



Artsmark
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SUNNYMEDE JUNIOR SCHOOL

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Dear Parents and Carers,

Following on from my communication last week, I am writing to update you on our plan for the full re-opening of Sunnymede Junior School in September. As I said last week, the Government plans for schools to open for all pupils on a full time basis in September and this will be mandatory. Having now fully digested the lengthy guidance we have received, it is clear that there are many restrictions and health and safety measures that will need to remain in place or adapted, whilst trying to return to a 'broad and balanced' curriculum. This presents quite a challenge on many levels but we have been working to find a way to achieve this and I am setting out this plan below. It will certainly be a test of our resilience and organisational skills! As with our previous plans for partial re-opening, all the decisions we have made reflect our updated risk assessment and national guidance, with the ultimate aim of keeping children and staff safe whilst supporting the children to progress in their learning.

This plan has been quite complex to put together so I apologise for yet another long letter this term. However, I am sure you will agree that one comprehensive letter is preferable to lots of separate emails. I recommend you read it in stages, a little bit at a time over the summer perhaps! This letter will also be placed on our school website. Please note that schools will continue to receive updated guidance throughout the holiday period, so there may well be more national or local updates. Whilst we sincerely hope this will not be the case, I strongly advise that you check your emails in the last week of the holidays in case any aspects of this published plan needs adjusting in response to updated guidance.

Please keep this information safe so you can refer to it again before returning in September.

Have a wonderful summer and thank you all again for your support.

Kind regards.

Mrs Branch
Headteacher



WHEN WILL CHILDREN RETURN TO SCHOOL?

The term begins on **THURSDAY 3rd SEPTEMBER** for ALL pupils and we expect all pupils to arrive promptly (please see later section for arrival times for each year group).

ARE THERE ANY CIRCUMSTANCES UNDER WHICH I SHOULD NOT SEND MY CHILD TO SCHOOL?

Children **must not** attend school if they, or a family member they live with, have symptoms of Covid-19. These are:

- A new, continuous cough OR
- A high temperature OR
- A loss of, or change to their normal sense of smell and taste

If a child is absent due to illness, for whatever reason, **YOU MUST REPORT IT PROMPTLY AND WITH SPECIFIC DETAIL OF SYMPTOMS**. Parents/carers will need to be ready and willing to book a test if they are displaying symptoms and to let the school know the result of the test.

WHAT ARE THE EXPECTATIONS FOR ATTENDANCE?

Since the end of March, attendance at school has not been mandatory. From September 2020 the circumstances have changed and it is expected that all children to return to school. This means that from this point on, the usual rules for school attendance will apply:

- Parents have a duty to ensure that their child attends school regularly
- Schools have a responsibility to follow up absence and the availability to issue sanctions, including fixed penalty notices

We know that some parents will have more general worries about sending their child back to school but the detailed measures outlined in this communication should reassure you. We asked last week for parents to contact us should they have any concerns. In the exceptional circumstance of a child being unable to attend school because they are complying with clinical or public health advice, remote education will be offered.

WHAT WILL HAPPEN IF A CHILD OR STAFF MEMBER BECOMES ILL WHILST AT SCHOOL?

- If a child becomes unwell, we will telephone parents to come and collect their child as soon as possible.
- If a child shows any symptoms of Covid-19, the child will be isolated straight away in the school library with adult supervision at a distance of 2m whilst we wait for an adult to collect. The room will be well ventilated.
- The **child and family** must arrange for a Covid-19 test (<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>) as soon as possible. All children can be tested but young children will need parental help to use home testing kits. Anyone with symptoms must follow the Stay at Home guidance: (<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>)
- Where a child or adult tests positive, the school will contact the local Health Protection Team (HPT) who will work with the school to guide them through the actions that need to be taken. Based on the advice from the HPT, we must send home those people who have been in close contact with the person who has tested positive.
- The above procedure applies to a member of staff who develops symptoms, though I imagine they will be taking themselves home rather than waiting for a parent to collect them!

HOW WILL THE SCHOOL BE ORGANISED?

