

28th August 2020

Dear Parents and Carers

I really hope you have all managed to have a decent summer despite all the restrictions; that you've had time to relax and enjoyed the sunshine days!

Well it's only a few days away! School reopens for all children on **Wednesday 2nd September!** We can't wait and I am sure there are many of you who can't wait either. We know how much you are going to miss home learning! (Hopefully, this remains the case). This day has been a long time coming and there have been times when we were not completely sure it would ever happen. It will be fabulous to have the building filled with children again, I can't believe how much we've missed the noise, hustle and bustle of a school full of our wonderful children. It will also be great to have the whole staff team in school, all at the same time. We just can't wait for the All Souls family to be back together again.

Having said that, it will be somewhat different but we have planned for this day; we aim for the children to be so busy whilst also having fun and time to socialise with classmates that they barely notice the differences.

Our initial priorities will be supporting children emotionally in returning to school, to listen to all they want to say, restore relationships, to make them feel valued, happy to be back and feel that sense of belonging once again. We are not naïve, we know some children will find this easier than others, things will not always go smoothly and there may be some set backs along the way but we are ready for that and will work with parents to get all children settled and feeling confident to learn.

September will very much be about the well-being of the children, getting them used to classroom expectations and learning within a school environment again, revisiting previous years' learning objectives especially in the basics of English and maths, assessing each child to establish a baseline in these areas and then devising their immediate learning plan/needs on which we will continue to build, swiftly and rapidly from around the beginning of October; plus lots of physical activity and time spent outdoors. Whilst we know we have much learning to catch up on and gaps to fill, we will monitor each child carefully and ensure we do not put unreasonable pressure or cause them anxiety and we will have fun along the way!

There is a lot of information we need to pass on to you about what we have put in place to minimise risk and how we have organised things but as I'm sure you are aware, because of the nature of what we're dealing with, government guidance is constantly arriving via the media and then the school inbox and it is also constantly changing, so it has taken some time to ensure the information is relevant and up to date. I am hoping not much changes before Wednesday but ask for your patience and understanding if and when we have to change arrangements etc

There are two parts to this letter and I would ask that you take the time to read them both. The first is organisational and general information regards different aspects of school and builds on the letter dated 27th July that was previously emailed to parents (we will post this again on the school website) and the second is linked to our risk assessment, the control measures that we have put in place and how they impact your child, yourself and the school. It is quite lengthy but it has essential information and I hope it will also reassure parents who are feeling anxious about their child returning to the school environment

that whilst we can never make any guarantees we have worked hard to minimise the risks.

Those parents who ordered PE tops before 17th August can collect their order from the main school entrance, Friday between 9am – 5pm, Monday between 11am – 2pm and Tuesday between 9am – 5pm. The orders are bagged up and labelled with each child's name. If you do collect them, please could you check you have the right sizes and sign the collection sheet which is on the countertop in the entrance. Please use the hand sanitiser available. Please note that on Friday you will only gain pedestrian access to the school drive as resurfacing work is taking place.

In order to ensure that our children and staff are safe upon return to school next week, we are asking all parents to complete an eligibility survey prior to the start of term, to confirm that they have not travelled to a location which is not included on the Government's travel corridor list, or if they have, to confirm that they will be undertaking the mandatory period of self-isolation upon return. The survey is available on the school website. Please ensure you complete this by midday on Tuesday 1st Sept as failure to do so may result in your child being unable to return to school on the first day of term.

Attendance

- From the beginning of the autumn term school attendance is mandatory and it is the duty of parents of all compulsory school aged children to attend school regularly.
- It is really important that parents report all school absence before 9.15am with the reason for the absence, you can do this by email or by phone.
- If absence is due to sickness/illness we do need a description of the symptoms being displayed. Please do not leave vague messages saying they are poorly, not well ill, etc. I am sure you can appreciate that in the current climate we need to be very clear and know the symptoms of those children and adults who are unable to attend school. If a parent does not contact the school or leaves a vague message, we will follow it up with a phone call.

Pupils who are shielding or self isolating

- Far fewer children and young people are being advised to self-isolate. If you have concerns or queries around your own child's situation, please discuss this with your GP and then contact the school to discuss this further.

Emergency Contact Details

- It is essential that we have a minimum of 3 emergency contact numbers for each child and that parents are confident, should the occasion arise, that the school would get a reply from at least one of the numbers and an adult would be available to collect your child immediately. Very early on in the term we will be sending out a form for parents to complete with up to date contact information, please complete this and return it to school as soon as you can.

School Uniform

- An email was sent to parents with information regards school uniform in July. Children should return to school in their PE kits, school sweat top, blue joggers and trainers (not designer or fashion)

Staggered Start/End of School Day

- A letter dated 27th July was emailed to parents with details of arrangements for the start and end of the school day.

