



Spalding Parish Church of England Day School

June 2020

Dear Parent/Carer,

COVID 19 - Reopening

I hope that you and your families are well and staying safe. In 20 years of working in education, I can honestly say I have never experienced anything like this before, however, I work with an excellent team of senior leaders and we continue to all work together to ensure that the safety and welfare of all our children and staff remain our priority. We are using the Government guidance to support us in making decisions to enable our site to be as safe as possible for the potential partial reopening as soon as possible. The guidance we receive is often updated and we will continue to make changes in line with this, as each week progresses. We have worked tirelessly to ensure that all safety measures are in place based on Department for Education guidance.

Thank you to everyone who has responded to express the need to access childcare provision for the children of key workers, and also to those parents who have shared their intentions to not send their child back to school yet. This has been most helpful for finalising the provision we are able to offer. Since I wrote to you last, in consultation with the staff and governors, we have continued to develop our plans for a phased return to school.

As it stands, it is not currently compulsory that your child attends school so you must do what you feel is right for your child, your family and your circumstance and situation. We will respect and support whichever decision you come to and will answer any questions you may have. Please read the following questions and answers to help you prepare your child for a return to school as it will be a very different environment to when they left in March. We are only accepting those pupils whose parents stated they would be returning their children to school during the recent email communication with Class Teachers. If you read this guidance and still feel anxious about your child attending, please inform the school office as soon as possible, so that we can take your child off the list. We can then make staffing and resourcing adjustments.

The first day of the return will be very much about settling the children into school, sharing and understanding routines and playing games and carrying out activities that will support this. As well as their safety, the children's wellbeing and happiness is our priority. We recognise that it has been a very long time since your child has been here at school and it is natural that they may be anxious and find it difficult to separate from their parents and families.



Clay Lake, Spalding, Lincolnshire, PE11 2QG

Tel: 01775 722333

enquiries@spaldingparish.lincs.sch.uk

www.spaldingparish.lincs.sch.uk

Follow us on Twitter: @SPCEDS

Head Teacher: Diane Mulley

We understand that it is a particularly strange and difficult time for them. We will continue to be nurturing, gentle, positive, calm and offer as much reassurance as possible during this transition back into school. It may take time, but we believe that once a routine is established, they will enjoy the day and be glad to be back at school.

When will SPCEDS be open?

Year 6 will be provisionally coming back to school on Monday 15th June. Year 1 will be provisionally coming back from Wednesday 17th June and plans for EYFS pupils are currently under review with no date for return confirmed currently with limited staff capacity. We will not be open for children in Year 1 and Year 6 on Fridays. This is so that staff can thoroughly clean all resources, areas and prepare materials etc. for the following week and for the pupils who are still at home. If your child is in the Key Worker group, we will remain open Monday-Friday for those pupils. All eligible children with parents who are critical workers or have a Social Worker, who have already been attending since March, will also continue to be able to come to school. All children will be grouped into bubbles of between 8 and 12 pupils, with a teacher or HLTA and another teaching assistant, and each bubble will be based within a classroom in school. All activities, including lunch, will be undertaken in the classroom, with the exception of the outdoor activities. Bubbles will also have allocated toilets and sinks and all activities will be scheduled so bubbles do not overlap.

Has the list of eligible children changed?

At present the critical worker/key worker list from the Government has not been updated and therefore there is no change. However, if you are a key worker and not at work then we strongly urge you to keep your child at home on those days with school kept informed of shifts and days required.

Will my child need to come in uniform?

Children will not be required to wear school uniform but must come to school suitably dressed for both indoor and outdoor activities. If they would like to wear a school polo shirt or school jumper, that is fine however children should come to school in clean clothes each day. For health and safety reasons, children will not be able to wear boots or shoes with a heel, sandals or flip flops. Trainers are encouraged, although these should be self-fastening or children should be able to fasten these themselves to ensure that staff are able to follow the social distancing guidelines. We will not be using PE kits.

Will I need to provide any equipment?