The school will re-open based on the principle that there will be no mixing between different year groups, which will also be referred to as 'bubbles'. Children will stay in class based 'bubbles' for the majority of the day. However, in order for the day to run smoothly and the curriculum to be delivered fully and accessed effectively, 'year group bubbles' will operate at playtimes, lunchtimes and at the start and end of the day. Year group bubbles will not mix with other year group bubbles. So, for example, there will be no whole school assemblies and lunch and break times will be organised so different year groups do not come into contact with each other. LSAs will be allocated to year groups and will stay in those year groups wherever possible. Staff are, however, permitted to operate between year group bubbles so that, for example, small group teaching and PPA lessons by specialist teachers can take place and when supervising lunch and break times. However, any such member of staff working in this way will operate strict social distancing and endeavour to stay two metres apart from pupils where possible. Class teachers will remain attached to their own classrooms wherever possible.

The 'bubble' principle, where the allocated groups do not mix, is based on the fact that young children within a school setting are unlikely to be able to socially distance throughout the day but transmission of the coronavirus can be minimised and tracked by staying in bubbles. With up to 32 pupils in each class, social distancing between pupils in the class would not be possible. Whilst not mandatory, social distancing will, nevertheless, be encouraged and expected wherever possible throughout the day.

To help us ensure that year group bubbles stay together and do not get mixed up, each year group will have a colour and, in September, the children will be given a colour badge that they must wear in a visible place every day so we can maintain these bubbles. We need you to help us by ensuring that your child is wearing their colour badge every day when they come to school - and remove it before putting uniform through the washing machine! Thank you in advance. The year group colours will be:

Year 3 - Purple	Year 4 - Orange	Year 5 - Turquoise	Year 6 - White
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HOW WILL THE CLASSROOMS BE ORGANISED?

In classrooms, the recommendation is for children to sit forward facing and next to each other rather than opposite each other but with staff keeping two metres away from pupils wherever possible. Our classrooms have been set up to follow this model. Children will have their own allocated desk and seat which will stay the same each day. As I am sure you will appreciate, the concept of teachers staying two metres away from pupils at all times will be quite alien to them and will make interactions with pupils difficult. We strongly believe that this will be hard to operate in the long-term. Where teachers are comfortable being in closer proximity to children, they will be allowed to, though they will act in a safe way and only go closer if it is to support learning or the wellbeing of the pupils. The children are our priority and we want them to 'connect' with our staff and feel they are there for them. Children will not be allowed to move around the classroom as freely as they are used to. They will also have their own personal equipment for use.

HOW WILL MORNING BREAK TIMES BE ORGANISED?

The playground will be set up in two zones, with a barrier between the two. Only one year group bubble will be allowed in each half of the playground at a time, so there will be a staggered approach to break times.

- Fresh fruit and vegetables will not be sold so pupils will need to bring their own fresh piece of fruit or fresh vegetable.
- Pupils will not be able to have equipment to share in the first instance, due to the high level of cleaning that will be needed, However, we have purchased a skipping rope for every child in

the school which has had their name tagged to it. They will keep this at their desks and be able to take this into the playground with them if they wish, including at lunchtime. It will be for their use only.

- Pupils' hands will be sanitised before going out to play and on their return.

HOW WILL LUNCHTIMES BE ORGANISED?

Organising lunchtimes and maintaining year group bubbles has probably been the most complex part of our plan, given the limited hall space we have, that different year groups cannot come into contact with each other or use the same space at any time and that we also provide meals and have to transport food and serve to the infant school. Given this letter is so long and the lunchtime plan is rather complex, I will give a very brief summary here, simply to assure you that the plan follows all guidance to keep children as safe as possible.

Like break times, lunch times will be staggered. The hall will be split into the large and small halls, with the partition doors closed. Only one year group bubble will be allowed on each side at once at their allocated time. Everyone in the bubble will have to have finished eating before they all move to the playground to their own allocated zone. Some children will be required to eat their packed lunch in a supervised classroom due to lack of space in the hall. Hands will be sanitised regularly, including before and after eating and on returning to the class at the end of the lunch period. All tables, chairs and contact points will be thoroughly cleaned after one year group bubble finishes and another year group comes in to the hall. Please note that, because we will need to get children eating school dinners as quickly as possible due to the staggering approach, children will not be able to stand and deliberate over their food choices as they quite often tend to! Please ensure that your child knows what is on the menu that day and what their choice is going to be e.g. ham, tuna or cheese filling.

