

DOTHILL PRIMARY SCHOOL

Severn Drive, Wellington, Telford, Shropshire, TF1 3JB
Telephone 01952 386870



Head Teacher: Becca Butler

Friday 17th July 2020

Plans for Opening of School to all children Wednesday 2nd September 2020

Dear Parents/Carers

As you know, school has only been open to a reduced number of pupils over the past few months. This was done in order to reduce the transmission of coronavirus, to protect the NHS and to save lives. Following government advice, as the situation improved nationally, we opened up school to EYFS, Year 1 and Year 6 with children being taught in small 'bubbles' of no more than 15 children. Our provision for the children of critical workers also enabled some children from other year groups to attend.

Returning to school is vital for children's education and wellbeing. Given the improved position, the balance of risk is now overwhelmingly in favour of children returning to school and we have been given the green light from the government that it is safe enough for all children to return to school from September. For the vast majority of children, the benefits of being back in school far outweigh the very low risk from coronavirus.

The following link will take you to a document published by the government that will give you further information:



<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak>

This letter will contain all the information you will need to know about our return to school in September. There are some significant changes so please read this very carefully and reference it regularly.

Beginning and end of the day

- All children (even Year 6) **MUST** be accompanied by an adult when arriving/leaving (only one adult please).
- School is only accessible through the front gates - the field and playground gates will **NOT** be open.
- There is a one-way system in place for entering and leaving the site.
- As you approach school, the left hand gate is the entrance gate. Please walk around the outside of the building in a clock-wise direction.
- Keep at least a two metre distance from other parents and children that may be arriving at the same time as you.
- Say goodbye to your child away from the classroom door and let them walk in by themselves.
- Children should bring the absolute minimum from home - all that is required is a waterproof coat, a water bottle and a piece of fruit for snack. Do not bring a bag. Snack/lunch/water bottle can be in a lunch bag. Nothing else is required or allowed.

- If you have any messages to pass to teachers please phone the school office and these will be passed to the relevant person. Do not approach the classroom door. Do not approach the office.
- Continue to walk in a clock-wise direction to leave the site. The gate by Club will be unlocked and you can leave the site through the opposite gate to the one you came in.
- It will be the same arrangements for collecting your children at the end of the day.
- In order to minimise the number of people on site at the same time we will have a staggered start to the beginning and end of the day as follow:

Classes	Gates open	School starts	Gates open	School ends
Year 5/6 classes	8.15am	8.30am	2.45pm	3.00pm
Year 3/4 classes	8.30am	8.45am	3.00pm	3.15pm
EYFS/Year 1/ Year 2 classes	8.45am	9.00am	3.15pm	3.30pm

- Each phase of school has a 15 minute window to bring the children in to school.
- **Do not arrive earlier than your allotted time** as you will be asked to wait. Our risk assessment is clear that parents must not congregate at the school gates which is why we have this staggered approach. It is designed to keep the flow of people moving rather than waiting.
- If you have children in more than one year group then please bring them all at the time of the later group and collect them at the time of the earlier group. E.G. if you have a child in Y1 and a child in Y6 you would bring them both at 9am and collect them both at 3pm.
- Please note that you cannot collect your children early for appointments etc. Once they are in school they need to remain in school until the standard collection time unless agreed in advance with the head teacher.



This structure has been in place since 1st June and has worked very well to keep our children, our parents and our staff safer. We have had a lot of positive feedback from the parents who are now used to this system. They are now very good at it so if you are unsure, speak to one of them!

Reception Class Information

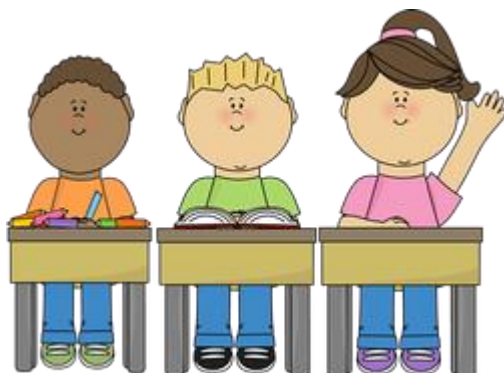
Please be aware that some of the information regarding normal school routines that has previously been published has changed (as Mrs Wood advised you on the phone) - please use this letter as guidance for September.

Please note:

- The first day of term is Wednesday 2nd September 2020 and our classroom doors open between 8.45am and 9.00am. Please arrive during this 15 minute window (not before). On this first day and on Thursday 3rd September 2020, the children will stay for the morning only so should be collected at 11:45am, before lunch.
- On Friday 4th September they will stay for the morning AND lunch and should be collected at 12:45pm.



- Each day, as the security gates will be locked please collect your children from the PPA room opposite the staff car park at the front of the school (we will direct you on the day).
- From Monday 7th September the school day finishes at 3:30pm and you should collect your children from the classroom door between 3:15pm (gates open) and 3:30pm.



