

Letter 2 Details

My Day information

As promised in my previous letter to you, please find details of our plans to re-open school for all pupils on March 8th. Please read these details carefully and go through them with your child so they understand how important it is to keep safe in school.

Please see our main Risk Assessment for specific details.

Summary details and controls

At Home controls:

- Please adhere to national lockdown laws against meeting up with people not in support bubbles.
- All parents/carers and families must follow Government rules and guidance.
- Parents/carers and families can order free lateral flow tests and book PCR test if main symptoms present. To order or collect: <https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff> See end of document for more information (you can collect them from Donnington PCR test centre between 1pm and 7pm.)
- Work with Track and Trace.
- If a positive case is found in school, we will work with the Hub and school will close for individuals or bubble/s. We will be asked to investigate any other outside of school links and the Hub will also contact you to track and trace any contacts. Please remember we are still in a national lockdown.

Before arriving at school - all parents/carers

- Ensure that your child has been to bed on time and is ready for the day.
- Please ensure your child has a good breakfast.
- Check the wellness of your family at home. Check for the three main symptoms: New Continuous Cough, High Temperature (hot to touch), or loss or change to smell. There are also a number of secondary symptoms to look out for. If you have any doubt, you must let the school know and arrange an immediate test. This includes all of your family- if anyone has symptoms, isolate!!
<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>
- Ensure that your child does not bring in items from home: they only need a coat, water bottle, snack and packed lunch (if not school dinner.)
- Use Parent Pay to pay for lunches, and check communications from school.
- On arriving at school, please keep your 2m distance from other children and parents and wear masks.
- Ensure that the school has your up to date contact details. We may need to contact you during the day.
- Make sure your child knows which gate they are leaving from and who is collecting them.

Breakfast club starts at 7:45 (this is an amendment from last week's letter). You must arrive by 8am.

Arrival/admission times for all children:

- **Year 6** arrival/admission 8:30 am
- **Year 5** arrival/admission 8:35
- **Year 4** arrival/admission 8:40
- **Year 3** arrival/admission 8:45

All pupils must:-

- Ensure they keep to good bedtime routines and wake up early enough to be ready for school.
- Have their temperature checked before coming to school.
- Wear school uniform.
- Arrive at school at the right admission time. (please avoid being too early or arriving late)

ALL PUPILS

On arriving at school at your allotted time, you will:-

- Line up on your Year Group markings outside the bottom or top gate.
- Mr Bailey, Mr Rawson and Mr Fox will welcome you in one at a time.
- You will gel your hands.
- You will walk to your class fire door and line up ready to enter.

Entering your classroom:-

- Your teacher will greet you at the door and you will enter one at a time.
- You will then sit down at your designated desk and begin working while the rest of your group enters.
- Put your coat (if needed), lunch box (if needed), and full water bottle on your table.
- You will then be supervised to wash your hands.
- You will have your temperature checked by a first aider (they will be wearing a mask/visor)
- Class Bubble: You will stay with your Bubble group in your designated classroom throughout the day.

Your school day

- You will need to stay at your desk in your classroom whilst you are working inside. All desks face the front, you will be sat next to one or two children. Please do not move around the classroom.
- You will spend some of your day outside, learning and completing safe PE lessons and games. If it is a sunny day you can bring in sun lotion or a hat for going outside (optimistic!!).
- At playtime you will have a special section of the playgrounds to use, and will be supervised by one of your adults.
- As you are in a bubble, you will not need to socially distance from classmates. However, you should not be in close contact with others, and must avoid extremely close face-to-face contact (i.e. jumping on someone!) We will not be using any shared play equipment before Easter.
- If it is wet play, we will remain in the classroom but will go out when it stops.
- There will be a one-way system to follow when moving around school.

At lunch time (*If eating School dinners*):

- **First sitting** - After washing your hands, you will leave your classroom via the fire doors and walk around the school to the hall to collect your lunch.
Second sitting - You will go out to play first but later be called in to line up ready to return to class or walk to the hall for your food. You must then clean your hands on entering the class/hall before eating.
- In the hall, our kitchen team will have your tray and cutlery ready just for you. They will provide you with your meal, and you will then return to class along the corridor to eat your food back in class. They will wear masks and Gloves
- When you have finished eating you will return the tray the same way.
- **First sitting** - Once you have eaten you will then have time to go out to your play area, with one of your adults.
- Mr Bailey will clean all desks regularly.