WILL SCHOOL DINNERS BE AVAILABLE?

We will be providing a school meal for any pupil that requires it. Food will be prepared following all the strict measures required for catering. While we focus on the organisational arrangements for lunch and ensuring this element runs smoothly, we will be providing cold, packed lunch style meals only from 3rd to the 18th September. This will speed up service and allow us to see how the flow around the dining halls and playground works and how best to introduce hot food. The menu is attached for this period. We aim to re-introduce hot food after that and will advise you once the menu changes. Please pay for dinners in the normal way, preferably online to minimise handling of cash or cheques.

WHAT ARE THE MORNING SCHOOL DROP-OFF ARRANGEMENTS?

As per DfE guidance and our risk assessment, parents will NOT be able to come on to the school site in the morning when they drop their child to school. In order to avoid children from different year group bubbles mixing, we will stagger the drop-off times in the morning for each year group; see table below. This does not mean that the children's day will be shorter, as those arriving earlier will leave first and those that arrive last will leave later (the end of the day will also be staggered).

Year 6	Year 3	Year 4	Year 5
8:40 am	8:45 am	8:50 am	8:55 am

You may arrive at either the Mons Avenue entrance or The Meadoway entrance to drop your child off in the morning. You should bring your child to the gate and ensure your child has everything they need as they approach so that entry can be swift (avoiding queues at the gate). There will be a member of staff at the gate who will direct your child through the playground straight to their classes (except on the first morning where they will line up in the playground first). We anticipate that this

model will work really well based on the transition visits where all children, including the new Y3 pupils, came in really well and without a fuss. Teachers will be waiting for the children in the classrooms as they arrive and other staff members will be based in the playground and school corridors to ensure that pupils socially distance as much as possible. Below are some points to be observed in relation to morning drop offs:

- Only one parent should drop off to avoid too many parents doing the school run.
- Please arrive at the time allocated above with your child and do not be late.
- Please ensure social distancing outside the gates and avoid congregating for chats – please move away from the gates as soon as you have dropped off.
- Please see the later section regarding how to contact a parent or drop things off e.g. dinner money and forms / letters
- If your Year 5 or 6 pupil walks to school alone, they should come to gate alone and also have any dinner money etc. ready
- If you have forms to hand in or dinner money to give, please put these in a box that will be with the member of staff at the main gate. Any money must be in a sealed envelope or packet with your child's name and class on, and what it is for.

WHAT ARE THE END OF DAY COLLECTION ARRANGEMENTS?

The end of the day collection arrangements are, unfortunately, a little bit more challenging and I am afraid that, after much discussion of different exiting models, we will be operating a one-way exiting model at the end of the day. **All parents must arrive at The Meadoway entrance to collect their child and, on collecting them, leave via the Mons Avenue gate.** Below are the times when you should arrive at the Meadoway gate to collect your child. Please do not be late.

Year 6	Year 3	Year 4	Year 5
3:00 pm	3:05 pm	3:10 pm	3:15 pm

- When you arrive at the Meadoway gate, you will be asked to enter the gate, walk up the path and turn left into the main playground. You will be expected to stay in single-file one behind the other and keep two metres apart if possible but at least one metre. When you approach a member of staff in the playground (likely Mrs Branch, Miss King or a member of the office team), please say clearly the name of your child and their class name. You will be asked to proceed through the playground and your child will be called to join you and exit the Mons Avenue exit together.
- When you arrive in the playground, children will be waiting in their bubbles around the edge of the playground, ready to be called by a member of staff. Please do not go up to the children but just approach the staff member who is calling the names of the children for collection.
- Please do not arrive earlier than the time slot you have been allocated, as your child may not yet have lined up in the playground and this will cause disruption.
- Only one parent should collect to avoid congestion.
- Y3 and Y4 children must be collected and cannot walk home alone.
- If a Y5 or Y6 pupil is walking home alone, you will need to have returned the exiting arrangements form on the first day back in September.
- For Y5 pupils walking home, they will be sent home just after Y5 parents collecting children themselves have left – approximately 3:20 pm They will be allowed to use either gate, as parents will not be with them.
- For Y6 pupils walking home, they will be sent out before any Y6 parents collecting children themselves have been invited onto the site - at approximately 2:55 pm. They will be allowed to use either gate, as parents will not be with them.
- **If you are collecting two or more children from across different year groups, you do not need to collect the first one and then walk round the block and line up again to collect your other children. Please come at the LATEST of the leaving slot times your child has been allocated.** You will then be asked to name all your children and classes and they will be called together.

