



8th March 2021 – updated plans for the full re-opening of Tealby Primary School

24.02.21

Dear Parents/ Carers,

I hope this letter finds you and your families well. I would like to thank you for your incredible resilience and support throughout this time; I know that it has not been easy and am truly grateful for all of your patience, support and hard work. I am so pleased to be finally organising the full opening for all year groups on Monday 8th March 2021.

At present, we are working through guidance provided by the Department for Education to ensure that our school continues to be as safe as possible for children and staff. This includes the twice daily professional cleans, one-way systems, washing hands regularly routines, staggered starts/breaks/lunches/ends, sanitising stations, staff bi-weekly testing etc.

In September, I sent a letter to you all explaining things like the organisation and timings of drop off and pick up times for each class, some of this information is repeated within this letter.

Returning to school is vital for our children's education and wellbeing and we are looking forward to welcoming everyone back full time on Monday 8th March. We have considered our judgements for this return to school carefully and we have used the latest information from the government about how to balance and minimise any risks from covid-19 whilst providing a full educational experience for our children. We have put in place proportionate protective measures for children and staff, following guidelines from the DfE, and we are confident we can manage risk effectively whilst providing high quality education.

Our risk assessments continue follow the recent PHE endorsed system of controls appropriate to our own context, which are adapted from the measures undertaken during the summer term. You will find more details of these on our website.

<https://www.tealby.lincs.sch.uk/covid-19/>

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
- Minimising contacts and maximising distance between everyone in school when possible.
- Bi-weekly testing of **all** staff in school

The government guidelines have not changed since I sent you the original letter, so I will repeat the details shared with you in the Autumn Term that are specific to our school's setting.

Our plan has safety at the heart of it – the safety of our pupils, staff and families.



Our children are at the centre of all our decision-making; their safety and safeguarding will continue to be our number one priority.

We know that COVID-19 has not disappeared and whilst there are no guarantees that we will not have any cases in school, we can and have, put processes and measures in place to protect everyone and to manage any cases that we may have within our school.

Our risk assessment reflects the above and is available on our school website.

[Tealby School September 2020 Risk Assessment](#)

What can I expect when my child returns to school?

- The children will be working in their normal classes. This will allow for a full range of curriculum subjects to be taught, as well as the opportunity for children to work in groups
- across the mixed year groups. The classrooms look like they normally do and the changes we have made will not be obvious to the children.
- Staff will be maintaining their distance when working in their classrooms. Staff will, as far as possible, distance from the children and each other. The 1 -2m rule remains between adults
- Working in class groups that do not mix very often, if at all, will make it quicker and easier in the event of a positive case to identify who would need to self-isolate and any action that needed to be taken. Our school is too small for us to have completely separate 'bubbles', however we will keep our classes as separate as much as is possible.
- From Year 2 upwards the children will be sat two to a table, facing forwards, however they will make use of the other learning areas available to them.
 - Class 1 have their large classroom and outdoor areas to use for learning.
 - Class 2 have access to the new library area at the end of their classroom with access to the outdoor areas too.
 - Class 3 have full use of the old library (the room between Classes 2 & 3) and groups will be taken to the mobile for Maths in the mornings.
- There will be no large gatherings. Assemblies for example will take place in classrooms.
- Celebration Assembly will be done virtually and parents will be invited to join virtually through Google Classroom to watch their child receive their certificate or special mention.
- Morning Breaktimes will be staggered and have been changed to allow each class to be with their own class at break time.
 - Class 1 – they will decide on their own formal break time each day as their free-flow will be both indoors and outside.
 - Class 2 will have their break at 10.35am until 10.50am
 - Class 3 will have their break at 10.15 am until 10.30am each day

We do not have a formal break in the afternoon, due to it being a shorter session, however each class are able to have an informal 'break' should they choose which can be either inside or outside.
- Windows and some doors will be open as much as possible to aid ventilation.



- Children and staff will wash their hands thoroughly when coming in from outside and before and after eating.
 - Arrival at school
 - After morning break
 - After lunch break
 - Before eating
 - After using the toilet
 - After wiping their nose or sneezing

School Hours – What time will my child(ren) start and finish school?

School hours for all pupils will be similar to normal, but there will be staggered start and finish times, to maximise social distancing at these times and minimise the number of people on the school site at any one time.

These start and end times must be adhered to by all parents. They are in place in order to keep everyone safe. We will be reviewing the effectiveness of this arrangement over the first few days. We hope that if everyone adheres to the times and the safety procedures we have put in place, to the start and end times, then this will be sufficient for the number of children we have coming into school.

- Class 3 will start school at 8.40am and finish at 3.00pm
- Class 2 will start school at 8.50am and finish at 3.10pm
- Class 1 will start at 9am and finish at 3.15pm

If children in Class 3 have siblings in Classes 1 or 2, all children from the family start at 8.40am and finish at 3.00pm.

If children in Class 2 have siblings only in Class 1, all children from the family start at 8.50am and finish at 3.10pm.

