



Dear parents and guardians

Thursday 3<sup>rd</sup> September 2020

I trust you and all your family are well and have had an enjoyable summer.

At last, it's time to welcome all of your children back and we are all looking forward to it because it's been a long time coming. Obviously school will be different for children who have not been in since March and even for those who have, so with this in mind please read this document carefully before their return and let them know of changes that directly affect them.

We have done all we can to retain much of what they are used to, whilst balancing this with necessary changes to ensure safety. Much of this document is the same as the one we sent to you in July, but please do read it again to refresh your memory. For ease of reading changes to the version you received in July are in green text.

This guidance is for school reopening and in response to new Government guidance issued on Friday 28<sup>th</sup> August. We are currently planning our response, also based on this guidance, should we be in the unfortunate position of having to close again. Every finger and every toe crossed pleased for that not to happen!

School opens on Monday 7<sup>th</sup> September and please take note of the staggered start times. I am sorry for any inconvenience these may cause and hope that you understand and follow this necessary precaution. We are very aware that this brings logistical complications for families with more than one child attending and ask that you make changes to your early morning routines for it to be possible. Children cannot be left waiting on the school site alone if there is a difference to the time of a sibling's arrival. If children walking to school are arriving too early we will speak to them first and if it continues we will contact you direct to discuss.

Children are expected to return in September unless there are exceptional and legitimate circumstances. If, having read this guidance, you believe they apply to your child and you are not intending to send your child back in September please do contact me on [headteacher@appledore-primary.devon.sch.uk](mailto:headteacher@appledore-primary.devon.sch.uk) so we can arrange a time to talk about this.

If you are invited in to school buildings by a member of staff, please ensure you are wearing a mask or face covering.

We looking forward to seeing you all again

Best wishes

*Jeremy Cooper*

Headteacher

# School September 2020 Reopening Guidance

## Introduction

It is the Government's intention that all primary children, in all year groups, will return to school full time from the beginning of the autumn term when our term starts on Monday 7<sup>th</sup> September, 2020.

The prevalence of coronavirus (COVID-19) has decreased since we closed to most pupils in March and there is now more understanding about the measures needed to create safer environments in schools. As a result, the government has asked schools to plan for all nursery and primary aged children to return from the start of the new academic year.

Scientific evidence shows that coronavirus (COVID-19) presents a much lower risk to children than adults of becoming severely ill, and there is no evidence that children transmit the disease any more than adults. Of course, there will still be risks while coronavirus (COVID-19) remains in the community, and that is why we have needed to put in place a range of changes and protective measures.

This document explains the changes we have made. Many of these changes have been in place since we closed in March and quickly became embedded good habits by the children and staff, but there have been changes since the previous information we issued that will require all of us to change our routines and habits. It is very important you read this document very carefully please and adhere to the changes to ensure our school is as safe as possible for your child, your family and the school staff.

## Attendance

In March when the coronavirus (COVID-19) outbreak was increasing, the Government made clear no parent would be penalised or sanctioned for their child's non-attendance at school. Now the circumstances have changed and the Government states it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development.

School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, 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

### **What about pupils who are shielding or self-isolating?**

The majority of pupils will be able to return to school.

However:

- a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)
- shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding.
- if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent

- some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September

If you believe your child should not return to school in September, please email [headteacher@appledore-primary.devon.sch.uk](mailto:headteacher@appledore-primary.devon.sch.uk) to arrange a conversation about this. Please be aware that you may be required to provide evidence in support of your reasons for not returning your child in September.

Where a pupil is unable to attend school because they are complying with clinical and/or public health advice and this has been discussed and agreed with the headteacher:

- school will offer them access to remote education
- absence will not be penalised.

## Minimising Risks

We have had to make informed judgments about how to balance delivering a broad and balanced curriculum with the measures needed to manage and minimise risk.

The measures we are taking are broadly the same to those in place this term with a few changes, so please do read these with equal care if you are familiar to the existing measures or your child is returning for the first time. We will of course support the children with understanding and following these changes and it would help further if you could share these changes with your child too. The essential measures are detailed below

### Illness

Children who are ill for any reason (COVID-19 symptoms or any other illness) must stay at home. If your child or anyone in the household is displaying coronavirus symptoms, please call school immediately on 01237 474365 **and** email [headteacher@appledore-primary.devon.sch.uk](mailto:headteacher@appledore-primary.devon.sch.uk). All parents and school staff must actively engage with the NHS Test and Trace programme if required/

### Hygiene

The children who have attended this term have quickly adapted to an increase in personal hygiene and routines became embedded and habitual.

School will continue to provide equipment, encouragement, supervision and time to clean hands more often than usual. This will involve at least once an hour and at each transition (eg coming in from outside). Good respiratory hygiene is promoted by the 'catch it, bin it, kill it' approach and this also includes more regular emptying of bins. Frequently touched surfaces are cleaned regularly using products readily available in the classroom.

### Teaching Groups

It is still important to reduce contact between people as much as possible and we can achieve that and reduce transmission risk by ensuring children and staff, where possible, mix in a small, consistent group and that small group stays away from other people and groups as much as possible. Some teachers and other staff will operate across different teaching groups in order to facilitate the delivery of the school timetable and the teaching of the curriculum. There may be occasions when children from different groups come together in small groups for specialist teaching.

