

## Information booklet: Arrangements for school opening to more children

Dear Parents and Carers,

**Please note that all dates are subject to change. The government will announce on Thurs 28th May or Fri 29th (if not today) if schools can actually open to more children in June, depending on the five tests being met. Following that announcement, confirmation of our start date will be on our website and app.**

### Key points:

- Safety and hygiene are the top priority
- Opening to more children is from Weds 3<sup>rd</sup> June at the earliest in a part time, phased way to pre-school, reception and year one children at first
- Parents that were “not sure” and after having read this information would like their child to attend; this may be possible from Mon 15<sup>th</sup> June. Please email: [admin@steammills.gloucs.sch.uk](mailto:admin@steammills.gloucs.sch.uk)
- Provision at first will be all about helping children settle in
- Children do not need to wear uniform in Term 6; please ensure footwear is suitable for outdoor activities
- AiP can provide packed lunches only for children who require them, these can be ordered in the usual way via ParentPay or children can bring their own food and drinks
- Drop off, collection, break time and lunch times have changed
- Care provision parents, please confirm your places by emailing [careprovision@steammills.gloucs.sch.uk](mailto:careprovision@steammills.gloucs.sch.uk) (more details below)

Thank you for your responses following recent communications. Your views have been considered carefully and have helped to inform school's decisions.

As I am sure you have heard, the Government expects schools to separate children into smaller groups and keep all groups separated into ‘bubbles’. We will do all that we can to ensure that children are happy and feel secure as they adapt to a new school life and a new way of using the school setting.

Clearly, this will mean a new way of working with you and although we need to minimise contact with you and limit your access to the site, please know that we are all focussed on providing the best for the children and that you can rely on us to look after your children well.

The following arrangements have been put in place to minimise the risk of infection to all staff, pupils and visitors to the school. A robust risk assessment process has taken place, which has considered the staff we have available and the zones available for each 'bubble'. We have minimised any movement of adults from groups to group as much as we are able.

From Weds 3<sup>rd</sup> June 2020, we will have a phased transition as below. This will be reviewed constantly and is subject to change. We have taken this phased approach to give children time to adapt and so that we can grow our current provision in a controlled and considered way, maximising safety for children and staff.

	<b>Dates:</b>	Pre-school	Reception	Year One	Year Six	Care provision
Weeks 1 and 2	<b>From Weds 3<sup>rd</sup> June at the earliest and week beginning 8<sup>th</sup> June</b>	Morning only for the children who were a 'yes' response last week	Morning only for the children who were a 'yes' response last week	Morning only for the children who were a 'yes' response last week		9am-3pm
Weeks 3 and 4	<b>Weeks of 15<sup>th</sup> June and 22<sup>nd</sup> June</b>	9am-3pm offered	9am-3pm	9am-3pm		9am-3pm
Weeks 5, 6 and 7	<b>Weeks of 29<sup>th</sup> June, 6<sup>th</sup> July and 13<sup>th</sup> July</b>	9am-3pm offered	9am-3pm	9am-3pm	9am-3pm	9am-3pm
<b>This will be reviewed constantly and is subject to change. It may be that we can accommodate Year 6 children earlier, as circumstances change.</b>						

Whilst we are looking forward to seeing all the children once again, I would like to reassure you that the safety of our school community is our top priority. Provision for children at first will look very much like our current care provision. There will be lots of opportunities for outside play, lots of activities to help them settle in and to get used to being around others. Staff will help them to learn about a new way of school life as things will be very different for all of us. Children do not need to wear uniform in Term 6; please ensure footwear is suitable for outdoor activities.

We will continue to review the arrangements we have implemented at this stage and update you with any changes as and when we make them.

We recognise that you may have some concerns about your child returning to school and that for some children another change will be unsettling for them. We also understand that the past weeks will have been challenging for many families. If you would like to talk to us about your child and any concerns you have about their return to school, please, in the first instance, contact your child's class teacher via email. If your child has an EHC plan please contact the school SENCO, who can support you and your child with their return to school in time.