At lunch time (*if eating packed lunch*)

- You will vacate your desk while it is cleaned, before and after eating.
- You must clean your hands.
- You will eat at your desk in class.
- You will take all rubbish home with you.

On your desk

- We will provide tissues and hand sanitizer for you to wash your hands at your desk, but you will also be expected to wash your hands many times during the day.
- You will have all of your equipment, including a tablet and reading book, in a shared **tray**.
- You will not need to leave your desk for any reason whilst working, unless needing the toilet. You must ask your adults permission to leave for the toilet.

Toilets

- Toilet visits will need to be carefully supervised to ensure only one person at a time. Adults will discuss this with you in class. Toilets must be left clean and hygienic for other users. They will be checked throughout the day.

Cleaning

- Mr Bailey will clean the school twice whilst you are at school, including toilets and desks, and any touch points.
- We will leave classroom windows and doors open to maximise ventilation.
- We will do a longer clean each night.
- We will complete full deep clean of the whole school building once a week.

End of the day

Times

Year 6 departure 2:30 every day (Monday-Friday)

Year 4 departure 2:30

Year 3 departure 2:35

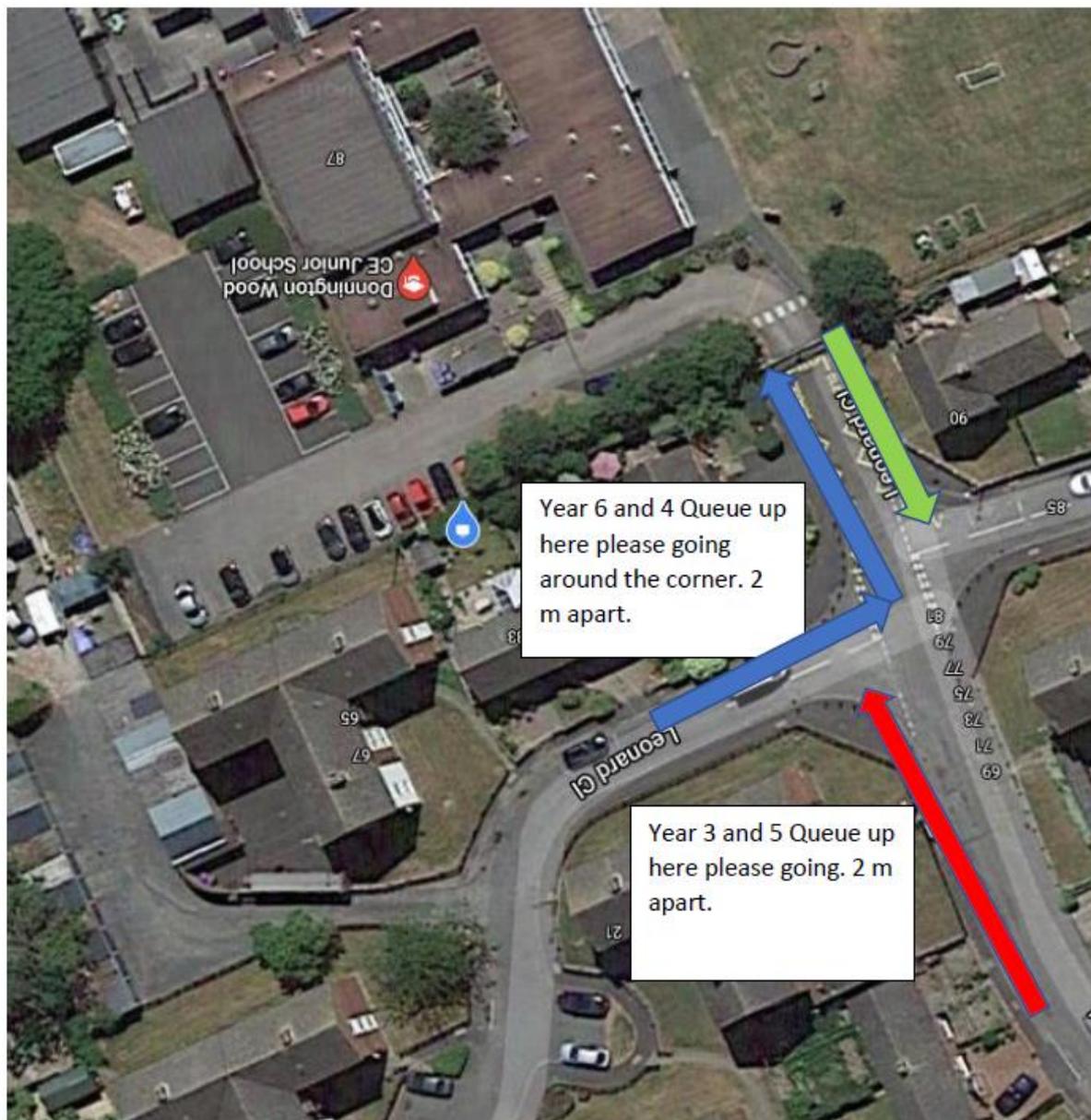
Year 5 departure 2:35

If you have a sibling in other year groups, parents may arrive at either of these times.

- After washing hands, you will tidy your tray away, and be invited to leave school, one at a time.
- You must walk home **on your own** or at a social distance from others. You must not wait and walk with other children or families.
- You must remember which gate you are leaving from, whether you are being collected or walking on your own.
- At 2:30 all pupils will go outside and line up in their allocated spaces. (see below)
- Children going to the top gate will then be taken up by an adult for collection at Park Road.
- Pupils walking home on their own via the main bottom gate will be sent home from their line-up point.
- **NB Pupils being collected via bottom main gate** will have a new routine. This is to avoid large numbers of pupils/adults leaving together from the main gate so that safety can be maintained during the building work on Leonard Close. For the one-way system see below:

