



Hope Federation
Enabling our children to flourish
through the field of life



Diocese of Norwich
Education and
Academies Trust

**Hope Federation of Church of England
Primary Academies**

COVID 19

**Parent Guidance for Starting
School September 2020**

RUDHAM

Dear Parents and Carers,

It is wonderful to at last be able to look forward to welcoming all of our children and families back to school.

The Government has issued guidance to allow all of our children to return. It states that all Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools have been asked to thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the Summer Term.

Essential measures include:

a requirement that people who are ill stay at home
robust hand and respiratory hygiene
enhanced cleaning arrangements
active engagement with NHS Test and Trace
formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination **so far as is reasonably practicable**

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

grouping children together
avoiding contact between groups
arranging classrooms with forward facing desks as far as is as reasonably possible
staff maintaining distance from pupils and other staff as much as possible

When the children return to school there needs to be a Recovery Curriculum in place; this is because daily routines will have faded and any known curriculum framework will need to be different. Children's familiarity of routine will have dissipated and for many children the loss of structure will have serious consequences for their mental health and well-being. With these considerations in mind we have developed a curriculum for the start back to school that is based on the recovery and that will help our children, staff and families get back into 'the swing of things' over time.

I hope that this booklet will provide you with detailed information about your child's return to school. Please do not worry if you can't take it all in at once. There is an awful lot of information to share. There may also be changes and amendments needed over time. Over the weeks ahead, the Senior Leaders and Teaching Staff will be on hand (virtually at least) to support you and your child and make sure everything goes as smoothly as possible.

Thank you to all of you for your kind words, support and patience over the past few months. The strength of our school community has meant so much to the whole team and kept us going through some challenging times.

We are looking forward to seeing you all soon,

Mrs Allen

We will do things rigorously in line with the Norfolk County Council, DNEAT and Government Guidance to make sure everyone is safe.

If you are worried at any time, we are here to listen and help. Please email the office if you have any questions.

During Drop off and Pick Up

We are keen to avoid crowds at drop off and pick up times. To help with this we have staggered times. We will also have 2 gates that we will use during these times. For those children in Snowy Owls and Eagle Owls, they will be required to come in through the vehicle gate and come into school via the opened side door for Snowy Owls and main entrance for Eagle Owls. Those children in Tawny Owls and Barn Owls will be required to come into school via the pedestrian gate; Tawny Owls will then walk round to their classroom and Barn Owls will come in through the open side door.



- Try to maintain a **2 metre distance at all times** whilst picking up and dropping off. Use signs and floor markings to help.
- Please note that only ONE parent per Reception child will be permitted to come onto school site. No other parents will be permitted. This is for the safety of ALL children
- Please do not stay for a chat in or around the school premises after you have dropped off or picked up your child.
- Avoid large crowds at all times.
- Be patient with the staff at all times
- Do not walk or travel to/from school with other families.
- Keep your children close and walk together as a family.
- If using public transport, please use a face mask and wash your hands before and after use. Facemasks should then be placed in a plastic bag.



- All children are now returning full time. If your child is absent on any day, please ring the school to report this in the usual way.
- Non-attendance could result in a fine.
- Where you have children in 2 different classes please just ensure you maintain a social distance when moving between areas.

Drop Off and Pick Up Points

To avoid large crowds, we have given each class a different drop off and pick up point. It is important that you know where to go – you will not be allowed in at the wrong point. During pick up and drop off please use the red dots to help you maintain a 2m distance from others. We will help you with this system during the first few days.

Bubble/Group	Drop off RUDHAM	Time	Collection RUDHAM	Time
Tawny Owls Reception Miss Lavender	Entry at WOODEN PEDESRIAN GATE and walk round the outside of school to your classroom	8:50am	Playground socially distancing ENTER VIA pedestrian gate and leave this way as well.	3.10pm
Barn Owls Miss Ojelade and Mrs Paffett	Entry at WOODEN PEDESRIAN GATE and walk round to the opened side door and go into your classroom	9am	Wait on the Field to collect your child and enter and exit via the pedestrian gate keep a social distance	3.20pm
Snowy Owls Mrs Starman	Enter via the vehicle gate And walk through the opened side door.	8.50	Playground socially distancing ENTER and EXIT VIA vehicle gate	3.10pm
Eagle Owls Mrs Henman and Mrs Fowler	Enter via the vehicle gate And walk through the main entrance.	9am	Wait on the Field to collect your child and enter and exit via the vehicle gate	3.20pm