For those parents that were "not sure" about their child returning and after having read this information would like their child to attend, this may be possible from Mon 15<sup>th</sup> June. Please email: [admin@steammills.gloucs.sch.uk](mailto:admin@steammills.gloucs.sch.uk)

### **School staff**

I would like to take this opportunity to thank all staff for their continuous work since the school closed to most children on 20<sup>th</sup> March. We opened our care provision immediately and it has run through since then. When staff have not been on the rota, they have worked from home supporting the running of the provision, providing home learning, communicating regularly with parents, colleagues, social care and LA representatives.

### **Maintaining a safe school environment**

As per the advice from the government, the following actions for infection control remain in place:

- Displaying coronavirus infection control measures information posters around the school
- Encouraging good hygiene by promoting the importance of handwashing for at least 20 seconds with warm water and soap in the following circumstances:
  - Before leaving home
  - On arrival at school
  - After using the toilet
  - After breaks and sporting activities
  - Before food preparation
  - Before eating any food, including snacks
  - Before leaving school
- Ensuring hand sanitising dispensers throughout the school
- Ensuring pupils and staff understand that they must cover their cough or sneeze with a tissue, then throw the tissue away

- Ensuring frequently touched objects and surfaces are cleaned and disinfected more regularly than usual
- Calling NHS 111 if someone becomes unwell, isolating any unwell people in a separate room, and providing a separate bathroom, where possible
- Telling staff to stay at home for seven days if they develop symptoms of coronavirus
- If one child in a group/'bubble' is tested positive, the whole group will need to isolate for 14 days
- Children will be encouraged to socially distance in enclosed spaces and will be seated at separate tables (depending on ages), but the Government have advised schools that this is not necessary within their bubble, due to the other safety measures in place. Therefore, please do not expect children to be 2 metres apart from each other at all times.
- Keeping groups below 15 (and we intend to keep groups below 10 for our youngest children)

As per the current NHS and government advice, you should keep your child at home if they develop coronavirus symptoms for a period of seven days. Symptoms include a high temperature or a new, continuous cough. Where symptoms continue after seven days, or begin to worsen, you should call 111. If someone in your child's household has symptoms, your child must self-isolate for 14 days from the day the other person's symptoms started. This is because it can take 14 days for symptoms to appear. More information regarding symptoms and actions can be found on the NHS website (<https://www.nhs.uk/conditions/coronavirus-covid-19/>).

If you think your child may have been exposed to or has coronavirus, please contact the school at the earliest opportunity. Tests are now available, and parents are expected to have a test done if their child or anyone in the family is symptomatic.

### **How can parents help?**

As an important part of our school community, we ask that parents:

- Continue to encourage good infection control practices, such as thorough handwashing, at home and keep your child informed about the things they can do to discourage the spread of infection.
- Do not enter the site unless you have an appointment or to pick up your child. This means not coming to the reception area as regularly, but checking the website if you have queries, or phoning or emailing instead. If you do need to come to the reception area, we have a 'one in, one out' system and apologies, but the glass partition will have to remain closed.

- Observe social distancing with other parents and with school staff at all times.
- Observe all signage displayed at entrances.
- Collect your child at the correct time-we can no longer offer for children to wait in the reception area/library.
- If school phones you to say your child is unwell and needs to be collected, please come straight away.
- Prepare your child for school based on the information in this booklet, including the need for them to listen carefully to instructions about handwashing and hygiene
- Continue to treat staff in the way you wish to be treated; appreciate that everyone has their own experience of this pandemic and remember that some staff have not had a break throughout this crisis.

Please understand that it does not feel comfortable or natural for us to put these measures in place and we hope you do not think we are being unfriendly-it is all about keeping everyone as safe as possible.

### **Arrangements for the start and end of the school day**

The beginning and end of the school day are the busiest times for children and adults congregating together in one place and maintaining safe distances within normal arrangements can be a challenge. Even though numbers will be low at first, we are starting from the outset with the following arrangements. Please adhere to these timings, to support our efforts at protecting all.