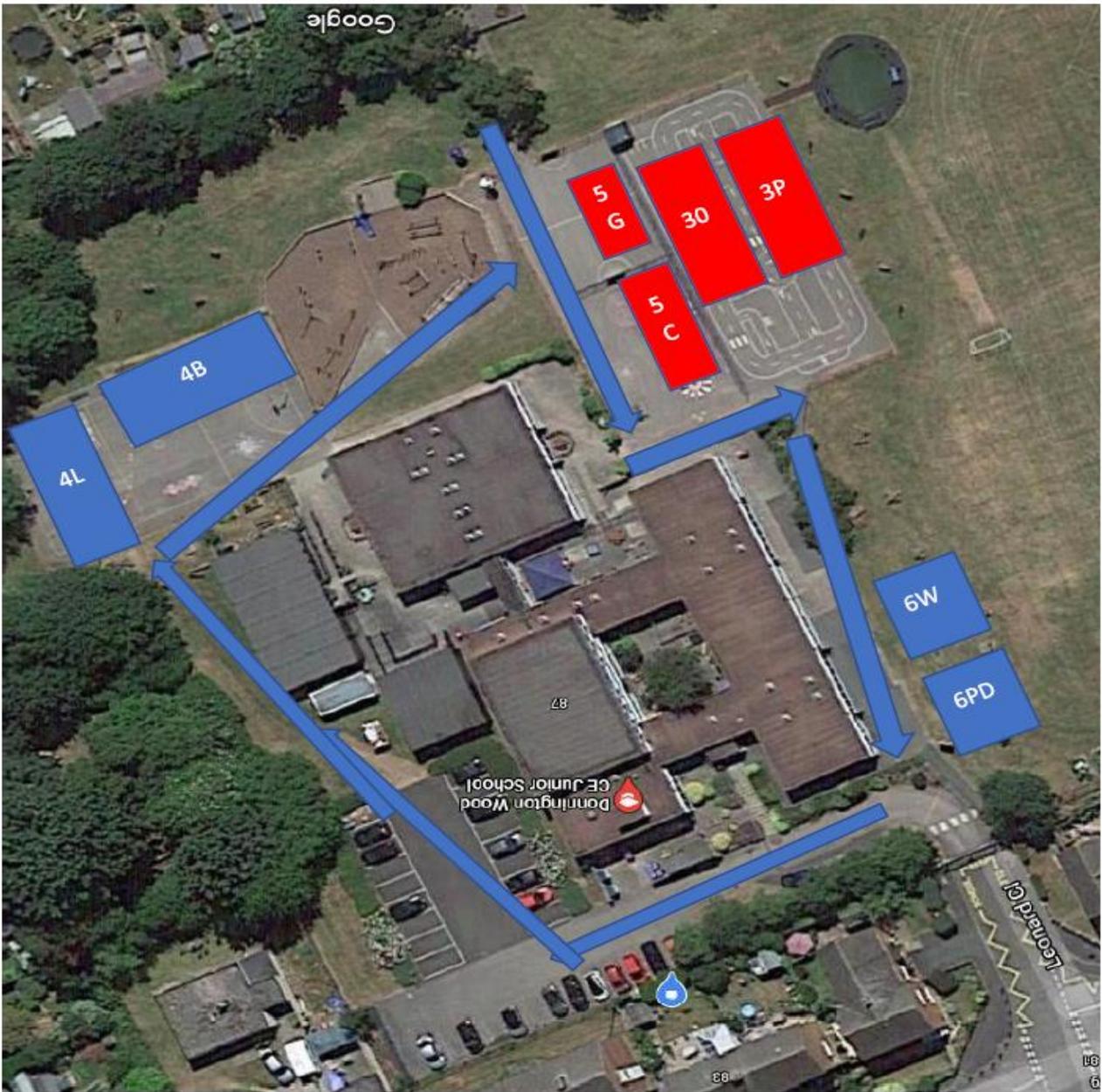
Queuing up for collection