IF YOU ARE DROPPING OFF A BIKE OR SCOOTER IN THE SHED, PLEASE DO THIS FIRST AND THEN MAKE YOUR WAY INTO SCHOOL VIA THE ENTRANCE NAMED ABOVE. PLEASE BE AWARE THAT THE PEDESTRAIN GATE IS A VERY TIGHT ENTRANCE SO PLEASE DO YOUR BEST TO MAINTAIN SOCIAL DISTANCING. PLEASE NOTE THAT IF YOU ARE HAVING TO WAIT FOR A SIBLING FROM A DIFFERENT BUBBLE YOUR CHILD MUST REMAIN WITH YOU AND NOT USE THE CLIMBING FRAME OR OTHER PLAYGROUND EQUIPMENT. LIKewise; AT THE END OF SCHOOL YOU MUST LEAVE THE SCHOOL SITE STRAIGHT WAY, CHILDREN WILL NOT BE PERMITTED TO PLAY ON THE TRIM TRAIL OR CLIMBING FRAMES AFTER SCHOOL. THIS FOLLOWS OUR STRICT RISK ASSESSMENT FOR OPENING TO ALL PUPILS IN SEPTEMBER.



- **Please be aware that these plans may change if any time or area seems overly congested.**

PLEASE ENSURE THAT YOU REMAIN AT 2M APART FROM OTHER FAMILIES DURING DROP OFF AND PICK UP. PLEASE ENSURE YOU ARRIVE ON TIME AS THE GATE/DOORS WILL BE LOCKED AND WE WISH TO AVOID GROUPS MIXING.

Class Bubbles

We will be putting your child into a group called a 'Class Bubble'.



- In the CLASS BUBBLES the majority of children in Year 2 and above will be seated facing the front and have their own equipment. The government guidance now recognises that social distancing cannot be guaranteed and is difficult with young children. They will be expected to try and maintain a 2m distance from adults. We will model and encourage this as best practise.

- As far as is reasonably possible children will not be mixing with children from other class bubbles.



- Whilst Class Bubbles are in operation we will do our utmost to keep these 'Bubbles' from any cross over.
- Each Bubble will be allocated a toilet to use.
- We will be reviewing our lunchtime procedures as we are unable to have all children in the hall at the same time.
- For the first half term we will be offering jacket potatoes as our hot meal option and there will be a school packed lunch option as well. This will be reviewed in October half term.
- Children will eat their lunch in class with their teacher/adults and have regular outdoor breaks.

Illness

- If your child shows any symptoms of COVID 19, they will be moved to a separate room with a member of staff. The member of staff will be wearing full PPE at this point and the child will be given a face mask. We will call you to collect your child immediately and the whole household will need to isolate for 14 days, or until a negative test result has been received. **THIS IS NOT OPTIONAL. This will mean that your household should not leave the home for any reason. You must ensure we have emergency contact details for you at all times.**
- If a child tests positive for the virus all children and adults who have been in close contact will need to isolate for 14 days from the last contact. *Please ensure that you inform us if anyone in your household develops symptoms or tests positive for the virus to help us take the appropriate action. If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.*



- *If someone tests positive, they should follow the [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#) and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.*
- *Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#).*

Uniform

Children should now be wearing their normal school uniform. Please make sure that they are wearing appropriate clothes – remember that they will be spending a lot of time outside every day.

Children will need to come dressed in their PE kits on Wednesdays and Thursdays for Tawny Owls and Barn Owls and Wednesday and Friday for Snowy Owls and Eagle Owls. All pupils will need their own Sun cream, Sunhat, Water bottle, Waterproof Coat and a **pair of wellington boots** these can be kept at school. **We will have to use the school field therefore children will need wellington boots to change into.**

Please try to ensure that your child has a fresh set of clean clothes each day.

Children will need to apply their own sun cream. Please apply an ‘all day’ cream in addition before they attend.

PPE

Children will not be allowed to wear PPE during the school day, including face masks. This is in line with current Government guidance. Staff will not be wearing PPE/face

masks either unless a specific risk assessment states they should or the intimate care duties they carry out require it. Please note that this guidance may change and we will keep you informed



- Staff will wear PPE if a child is unwell and showing signs of COVID 19
- Staff will wear PPE to administer First Aid or deal with behaviour that requires close contact
- Staff will wear PPE if they need to carry out intimate care such as toileting.
- Other staff only wear PPE where a specific Risk Assessment states they should.

Equipment - We want to try and limit the number of items brought in from home, so we will be providing each child as far as possible with the learning equipment that they need. Please **do not** send your child in with anything other than the items listed. **Items to bring into school every day. NO BAGS OTHER THAN THOSE LISTED BELOW**

- **A plastic wipeable lunchbox**
- **Waterbottle**
- **Coat**
- **Warm jumper/sweatshirt - the classrooms are well ventilated and it can get chilly!**
- **Sun hat**
- **Book bag or similar (no rucksacks or other bags please)**

Items that should be kept at school and should not be taken home each evening.