- Please note that there will be a box in the playground for dropping off any dinner money or forms at the end of the day

ARE PARENTS ALLOWED ON THE SITE?

In line with clear guidance from the DfE, parents will not be allowed freely on the school site. As a general rule, no parent will be allowed on the premises at any time unless they have a pre-arranged appointment that they have made by email or telephone. The exceptions will be:

- At the end of the day, as described above, parents can pass through the playground in single file (one-direction) to collect their child and leave immediately.
- In the morning, Breakfast club parents of young children can bring their child up the small ramp, drop their child off outside the main door and then exit by The Meadoway gate.

HOW CAN I MAKE CONTACT WITH MEMBERS OF STAFF?

The guidance for re-opening schools is to reduce as many visitors to the school as possible. This includes parents and carers. If you need to see a member of staff, we recommend you email the school office at admin@sunnymede-jun.essex.sch.uk or call the main office on 01277 651364. If your query cannot be answered there and then, the relevant person will phone you or email you back. If necessary, a pre-arranged appointment will be made, though this is only if absolutely essential.

WILL MY CHILD HAVE TO WEAR UNIFORM?

The Government would like all children to return to school in uniform. We will be returning to full school uniform for the most part. However, on the days that children have P.E. lessons (2 days per week), they must come to school in their P.E. kits, though they must be clean and tidy, as should their uniform. P.E. kits must follow the uniform policy, which is attached. Football kits will not be allowed. However, they may wear plain black / grey / navy jogging bottoms instead of P.E. shorts if it is a cold day. Before we return in September, we will send you the P.E. days for different classes.

WHAT EQUIPMENT CAN CHILDREN BRING TO SCHOOL?

The aim is still to keep equipment brought in to a minimum. Children may bring a bag to school. They can also bring:

- A coat or blue uniform fleece if the weather is cold
- Mobile phone (Year 5 and 6 ONLY). No mobile phones must be brought in by Year 3 / 4 pupils
- Water bottle with name clearly marked (it is essential that children bring a full water bottle with their name on every day, as the water fountains have been sealed off)
- Packed lunch (with name on)
- Piece of fresh fruit or vegetables for break time (we will not be selling snacks)
- Dinner money / return forms (to be placed in box at gate on arrival in envelope and with name / class on it)
- 1 x handwriting pen if they have already received their pen license (to be left in school once brought in)
- Home reading books (once these have been issued)
- Sun hat (sun cream to be applied before coming to school)

CHILDREN MUST NOT bring:

- their own pencil cases. (Each child will be given their own pack of equipment containing everything they need to complete their work).
- P.E. kits- they should come to school in P.E. kits on relevant days
- Other personal items, such as footballs, skipping ropes, toys etc.)

Parents of children with asthma/allergies must ensure that there is an up to date inhaler/epipen in school or must make arrangements to supply one **on the first day of school**. Parents must inform

the school of any new medical needs which have arisen during lockdown so that appropriate medical protocols and systems can be put in place. This must be done before the child comes back to school.

WILL THE SCHOOL'S BEHAVIOUR POLICY CHANGE?