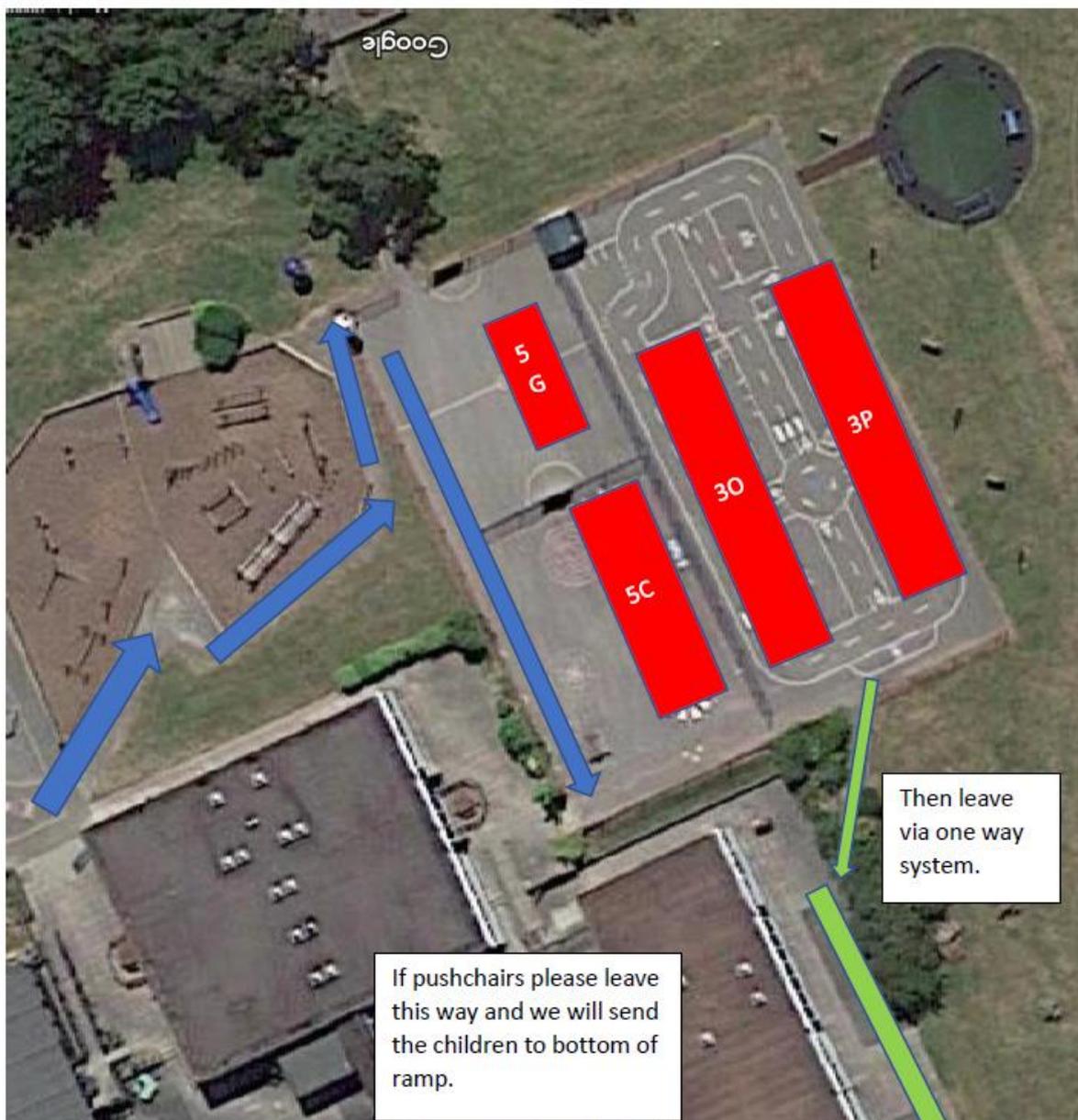
- Please queue up 2 m apart.