Class Structure











- The government acknowledge that 2 metre social distancing is impossible in a primary school so the safety measures to reduce contact will be classes (a constant group of children/adults).
- Classes will remain as a class throughout the day and will not mix/socialise with other classes.
- Each class will have its own room and its own resources that will not be shared by other classes.
- Playtimes and lunches will be staggered to minimise contact with other classes.
- During playtimes, the classes will not mix, they will have their own designated play area and equipment.
- It should be acknowledged that within the classes we will not be able to expect 2 metre social distancing however we will encourage it wherever possible.
- You should have received a leaflet telling you about your child's new class. This is where you should bring them on Wednesday 2nd September. If you are unsure where the classroom is, there is a site map on our website.

School Meals

- There will be no hot meals available from school for the first half term. This will be reviewed for the second half term.
- If you are in EYFS or Key Stage 1 you will be provided with a free packed lunch.
- If you qualify for free school meals you will be provided with a free packed lunch.
- You can pay for a school dinner if you wish - this will be a packed lunch.
- In order to minimise children bringing in items from home we would prefer you to buy a school packed lunch rather than bringing your own.
- Please use the online payment service as we are trying to minimise the handling of cash in school. If you have to pay with cash then ensure it is in a named envelope BEFORE you get to school.



The packed lunches provided will be as follows:

Select bread	Sandwich 				
Select filling	Ham 	Cheese 	Tuna 	Egg 	
Also includes					
	Water	Salad	Fruit	Crisps	Yoghurt/biscuit

- In order to minimise gatherings, packed lunches will be eaten in the classrooms rather than the dining hall.
- Please note that there will be no fruit and milk available for EYFS and Key Stage 1 initially. Please send your child to school with a piece of fruit for break time which should be kept on their table until break.

Safety and Hygiene

- Classrooms have been set up carefully to minimise risk.
- Classes will not mix with each other. There will be social distancing measures in place between each class.
- Soft resources that cannot be wiped clean are put away, out of reach or removed from the classroom.
- Children will be given their own resources such as pens, pencils, books etc which will not be shared/used by anyone else.
- Handwashing will be a priority and will be a key to minimising risk. Children and adults will wash their hands regularly at key points during the day - when arriving at school, before and after break, before and after lunch time, after going to the toilet, sneezing/coughing into their hands and before going home.
- Soap, paper towels and tissues are available in every classroom along with cleaning resources for wiping down surfaces and shared equipment.
- We will use the 'catch it, bin it, kill it' saying and ensure tissues are put into a lidded bin.
- Windows will be open to ensure good ventilation in the classroom.
- The school will be cleaned daily by the Telford and Wrekin cleaning team following their own specific guidelines and procedures for Covid-19.



- The Behaviour Policy has been updated to include new expectations relating to Covid-19. Any child deliberately coughing, spitting, putting others at risk through their behaviour will be asked to leave for the rest of the day and not return to school unless they can safely follow the guidance in place.

Medication

- Please ensure that your child's medication is up to date
- Children who use asthma inhalers or Epipens should bring them in on the first day and these should be handed to the class teacher.

School Uniform

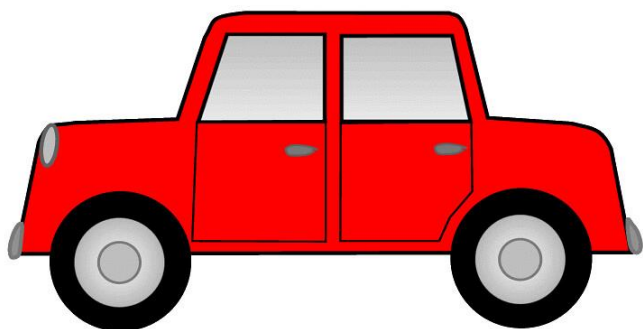
- School uniform must be worn in September including plain, black shoes.
- Anyone not wearing appropriate uniform will be challenged and a phone call home will be made by the head teacher.
- Children should bring their own, clearly labelled water bottle. Please note that water bottles will not be available to buy from the school office. Any type of water bottle can be brought as long as it is clearly labelled. This needs to be taken home and washed daily.

PE Kit

Your class teacher will tell which day is your PE day. On this day you should wear your PE kit to come to school and keep it on all day. Please note that the only appropriate PE kit is as follows:

- Black, blue or grey plain tracksuit bottoms or shorts
- Plain white T-shirt/polo shirt
- Plain white or black trainers (not orange, yellow, pink, fluorescent or any other fashion variety!!!)
- School jumper - to be removed for PE lesson

Anyone not wearing appropriate PE kit will be challenged and a phone call home will be made by the head teacher. It is our policy that children should not wear jewellery to school other than simple stud earrings and a watch/Fitbit (not a smart watch). These need to be removed for all PE activities and kept safe by the child at their own risk.



