17th July 2020

Dear Parents

We have now come to the end of the summer term and have been busy in school planning for September to welcome all children back on the Monday 7th September.

This letter gives information on how Salway Ash School will implement safety systems and procedures for the opening of the school based on the Government regulations. After reading the information, we hope that you will have a better understanding of how we have made the school a safe and welcoming place to be and how you can play your part in helping us keep our children, families and staff as safe as possible.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

The guidance is for schools to interpret and implement locally but there are some statutory aspects that we have completed as well. One of the requirements is for each school to adopt a full risk assessment of all aspects of school life. This has been completed and agreed by all staff and the governing body and submitted to Dorset County for approval.

From the guidance, here is the system of controls that schools **must take.** This letter sets out how this will be put in place:

**Prevention:**

1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school

2) clean hands thoroughly more often than usual

3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach

4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach

5) minimise contact between individuals and maintain social distancing wherever possible

6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

What will school be like for your child in September?

In short, we are planning an engaging, enjoyable term for all of our pupils so that they can learn from a rich and varied curriculum and be with their friends. There will be some changes however. We have put most of these changes in place in the time we have been open with an increasing number of pupils since lockdown and are confident of how the day works. The children so far have adjusted very well and have loved coming into school.

**What will happen when my child arrives at and leaves School?**

A staggered system will be in place for children arriving at school and for pick up:

Reception pupils drop off at 9.00am, pick up at 2.50pm

Year 1 and 2 pupils drop off at 8.50am, pick up at 3.20pm

Year 3 and 4 pupils drop off at 8.40am, pick up at 3.10pm

Year 5 and 6 pupils drop off at 8.30am, pick up at 3.00pm

Families with children in different year groups can drop off both children at the earliest time and pick up at the latest time.

Please do not bring anything into school from home other than:

Book bag

Pencil case (KS2)

Lunchbox (KS2)

Hat (if sunny)

Waterproof Coat (we will be getting outside as much as possible all term)

Indoor and outdoor PE kit to leave in school

A member of staff will be at the gate to welcome the children. There will also be a member of staff in each classroom ready to welcome them in. Parents will leave their children at the gate and **will not be able to enter the school grounds or building at any time other than a pre-arranged appointment. Please observe social distancing at all times outside the school gates.**

The adult dropping children at school or picking up at the end of the day should be a family member.

Please arrive in school at the allocated times to reduce waiting times. If there is a queue please remain in your vehicle where possible to reduce numbers. Unfortunately, teachers will not be available during drop off or collection times to have discussions with parents. If there are any questions or concerns these must be sent to the school office via email/phone.

The children will be sent out to you at the end of the day to be collected at the school gate. Please make sure that you and your children leave the school promptly, again using social distancing protocols.

**Class “bubbles”**

Government Guidelines state each class group or collection of certain age children will be in a “bubble”. Children within the bubble will stay with each other, learning and playing together but without mixing with children from another bubble. At Salway Ash School, our bubbles will be our regular class groups.

The children from Year 1 to Year 6, will all have their own space at a table, facing forwards towards the teacher. The teacher and teaching assistants will remain 2M apart for the most part but may be nearer to pupils if necessary for short periods of time.

*Guidance states: Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.*

Each child will have their own individual tray of equipment including pencils, pens, rubber, ruler, books etc. and not share these items.

Children from the bubble will play as normal outside together.

The school will encourage a ‘no touching’ policy between children and adults and between children with other children as much as possible depending on the age of the children.

**What will my child’s class look like:**

We will be working over the summer to organize the school so it is as safe as possible. Dressing up clothes and any other soft furnishings will be removed from classrooms as these are difficult to regularly clean. Some furniture will also be moved out in order for tables to be well spaced and adults to be able to move around the classroom easily. We also want to make the school a very welcoming space especially for those children who have been out of school for a long time.

**Hand washing:**

Children will wash their hands and use hand sanitizer regularly throughout the day. For example, when they first get to school, after they have used a tissue, before eating, after play and before going home. Each classroom has a sink which makes hand washing easily accessible.

