



Spalding Parish Church of England Day School

At the heart of our diverse community, striving for excellence, enabling all to achieve their highest potential.

September 2020

Dear Parent/Carer,

School Return – September 2020

Firstly, I hope you have all had a very enjoyable summer. In preparation for your child's return to school, I thought it was important to write again to outline the procedures for their return. You will be aware that a letter was sent prior to the summer break detailing some of our safety measures and as such the information in that letter is still relevant. However, this document is intended to provide you with some further information about the measures that we are putting in place to ensure everyone is kept safe.

On our website you can view our Covid 19 Risk Assessment which outlines all of our measures in a formal document. We've put this guide together with some detail about the key measures to provide you with some reassurance about what we have put in place.

Break Times

Classes will have staggered morning breaks. They'll have the same amount of break as normal but Year Groups will have different times or different areas for breaks so that children are only with the children in their Year Group.

Each group will have their own box of break time equipment so that they're not sharing equipment with other groups. This equipment will be wiped down after each break time.

Lunchtimes

Whilst we are not providing hot lunches currently, packed lunches are available to order for FSM and UIFSM pupils. Packed lunches can also be ordered and paid for all other pupils via Wisepay.

We have arranged lunchtimes so that children only have contact with the other children in their Year Group. The arrangements are as follows:

EYFS pupils – 12.00pm-12.50pm – Pupils will eat their lunch in their classrooms from 12.00pm-12.25pm then play for the rest of lunchtime in the EYFS Outdoor area.

Year 1 pupils – 12.00pm-12.50pm – Pupils will play out on the Key Stage 1 playground from 12.00pm-12.25pm then eat their lunch in their classrooms from 12.25pm-12.50pm.



Clay Lake, Spalding, Lincolnshire, PE11 2QG

Tel: 01775 722333

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Year 2 pupils – 12.00pm-12.50pm – Pupils will eat their lunch in their classrooms from 12.00pm-12.25pm then play for the rest of lunchtime on the Key Stage 1 playground.

Year 3 pupils – 12.00pm-12.50pm – Pupils will eat their lunch in their classrooms from 12.00pm-12.25pm then play for the rest of lunchtime on the Lower Key Stage 2 playground.

Year 4 pupils – 12.30pm-1.20pm – Pupils will eat their lunch in their classrooms from 12.30pm-12.55pm then play for the rest of lunchtime on the Lower Key Stage 2 playground.

Year 5 pupils – 12.00pm-12.50pm – Pupils will eat their lunch in their classrooms from 12.00pm-12.25pm then play for the rest of lunchtime on the Upper Key Stage 2 playground.

Year 6 pupils – 12.30pm-1.20pm – Pupils will eat their lunch in their classrooms from 12.30pm-12.55pm then play for the rest of lunchtime on the Lower Key Stage 2 playground.

Cleaning

There are enhanced cleaning measures in place. This system for cleaning was in place last term and worked well. Each classroom has its own cleaning equipment. When one member of staff takes the class out for break time, plans are in place for surfaces in the classroom to be wiped down.

Other areas of school are cleaned by members of staff who aren't class based. This includes shared area surfaces, door handles, photocopiers, keypads etc. All toilets are cleaned mid-morning, mid-afternoon and after school.

The whole school is cleaned every afternoon after school by Agenda Cleaners.

Equipment

Each child has their own plastic wallet with their everyday items in such as pencil, pen, glue stick and scissors. This is kept on their desk. This reduces the sharing of resources between children.

Ipads and computers in the computer suite are allocated to each class to reduce sharing of devices from children in different classes. Ipads and computers are wiped down after use. No pencil cases are to be brought in from home to minimise items coming in and out of school.

Books

Children will have individual reading books that they bring home as normal at the beginning of the week. Books should be returned on a Friday morning and will be sent home again the following Monday afternoon. This allows for 72 hours between books going home to reduce risk of cross-contamination.

Drinks

Children should have their own named water bottle in school so that they can drink water through the day. If a child forgets their water bottle we will have disposable cups for them to get a drink from but for environmental and cost reasons we'd like to keep use of these to a minimum so please do help your child to remember their bottle each day. If you prefer them to keep their water bottle in school that is fine and it can be refilled each day.



