



ELM PARK PRIMARY SCHOOL

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Inspiring Learners, Enriching Lives, Achieving Together

22nd July 2020

Dear Families,

I hope the first few days of the holiday are going well for you all. Whilst we are keen to get back to some sort of new normality we are also aware that the return in September will be an anxious time for some, including children, parents and staff. It has been great to see so many of you return even if just for a few hours as it brings a little closure to this year and also a little familiarity to what next year will bring. The adaptations that we have made throughout each review to aid a wider opening have worked well - the children have adapted quickly. We hope this will be the same in September.

The Government have released the latest guidance for schools returning in September which can be read in [full here](#). This is due to be reviewed towards the end of August. In turn, I will review our plans against any changes made nationally and share these with our Governors prior to starting back in September. Below gives an outline of what life will be like in September and I will have further contact with you if there are any significant changes from this guidance review in August.

- We expect all children in all year groups (except EYFS who will have their usual staggered entry) to return to school full time from Thursday 3rd September (Tuesday 1st and Wednesday 2nd will be INSET days).

Bubbles

- Classes will be taught as a whole class by their class teacher in their classroom. Due to the close proximity of classes and the need for teachers/teaching assistants to work across classrooms for PPA cover, we have organised the classes into bubbles as follows:
 - Elm, Cedar and Hazel – Upper Key Stage 2 Bubble
 - Oak and Willow - Lower Key Stage 2 Bubble
 - Beech and Maple - Key Stage 1 Bubble
 - Acorn - Early Years Bubble
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This means that the children are able to share a playground and play together in their bubbles.

- Adults working across classes will be kept to a minimum throughout the week. Initially TAs will be allocated to classes rather than leading interventions across the school. All those with special needs adult allocation will continue as normal.

Break and Lunchtimes

- We will keep each bubble separate from other bubbles – this means staggered break and lunchtimes.

- Lunches will continue to be a grab bag from Integra or packed lunch from home. These will be eaten in classrooms as they are at present. Again, this will be reviewed over the first term.

Drop off and Collection

- Staggered drop off and collection times will continue. The group is the initial of your child's last name. If you are bring children in with different last names, please could you arrive at the time of the child with the last name that comes first in the alphabet e.g. Carol Bond and Sarah Lugg – drop off in Group A-D for Bond.
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- Please see new timetable for this below. **WITH THE INCREASED NUMBER OF PEOPLE COMING TO SCHOOL AT EACH DROP OFF AND COLLECTION POINT TIME IT WILL BE CRUCIAL THAT PARENTS KEEP TO THEIR ALLOTTED TIMES AND GATES.** This helps to spread the number of people and reduce potential contact.

Drop off and collection times

Drop off time	Collection time	Place	Group
8.40am	3.15pm	Correct KS gate for your youngest child. E.g. year 2 and year 4 children, drop both off at KS1 playground.	A – D
8.45am	3.20pm		E – K
8.50am	3.25pm		I – R
8.55am	3.30pm		S – Z

Below are the drop off doors for each class. Please ensure that all adults are at least 1m apart when entering and leaving the site. We also would ask that, where possible, adults do not come onto site except for collection times at the end of the day.

• Classroom	Door entry
Acorn	Acorns via reception playground.
Beech	Beech classroom door.
Maple	Maple door – via Reception playground.
Willow	Willow external door
Oak	Oak external doors
Hazel	Ramp by ICT suite
Cedar	Hazel fire door
Elm	Elm Fire door

Please remember that the school will look VERY different when we return and Park Avenue entrance will be a covered walkway. Staff will be on hand to direct you during the first week in September.

Trips, Clubs and Wrap Around School Provision

- We are fully opening our breakfast club facility and really look forward to welcoming our children back. We anticipate wrap around care will be available through the Greenfield School Club. Please contact them directly for information.
- There will be no after school activities will take place in term 1 at least. This will then be reviewed based on any changing guidance, national and local picture of any outbreaks.
- There will be no Music hub music tuition in term 1 at least, again to be reviewed.
- Trips are able to be carried out especially if they are outside but no overnight stays at the present time.
- We have been able to move PGL and Deanfield to later in the school year and this information will be sent to all families in September.