Class 3 8 40am –3.00pm	Designated Door	Class 2 8.50 am - 3.10pm	Designated Door	Class 1 9am - 3. 15pm	Designated Door
Years 4/5/6 and any siblings in classes 1/2	Main entrance *Parents of children in Year 1 or Reception who need to take their child to the classroom will enter through the outdoor area of class 1 - the older child must enter through their own designated door.	Year 2/3 And any siblings in class 1	Main entrance *Parents of children in Year 1 or Reception who need to take their child to the classroom will enter through the outdoor area of class 1 – the older child must enter through their own designated door.	Year R/1	Through Class 1's outdoor area and in their classroom back door, you will then exit through the opposite door of the classroom.
Staff will be on the playground to meet parents and explain each morning.					

I understand that this will be challenging at first, as a parent myself I know all too well the challenges faced by parents in getting children ready for school at a given time, but please support us with this as much as you can so that we can keep our school community as safe as possible.



- All children **must** be collected at the agreed time.

Moving around our school – what will this look like?

Our gate will be open at the beginning and end of the school day but on entering the school site, parents and children must follow the one-way system. This is to enter the school playground as normal through the gate, walk forward past the play frame and then say goodbye to your child on the playground. Class 2 & 3 pupils will enter through the main entrance and Class 1 pupils round the back of their classroom – through their outdoor area (there will be several members of staff on the playground to assist with this as we want to alleviate as much anxiety as we can).

- If parents have other children with them who do not attend the school, the children must stay with the parent at all times. **No children are allowed to play on equipment or in the playground.**
- Social distancing must be maintained on our school site.
- Only one parent can bring children to school. They must drop off and leave, rather than remain on school grounds.
- There must be no gathering of parents on our school site or outside the school.
- There will be no opportunity for parents to stop and discuss matters with the adult leading the class in the morning, but I will be on the playground each morning as normal and you will be able to pass on any messages etc. If parents need to speak with the admin team, they must phone or email school.
- If Key Stage 2 children are walking to school unaccompanied they must be mindful of distancing as much as possible when walking into school.
- One parent/carer should collect their child/children at the end of the school day. They may wait with their other children in the playground, strictly following social distancing from other parents and children. Again there will be staff on hand to help with this at all times.
- Children will leave the school building in alphabetical order (last name) which will make it easier for parents to know when to come forward to receive their child from the classroom. We will do this as quickly as we can.

Lunch and Breaktimes

- Break times will be staggered to avoid the mixing of children as much as possible – see above for timings.
- Children need to be provided with a water bottle that is filled before coming into school – they can refill if necessary.
- Children will eat in their designated classroom.
- Tables will be cleaned before and after lunch.
- Children will wash or sanitise their hands before and after break time and before and after lunch.
- Lunches will be eaten in classrooms. **Children eligible for Free School Meals or Universal Infant Free School Meals (Years R/1/2) will be given the option to choose from cold lunch options inc pack up style lunches – this will continue for the remainder of this term and we will review this at the end of March.**
 - Class 1 will have their packed lunch at 11.45pm in their classroom and will have their break afterwards.
 - Class 2 will have a 15- minute break at 12.15pm and then will go into their classroom to eat their lunch, this will be followed by another break until 1.15pm
 - Class 3 will have their lunch in the classroom at 12.30pm and will then have their break afterwards.



Health and safety first

All pupils and adults must follow the health and safety expectations:

1. **Handwashing and use of hand sanitiser** – on entry to school, at regular intervals through the day, before and after the toilet/lunch/break, and before going home. Children will be reminded not to touch their eyes, nose or mouth.
2. **Respiratory hygiene** – when coughing or sneezing, children will be taught how to use tissues and dispose of them immediately. If no tissue, children must cough or sneeze into their elbow. **'Catch it. Bin it. Kill it.'**
3. **Face masks/Shields** – staff may choose to wear face shields or masks when working closely with a child.

Staff will wear PPE when administering first aid that requires prolonged close contact with a child.

- If children are wearing a facemask on their walk to school, they need to be removed on arrival. Pupils will be instructed not to touch the front of their face covering during use or when removing it. They will be asked to wash their hands immediately on arrival, dispose of the temporary face covering in a lidded bin or place their reusable face covering in a plastic bag to take home with them (the plastic bags need to be provided by home) and then wash their hands again on entry to the classroom.

4. **Ventilation** – classroom windows and external doors will be open to allow for ventilation.

Please ensure your child has an extra layer on cooler days. Coats will be kept on the backs of chairs as an extra layer if needed and it also reduces the number of times the children will be required to access their locker during the day.

5. **Cleaning** – Additional cleaning points have been put in place to allow for cleaning midpoint through the day. They will be cleaning toilets, sinks, taps, handles and touchpoints as well as communal areas. Cleaning tables and equipment will become part of the 'new norm' in classrooms and part of the daily routine for adults working in classrooms and other learning spaces when groups are working in smaller groups outside of the classroom. These areas will be cleaned before and after use and in between different groups using them.

Uniform – Will my child need to wear school uniform?

We expect all children to be in their school uniform as this gives the children a sense of belonging to our school community. It also supports with providing positive attitudes towards learning and behaviour.