Our existing Behaviour Policy will remain in place. When we partially re-opened in June and organised transition visits for other year groups, we sent parents some additional school rules for children to follow to ensure everyone remained safe. These additional rules will continue and be in addition to our current policy, though they will be adapted slightly in preparation for September. We will forward you and explain any amended versions. In order to keep other children safe, we will take seriously any child who deliberately tries to undermine the systems and routines we are putting in place and increase risk to other. If it is proven to be deliberate, parents will be informed and the child will miss a playtime. If the behaviour persists, we will contact the parent to discuss further, more serious sanctions and how we move forward to ensure others are not put at risk. The pupils will have the rules reinforced daily so they will have no reason not to follow them.

WHAT CAN I EXPECT IF MY CHILD CANNOT ATTEND SCHOOL DUE TO A LOCAL LOCKDOWN OR FOR ANOTHER SPECIFIC REASON?

The Government guidance requires every school to have a contingency for remote learning should there be a need to instigate a local lockdown or for a child who is unable to return to school because they have a specific need. We will continue to use the same methods that we have used over the past term for pupils with particular needs, with resources accessed via our school website. This will only be used for emergency or specific cases and will not generally be in use throughout normal school operation. Remote tasks will not be set for pupils with occasional days off for routine illness. If your child is learning remotely and you have queries, please use the school office email rather than the year group emails that were set up for use last term. Any remote learning will follow the work being completed by pupils in school, as much as is reasonably possible. Remote feedback will also be given for key tasks if they are sent to us.

WHAT CURRICULUM WILL BE TAUGHT IN SCHOOL?

We will be providing a broad and balanced curriculum. Some activities will need to be adapted to ensure they remain safe. Equipment will also need to be used but will require cleaning throughout the day and there will be a significant amount of time spent washing and sanitising children's hands, which will inevitably have some impact on the actual direct teaching time. We will be working hard in the first few weeks to ensure all pupils are comfortable with being back in school after a long absence. With this in mind, there will be more activities initially on supporting pupil wellbeing. We will also be undertaking activities to identify gaps in learning, as we normally would. We know that children at home over the past few months will have had different learning experiences and may be at very different stages. We will be assessing the needs of the pupils to identify gaps in learning for specific pupils but there will be no formal written 'tests' in the first two weeks. We will continue to cover the full range of subjects where we can, though remember that we do 'block' subjects so all subjects will not be taught every week or term. PE lessons will take place but will be significantly adapted and with lots of cleaning of equipment. Activities will be socially distanced as much as possible. Music lessons will also be adapted. Guidance would currently seem to suggest that pupils cannot sing so the focus will be on music appreciation initially. I can assure you, however, that despite any restrictions in place, learning at Sunnymede will continue to be lots of fun!

WILL TEACHERS MARK BOOKS?

Marking books is quite problematic, due to the high volumes of paper that teachers would need to come into contact with if they mark in the way they normally do. Teachers are also being encouraged to socially distance whilst in the classroom. As such, a large amount of marking will be done by the children in class, in response to discussion with the teacher in class. There will also be some marking by the teacher in books but this will be more 'light touch' than previously. Teachers are not able to

take books home to mark so this will mean more limited time for marking. Extended marking for writing will, therefore, be done by teachers on a rota basis, marking approximately 10 pupils' books per week in greater detail. They will be required to do this after school and wear protective gloves, for your child's and their safety. We will review the marking process regularly, as we are keen for marking to remain meaningful, regular and help the pupils to progress in their learning.

WILL CHILDREN BE SET HOMEWORK AND WILL READING BOOKS BE BROUGHT HOME?

Homework will be set in some capacity and we will advise you of this once the children are settled. We will also be organising it so that home reading books can be brought home. However, books will have to be kept within bubbles, cleaned thoroughly or put in quarantine on return. This will likely mean a reduced selection to choose from. We are still planning out how this will work and will advise you of the plan once we return.

WILL SWIMMING LESSONS TAKE PLACE FOR Y4 PUPILS?

At this moment in time, it looks like Y4 swimming will not take place in the autumn term. We have been in contact with Everyone Active who facilitate our swimming lessons and they are unable to make any commitments at this point in time. We will advise you when the situation changes.

WHAT IN-SCHOOL EVENTS WILL NOT BE ABLE TO TAKE PLACE DUE TO RESTRICTIONS IN PLACE?