Assemblies and Visitors

- There will be no joining for assemblies. Class assemblies will take place daily. Sadly, this means that we will not be able to hold our usual celebration assemblies on Fridays.
- Visitors to the school must be kept to a minimum. Parents wishing to contact the school should continue to do so via email or telephone.

Uniform and PE

- Uniform will be required for all children from September.
- PE kits need to be worn into school on the day of PE rather than changing in school. Please ensure all items are labeled to ensure that incorrect items are not sent home to the wrong house. PE days for classes will follow in September.

Equipment and resources

- Limited equipment should be brought in from home. An individual set of stationary will provided for all children. Reading books can now be taken home but once returned to school they must be in quarantine for 72 hours. This may limit the number of books we are able to send home.
- Resources can be shared within a bubble. These will be cleaned regularly.

Statutory Testing

- The Government plan on reintroducing all statutory testing. Therefore Reception end of year assessments, year 1 phonics, year 2 SATS, year 4 Multiplication check and year 6 SATS will all go ahead.

It should be noted that the above is subject to the rate and number of Covid-19 cases continuing to fall, any increase either nationally or local (as we have seen in Leicester) may mean that our plans have to change.

When school fully opens in September, there will be a strong focus on re-integrating children to school life, adjusting to the changes in routines and expectations and then on working to catch-up pupils on any learning gaps. It is therefore going to be really important that all children are in school from the very start of term so they do not miss out on this crucial settling in time. The Government are reintroducing attendance monitoring and fining for those who do not attend.

We are aware that some of you might have anxieties over the return to school and would want to work with you to support in making that return. If you are anxious and want to discuss any concerns then please email elmparkparents@gmail.org.uk. I am sure that many families will be keen to take a holiday over the summer, but we would urge you not book overseas breaks in countries that are not on the UK 'air bridge' list at the end of August as the 14-day quarantine rule would prevent your child starting school on September 3rd.

Please bear in mind that with all these plans, changes may be frequent as we move through the autumn and we shall keep you up to date with Government guidance and reviewing safety and staffing on site. Everything is subject to change, but we shall keep you as up to date as possible.

I hope that this gives you enough information on the return to school for your child/ children. Below is a further information about key aspects. If you have any questions, please do not hesitate to contact me. We are really looking forward to seeing you all back in September. It will be lovely to have the school full of children again. In the meantime have a really great summer.

Take care and stay safe,
Best wishes

Mrs Carol Bond
Acting Head teacher

Information for the return to school

Groups and classrooms

All children will be working in their new classrooms with their class teacher and TA who are allocated to them. These adults will be restricted, where possible, to only working with a small number of bubbles. Where it is possible, some will only work with the one bubble.

We aim to keep movement around the school to a minimum to reduce potential mixing of bubbles. This applies to everyone visiting and working in the school.

Equipment

The children will be given their own pack of equipment in a pencil case. Please limit the items brought in from home to the bare minimum e.g. packed lunches, a drinks bottle and their reading books. This may come to school in a small bag. Drinks bottles will be kept on their own desk. Reading books will be allowed to go home. If a child needs to replace their reading book, the books will be placed into a separate tray and not touched for 72 hours before being allowed to be redistributed. For the time being the library will not be used as this will be required as additional space for staff.

Hygiene and Allergies

Children will be expected to enter the school building and wash their hands immediately, as well as regularly throughout the day. Hand sanitiser will also be available at exit points from the classrooms. Please also bear in mind that all our pupils will be returning to school and therefore our prevalence towards keeping those with significant allergies will also be key as well as ensuring safety related to COVID_19.