Any adults entering the building will also wash hands at every start and end of session, the same as the children. There is an automatic hand sanitizer in the entrance lobby for any adult arriving at school. There are hand sanitizers throughout the school as well.

**Hygiene:**

Everyone at school will know the “Catch it, Kill it, bin it” phrase and act accordingly. Posters will act as reminders around school and we will spend time so that each child knows what to do using a tissue. Bins with lids have been purchased for each room to aid with hygiene.

**Toilets and cloakrooms:**

Each class will have an allocated toilet facility and cloakroom of their own and so no ‘bubbles’ have to share. Children will use the toilets one at a time to avoid queues.

**Cleaning:**

We have been working with Churchills cleaning company during the pandemic to ensure strict cleaning protocols are adhered to. They have clear checklists of what needs cleaning. On the checklist is every surface that children/staff may come into contact with and the classrooms are kept minimal to avoid clutter which may interfere with cleaning.

Throughout the day, school staff wipe down often touched surfaces with disinfectant. This has become part of our day.

**What will my child be doing at School?**

Lessons as normal with a creative, wellbeing and often outdoor twist! We will see where your children are with their learning and make plans to help them be where they need to be throughout the term. We have made sure that your child will have everything they need to enjoy their day of learning. We will have our usual Maths and Literacy time but also plan in lots of wellbeing activities to ensure your child has time to reflect and settle in to school. We would like to be outside as much as possible and have planned for Lee Cuff (Footie for Dorset) to continue to come in and teach a bubble at a time to help with that. The emphasis will be initially on health and wellbeing in order to then to successfully move on academically. We are so lucky that the school is situated here in Salway Ash with so many fantastic open spaces that the children can enjoy!

**School Uniform**

Although we have not asked children to wear school uniform during the summer term we are returning to school uniform for the Autumn Term. This enhances the ethos of the school and the feeling of unity.

**What about school transport?**

Our regular school bus will be running. To fit in to the staggered starting and finishing times it will be picking up at Melplash at 8.15am and Netherbury at around 8.20/8.25am. It will be leaving school at 3.20pm for the home trip.

The taxi service will be running for those who have previously qualified for it.

**If my child is eligible, is it compulsory for them to attend school?**

The guidance states: *it is the parents’ duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age*. We are very much looking forward to welcoming back all children in September but know that it may be a time of anxiety for parents after many months of being at home. We are confident that the measures we have put in place, in line with government guidelines, are efficient and in many cases exceed the expectations, but we are very happy to discuss this if you are worried.

**What will you be doing to keep the children as safe as possible?**

## We hope you will help us as we approach the Autumn term by following the procedures we have put in place.

Here is an extract from the guidance:

***Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school***

*Ensuring that pupils, staff and other adults do not come into the school if they have*[*coronavirus (COVID-19) symptoms*](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus)*, or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). All schools must follow this process and ensure all staff are aware of it.*

*If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow ‘*[*stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection*](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)*’, which sets out that they must self-isolate for at least 7 days and should*[*arrange to have a test*](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested)*to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.*

**If a child becomes unwell at school:**

If a child is awaiting collection because they are clearly unwell, they will be moved to a room where they can be isolated with appropriate adult supervision at least 2m away. A window will be opened for ventilation.

If the child needs to go to the toilet while waiting to be collected, they will use a separate toilet which will be cleaned and disinfected before being used by anyone else.

PPE will be worn by staff caring for the child while they wait to be collected if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the [safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe) guidance.

For information on cleaning see the [COVID-19: cleaning of non-healthcare settings guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings).

Here is a government link to help give you further information:

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak?utm_source=14%20July%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19>

Thank you for reading this information. We hope it gives you a clearer picture of what school will be like next term. If you have any questions please email the school office and we will get back to you as soon as possible.

We are very much looking forward to welcoming you all back in September.

Yours sincerely,

Lisa L Crew

Headteacher