



22nd June 2020

School reopening to all years in addition to Key Workers

Dear Parents and Carers,

Thank you all for clarifying your positions regarding your child's return to school. We are now at capacity (66%) and we will have contacted you by telephone to confirm your child's place at school. If you have elected to keep your child at home, then please be assured we will continue to undertake online learning and aim to support you as we have up until now. Should you change your mind, please let me know, if Government guidance changes regarding maximum numbers of children per class we would endeavour to accommodate your child in school.

We're really looking forward to building upon the success of our earlier opening to Y's N, R, 1 & 6 by welcoming children from Y's 2, 3, 4 & 5 back into school.

This letter explains how we intend to operate at St. Issey for the remainder of the summer term commencing on 29th June. In order to expand our provision we have had to make some compromises and changes to our procedures therefore the **information in this letter is pertinent to all parents and all children**, any changes are effective from Monday 29th June.

We have used every inch of space and every available member of staff to enable us to open safely and within guidelines, it's therefore important that you are aware that we have no spare capacity. If a member of staff becomes unwell (non covid) and is unable to come to work, that class will also be unable to attend school that day. We hope it won't happen but it's a possibility.

With this letter we have also included information about:

- Social distancing policies for parents, staff and children
- Dealing with a suspected COVID case in school
- Class lists, staff and locations

Our approach is based on the government's guidelines of reducing transmission through:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend.
- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- cleaning frequently touched surfaces often, using standard products, such as detergents
- minimise contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)



Some key details of our approach:

- Children have been split into small groups of max 15 and been assigned two members of staff to teach them
- Each group has their own teaching space, outdoor undercover space, playground and toilets.
- Each group is independent and isolated from other groups in the school at all times (this includes the staff)
- Enhanced cleaning of resources and rooms each week, hence the earlier finish times on Fridays.

We recognise that implementing strict social distancing with much younger children is not feasible or realistic. Instead children will be encouraged to distance and reduce sharing of resources. With older children it is much easier to implement with separate desks and resources (see the children social distancing policy).

Drop off and collection (see the Parent policy document)

Class	Drop Off	Pick Up	Friday Pick Up	Location
Mini Diggers	8.45	14.45	13.00	Usual class entrance
Piskies	9.00	15.00	13.30	Main school entrance
Gnomes	8.30	14.30	14.00	Usual class entrance
Elves	9.15	15.15	14.30	Usual class entrance

- Children will need to bring a packed lunch. For those entitled to FSM parcels, these will continue to be available as normal and can be used for this purpose.
- Children do not need their PE kit but may bring wellies or alternative shoes.
- Please also ensure sunhats, sun cream and medication are back in school.
- Please ensure you return any chrome books and reading books that were loaned during lockdown, as these will be needed in school.
- If collecting siblings from multiple classes, then all family members are to leave school at the earliest class collection time.
- Please read the policies attached with this email that relate to parents, staff, children and how we aim to deal with suspected Covid cases in the school.

All the best.

Chris Parham
Head Teacher



Parental Social Distancing Policy

DROP OFF

- Drop off at the designated door and time.
- Classroom doors will be open for children to walk straight in
- No arriving earlier than designated time - no playing on playground equipment
- Respect the staff space, don't cross the line into the boxed off area by the door
- Leave the school site promptly, don't gather to chat with others

COLLECTION

- Collection at the designated door and time. (children can still walk home with permission)
- Stand at least 2m apart from other parents when waiting
- Don't approach the classroom door unless asked to
- 1 parent only must collect children
- Try to keep collection person consistent within the family
- Don't gather with other parents in any area of the school grounds

ACCESS TO SCHOOL OFFICE

- Call the school if you can for any enquiries (01841540232)
- 1 parent at a time in the School Office reception, queue 2m apart if needed
- Use the hand sanitiser provided, speak through the glass screen
- No parent is to enter the school building

PERSONAL ROUTINES

- Wash children's hands before leaving for school and when they return home
- Wash your children's clothes after each day at school



Staff Social Distancing Policy

CLEANING

- Follow the cleaning routine – be proactive, wipe shiny surfaces often!
- Report cleaning issues promptly to cleaner
- Report when cleaning products run low
- Use alcohol based wipes for cleaning intimate care areas
- Wipe returned reading books from the return box after leaving for 24hrs
- Remind children to follow the routines for washing hands regularly

COMMUNAL AREAS

- Use your designated staff room area (HOS Office, Hall, Main, School Garden)
- Don't linger to chat in the staff rooms
- Eat in your designated teaching area or any other space that is SD friendly
- Keep to the left in the corridors
- Don't enter another teaching space unless required to
- Don't enter the school office area, wait in the corridor
- Where possible seek to use your own mug etc...