Due to the expectation that all age groups return in September the size of the teaching groups must increase from those in operation now. From September, school will operate groups that are the classes. Whilst school will take steps to limit interaction, a teaching group will 'twin' with another group to share spaces (eg playgrounds, toilets) and as much as possible not at the same time. This will involve twinning of Nursery and Reception, Years 1 and 2, Years 3 and 4 and Years 5 and 6.

Carefully planned choreography of individual class teaching groups or twinned groups will ensure interactions will be kept to a minimum by using designated and/or timetabled learning, eating and play spaces. We continue to hire temporary toilet facilities and will do so for as long as is necessary and practicable.

Whilst every effort is made to implement distancing between teaching groups, please be aware that distancing between children within their teaching groups is unlikely and not to be expected for younger children.

Both the approaches of separating groups and maintaining distance are not 'all-or-nothing' options. Endeavouring to keep these groups at least partially separate and minimising contacts between children will still offer public health benefits as it reduces the network of possible direct transmission.

### Drop off and pick up routines

Changes to drop off and pick up routines are required and staggered drop off and pick up times will be implemented (please see table below). Please note there are changes to those in place during the summer term and ensure you adhere to these times, because not to do so could cause congestion and impact on infection control. If you have any questions or information to give to the teacher at drop off, unless it is urgent, please email [admin@appledore-primary.devon.sch.uk](mailto:admin@appledore-primary.devon.sch.uk) or call the school 01237 474365 rather than hold up the queue.

These measures are to reduce the number of people on the school site in the interest of infection control and please can parents and guardians adhere to social distancing measures when waiting to drop off or collect children. When you are waiting, please can your children remain by your side, because we have had incidents where parents are social distancing whilst their children are mixing with other children from other groups at these times. If a child needs accompanying to the education or childcare setting, please can this be one parent or guardian. If the child walks on their own, please ensure they do walk on their own and do not meet up with others on the way. Please note that older pupils are not to come into school early and wait around on the playground and that siblings can only be dropped off/collected at their designated times and not the same time. **Whilst these timing may be inconvenient, please adhere to them.**

Turtles	Entry to the school site will be via our back gate on Kingsley Avenue at 9am. Staff will greet each child and direct them to their classroom to wash their hands immediately on arrival. Please collect your child from the back gate at pick up time of 3.30pm.
Dolphins	Entry to the school site will be via our back gate on Kingsley Avenue at 8.50am. Staff will greet each child and direct them to their classroom to wash their hands immediately on arrival. Please collect your child from the back gate at pick up time of 3.20pm.
Year 1	Enter the school site at 9am through the single gate at the top of the carpark and wait on the path on the way to the school front door. Children enter through the front door alone and parents exit the school site through the single gate they entered. At 3.30 pm children will leave through the door they entered school to meet their parent queueing on the path waiting. Please exit the school site through the single gate.
Year 2	Pupils enter the school at 9am via the Pitt Lane entrance and parents exit into carpark and out the double gates. At 3.30pm, parents collect pupils from bottom playground and exit into the car park and out the double gates.
Year 3	Pupils enter to school site at 8.45am through the Richmond Road entrance and parents exit into carpark and out the double gates. At 3.15pm, parents collect pupils from the bottom playground and exit into the car park and out the double gates.
Year 4	Pupils enter the school site at 8.45am through the Pitt Lane entrance and parents exit into carpark and out the double gates. At 3.15pm, parents collect pupils from the bottom playground and exit into the car park and out the double gates. Pupils who walk home take exit through the double gates at the top of the car park.
Year 5	Pupils enter the school site at 8.30am through the Richmond Road entrance and parents exit into carpark and out the double gates. At 3pm, parents collect pupils from bottom playground and exit into car park and out double gates. Pupils who walk home take exit through the double gates at the top of the car park.
Year 6	Pupils enter the school site at 8.30am through the Pitt Lane entrance and parents exit into carpark and out the double gates. Pupils who walk home will exit through the double gates at the top of the car park. At 3pm, parents collect pupils from bottom playground and exit into car park and out double gates. Pupils who walk home take exit through the double gates at the top of the car park.

**If you have children in Years 1&2, your Year 2 child can enter the school with your Year 1 child via the front door.**

If you have children in Years 3&4, both children can enter the school via the same entrance (ie Richmond Hill or Pitt Lane). If you have a child in Turtles and Year 1 or Year 2, please drop your older children off first and then your Turtle.

The wearing of face masks in school for pupils is not required, but if your child arrives at school wearing a face mask because they have travelled on public transport or for other reasons please ensure it is removed before entering the school site. There may be occasions when a member of staff wears a face covering.

### **What to bring**

It is important that children bring as little as possible in and out of school. If pupils bring in items of stationery, this must stay in school until further notice. Please do not let your child bring anything in they may want/need at home. All items brought to school must be taken straight to their classroom.