- Our school will be open for parents to buy uniform. Please contact Mrs Carter who will explain how you can buy this.
- Please provide children with a bottle of water each day. This bottle must go home each night to be washed thoroughly.
- It is more important than ever to ensure that **ALL** school uniform is labelled.
- Children will be using the outdoor spaces more – we are told that transmission is less outdoors.
- Children will need a coat for cooler weather and a sun hat for sunny days. They will need to come wearing sun cream for warmer days. If you wish your child to reapply sun cream during the day, they will need to do so themselves.
- On PE days children will come to school in their PE kit – please ensure that your child has a pair of black or navy jogging bottoms as part of their kit.



Learning at School

Our pupils' health, safety and wellbeing is our absolute priority. A period of time will be needed to support pupils in adjusting to being back in school and in a more structured daily routine. Re-building relationships and expectations will form a key part of their early return. Daily timetables will also include daily reminders about the preventative measures school has put in place and will include PSHE lesson. Please see the '**Building our Curriculum 2020**' for more details.

[Building our Curriculum 2020](https://www.tealby.lincs.sch.uk/english-reading-and-phonics/)

<https://www.tealby.lincs.sch.uk/english-reading-and-phonics/>

<https://www.tealby.lincs.sch.uk/mathematics/>

Our curriculum has undergone a big transformation this year, it is designed to allow pupils the opportunity to revisit the prior learning of the last two school years so that they move forwards with a sense of confidence in their own ability (which is often the biggest barrier to learning), this approach will continue to be used across all subject areas, particularly in Maths and English where it has the biggest impact.

Time will be spent on getting to know each other again, connecting back with school. We will be rebuilding relationships, learning the new routines in school, being reminded how to hand wash and revisiting our school rules and expectations.

Re-establishing expectations of behaviour along with our high expectations in learning will also be a focus. There will be plenty of opportunity for the children to talk, communicate with one another and to both reflect and look ahead.

How can I prepare my child for their return to school?

- Explain all the health and safety expectations to your children and tell them that these are in place for everyone's safety. We will put the links on the website with the books and resources included in past newsletters for you to share with your child.
- Be positive about your child's return to school. Try not share any worries or anxieties you may have with your children. There will be lots of resources on our website to help support your child in the Health and Well-being section.
- Explain that school will look the same, but there will be changes to the way we do things: assemblies, break times, eating lunch in the classrooms, different times for each class to go home. Please reassure your child that the things that make us 'our school' - the children, our staff and our values are all the same.
- Independence is more important than ever this year as staff and children need to protect themselves as much as possible with distancing from each other. To help with this can you please continue to help your children to learn how to dress themselves, tie their own shoe laces (or have Velcro fastenings), button / zip coats, open packets, yogurts in tubes etc.)
- Ensure any child who is walking to school on their own understands the expectations.

What will we do in response to a positive case of COVID-19

COVID 19 protocols for anyone displaying the symptoms of Coronavirus



Anyone displaying symptoms, are ill, or have tested positive in at least the last 10 days must not be attend school

If there is conflicting opinion, the school's decision will be final.

The main Symptoms of Covid-19 according to NHS are:

- **high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

If children display symptoms at school, the following protocol will be put in place:

- If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), will be sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they should self-isolate for at least 10 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19)
- Parents will be called and they are expected to attend school immediately to collect their child. Other members of their household (including any siblings) should self-isolate for a minimum of 10 days from when the symptomatic person first had symptoms.
- The child will be escorted to a designated isolation area (**The mobile would be used in this instance**). Door and windows fully opened.
- The staff member will put on appropriate PPE (face mask, gloves, apron and a visor if there is a risk of fluids entering the eyes from coughing etc.) if they cannot maintain the current distancing rule.
- The disabled toilet should be used should they need to go to the toilet (not then to be used until deep cleaned).
- Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.
- Deep cleaning of the area where the 'learning group/bubble' has been working will take place (deep cleaning will take place each day as part of our routine).
- Staff involved should dispose of the aprons, gloves and masks as described below
- The isolation room will need to be cleaned as per the guidance.
- HT will inform all families in the year group bubble/ wider bubble that a child has displayed symptoms to raise awareness.
- HT will inform all staff that the Mobile room is closed until further notice using the handset
- HT/JO will contact the local [Public Health England health protection team](#) and school will engage in the NHS track and trace process.
- HT/JO will keep a record of all staff/ pupils that may have come into contact with the person displaying symptoms for NHS Track and Trace in case of a positive test being reported.
- School will follow the advice from Public Health England as to the closing of bubbles/ school and ensure are relevant families/ staff are informed.
- Staff and / or parents/carers will:
 - [book a test](#) if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit



- provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- [self-isolate](#) if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)

Thank you

Before I end my letter, I would just like to say a huge 'thank you' to the highly dedicated and hardworking team at Tealby – from the office and site staff to the support staff and of course to the teaching staff; each and every one has worked incredibly hard to keep the school running in the way it has. It really is a privilege to work with such committed professionals.

We look forward to seeing you all on the 8th March

Take care and continue to stay safe.

Mrs Zoe Humberstone and all the staff at Tealby School