



'Believe you can'

26th August 2020

Re: COVID-19 Full-time attendance of school from Wednesday 2nd September

Dear Parents and Carers,

Asalaamalaykum,

I hope you have had a restful break with your families over summer.

In line with the Government's expectation for all pupils to attend school full-time from the start of the Autumn term, please find below some information which outlines our preparations for the school's full reopening for **all** year groups:

Protective measures undertaken:

In order to ensure the safest possible return for our staff and pupils, we have conducted a comprehensive risk assessment of all areas - which can be accessed from our school website.

The risk assessment covers the nine point Public Health England system of control measures set out in the latest Government guidance, as follows:

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school;
2. Clean hands thoroughly more often than usual;
3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach;
4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach;
5. Minimise contact between individuals and maintain social distancing wherever possible;
6. Where necessary, (staff) wear appropriate personal protective equipment (PPE).
7. Engage with the NHS Test and Trace process;
8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community;
9. Contain any outbreak by following local health protection team advice.

From a practical point of view, this means:

- Clear signage at our entry / exit points to ensure those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school - including visitors;
- Separate entry /exit points for each group of pupils;

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- Sanitisation points at each entry / exit point for the main school building;
- Class- sized safety 'bubbles' - whereby each class of children /adults will remain in their own groups to minimise contact with others;
- The removal of extra furniture and items that cannot be easily cleaned from classrooms;
- The purchase of new classroom furniture to enable children to be seated forward-facing, in rows - in line with government guidance - with a maximum of 2 pupils per table;
- Staggered break times for all pupils in designated play spaces, to keep groups of pupils within their safety bubbles;
- Increased cleaning of the school premises, furniture, fittings and resources;
- The availability of Personal Protective Equipment for our staff;
- The increased availability of sanitisation equipment / solutions for all staff and pupils;
- Increased opportunities for hand washing;
- The provision, for each child, of their own individual stationery which will be kept in school in each child's individual tray;
- The provision of extra disposable tissues to implement the 'catch it, bin it, and kill it' approach in each classroom.
- Designated toilets for each safety-bubble of pupils;
- Pedal bins with lids for every classroom to safely store used tissues;
- The provision of hand sanitisers in every classroom and at the main building entrances so that the children and staff can sanitise their hands efficiently, on entry to school and during the day;
- An emphasis on teaching the children about germs / hygiene and infection control;
- An emphasis on the emotional aspects of learning to enable pupils to share their concerns;
- Clear signage inside school to reinforce messages about social distancing and hygiene;
- Home-school agreements to reinforce messages about social distancing and hygiene.
- The widening of one of the school paths to enable the safe (spaced) passage of pupils whilst social distancing;
- Updates to the school's safeguarding and behaviour policies to take account of COVID-19.
- School opening for children from 8:30am to enable a smooth transition;
- Restrictions on parents congregating at the school gates / in the playground at all times.

Attendance:

In March when the coronavirus (COVID-19) outbreak was increasing, the Government made it clear that no parent would be penalised or sanctioned for their child's non-attendance at school.

Now the circumstances have changed, school attendance is mandatory again for all pupils - including those with special educational needs and disabilities - from the beginning of the autumn term. This means the usual rules on school attendance apply for all pupils, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence;
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct for attendance.

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Please note, therefore, our arrangements for all pupils to attend as follows:

Reception children:

- **Date of return to school:** Wednesday 2nd September - ½ day on Wednesday 2nd / Thursday 3rd September and full time from Friday 4th September - as per the original letter that was sent to the parents of Reception-age children before the holidays.
- **Entry / exit:** Main school entrance marked 'Exit 1'
- **Start of day:** Parental access up until the classroom door for any children who are unsettled.
- **End of Day:** Children to be collected from the classroom door.

Year 1 pupils:

- **Date of return to school:** Wednesday 2nd September, full time
- **Entry / exit:** Front entrance marked 'Exit 1'
- **Start of day:** Parental access up until the classroom door for any children who are unsettled.
- **End of Day:** Children to be collected from the classroom door.

Years 2 and 3 pupils:

- **Date of return to school:** Wednesday 2nd September, full time
- **Entry / exit:** Front entrance marked 'Exit 2'
- **Start of day:** Parents to drop off at Exit 2. (In the event that any children appear unsettled, they will be supported by our school staff.)
- **End of day:** Collect children from the main school playground. Parents must collect children promptly without congregating.

Years 4, 5 and 6 pupils:

- **Date of return to school:** Wednesday 2nd September, full time
- **Entry / exit:** Back entrance marked 'Exit 3'
- **Start of day:** Parents to drop off at Exit 3. (In the event that any children appear unsettled, they will be supported by our school staff.)
- **End of day:** Collect children from the main school playground. Parents must collect children promptly without congregating.

Please note:

- Only one parent should escort children to their designated entrance.
- Parents will be discouraged from congregating in groups at the gates in order to enable social distancing.
- Except in the case of an emergency, we will be unable to allow parents / visitors inside the school premises. Should parents need to communicate with their child's class teacher or the school office, this should be done electronically or via the phone using our established communication methods. **Entry inside the school premises is by appointment only until further notice.**
- All pupils **MUST** be promptly dropped off and collected to ensure the safe management of arrival / departure times and to enable our staff to be available to clean /disinfect the premises.
- Pupils attending school should wear their uniform.

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- On their designated PE days, children should attend school wearing their PE kits - with a plain navy hoodie, black trainers and black jogging pants (instead of shorts). Children's black pumps are to be kept in school. (Class timetables will be issued in due course.)
- Pupils will be provided with their own water bottles - which will be cleaned daily.
- Pupils must bring their book bags daily along with their iPads **fully charged**.
- Pupils will remain with their allocated safety bubbles (groups) throughout.
- Expectations relating to behaviour remain as stated in the school's behaviour policy, however in addition to this during COVID 19, should a child cause a risk to others, parents/carers will be contacted immediately.
- Should a child become ill whilst in school, parents will be contacted to collect them immediately. In the meantime, they will be cared for in the school's medical room.
- In line with Public Health England's guidance, primary-aged children must not be sent to school wearing masks as there are additional safety concerns linked to the incorrect use of masks.
- Due to social distancing requirements, our usual end of week celebrations will take place in class without parents.
- As communicated in July, we are no longer able to accept cash payments for lunch, clubs and educational visits. Payments must now be made through the Arbor app. Full instructions for downloading and using the app can be found here: <https://support.arbor-education.com/hc/en-us/articles/360024345573-The-Arbor-App-Usage-Guide-For-Guardians>
- For any non-urgent concerns regarding your child's learning, please communicate these via Class Dojo, following which your child's class teacher will contact you within 48 hours.

As always, the safety of our staff and pupils remains a priority and as such, we will continue to review our arrangements and make changes as needed in order to maintain a safe environment for all concerned.

Whilst we have tried to give as much consideration as possible to ensure a safe return for our staff and pupils, we appreciate the unprecedented nature of the situation means that parents may feel anxious or may have additional concerns / questions that they would like to be addressed. Should you have any questions or queries regarding our arrangements for COVID-19, please feel free to contact our designated email address: covidconcerns@theolivetreeprimary.com

We will continue to provide further updates as we receive them from the Government. Please continue to refer to the links on our website for the most up to date guidance about coronavirus.

We look forward to welcoming your children back to school on Wednesday 2nd September 2020!

Yours sincerely,



Mr. H. Asghar
Principal

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