No learning equipment will be required as we will provide this - each child will have their own resource pack. You will need to provide your child with their own water bottle and mid-morning snack. If your child is not eligible for Free School Meals or Universal Infant Free School Meals you will need to provide them with a packed lunch. If you could please send this in a disposable bag if possible and with food items that can be opened independently. For children in receipt of Free School Meals or eligible for Universal Infant Free School Meals, a packed lunch will be provided for the pupils each day. Currently we are only offering packed lunches with no hot lunch provision due to current restrictions and ensuring the safety of all. All packed lunches will be eaten in the classrooms where pupils are based.

My child has been receiving a Free School Meal weekly food parcel, will this continue?

Weekly food parcels for pupils in receipt of Free School Meals will continue for any pupils not in school full time.

What if I need breakfast and/or after school care?

Given the current Government guidance in place with regards to pupils returning to school we will not be able to offer any before or after school provision until September at the very earliest.

This will be reviewed regularly to reflect current guidance.

Will the start and finish times of the school day be the same?

No. All classes will operate a staggered start and finish - this is to reduce contact across groups and to control social distancing expectations.

Year 6 – Starting on 15th June, Monday to Thursday only:

Group	Gate	Start Time	Finish Time
Group 6a	Side Gate - Cow Path	9.00am	2.40pm
Group 6b	Side Gate - Cow Path	9.10am	2.50pm

Year 1 – Starting on 17th June, Monday to Thursday only:

Group	Gate	Start Time	Finish Time
Group 1a	Back Gate	9.30am	2.10pm
Group 1b	Back Gate	9.40am	2.20pm
Group 1c	Back Gate	9.50am	2.30pm

Key Worker pupils - ongoing

Year Group	Gate	Start Time	Finish Time
FS2	Hall	8.30am	3.10pm
Year 1	Hall	8.40am	3.20pm
Year 2/3	Front Gate – Entrance	8.30am	3.10pm
Year 4	Front Gate – Entrance	8.40am	3.20pm
Year 5/6	Front Gate - Entrance	8.50am	3.30pm

If you have confirmed via email to your child's class teacher, by the deadline of Wednesday 10th June, that you would like your child to return to school you will shortly receive an email from your child's class teacher confirming your child's bubble. Please then check timings above for your child, e.g. a child in Group 6a would need to be dropped off at 9am and collected at 2.40pm. You will also receive an updated copy of our Home School Agreement for this provision which will need to be completed, signed by yourselves and your child and returned to school.

Can I still escort my child to school?

Of course, many children will need support from you to give them the confidence that everything is OK and that they are going in the right direction. Again, following the Government guidance, we would ask that only one adult escort the children to school and adults will not be allowed onto the school site. Staff will meet parents at the gate and pupils will then be socially distanced till all pupils in the group arrive. Parents are requested not to congregate at entrances to the school and are to move away from the school as soon as possible. In order for us to follow the Government guidance given increasing pupil numbers it is imperative that you are prompt at the beginning and end of day. Groups will only have a 5 minute arrival window to ensure that there is no overlap between groups and social distancing can be maintained. Similarly, please do not arrive early to avoid clashing with other bubbles/groups.

How do I contact the office or get messages to the staff?

If you need to speak to a member of staff then please email or phone the office and the relevant member of staff will be in touch. Face to face appointments with school staff will not be undertaken at this current time, other than in exceptional circumstances.

How are you keeping my child safe when they are in school?

During the first week of welcoming each Year Group back to school, we will be showing the children what to do and what we expect to happen during the school day, in terms of moving around school whilst observing social distancing and good hygiene habits. We will be using lots of soap and water and anti-bacterial hand gel, on entry and exit, throughout the day, before lunch and at regular intervals.

Children will be placed into new smaller groups, which the Government are referring to as 'bubbles'. Your child will work in a small 'bubble' which will consist of 8-12 children with 1 or 2 adults. They will be taught by those adults all day, every day and remain in the same room for their lessons. Bubbles of children will not be permitted to mix or change - this is so we reduce contact and cross contamination.

There will be no soft furnishings within classroom environments as these will be harder to clean on a daily basis. Pupils will not be allowed to bring soft toys into school. Pupils will not be able to share equipment and equipment will be limited. Some examples of 'socially distanced' classrooms can be seen below and you may find these helpful to envisage what a classroom might look like.