The guidance for schools is clear that visitors on site must be limited and, in particular, large gatherings cannot take place. This means that, sadly, there are a number of school events that we usually look forward to that are very unlikely to take place next term, though we will advise you in the event this changes. These are:

- Meet the Teacher information sessions in early September (you will still receive the year group newsletter in September outlining key information)
- Open evening for parents (we will be considering alternative ways to communicate information to you about your child's progress)
- Y3 parents invited to lunch with their child
- Class assemblies
- PTA disco
- Carol Service
- Christmas Bazaar
- Christmas production
- Parent workshops

ARE THERE ANY IN- SCHOOL VISITS THAT WILL TAKE PLACE?

There are a few events that we have risk assessed as being able to take place, and they are as follows:

School Photographs: These will take place with some changes. Only INDIVIDUAL photos can take place this year during the school day. Family photos cannot take place. Individual photos will take place on 16th September.

Flu immunisations: Given the current context, the NHS are keen to continue with their programme of offering the flu immunisation to pupils in school, where parents grant permission. We have provisionally booked this for 7th October and will work with the NHS to ensure this is carried out in a manner that reflects our risk assessment.

Portals from the Past: Whilst we are being cautious about external trips, our history immersion / dress up days, have been an important part of our curriculum and engaging pupils in their learning. We have planned one of these visits for both Year 3 and Year 5. They will remain in either their class or year group bubbles and social distancing will take place.

WILL EXTRA-CURRICULAR CLUBS TAKE PLACE?

For the autumn term, we are unlikely to run clubs, certainly in the first half term, for a number of reasons. Year group 'bubbles' are not allowed to come into contact with each other and so the running of clubs would compromise this, as they usually have members from across year groups. There are also restrictions on certain types of activities, for example contact sports are not allowed and singing is discouraged, as this can increase the risk of transmission. In the mornings, we are also going to need to use the hall for extra breakfast club space and the playground will need to be used for staggered starts. This gives you an idea of just some of the reasons we will not be able to run clubs. Also, as I am sure you will appreciate, we really want to focus on getting children settled back into the main routine of school, particularly with the staggered timings at the start and end of the day and complex lunchtime arrangements. We will look to re-introduce some clubs as soon as we feel it is safe to do so and all other aspects of the school re-opening are running smoothly.

We are currently liaising with peripatetic music teachers regarding their return. If they return, they will ensure they follow all our protective measures and will liaise with you regarding arrangements. Unfortunately, we have been advised during lockdown that our piano teacher, Alex, is moving onto pastures new and will no longer be teaching our pupils (we wish her well). Given the current situation, we are not in a position to find a replacement at present so there will not be piano lessons in the autumn term.

WILL OFF-SITE SCHOOL TRIPS AND SPORTING EVENTS TAKE PLACE?

Guidance states that trips can go ahead, though rigorous risk assessments need to be carried out as they normally would, along with additional risk assessments in relation to COVID-19. For now, we have decided to focus on the settling of pupils into the school setting so have refrained from booking any external trips.. This may change as we become more settled on our own in-school routines from the spring term onwards.

Please note that all the sporting activities that we normally take part in with other Billericay schools, have not been scheduled for the autumn term, for example football matches, sports hall athletics etc.

WILL BREAKFAST CLUB TAKE PLACE?

The Government is very keen for breakfast club provision to re-start so that parents who need to return to work are able to do so. We have managed to put in place a COVID- secure plan for September so that breakfast club can re-commence on Monday 7th September. Mrs Oliver has written separately to relevant parents to communicate the plan to them.

WHAT OTHER PROTECTIVE MEASURES WILL BE IN PLACE ON A DAILY BASIS?