Transport

With children coming and going at different times there is a lot more movement of traffic on Severn Drive. If it is absolutely necessary for you to come to school in a car then please park away from the entrance and walk up to the path. Please do not turn your car in the school drive or do U-turns. Use the turning circle at the end of the road. Thank you for your support with this.

Telford and Wrekin Transport Services

In order to facilitate transport arrangements for the return to school in September the Telford and Wrekin Transport team are sending out a communication to all parents asking about their requirements for the new term. Please note that this is for all parents, not just those eligible for transport assistance. You will find a letter about this posted to our school website next week for your response. Parents will be asked to submit their responses via a council web page and direction to this link will be embedded in the letter.



Talking to Teachers

Due to the one way system in place it will be difficult to talk to your child's teacher at the beginning or end of the school day as we need to keep everyone moving around the site to avoid congestion. Please email or phone the school office to arrange a phone call with the teacher at a time convenient to both of you. Senior members of staff will be out and about on the school site at the beginning and end of the day at various locations where you can leave messages to be passed on to teachers.

Parents in School

Unfortunately, due to minimising the number of people within the building, parents and carers will not be allowed in to school until the situation has eased further. This means that all pupils will need to be dropped off and collected at the classroom door from an appropriate distance. If your child becomes upset please step out of the flow of people, away from the door and reassure your child until they are ready to come in. Parental events that usually take place in school will unfortunately not be happening during the autumn term.

School Office

- The school office is available by phone.
- There will be no face to face appointments at the moment. This will be reviewed over the half term.
- If you have any queries or wish to pass on any messages please phone the office initially for help. Try to avoid email if possible. If the phone is not answered, please leave a message as the answerphone will be monitored regularly between 8:30am and 3:30pm.
- We will not be sending any letters home with your children.

All general communication will be through the school website. Please check the website regularly to keep up to date with any changes.



Homework

- Children will be bringing a reading book home along with their reading journal. This should be signed weekly by a parent following the usual system.
- Teachers will explain homework to their classes in September.

Attendance

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

Now the circumstances have changed and it is vital for all children to return to school. This is to minimise, as far as possible, the longer-term impact of the pandemic on children's education, wellbeing and wider development.

Missing out on more time in the classroom risks children falling further behind. **School attendance will therefore be compulsory 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 ensure 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.

We now know much more about coronavirus (COVID-19) and so in future there will be far fewer children advised to shield whenever community transmission rates are high. Therefore, the majority of children will be able to return to school. You should note however that:

- a small number of children 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) 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 (see below).
- 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 (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at COVID-19 - 'shielding' guidance for children and young people.

If we as a school became aware of a child who had a confirmed case of COVID-19, we would contact Public Health England and follow their guidance.

Educational Visits

There will be no educational visits in the autumn term that involve any transport. Local walks may take place in order to enhance the curriculum learning.

Collective Worship

There will be no gathering in the hall for assemblies. Collective worship will take place in the classrooms. We believe it is important to come together as a school to have a sense of belonging. We will therefore hold whole school assemblies via Microsoft Teams on Mondays and Fridays.

Illness

Please ensure that your child does not attend school if they have symptoms of coronavirus:

- A high temperature (above 38 degrees)
- A cough that persists
- A loss or change to their sense of smell/taste

Please inform the school office of illness as normal.

It is really important that you notify the office if your child has a coronavirus test. Please let us know whether the result was positive or negative.

The Use of PPE

Wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is the risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport and in shops. This does not apply to schools or other settings.



Schools and other education or childcare settings should therefore not require staff or children to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. Face coverings (or any form of medical mask where instructed to be use for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example young children, or those with special educational needs or disabilities) as it may increase the risk of transmission. We will not be permitting children to wear these in school, in line with the government guidance above.

Obviously safety matters and that has to be our priority in setting up structures and routines but what also matters is the children.

Those who have been in school since June are now used to the new ways of doing things but for the other children and parents it will feel different and maybe a bit scary. We are all in this together and we want to work with you to ensure that we can get our children back to some sort of school 'normality' as soon as possible. I said it to the parents returning in June and I give the same message now:

We will consider the children's wellbeing. We will have a laugh. We will have fun. We will learn. We will provide lots of opportunities for talking about concerns or worries they may have. There will be opportunities to relax and enjoy each other's company. Children are incredibly resilient and they have the ability to adapt quickly to new situations when there is consistency and they feel safe and valued. It's going to take a lot of getting used to for all of us but it will be fine.

I hope I have gone some way to answer any questions that you might have had. I am really looking forward to Dothill being back together again in September.

Have a great Summer!

Best wishes

Becca Butler

Becca Butler
Head Teacher



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