bring hats and water bottles if it is sunny 5. Children to be under gazebos in case of rain. If the weather is severe, consider a change of date/back up plan. 6. Children not to be released to parents at the end of the day until staff see parents are ready for them.	3	2	6
3.	The Pavillion	1. Sanitised before and after use – including toilets. 2. Signs inside to show how many people should be inside at any time.	3	2	6
Activities (inc downtime)					

1.	Maypole dancing (School)	<ol style="list-style-type: none"> Adults to supervise at all times Children to hand sanitise before and after performing Bubbles of children to remain separate 	2	2	4
2.	Selling refreshments (PTFA)	<ol style="list-style-type: none"> Gazebo to be set up for shelter/shade Adults to social distance whilst waiting to be served Reminder to social distance posters to be prominent Adults serving refreshments to wear face coverings Cash taken to be left to 'quarantine' for 72 hours before using. 	2	2	4
Transport					
1.	Crossing a road	<ol style="list-style-type: none"> 2x adults to supervise any road crossing Adults to wear hi-vis vests when crossing roads. 	2	3	6
COVID - 19					
1.	Risk of spreading COVID-19	<ol style="list-style-type: none"> Event to go ahead in line with the Road Map as set out by the government – an outdoor performance allowed from 17th May. Event to be cancelled if any changes to proposed Road Map plans. Letter with May Festival arrangements to also include copy of risk assessment so all parents aware of precautions in place and the need to social distance Letter with May Festival arrangements to also include a slip which parents will fill in to confirm attendees. AF will have spare slips to 'sign in' on the day people who attend for contact tracing. This will be kept for 7 days and then disposed of securely. Hand sanitiser widely available and reminders to use regularly Staff and children should remain socially distanced from each and ensure masks are worn where appropriate. Children and staff to remain in their bubbles Toilets in the Pavillion to be sanitised before and after use COVID-19 social distancing/hand sanitiser signs to be prominent JP/BH to give verbal reminders to social distance regularly throughout the afternoon 	2	3	6



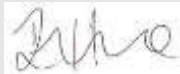
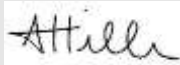
Persons at risk:	All participants.
Emergency Contact and Procedure:	01892770221 Speak with one of the managers listed below

Action Plan (when will the above additional control measures be implemented and by whom?)

Action	By Whom?	Deadline	Date Completed
Pavillion contacted and agreed cleaning/how many can use toilets at once	JG/AF	21 st May 2021	20/5/21

Gazebos for each bubble of children sourced and set up	JG	21 st May 2021 <i>set up on the day</i>	21/5/21
Signs to be printed and laminated	AF	21 st May 2021	21/5/21
Signs to be displayed clearly	JG/BH	28 th May <i>Set up on the day</i>	28/5/21
Order enough hand sanitiser to be readily available	JG	21 st May 2021	20/5/21

Signature and review:

<p>Name of Manager: James Procter (<i>Executive Headteacher</i>)</p> <p>Alan Brundle (<i>Chair of Governors</i>)</p> <p>Becca Hare (<i>Head of School</i>)</p> <p>Abbie Hill (<i>Assistant Headteacher and Educational Visits Co-ordinator</i>)</p>	<p>Signature of Manager:</p>    	<p>Date:</p> <p>17th May 2021</p>
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