Entering Site -Parents/carers collecting from the main gate. Video: <https://youtu.be/vaMxW8mrJ1Y>

- Only one adult allowed to enter site to collect child.
- **Masks must be worn. If you are exempt, please let us know.**
- **You must walk and keep 2m apart following the one-way system.**
- Adults will be on hand near the grass area, and matting will be provided. Please keep to the matting.
- Do not allow younger children to play on wooden adventure.
- As you arrive at your child's area your child will be sent over to you. You can keep moving at this point, following the one-way system





Staff will be on hand to help and guide you through.

PUPILS - If you are ill during the day

- First of all if you feel unwell at any time in class, **YOU MUST TELL US!** This is really important.
- You will be sat away from your group outside your classroom on a chair (if not raining) or in the Spiritual Garden, or Hall.
- A first aider in gloves, a mask and visor will attend to you and keep you safe.
- Your parent/carer will be called for and you might need to go for a test if you have symptoms of the virus.
- Anywhere you have been will be cleaned again. There is no shame or worry in this; it is what we are doing for everyone. Your safety is the most important thing to us.
- Once you have the result of your test we will let you know what to do next, Negative or Positive. We will not single you out or blame anyone; you will be welcomed as always. Your adult will share with us the results of the PCR test.
- **Parents/carers** -We will contact you during the day if the above happens, or if we need to shut a bubble. Please keep your phone on.

Online learning

- We will continue to use SeeSaw in class and for homework and you will have your own tablet. Parents can monitor and feedback on their child's learning at any time using SeeSaw.

Fire drill and Lockdown

- We will practise these important drills every two weeks. For fire safety, we will leave classrooms and line up on the school top yard. For Lockdown, children outside will quickly return to their classrooms.