Parents

Parents are not to enter the school building without an appointment and must adhere to social distancing measures at all times in the vicinity and whilst onsite. If you need to communicate with teachers or office staff, this should be via telephone or email. Please note that all teachers will be in school working with children and so will not be available to respond during the school day. Staff in the 'bubble' will greet children at the entrance to their classroom and send them to immediately wash their hands. You must remain 1 metre+ apart on the school playground and your children must remain with you, they must not run off to other areas of the

school to play. On collection, parents and children must leave the site immediately. We encourage you to walk to school where possible.

Drop-off and collection –

There will be a staggered drop off and collection time. We would also ask that where possible only one parent/adult comes to school with each family to reduce the numbers on site. Please ensure that you follow these times as it will reduce the number of parents accessing gates and coming onto site at any one time. Younger children can be taken to their classroom door but older ones are advised to walk round to their classrooms on their own.

Breakfast club

Elm Park breakfast club will be available again! We are working together to ensure that provision for both the breakfast club and the school meet the guidance laid out. Please drop your child/ren off at the main office when using this facility at the usual time – 7:45am onwards.

Covid Symptoms

We would ask that you take your children's temperature before coming to school each day. If your child shows any of the Covid-19 symptoms i.e. high temperature, new continuous cough, loss of taste/smell, they must stay at home and you need to arrange for them to be tested. You must notify school immediately of the result of the test.

If your child becomes unwell in school with these symptoms, we will move them to a separate room in the school and supervise them. You must make arrangements for them to be collected immediately and book an appointment for them to be tested. Therefore it is imperative that we have your most up-to-date contact details. We understand that children often get high temperatures and it doesn't necessarily mean that they have Covid-19. However, we are legally obliged to treat it as if they do and follow the necessary procedures in order to protect everyone. Whilst this may be disruptive and inconvenient, it is not something that we are going to compromise. We do have a digital non-contact thermometer in school to be able to check children's temperature.

If there are any confirmed cases, a 'bubble' will be closed and all children and staff, through the NHS contact tracing process, will be told to self-isolate for 14 days.

If a member of staff tests positive then all bubbles they have worked with will be closed and sent home to self-isolate for 14 days

Frequently asked questions

Do I have to send my child to school?

Yes, the government have said that it is compulsory to send your child back to school. We understand that you may be feeling anxious about your child's return to school particularly if you have not had much contact with others, but please be reassured that we are making it as safe as possible.

Do I need to wear uniform?

Yes.

What happens at lunchtime?

Children can bring in a packed lunch or order a school meal online in the usual way. The children will remain in their classrooms to eat and stay in their bubbles throughout all breaktimes/playtimes.

What if someone in the 'bubble' shows symptoms of Covid-19?

If a child (or staff member) becomes ill, they will be taken to a separate room and kept in isolation. They will remain under adult supervision who will be in full PPE. If they need to use the toilet they will use a designated toilet. Both rooms will need to be deep-cleaned before they are able to be re-used. If your child is showing symptoms then you must arrange a test for them and notify the school of the result immediately as well as engaging with the NHS test and trace process. Negative results means that the child can return to school once they are feeling well, provided no other household member is awaiting test results or displaying symptoms. If a case is confirmed as positive, all children and staff in that bubble will be sent home and told to self-isolate for 14 days.

What will the children do during the day?

We are prioritising the mental health and wellbeing of our pupils and plan activities accordingly using our PSHE Jigsaw scheme. We will be following the 'Recovery model' suggested by the local authority as well as ensuring a broad curriculum to include a focus on English and Maths.

What if my child needs first aid or imitate care?

If your child falls over or requires support with changing or toileting, an adult in full PPE will deliver first aid to your child.

Will my child still receive homework?

Yes, the homework will continue as normal and will focus mainly on reading, spelling and number facts. If we return to a lockdown situation we shall be in touch with regards to home learning.

Can my child scoot or cycle to school?

Children are still encouraged to walk, scoot or cycle to school. If bikes and scooters are to be left in school, then parents must ensure that the children maintain social distancing from other children who are in different bubbles when storing their bikes.