Physical contact will not be encouraged and if there are medical needs/personal care, then staff will wear PPE. This is going to be the trickiest part of working with our little ones. There may be arrows to indicate one-way systems for pupils. We will have posters to remind pupils about what they should be doing and where.

Will my child be taught by their original teacher?

Unfortunately, this will not necessarily be the case. Where it is possible we will try to ensure this happens but parents/carers need to be aware that this will not be possible for all children.

Will my child be in their original classroom?

It is hoped that the majority will be based in their original classroom but again, as above, this is likely to be not possible for all.

Will my child get to play and work with their friends?

Children will get to see their friends only if they are in the same bubble. However, children will be placed at individual tables within the classroom where they will spend much of their time and activities will be independent to ensure we adhere to social distancing guidelines as far as possible.

Whilst they will also spend time outside we will still expect children to adhere to social distancing guidelines as far as possible so we can try to ensure the safety of all.

Will my child still have break times?

Yes of course. They will remain in their bubbles and will have designated times slots and areas for their bubble. Staff are working on the types of activities that we can provide for the children, whilst adhering to social distancing rules. The children will not be able to use or touch the outdoor play equipment or climbing frames and will only be able to use equipment provided by the adults.

Will my child still need their book bag?

No. Please do not allow your child to bring anything into school other than a water bottle, sun hat and packed lunch if you are providing one from home. Please apply sun cream at the start of the day. Staff cannot apply the sun cream.

How will you keep the areas clean?

Working with our contract cleaners, there will be a greater level of cleaning, with regular deep cleaning across the site. In every classroom, there will be antibacterial sprays and cloths, gloves and tissues and staff will clean desks and door handles throughout the day.

How will you keep the desks clean?

Children will have access to their own desk and chair throughout the day – no other child will use them. These desks/spaces will be social distanced apart. The classroom environment will be very different to what children were used to before. Staff will regularly spray the desks and chairs down.

Will the learning be the same as before?

We will try to follow the curriculum but a greater emphasis will be put on the basic skills of enhancing pupil well-being. Activities in school will also reflect those that are provided as part of home learning.

Will home learning still be offered to those year groups not attending school?

Yes, this will continue and will be reviewed to ensure this reflects the provision pupils who are in school are receiving.

My child has SEND, will they continue to get support?

Yes, but this may look and feel different to your child. We will of course take into account their individual needs however, any support will be dependent on staffing at any moment in time.

Can my child change their time slot or bubble group?

No. Once allocated to a bubble, children will not be able to change to a different bubble.

Typical school day:

- 🔥 As children come into school they will wash their hands in the classroom (supervised and singing songs). We will then register the children and carry out settling activities.
- 🔥 Throughout the day there will be lots of play based, active and creative learning, incorporating the planned learning activities. This will take place through a flexible timetable in order to meet the needs of the children.
- 🔥 Due to the children having their own outside play area, playtimes and lunchtimes will not necessarily be at a specific time. In order to be safe, play will be structured by the teacher or teaching assistant.

- 🔥 Staff will ensure that surfaces and play equipment is washed and sanitised throughout the day and there will be a thorough clean at the end of each day as well as a deep clean on Fridays.
- 🔥 Children will be provided with their own set of learning resources and stationery as well as their own learning space. They will have their own table to carry out activities.
- 🔥 Children will wash their hands at the start of the day, before eating, after using the toilet and at other scheduled times during the school day.
- 🔥 Whilst each of the classroom areas are sizeable, maintaining social distancing at all times will be a challenge. It is important we do what is reasonable and practical to keep as safe as possible. Children may from time to time need to be reminded or encouraged to follow simple hygiene and safety measures. If a child is demonstrating poor behaviour, choosing to ignore the social distancing expectations, then we may have to request that your child is collected and taken home.

Might these new routines change?

Yes, like everything at the moment, we will encounter aspects of our plans that work and some that don't and need adapting. Also, as the national picture and Government advice changes, we will adapt our plans and arrangements.

What is the advice if my child or a member of the household has been identified as Clinically Extremely Vulnerable and is in receipt of a shielding letter?