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Arrangements for drop off and collection

When you return to school on **Thursday 3rd September**, we ask that you follow the guidance below for dropping off and collecting your child. Where possible, we have split our families by the **child's surname** and we ask you to enter the school site during this allocated time. We are aiming to limit the number of people on our school site at any one time, so we ask you to drop off and collect your child swiftly and exit the school site immediately, this will avoid clusters of adults and children on our site. **Please also keep to the left at all times to give space when passing other families.**

Gates will open at 8.30am each morning and at 3.00pm each afternoon and entry/exit to classrooms will be via the classroom doors onto the playground. Families should not be gathering around the school site prior to these times. Whilst on the school site all adults must observe the social distancing rule at all times - once your child has been taken to their door, please leave the site straight away. Adults will be available on the playground should you need to speak to anyone or would like a message passing onto your child's teacher or a member of the staff team.

If you are dropping off or collecting more than one child, if older pupils could be encouraged to walk by themselves to the classroom door in a safe and sensible manner to allow timings and guidance to be adhered to. Similarly children in Upper Key Stage 2 should be encouraged to walk to their classrooms by themselves in order to keep as few people as possible on the school site. We are also aware that some children in a family may have different surnames. In this instance please use the surname of the older child for drop off and collection times.

Child's Surname	Drop off in morning no earlier than the times below	Collection at end of day
A → E (inclusive)	8.35am	3.05pm
F → K (inclusive)	8:40am	3.10pm
L → R (inclusive)	8:45am	3.15pm
S → Z (inclusive)	8:50am	3.20pm

Currently the guidance around schools is that PPE is not required within primary schools, either on the school site or in the school building. Should you and/or your child prefer to wear PPE when accessing the school site this is absolutely fine however your child will be asked to remove it by themselves before entering the school building, placing the mask in a plastic bag. We would also ask that you walk to school or travel in a private vehicle where possible. If you do need to use public transport to travel to and from school it is imperative that the current Government guidelines in relation to this are adhered to at all times in order to ensure the safety of the whole school community.

Organisation of Seating

Government guidance suggests that children should sit facing the front. We have planned for this in an appropriate way as it goes against our ethos of early years teaching for children to spend all their time sitting in rows at desks.

In EYFS and Year 1 children will sit facing the front on the carpet when the teacher is delivering an input and then when doing table activities their tables will be in small groups as normal.



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In Year 2 children will sit facing the front on the carpet and then when doing table activities their tables will be facing the front.

In Years 3 to 6 children will sit at their tables facing the front. They won't sit on the carpet at all.

Staff will support children as they usually would when they need help with their learning. The teacher and teaching assistant who are based with that class won't need to socially distance from the children as they are part of that bubble. Occasionally the class may have another adult teach them who isn't part of their bubble, in these instances these adults will maintain distance from the children. One of the bubble staff will always be accessible in case any children need close contact.

First Aid Procedures

If your child requires first aid treatment, this will be carried out as normal by our first aid trained staff. Staff will wear PPE including gloves and an apron to carry out first aid.

Speaking to the Class Teacher

Parents are unable to come into school at the start or end of the day so please drop your child off at their classroom door where they'll be met by their teacher or teaching assistant. If you wish to speak to their teacher, the best way to get in touch is via the Year Group emails where their teacher can reply directly to your message. Alternatively, you can phone the office and they'll arrange for the teacher to ring you back when they're not teaching.

Illness

Please do not bring your child to school if they are displaying any symptoms of coronavirus. If a child develops symptoms of Coronavirus at school we will ring parents immediately and the child will be taken to wait away from all other children until they are collected. If they can't wait alone due to their age the member of staff looking after them will wear PPE. The child should self-isolate for 10 days and fellow household members should self-isolate for 14 days and apply for a test. If they test negative they can return to school and fellow household members can end their self-isolation. If they test positive, parents should inform school immediately and the rest of their group in school will be sent home and asked to self-isolate for 14 days

Questions You May Have

As there are a number of changes to our normal procedures this term, we are mindful that you may have questions. We have put together a list of possible questions you may have and we hope that this clarifies different aspects of school, however if you do have any further questions, please do not hesitate to get in touch either through the Year Group email or via the office.