School Meals

- The school kitchen will be in operation again although we will not be using the dining room. All children will eat their lunch in their classroom whether they bring their own packed lunch or have a school lunch.
- Those children choosing the school lunch will have hot meal and sandwich options and these will be served in 'take-away' type containers (as we have always done on a Friday).
- Children in Reception, Y1 & Y2 are entitled to a free school meal (Universal Free School Meal) every day and those parents in receipt of certain benefits are also entitled to a daily free school meal for their child. All meals, whether you are paying or not should be ordered through SIMs Agora, new Reception parents will receive details about how to do this when their child starts school. If you have any queries please contact our School Business Manager, Mrs Rae (linsey.rae@allsoulsschool.co.uk)

Educational Visits

- Non-residential educational visits will not take place until later in the school year and will then be slowly reintroduced when it is safe to do so, when staff feel confident, routines and expectations have been re-established and according to the level of control measures we feel need to be in place for the trip to safely take place.
- Presently, residential trips are not permitted but we are really hoping that Y6 have the opportunity to experience Dol y Moch and Y5, Alton Castle later in the year. This will very much depend on government guidance nearer the time.

School Clubs

- Unfortunately, no school clubs are planned at least for the first half term of the new academic year. By then we will have reviewed the situation and inform parents if any will be available after half term.

All Sorts Extended School Service

- All Sorts will be providing before and after school care. However, they have restrictions and a limited number of places. If you need this service and have not already arranged a place for your child, I suggest you contact them immediately: allsorts@allsoulsschool.co.uk

Families Experiencing Difficulties

Lockdown was extremely difficult for many of us for many reasons. Sadly, for too many people things have not improved and may even have got worse with job losses, housing issues, family problems, bereavements etc. If you are struggling please drop either myself or Mr Cooke an email in absolute confidence and we will do our best to help you get the right support. No matter how good a job you think you've done hiding problems from the children, they will pick up on things and start worrying and this will only make the situation worse and becomes an additional pressure for yourself. You don't have to feel alone, we are here to support.

Caroline.quinn@allsoulsschool.co.uk

Andrew.cooke@allsoulsschool.co.uk

Risk Assessment

- To comply with government and Local Authority legal requirements a very detailed and rigorous risk assessment for the full reopening of All Souls has been undertaken and approved by the Local Authority; all control measures have been put in place to minimise the level of risk.
- The risk assessment and control measures will constantly be closely monitored and regularly reviewed.

Systems of Control

The systems of control fall into two categories i) preventative and ii) response to an infection.

Preventative Controls:

- We will do our absolute best to ensure that pupils, staff and other adults do not come into school if they have coronavirus symptoms or have tested positive in at least the last 10 days.
- We will ensure those who develop COVID symptoms during the school day are isolated immediately and sent home. They must undergo a COVID test and can only return when a negative result has been evidenced. We have a designated isolation room in school, clear procedures to deal with such an event and all staff have received training on the procedures that should be followed should such an incident should occur. There is a good supply of PPE equipment in school which worn by a designated adult who would supervise a child with symptoms whilst in isolation.
- Cleaning hands more regularly: Robust hand hygiene systems are in place. Each classroom is equipped with hand sanitiser and children will be instructed to use this regularly throughout the day. On arrival in school all children will be supervised washing their hands, they will sanitise their hands before and after breaktime. Children will wash their hands before and after lunch, will sanitise their hands before and after afternoon break and sanitise their hands as they leave their classroom at the end of the day. Children will also sanitise their hands if they have had to use a tissue eg for a cough, sneeze, runny nose and also if it is deemed advisable after a particular curriculum activity eg PE, art, practical activity. We realise that the younger children are going to need a lot of support in this.
- Good respiratory hygiene: The 'catch it, bin it, kill it' approach will very much be adopted and promoted. Again, there is a plentiful supply of tissues and lidded pedal bins in each classroom and hand sanitiser next to the 'bin station'. Of course, younger children are going to need a lot of support in this.
- Enhanced cleaning programme: The school cleaning team have had their hours increased to enable them to clean more 'deeply' at the end or beginning of the school day. They are also using the Local Authority recommended products to clean, disinfect and sanitise all areas of the school. The school has purchased 2 fogger machines which enable us to sanitise and disinfect classrooms regularly at the end of the day. Each classroom contains a basic cleaning kit and teaching staff will regularly wipe down surfaces; as lunch will be eaten in the classroom, each desk will be cleaned before and after lunch. Toilets throughout the school will be cleaned at the end of the lunchtime sessions as well as at the end of the school day.