For the vast majority of children and young people, coronavirus (COVID-19) is a mild illness. Children and young people (0 to 18 years of age) who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield. If your child is classified as Clinically extremely vulnerable they should not be attending school.

If a child or young person lives in a household with someone who is extremely clinically vulnerable, as set out in the COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance, it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. Whilst this will be encouraged this may not be fully possible at all times.

What is the advice if my child or a member of the household has been identified as Clinically Vulnerable?

Clinically vulnerable (but not clinically extremely vulnerable) children and young people are those considered to be at a higher risk of severe illness from coronavirus (COVID-19). A small minority of children will fall into this category and parents should follow medical advice if their child is in this category before considering a return to school. Adults and children classed as clinically vulnerable are advised to stay at home as much as possible and, if they do go out, to take particular care to minimise contact with others outside of their household.

If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting.

We all realise that some of these plans may not meet your needs but please be absolutely clear, our plans are focused on getting our children back into school as safely as possible and are supported by the Trust, our Governing Board and our Local Council. All plans are risk assessed by myself, the Assistant Head Teachers and approved by the Trust. We ask that you prepare your children for these changes as positively

as possible to make them ready for a successful return.

Home learning for Year 1 and Year 6 will continue as a fortnightly overview for any pupils not returning to school at this point. You will still be able to email teachers with any questions, queries or send in your child's learning for them to view. They may take longer to reply and feedback may be brief but we still very much want to support the children with learning at home. Our children in other Year Groups will continue to receive home learning in the usual way until further notice.

Conversations and planning continue to take place regularly between SPCEDS and local secondary schools to ensure that this transition will meet the needs of the children and ensure that they feel a part of their new school community and their hard work and efforts continue to be valued by ours. In the meantime, please send our love and best wishes to your child and we all look forward to seeing each other very soon. We will continue to contact non-attending children via email and the telephone and this will hopefully be achieved fortnightly although we are currently exploring the possibility of online learning.

Based on the information in this letter, you will have to decide whether you feel it is safe for your child to return to school at this point – emotionally and physically. I believe that we have the safest plan we can but as parents, you will have to make the final decision. We all want you to know that we miss you and your children, and do want to welcome them back to school as soon as it is safe to do so! We remain committed to helping our school community feel safe and secure as we move forwards.

As stated previously, in order to ensure the success of our plans, you will be asked to sign a Home/School agreement and commit to adhering to this. These will need to be returned on your child's first day back.

If you decide not to send your child and then change your mind at a later date, you will need to phone the school, with a weeks' notice, and inform us. Due to the preparation required and in order to protect the children attending already, if you turn up on the day unannounced, we will not be able to let your child stay due to 'bubbles' having already been created. Similarly, they can only attend from next week if they are in the relevant Year Groups (Year 6 and Year 1 currently) and you have confirmed this with us.

All schools have had the enormous task of interpreting the guidance and deciding on the best approach for reopening. Every school in our local area has very different ways in which they have done this. Please do not compare us to other schools – we are unique and will make decisions which suit us as a school community.

We will continue to keep contact with you and continue to support each other in these very difficult and uncertain times. We will get through this difficult period together, as a family, with the love of God.

Finally, please see below for important Government guidance on what our school will do if someone becomes unwell or displays symptoms of COVID-19. It is vitally important and essential to everything we are trying to achieve that if your child is unwell, they remain at home and you strictly follow all measures and guidance associated with limiting the spread of infection.

Kind Regards,

Diane Mulley
Head Teacher



Clay Lake, Spalding, Lincolnshire, PE11 2QG

Tel: 01775 722333

enquiries@spaldingparish.lincs.sch.uk

www.spaldingparish.lincs.sch.uk

Follow us on Twitter: @SPCEDS

Head Teacher: Diane Mulley

COVID 19 Guidance – Please Read

What happens if someone becomes unwell at an educational or childcare setting?

If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID19: guidance for households with possible coronavirus infection guidance. If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital. If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.

What happens if there is a confirmed case of coronavirus in a setting?

When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. As part of the National Test and Trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

It is imperative that you do not bring your child to school if your child or another member of your household displays COVID 19 symptoms. In this instance the advice above should be followed.