



Dear parents and guardians

Friday 17th July

I trust you and all your family are well.

Once again, school staff are working hard to organise a much wider reopening in September and we are excited and relieved to finally welcome all year groups back.

Since school closure we have welcomed back over one hundred children and every one of them has been amazing. They have quickly adapted to the new routines, displayed such common sense and their unwavering sense of fun and enjoyment has been a welcome tonic to staff who have tried their very best under unusually challenging circumstances.

And so to the children and staff I would like to say a huge 'thank you' for how you have responded to keeping the school going over the past few months. Now to looking forward...

The last day of term will be Friday 17th July and the school will close, including for key worker children. The AOOSC holiday club will open from Monday 20th July for children at Appledore School and those already known to AOOSC and there will be a charge. For more information, please visit <http://www.appledore-primary.devon.sch.uk/index.php?page=extended-schools>

School will resume for all children in all year groups on Monday 7th September. The document that follows this letter explains the arrangements for school opening in September based on what we know now. Please be aware that the arrangements for opening could change between now and September, so please check on our school website over the summer with some regularity. Significant changes will be communicated to you by text. The most recent copy of this document will always be available in the news section of the school website <http://www.appledore-primary.devon.sch.uk/index.php?page=news>

Please take time to read this document carefully and be aware that all 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 so we can arrange a time to talk about this.

Staggered arrival and departure times are a necessity and we ask that you strictly adhere to these until we can hopefully lift this requirement. 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.

Many thanks for the messages of support you have sent us over the past few months and I wish you all a very enjoyable summer and look forward to welcoming you back in September.

Best wishes

Jeremy Cooper

Headteacher

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 7th 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 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. 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 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.

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 classroom 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.

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. 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 will close this Friday and contact with school will return to the usual calling 01237 474365 or emailing 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.

Infection protection and control

If a child becomes unwell with a new, continuous cough or a high temperature, or has a loss of or change in their normal sense of taste or smell (anosmia), they will be sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'. This sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. School must be informed of the test results.

School will take swift action if we are made aware that someone who has attended has tested positive for coronavirus (COVID-19) and work with the local health protection team to respond accordingly. The local health protection team will advise if additional action is required, which could involve closure of a teaching group and full closure will generally not be necessary.

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 will be open over the summer holiday and we will provide information on the opening of other after school clubs (eg art and forest school) in due course.

AOOSC holiday club is open over the summer and information relating to its opening can be found at <http://www.appledore-primary.devon.sch.uk/index.php?page=extended-schools> . Our intention is for before and after school club to be open during term time from September and we will confirm this as soon as we are able.

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 Halloway	Mrs Stanbury Mrs O'Shea	Mrs Rushworth Mrs Hughes	Miss Goodman Mrs Evans	Mrs Mitchell Miss Carstairs	Mrs McMorine 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 1 – 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 skirt or skirt (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)

Nursery

- green sweatshirt with school logo and green polo shirt with logo are encouraged

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 . Please email 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. During the first week back we will arrange access to SchoolMoney for new parents to select menu choices for the following week.