Main Controls in School (summary from above)

- Staggered start times
- Limited adults in room – all adults to remain 2m away from pupils.
- Allocated toilets and limited numbers (1 child at a time). This reduces cross-contamination.
- Maintained ventilation- windows open, and a flush of air regularly throughout day (start of day, playtime, lunchtime and end of day).
- Not mixing for first two weeks. For specific teaching, like phonics, small groups often come together, i.e Year 3O and 3P. When this happens, they meet in a well-ventilated areas and both classes remain over 2m apart. In the first two weeks, this will not happen to further reduce risk.
- Mental health Support- Bedazzle will start from the 9th March via video link and then in person (2m+)
- One-Way system to follow around school.
- Cleaning: There will be an enhanced cleaning regime throughout the day.
- Shared PE/play equipment: although we can use this and clean it, we have decided not to use any before Easter, focusing on fitness and games outside.
- Limited shared equipment.
- Mask and visors worn.
- Staff using lateral flow tests (this is not mandatory)
- Allocated play spaces, no crossing of bubbles.

Face coverings: **Primary pupils do not need to wear face coverings.**

If you chose to use one:

Safe wearing of face coverings requires the;

- Cleaning of hands before and after touching, this includes removal and putting on
- Safe storage of them in individual, sealable plastic bags

This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.

When face coverings become damp, it should not be worn, and the face covering should be replaced carefully

You must instruct pupils to;

- Not touch the front of their face coverings during use or when removing it
- Dispose of temporary face coverings in a black bag waste bin (not recycling bin)
- Place reusable face covers in a plastic bag and take them home with them
- Wash their hands again before heading to classroom

Rapid lateral flow testing for households and bubbles of school pupils and staff

Around 1 in 3 people with coronavirus (COVID-19) do not have symptoms but can still pass it on to others. Regular testing of people without symptoms (asymptomatic testing) is important to help stop the virus spreading. As lockdown restrictions gradually ease, we all need to play our part to help protect each other.

On Sunday 28 February 2021, the [Department of Health and Social Care announced](#) that from Monday 1 March 2021, households with primary school, secondary school and college age children, including childcare and support bubbles, can test themselves twice every week at home as schools return from Monday 8 March 2021. Households, childcare and support bubbles of primary, secondary and college staff can also be tested. Twice-weekly testing will also be offered to adults working in the wider school community, including bus drivers and after school club leaders. The twice-weekly test kits can be accessed:

Via employers if they offer testing to employees

Some employers may be offering lateral flow testing, please check with you employer to see if this option is available to you.

For example: If a member of a household provides works for a business offering Lateral Flow Testing then that business may provide the tests for that household member.

Take a test at a rapid lateral flow test site

You can have a rapid lateral flow test at a local site. Testing at these sites is assisted, which means you will swab yourself under the supervision of a trained operator.

You may need to book an appointment.

[Find your nearest rapid lateral flow test site.](#)

In Telford & Wrekin there are three lateral flow test sites:

- The Place
- Oakengates

- The Anstice
- Madeley

- Cosy Hall
- Newport

You can also have a test at the following local pharmacies:

- J Hoots – Oakengates
- Kitchings – Oakengates
- Muxton Pharmacy – Muxton
- Malinslee Pharmacy – Malinslee
- Late Night Pharmacy – Newport
- Anstice Pharmacy – Madeley
- Priorslee Pharmacy – Priorslee
- Lawley Pharmacy - Lawley

By collecting a home test kit from a PCR test site

You can collect up to 4 home test kits at a local collection point. Each kit contains 7 tests.

Collection points in Telford & Wrekin are located at the PCR testing centres, tests can be collected

between 1pm and 7pm there is no need for an appointment you can just turn up.

Anyone 18 or over can collect. You can check online if the location is busy before you go.

Tests can be collected from any of the test centres shown on the NHS map ([Find your nearest home test kit collection point](#)).

Please note: The Oakengates location is the Walk In Centre on the Car Park, not the rapid test centre at The Place.

[Find your nearest home test kit collection point.](#)

By ordering a home test kit online.

If you cannot get tested at your workplace, or are unable to go to a test site or collect test kits, you can order a home test kit online.

Do not order online if you can get a test through other methods. This frees up home delivery for those who need it most.

[Order rapid lateral flow home test kits](#)

Schools should not give test kits to parents, carers or household members and should not order more test kits for this purpose. Information on where households can access testing will be made available for schools to share with parents and staff shortly.

Further information is included in the [guidance](#).

[Rapid lateral flow testing for households and bubbles of school pupils and staff](#)