- **Minimising contact:** We aim for the least number of children and adults to have contact. Children will remain within their class group and will not mix with other year groups at any time. (Whilst two different year groups share the same toilet areas, they will not use them at the same time). Breaktimes have been staggered and the playground has been divided into zones, with each year group staying within their zone. Lunchtime will be staggered and children will eat their lunch at their desk in the classroom, then exit via the classroom onto the playground. The length of lunch time has been reduced to 45 minutes and staggered afternoon breaktimes introduced for all year groups. Whole school gatherings will not take place, assemblies will be streamed electronically into each classroom. Children in KS2 will be encouraged to maintain a level of social distancing especially from adults, including the class teacher. We understand that younger children will not be able to socially distance and this is not a government expectation. Adults can move between year groups but we have kept this to only a few adults who undertake a more flexible role and they will be expected to remain socially distanced from all pupils. Staff should remain distanced from each other as much as they can. All staff meetings will take place via virtual platforms with staff remaining within their own classrooms.
- **Measures within the classroom:** The desks in Y1 – 6 have been arranged singly, facing forward and only two children will sit side by side at each desk. Items of furniture have been removed from classrooms to facilitate space between desks. Normally children in Y1 & 2 would gather on the carpet, around the teacher for the introductory teaching part of the lesson but this will no longer happen and children will remain at their desks. We realise this will not be possible for children in Early Years but the amount of time on the carpet will be reduced. Adults are expected to maintain a 2m distance from each other and the children but we realise there will be exceptional circumstances when this will not happen (if a child has a particular need, injury etc); procedures are in place to deal with these instances. Almost all fabric items have been removed from all classroom areas and displays are being somewhat reduced whilst still maintaining bright, stimulating learning environments for the children. Classroom windows will be open to allow plenty of ventilation, of course this will have to reduce as the weather gets colder.
- **Measures elsewhere:** There will be very little need for children to move anywhere around the school building, other than to access the toilet/cloakroom area. Although, Y5 & 6 children on the first floor will have to travel short distances through the school to access the playground/field/forest school areas. Adults should remain socially distanced as much as possible. To further facilitate this a second staff room has been set up with key stage staff allocated one of two rooms. In this way and with break and lunch times being staggered, there will only ever be a handful of staff using the rooms and they will be able to remain socially distanced.
- **Measures for arriving/leaving school:** A slightly staggered start and end of the school day has been introduced with various entrance/drop off/ collection points. This is to reduce the risk of large numbers of children arriving at the same time and parents gathering in groups at these times. We have ensured that the amount of teaching time has not been impacted. We ask that only one parent/adult drops and collects your child and that you remain socially distanced from all other individuals. For the staggered start and end to be effective, it is really important that children arrive within their allocated time. If a child arrives too early, they will be asked to wait further down Abercorn Rd, some distance from the school drive. If a child arrives late, they may have to wait for all other children to enter school before they can do so.

- **Other considerations:** Unfortunately, other than parents of those year groups where the drop off/collection point is within the school grounds, parents must not come on to the school site and no parent should enter the school building. Communication should be via email or phone and in exceptional circumstances where a physical meeting is deemed necessary, this must be by appointment only and last no longer than 15 minutes. Only necessary contractors, visitors and delivery personnel should be allowed on site and there are clear procedures for them to follow. Presently, supply teachers, clinicians and SEND support agencies can move between schools but again clear guidance and rigorous procedures are in place. A record of all non All Souls/All Sorts adults who come onto the school site will be maintained.
- **Equipment & resources:** children are asked to bring only the following items to school – water bottle, lunch box (if applicable), coat, book bag (in near future but not until informed to do so – keep an eye on the newsletter), hat & gloves (when the weather gets colder). No other items should be brought into school unless specifically requested by the class teacher. Classroom equipment can be used by children within the year group but will not be shared with other year groups and will be cleaned and disinfected regularly. During September we will be informing parents how we will manage homework and reading books.

Response to an Infection

- **Engage with the NHS Test & Trace process:** The school is familiar with NHS Test and Trace process and how to contact Public Health England health protection team. We have ensured all staff and parents are informed as to the process that must be followed if they or their child develop COVID symptoms and what they must be prepared to do if this was the case.
- **Manage confirmed COVID cases amongst the school community:** The school will follow the procedures that are in place and take swift action if we become aware that someone who has attended our site has tested positive for coronavirus and contact the local health protection team. This team will also contact the school if they become aware that someone who has tested positive for coronavirus has attended the school, as identified by NHS Test and Trace. The team will undertake a rapid risk assessment to identify those who have been in close contact with the person when they were infectious and they will be told to self- isolate for 14 days since they were last in contact with the infected person.
- **Contain any outbreak by following local health protection team advice:** There are procedures in place should the school have 2 confirmed cases of coronavirus within 14 days or if there is a high level of sickness absence where coronavirus is suspected. If this should occur the school will follow all guidance given and work in conjunction with the local health protection team.
- **Managing a case where a child/adult begins to display COVID symptoms during the school day:** If this occurs the adult will be sent home immediately, must arrange and undertake a test, remain self-isolated until they receive test results. If the result is negative, they may return to work. If it is positive, they must self-isolate for at least 10 days.
If a child develops symptoms whilst in school. They will be removed and supervised in the isolation room by a designated adult who will wear a face mask and apron and if the child is coughing a face

shield. A parent will be contacted and the child must be collected immediately. Parents must arrange for the child to have a COVID test and inform the school of the results.

Thank you for all your support and for your patience and understanding since March. Please continue to monitor the school website and your emails because once we have fully re-opened we are expecting to have to fine tune or adjust some arrangements. The risk assessment will be monitored and then reviewed very regularly and there may be adjustments here too.

Enjoy the bank holiday weekend and we'll see you Wednesday!

Caroline Quinn
Headteacher