- **Suncream**
- **Hand sanitiser /Hand cream (both optional)**
- **Wellington Boots**

To assist us with preventing to spread of Covid-19, each child will be given a resources pack which will include:

- **Felt tip pens**

- Pencil crayons
- Glue Stick
- Pack of tissues
- Pencil Sharpener

Children are not permitted to bring in any other pencil case.

Break and Lunch Time

Break and lunch time will be a little different. Each class bubble will have their own timetable and children will not be able to mix with children from other class bubbles as far as is as reasonably possible.

There will be 2/3 breaks each day:

Morning Break – 15 minutes (5/10 mins for snack and 15 mins outside play)

Lunch Break – 45/50 minutes (15/20 mins for lunch and 30 mins outside play)

Afternoon Break- 10 minutes possibly used for the daily mile or other activity

Lunch will be eaten in the classrooms and monitored by the classroom staff. School dinners (see above) will be provided to all children who request one, (including Universal Free School Meals – all children in Reception, Year 1 and Year 2) you will be able buy them in advance using ParentMail just as you did before we closed, however please be aware that due to the change in our lunch provision for the first half term, **we will only be offering Jacket Potatoes as our hot meal choice**. Children can also bring a packed lunch from home in a wipeable plastic lunchbox. No lunch bags please.

Unfortunately, at this moment in time we cannot provide any other hot dinners under the current guidance at Rudham due to the complications of our site accommodation.



- Your child will take their lunch box into class with them each day.
- Make sure that lunch boxes are cleaned thoroughly every day – plastic boxes should be used as the can be cleaned each evening
- Please provide a snack for morning if you wish to do so (no sweets or chocolate based bars).
- Please send your child with a water bottle with fresh water each day. **WATER ONLY** – a juice drink may be included with lunch.
- Our policy of **NO CONFECTIONARY** (chocolate bars/sweets) as part of lunch or snacks remains the same.
- Please also note that we are a **NUT FREE** school.

Toilets

Each class bubble will have their own toilets to use whilst in school. The teachers in school will teach them how to wash their hands and practice good hygiene (all age groups).



- Please make sure that your child can go to the toilet on their own. Adults will not be able to help. If your child cannot self-toilet please inform the school/class teacher so we can put in place an intimate care plan
- Teach your child good hand washing habits at home.
- If your child sometimes has accidents, please send them in with spare clothes. They may have to wait longer than usual to use the toilet.



- If your child has an accident and needs intimate care, the staff will be wearing PPE – this may include a mask, gloves, apron and face shield.
- If your child has a particular issue, an intimate care plan and risk assessment will be needed.

Books

Your child will be given a reading book by their teacher. These can be brought home so that you can read with your child. Books may be changed less frequently.

Any book that has been taken home will be cleaned or left for 72 hours once it is returned before it is given to another child. Children will not be able to visit the school library on their own until further notice.



- Please limit the number of people that touch any books or resources that are brought home.
- Please wipe any book lightly with anti-bac spray before returning it to school.
- Return books promptly so that we can prepare them for other children.

Visiting the School

We will be limiting the number of visitors allowed in school. Please only come to the school for the following reasons:

- To drop off and pick up your child using the designated areas
- To collect your child if they, or any family member is unwell.
- For safeguarding reasons
- For pre-arranged meetings

Face to face meetings will be avoided where possible. If you would like to speak to a teacher or senior leader, please phone **01485 528230** or email office@rudham-primary.norfolk.sch.uk or use our app if you want to message your teacher for learning support and advice. Please be aware that urgent messages should go to the school office.

Homework will be set via Purple Mash.

Learning Club and After School Clubs

There will be NO LEARNING CLUB in the mornings due to the restrictions on the class Bubbles– We are awaiting further guidance on the after school clubs and will let you know about this once we return in September.

Behaviour

Children will be expected to behave and follow the rules at all times. A new behaviour policy will be available for parents to read on the school website from September.

Children will be expected to try to maintain the social distancing rules set by the school and their teacher at all times. Children who break this on purpose will be asked to play away from other children and parents contacted to discuss how their child can be educated without impacting on the safety of others.

Contacting Us

You can contact us in a number of ways:

Phone: 01485 528230

Email: office@rudham-primary.norfolk.sch.uk



- Make sure that the office has your most up to date contact details. Including landline, mobile and email address.
- Make sure that your emergency contact details are up to date.

Questions

If you have any questions about your child's return to school, please contact a member of the senior leadership team using the office email.

We hope that you find this information useful. School will be very different in September and the new rules and regulations are there to keep all of our school community safe. Please support the work of the school.

Appendix 1 - Further Info

1. Useful Link for Testing

Testing now available to anyone with symptoms of coronavirus

A coronavirus test can be booked here:

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

Essential workers in England, Scotland, Wales, and Northern Ireland, can apply for priority testing through GOV.UK. A coronavirus test can be booked here:

<https://www.gov.uk/apply-coronavirus-test-essential-workers>