### **Communication**

Please do not enter the school buildings without an invitation or prior arrangement. **All visitors and parents entering the school buildings must wear a face mask.** It saddens us that we cannot remain as open and as immediately physically available as before and hope you understand we must retain safe and sensible protective measures. Please note that our class specific emails have closed and contact with school will return to the usual calling 01237 474365 or emailing [admin@appledore-primary.devon.sch.uk](mailto:admin@appledore-primary.devon.sch.uk). If you have mobile numbers for staff, please be aware these numbers were shared with you as a result of unusual circumstances and refrain from using them.

### **If you or your child display symptoms of COVID-19**

Parents and guardians are required to:

- [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)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus](#) website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing

Schools should ask parents and staff to inform them immediately of the results of a test, provide evidence of the result and follow this guidance.

If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.

If someone tests positive, they should follow the [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#) and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

If school is made aware that someone in our school community has tested positive for coronavirus (COVID-19) it will work with the local health protection team to respond accordingly. The local health protection team will advise if additional action is required.

## After school clubs and AOOSC

If it is not possible to maintain groups being used during the school day for after school clubs (eg art, forest school and AOOSC), schools are advised to use small, consistent groups. AOOSC has been open over the summer holiday and will be open from Monday 7<sup>th</sup> September from 7.30am until your child's school start time and from 3pm until 6pm.

We ask parents to limit the number of different wraparound providers they access, as far as possible. Where you use other childcare providers or out of school activities for their children, we ask you to seek assurance that these providers are carefully considering their own protective measures and that you only use those providers that can demonstrate this.

## Learning & the curriculum

Changes to the content and delivery of the school curriculum will need to be made due to the time lost. Staff are already making plans that involve catch-up on the most important missed content in core subjects whilst continuing to deliver learning that is both broad and rich in content. Arrangements will be made for children who are legitimately unable to attend school for prolonged periods and for all children should there be a future local lockdown.

## Staff

In nursery and reception classes we say goodbye to Danielle and Heidi and welcome to Caroline Childs and Michelle Wilson. In year 1 we say goodbye for next year to Mrs Stephens who will be on maternity leave and welcome to Mr Lewis who will be replacing Mrs Stephens during her period of leave.

September 2020						
Nursery & Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Mrs Olliffe Mrs Bannister Caroline Child Lucy Davis-Llewellyn Michelle Wilson Cathy Ley Nicky Elphick	Mr Lewis Mrs Holloway	Mrs Stanbury Mrs Smale Mrs O'Shea	Mrs Rushworth Mrs Hughes	Miss Goodman Mrs Evans	Mrs Mitchell Miss Carstairs	Mrs McMorine Mrs Evans Mrs Phillips

## School uniform

Children will wear the correct school uniform when they return in September. Please monitor adherence to this and take action where necessary. To remind you, the uniform is as follows.

All children in Reception (Dolphins) to Year 6) need:

- navy blue crew neck sweat shirt/sweatshirt cardigan (ideally with logo\*)
- light blue polo t-shirt, shirt or blouse (logo\* optional)
- black or grey school trousers (not jean style or leggings)/shorts/skirt
- during summer term pupils may wear a blue and white check/stripe pinafore dress
- white, grey or black socks
- plain grey or plain black tights (not leggings)
- flat, black sensible school shoes or close fitting boots. Shoes are to be plain with no coloured logos and trainers are not permitted. Boots must not have excessive detailing, be Ugg style or made from soft fabric
- headbands are plain and ideally blue or black, not excessively large or themed
- sweat shirts and polo shirts with the school logo can be purchased from the school office

For P.E. all children in **Years 3 – Year 6** need:

- plain white crew neck t-shirt or white polo shirt
- black P.E. shorts or track-suit bottoms. Girls may choose to wear black netball skorts or skirts (under which they may wear black cycling shorts)
- trainers
- all PE kits to be free from any large logo or brand name (eg no adidas stripes or football team strip shirts/shorts)

For P.E. in **Years 1 & 2**

- trainers
- black PE shorts and house colour t-shirt for on sports day

School jumpers (including Nursery), cardigans, polo shirts and book bags with the school logo can be ordered and paid for online by visiting [www.schoolmoney.co.uk](http://www.schoolmoney.co.uk) . Please email [adnin@appledore-primary.devon.sch.uk](mailto:adnin@appledore-primary.devon.sch.uk) to arrange collection. We hold a reasonable amount of stock, but ordering asap is advisable.

Please be aware that uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods that are different from normal.

Please ensure any hair dye is no longer in your child's hair when they return in September.

## Behaviour

The expected standard of behaviour will still apply. In the unlikely event of children considered old enough to have an understanding of social distancing deliberately and consciously refusing to social distance school will call the child's parents to discuss how to resolve such an issue.

## School Food

Hot universal free school meals for all pupils in Reception, Year 1 and Year 2 will resume in September. Menus will be available to view and order on SchoolMoney later in the school holiday. For new parents who do not yet have access to SchoolMoney we will send the menus to you by email and we ask that you email choices for the first week to [admin@appledore-primary.devon.sch.uk](mailto:admin@appledore-primary.devon.sch.uk). During the first week back we will arrange access to SchoolMoney for new parents to select menu choices for the following week.