### **Dropping off times for the first two weeks**

One parent/carer should drop off at the school gate, handover and leave. Children line up in in designated zone to be led in.

	<b>Steam Mills:</b>
8:50 am	Pre-school children arrive via car park gate, drop off to pre-school gate, handover and leave. Parents please observe the 2m distance tapes as drop off will need to be one by one at the gate.
9am	Reception children drop off to member of staff at school gate, please do not go onto the playground.
9am	Care provision children drop off to member of staff at KS2 gate and go in through door next to kitchen
9:10	Year 1 drop off at gate to member of staff and go to usual door as normal
We are not offering 'drop and go' at this time	

If parents are late for their arrival slot, they need to wait until 9:20am and come to main reception.

### **Collection times for the first two weeks**

One parent/carer should come into the school grounds and wait, observing social distancing. Staff will send one child at a time to parent for parent and child to leave (no further playing on the yard at this time, please.)

	<b>Steam Mills:</b>
11:50	Pre-school collected from outside hut, handover and leave
12 noon	Reception children collected from reception class door as usual
12:10	Year 1 children collected from same door as usual
3pm	Care provision collected from front door as usual

When collecting, please observe the social distancing and one-way signs on the gates.

From 15<sup>th</sup> June, the end of the day will be staggered in a similar way in 10 minute slots around the end of day time. Information for Year 6 children drop off and collection arrangements will be communicated at a later date. Unless there is a significant national change, we will not offer places to Years 2-5 until September (other than in care provision for those eligible).

### **Arrangements for breaktimes and lunchtimes**

We recognise the importance for all pupils to have a break from learning and to enjoy time outside during the school day. Reconnecting with friends will be an important aspect of pupils settling back into school life, but we have made some adjustments to break and lunch times. Breaks will be taken as a group or bubble and groups will not be able to mingle. Each group will have a designated area in the school grounds.

### **Transition arrangements for Year 6 children**

This time of year is usually an exciting time for our Year 6 pupils who are preparing to move to the next stage of their education. In normal circumstances, this can sometimes be a worrying time for children and for some, with the recent time away from school, this may be magnified.

To help all pupils prepare for this change and to make the move to their next school successful, we have communicated regularly with their secondary school and support the arrangements they are making for virtual induction. We hope to have

our Year 6 children back towards the end of June, to help them with their transition and will update you on this as soon as possible.

Sadly, it will not be possible to hold a leavers' assembly or have a leavers' trip. If restrictions are lifted further, we would like to have a BBQ or similar at the end of August and we will liaise with you about organising this.

### **School events**

Please note any events that were in our calendar for June and July have been cancelled. Examples are PTFA events, special assemblies and sports day.

### **Care provision for key workers and other specified groups**

As you are aware, care provision from 9am-3pm will continue alongside accommodating more children throughout June. Government guidelines up until 1<sup>st</sup> June are that care provision should only be used where there is no alternative care available at home (ie when a parent is at work). From 1<sup>st</sup> June, this will change so all key worker children and those who have social workers or EHCPs (from any year group) are allowed to attend even if a parent is at home.

If you are a key worker and your child is coming to school part time only, eg only on the days you work, they will be in the care provision bubble for the first two weeks of Term 6. This will be reviewed for Mon 15<sup>th</sup> June.

Please use the following email address to book provision for after half term:

**[careprovision@steammills.gloucs.sch.uk](mailto:careprovision@steammills.gloucs.sch.uk)**

Emails to this account will be checked once a day and you will have an automatic email to confirm your booking.

### **Support for pupils and families**

We do not underestimate how difficult the recent weeks have been for us all and we all will have been touched in some way by the coronavirus pandemic. We recognise the need to focus on pupils' emotional wellbeing as well as their return to learning.

Parents may wish to seek support for themselves from a range of support agencies from our website.

I hope that these arrangements provide you with the information you need to support your child to return to school. I would like to take the opportunity to thank you for supporting the school over recent weeks.

Thank you

Yours sincerely,

Mrs Davis, staff and governors