

Orford Church of England Voluntary Aided Primary School

School Lane, Orford, Woodbridge, Suffolk, IP12 2LU

Telephone: (01394) 450281

Email: admin@orford.suffolk.sch.uk

Executive Headteacher: Mrs Katie Butler



29th August 2020

Dear Parents/ Carers,

We have compiled a list of arrangements for the start of term. This is not an exhaustive list and it is based on the information received so far from the DFE and PHE and how it applies to our school. If we receive more guidance or need to modify the plan/ risk assessment, we will tell you how it affects the children.

Entry and exiting from school:

- To start the term school will be open at 8:20 am and the children will go through different doorways into school and their classes. School gates will shut at 8:30 am. We would ask Parents/ Carers to stand outside the playground and distance along the wall, as they watch their children go through the main playground gate and head to their classes. There will be a member of staff on the playground to help remind them.
- At the end of the day 3:00 pm, the children will be led to the playground. We again would ask Parents/ Carers to distance along the outside wall of the playground while the children are sent over to them.
- Class 1 will be going into the school by the main front door and leaving school via the same doors at the end of the day. For the new Reception children the Parent/ Carer is welcome to stand with their child on the playground at the start of the day and a class adult will come and collect the new Reception children when the gates are due to be closed at 8:30 am.
- Class 2 will be going into the school via the forest school/ teaching kitchen gate and leaving this way at the end of the day.
- Class 3 will be going into school via the door to the class 3 corridor and leaving this way at the end of the day.
- Bus children will be going into school by the main front door.
- Pre-school times will remain the same starting at 8:45 am and Parents/ Carers are to bring them in through the pre-school entrance gate and Parents/ Carers are then to leave via the class 3 corridor. For collections at 11:45 the entrance and exit are through the pre-school entrance gate. At the end of the day at 3:00 pm the parents will go through the pre-school entrance gate and exit via the class 3 corridor.

Equipment needed for school:

- Lunch boxes are allowed if they can be cleaned every evening at home.
- Teachers will ask for book bags to come in once a week for reading books and homework to be sent home and collected in, the children will be using different reading books in class. Please do not bring bags in every day.
- If needed changes of clothes and necessities for younger children are welcome (including comforters).
- The class termly letter will let you know which days the children will be doing PE and we would like PE kits brought in clean for Class 2 and 3 just on those days, in as small a bag as

possible, draw string bags are ideal. Class 1 we would like the children to come in wearing PE kit for the whole day when they have PE, with their school jumper/ cardigan and trainers on too. (This kit needs to consist of the PE uniform, which is a red, blue, green, or yellow house PE T-shirt with school logo, black shorts or black jogging bottoms.) We will not be doing PE on the first two days back.

- The forest school days will also be communicated through the class termly letter and we would like the children to have their clothes for this brought in as small a bag as possible just on that day. Again, draw string bags are ideal.
- Pencil cases are optional, they will need to be small enough to fit in a tray and onto the child's table and will have to be left in school for the half term and the stationery not shared with other children.

General information:

- General messages between home and school (traditionally sent in reading record books) will now need to be passed via phone call or email to the school.
- Parents will not be able to talk to staff much at the start or the end of the day so we can keep children freely-flowing in and out. If staff need to pass messages it will again be via phone call after school.
- We will ask Parents/ Carers to not come to the office or turn up to speak to school adults but arrange an appointment for this to happen, or please phone or email for the information you may need.
- Please ensure you are using Parent pay and booking the school meals you would like your children to have at school. A reminder how to do this will be sent home next week.
- Homework and reading book information will be sent home in the class letter for the term, which will specify the days to bring things in for each class.
- Children can wear masks coming onto the school site and to go home, if that is preferred by Parents/ Carers but home will need to provide them a small plastic bag for them to put it into when they come into the classroom. Please also teach your children to remove their masks without touching the front of it, but by the edges.
- If someone in the class gets or has COVID-19 symptoms, or someone in their family, we will ask them to have a COVID test. We will follow the PHE and LA guidance for next steps after this.
- If a child is ill, we will ask that they do not come into school. If they get symptoms while at school, we will need them to be picked up quickly as we will quarantine them from the other pupils with an adult.
- If a child needs to isolate, or a bubble is sent home, or the whole school closed, we will resume online learning as we did through lockdown.
- School uniform will be expected but it is no longer expected to be cleaned more frequently or differently to normal.
- The Hub after school care, can only be attended with prior booking.

Safety measures being implemented:

- We have a current risk assessment which is a rapidly changing document, adapting to guidance and the needs of the children and the school site. The school governors approve all revisions to ensure high safety levels are ensured.
- The behaviour policy and safeguarding policy has been adapted to cope with the safety measures needed for this new term.

- We have increased the cleaning of touch points (light switches/ door openings for instance) and toilets during the day.
- Children and adults will be asked to clean their hands more frequently in the day and be using antibacterial gel.
- We will be keeping the children in class bubbles and keeping the bubbles separate.
- If advised to, we may need to send home a whole class bubble or shut the school.
- We will keep Parents/ Carers informed of anything that may affect their children's bubble.
- We have changed the classroom layout to limit face to face contact.
- Staff will try to distance as much as is practicable from the staff from other bubbles and pupils.
- The older the pupils, the more we will promote distancing within the bubble.
- The pupils will have their own frequently used stationery, the rest will be shared in the bubble and not between bubbles, unless cleaned.
- Plastic, metal and paper shared resources will be cleaned down or quarantined for 72 hours after use.
- Staff will clean hands before and after marking or touching children's books.

Settling back in:

- Governors have supported our request to allow the children to ease gently back into the more formal education that was happening before lockdown. We will be focusing on settling in, wellbeing and mental health initially.
- We will be furthering our use of Thrive practice in the school.
- There is a link to information about supporting parents and children with returning to school live on the webpage:
<https://www.orfordprimary.co.uk/page/?title=Returning+to+or+Starting+School&pid=237>

Please click for the links to the DFE guidance we are following as a school

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> and PHE guidance on cleaning
<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Please click here for the Parents/ Carers guidance from the DFE
[gov.uk/backtoschool](https://www.gov.uk/backtoschool)

We are looking forward to welcoming all the children back to school. Do use Tapestry if you have any other queries, or email if you need to book places at the Hub for the start of term please.

Best wishes,



Mrs K Butler