TEACHING ROUTINES

- Remain with your staff and children at all times (apart from your own break)
- Bring key worker after school children to the hall for after school provision
- Plan lessons that don't require distanced marking
- Mark maths over the shoulder or children self-mark
- Remind children of the routines for shared resources like books and IT equipment

FIRST AID & ACCIDENTS

- Treat minor first aid that occurs in your teaching group – record as normal
- **Major accidents override social distance rules – seek senior first aid help or SLT immediately**



KS2 Children – how to keep safe

WASHING AND KEEPING CLEAN

- Wash your hands regularly
- Try not to touch your eyes, mouth or pick your nose!!
- Use tissues if you sneeze and put them in the bin straight away
- Try to keep your distance from other children and your teacher
- Use your pencil, pen and ruler only

PLAYTIMES

- Keep with your class group
- Wash hands before and after
- No games where you will be touching other children
- After break, freeze at the bell, walk straight into class to your table

DURING LESSONS

- Keep to your own table and resources unless told otherwise
- Don't wander around the room, put your hand up!
- Have all the things you'll need from the start of the day (water bottle, packed lunch)

CORRIDORS AND LUNCH TIMES

- Keep to the left when walking
- Use designated toilets only
- Eat at your own table

GOING HOME

- If walking home on your own: walk with a 2m gap. Go straight home.



KS1 Children – how to keep safe

WASHING AND KEEPING CLEAN – Children will be reminded to:

- Wash their hands after eating, toileting or going outside.
- Try not to touch their eyes, mouth or pick their nose!!
- Use tissues if they sneeze and put them in the bin straight away
- Try to keep their distance from other children and their teacher
- Use their pencil, pen and ruler only

PLAYTIMES – Children will be reminded to:

- Keep with their class group
- Wash hands before and after
- Not play games where you will be touching each other
- After break, freeze at the bell, walk straight into class to your table

DURING LESSONS – Children will be reminded to:

- Keep to their own table and resources unless told otherwise
- Not wander around the room and put their hands up!
- Have all the things they'll need for the day (water bottle, packed lunch)

CORRIDORS AND LUNCH TIMES – Children will be reminded to:

- Keep to the left when walking
- Use their designated toilets only
- Eat at their own table

GOING HOME- Children will be reminded to:

- Go straight to their parents/carers.



N/R Children – how to keep safe

WASHING AND KEEPING CLEAN – Children will be reminded to:

- Wash their hands after eating, toileting or going outside.
- Try not to touch their eyes, mouth or pick their nose!!
- Use tissues if they sneeze and put them in the bin straight away
- Try to keep their distance from other children and their teacher
- Use their individual named pot of resources and own named chair

PLAYTIMES – Children will be reminded to:

- Keep with their class group and group teacher/leader during time at school
- Wash hands before and after
- Try to avoid playing games where you will be touching each other
- After break, freeze at the bell, walk straight inside, wash hands, return to desk

DURING LESSONS – Children will be reminded to:

- Keep to their own table, chair and resources unless told otherwise
- Due to the nature of reception (EYFS) the children will be moving around their allocated space, with social distance rules applied and as much as possible.
- Resources (toys) reduced to a minimum and will be cleaned daily after use.
- Have all the things they'll need for the day (water bottle, packed lunch)

CORRIDORS AND LUNCH TIMES – Children will be reminded to:

- Keep to the left when walking into school (following signage)
- Use their designated toilets only within classroom
- Eat at their own table space, on their chair

GOING HOME– Children will be reminded to:

- Go straight to their parents/carers.



Children's class groups

Year group	CLASS NAME	Key Areas	MAIN TEACHING CONTACTS
Year N	Mini-Diggers	Mini Diggers class Nursery Toilets Nursery undercover area Nursery Garden	Mrs Osborne Mrs Boyling Miss Lowry
Year R	Piskies	Piskies Classroom Piskies Toilet Venture Zone Infant Playground	Mrs Sole Mr Lemasurier
Year 1, 2, 3	Gnomes	Gnomes Class Boy's toilets Outside space behind Gnomes class Tent	Mr Parham/ Mrs Roseveare Miss Simmonds
Year 4, 5, 6	Elves	Elves Class Girls Toilets Junior Playground Roundhouse	Miss Farley Mrs Cory
KW	Keyworker Group	Numbers are small enough that they will be part of main groups Extended hours will be provided 8-18.00	Extended hrs Miss Baillie & Mr LeMasurier



SUSPECTED COVID CASE PROTOCOL

IF YOU IDENTIFY A SUSPECTED CASE

- Take the child to isolation room immediately (Disabled toilet)
- Notify senior staff who will assign supervision and contact parents

SUPERVISION & CLEANING

- 1 person to supervise the child at all times
- Supervisor should wear PPE (gloves, mask, apron, visor)
- Window should be open and door closed depending on age of the child
- Once the child has left, staff with PPE (gloves, mask, apron) are to clean the room with suitable products. Cleaning waste must be double bagged and quarantined for 72hrs before disposal in the normal rubbish collection

PARENTS ROLE

- Collect your child immediately from school
- Begin isolation period of 14 days of child and immediate family in the household
- Book a COVID test for your child and any family members requiring one
- Contact school with the test result as soon as you have it

SCHOOL RESPONSE TO A POSITIVE TEST

- Child's class and teachers are asked to not attend school and begin 14 days of isolation at home

SCHOOL RESPONSE TO A NEGATIVE TEST

- The child can return to school as soon as they are well and the symptoms have gone



ST. ISSEY SOCIAL DISTANCING PLAN - 29TH JUNE