Use of PPE by staff	<p>The DfE is quite clear that staff do not need to wear PPE if all other control measures are in place, except in particular circumstances. As a school, we have agreed the following scenarios in which PPE can be worn:</p> <p>Food preparation and service: Gloves will be worn at all times and visors will also be worn by all kitchen staff when preparing and serving food.</p> <p>First aid: Gloves will be used and, where appropriate, an apron and visor will be worn by the staff giving the first aid. In some circumstance a mask may be worn.</p> <p>Intimate care / Personal hygiene: In line with a plan agreed with particular children and their parents, PPE, including masks, may be worn for certain types of personal support.</p> <p>Teaching / supporting pupils in lessons: As a general principle, those members of staff working with pupils in classrooms and on the playground will not wear PPE. However, where a member of staff has previously been identified as clinically or</p>
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	extremely vulnerable and would like to wear a visor, we have given them permission to do so, though this will be extremely rare.
Use of PPE by pupils	Public Health England and the DfE do not recommend the use of face coverings in school for children, so children will not be permitted to wear masks in school. This is based on the fact that children and staff are mixing in consistent groups and because misuse by children may inadvertently increase the risk of transmission. Children using public transport to come to school may use face coverings under the supervision of an adult and these should be removed following safety guidance and disposed of carefully. Please make us aware if you do use public transport.
Spit / sneeze guard	We have had a protective shield installed at the main reception area to protect staff and any essential visitors.
Hand washing / sanitising	Regular and enhanced hand washing and / or sanitising is now well embedded in the school day. Washing or sanitising will take place: -on arrival in the morning and before leaving at the end of the -before and after morning break -throughout the lunch break, including before and after eating -before going to the toilet and on returning from the toilet -at other times as required depending on the activity **USE OF HAND SCHOOL SANITISER WITH CHILDREN** We have been using this with all children who have been in school over the past term and had no issues. However, the COSHH form is attached for your reference and, unless you advise us before September by email that your child may have an allergic reaction to this product, we will administer the sanitiser to your child. If we do not receive an email, we will take this as your consent for its use.
Catch it, bin it, kill it	There is no doubt we will have children sneezing from time to time! Children will be reminded daily about the <i>Catch it, Bin it, Kill it</i> message. We will have boxes of tissues available in all classes and central areas and in the playground and lidded pedal bins for used tissues to be put in. These bins will be emptied regularly throughout the day, sealed and stored safely before being disposed of.
Social distancing	As you know, whilst we will encourage social distancing between pupils, this cannot be maintained all the time. There is no expectation that children will be socially distant in schools. We will, of course, encourage this wherever we can, but the overarching principle that we will follow rigorously is that children from different year group bubbles do not mix. However, children will not be allowed to touch each other. Staff will not touch children unless administering first aid or delivering intimate care as part of a pre-agreed plan with a parent.
Ventilation	Ventilation is a key in helping to minimise risk. As such, as many windows and doors will be left open throughout the day. Having doors open also reduces the number of contact points being used.
Toilets	The main entrance doors to the toilets will remain open as they have done for the last term, with the children still having the privacy of their own private cubicles. This allows for ventilation and also for members of staff to be able to see that hand washing at sinks is done correctly. Lots of children touching the same door will also be minimised. When staff go in to clean contact points in the toilet throughout the day, it also means they are safeguarded as they will be visible.
Cleaning / Bins	A deep clean will take place over the summer. Enhanced cleaning will take place throughout the day AND at the end / beginning of the day and will follow DfE and Public Health England guidance. As well as desk, tables and chairs and large surfaces, this will include every possible contact point that children and adults might have come into contact with. An extensive contact / touch list for our school has been developed to ensure nothing is missed. Toilets will be cleaned regularly after break time and after lunch.

Sharing of equipment between pupils	Pupils will have their own equipment for working in their exercise books and this will be kept at their desks in a named wallet. Other equipment may be used within individual bubbles e.g. art materials, maths equipment, but this will be cleaned before and after use or placed in quarantine for the recommended number of hours before being re-used.
Movement around corridors	We will minimise the use of different bubbles using the same corridors at once; this will be supported by the staggered approach we are implementing. Our corridors all have 2 metre markers and will be monitored closely.

WHAT ATTACHMENTS COME WITH THIS LETTER AND PLAN?

- School dinner menu for first two weeks (packed lunch)
- School uniform
- Exiting arrangements form

Congratulations, you made it to the end!
If you have got to the end of this guidance and
understood it all, then give yourself a round of applause -
you are amazing 😊