1. If I'm stuck in traffic and cannot get to school in time at the end of the day, will Parish Pioneers be able to look after my child until I get there?

If you are running late due to traffic we will take care of your child in their classroom rather than them joining Parish Pioneers. This is due to us needing small, consistent groups of children in Parish Pioneers and by having a number of children go into Parish Pioneers for a short amount of time this could increase contact of other children.



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2. Will school trips be able to go ahead?

Government guidelines states that non-residential visits can now take place. However, as a school we have made the decision not to go on any school visits in Term 1 (and potentially Term 2) due to the extra elements of risk this may add. Instead we'll be aiming to add to the children's curriculum experience with visitors linked to the topic either coming in to school to talk to the children in a socially distanced way, or talk to the children virtually.

3. Will there be after-school clubs e.g. gym, football?

We are looking to start after-school clubs in Term 2 (although this may not be possible). We have some work to do to work out how to run these in the safest way possible so that as many children can benefit from them but whilst maintaining our bubbles.

4. Can parent/child events still take place e.g. Class Presentations?

At the moment we are unable to hold any events with parents due to restricting the number of people that come into school. As soon as we are safely able to, we will be aiming to hold our usual range of family events.

5. I have children in different year groups. How does this work?

We have organised our staggered drop off and collection times based on surnames both to support families with drop off/pick up and to minimise the number of people on the school site at any one time. Please ensure you are prompt for both pick up and drop off to support the safety of all.

6. My child has asthma/hay fever/allergies and as a result sometimes has a persistent cough. Will they be sent home because of this? Will I have to provide medical evidence to stop them being sent home?

This is a difficult question to answer as we will consider every child's individual circumstances. We have to strictly follow the guidance about sending children home if they show any symptoms of Covid-19 but we realise that children have coughs for all kinds of reasons. We will work with families to ensure we get the balance between keeping everyone safe and not sending children home unnecessarily.

7. If my family have to isolate, will you be able to provide my child(ren) with home learning?

Yes, learning will be provided if a child has to isolate.

8. Will the children be able to cope with all the changes?

We are aiming to make school as normal as we possibly can. Many of the changes we have are to do with procedures which are the responsibility of adults and to the children these routines will just become the way that things happen. However, every child is different and we know that some children will just settle quickly back into the routines of school but others will find it difficult.

Staff will be very aware of the pastoral needs of children and we have Mrs Locke, our SEMH TA, who will always be available to chat to children and provide support. If your child does come home from school upset about anything please let us know and we can make sure that we support them.

9. My child has friends who are in a different Year Group and he/she is upset about staggered breaks/lunch and not seeing their friends. Will they be able to see friends in different Year Groups?

Unfortunately, we do have to follow guidance about bubbles as this underpins the national strategy for getting children back to school. For the time being children will only have breaks and lunchtimes with their own Year Group. Once national guidance changes on this we will look to going back to our usual systems for playtimes and lunchtimes.

10. *What will happen if my child is late to school in the morning?*

Being on time for school is so important and we will be following our usual procedures for when children are late, although you will be able to access the playground until 8.55am so in the first instance children should be brought round to their classroom. After 9.00am you will need to sign your child in at the office giving a reason for why they are late. We know that for those children who haven't been at school since March there may be difficulties initially getting back into the morning routine. Please let us know if you are having difficulties getting your child to school in a morning and we will work with you to support you with this.

11. *A member of our household was shielding during lockdown. Will he/she be safe when my child returns to school?*

Below is the guidance from the DfE around shielding and returning to school.

Pupils who are shielding or self-isolating

We now know much more about coronavirus (COVID-19) and so in future there will be far fewer children and young people advised to shield whenever community transmission rates are high. Therefore, the majority of pupils will be able to return to school. You should note however that:

- a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)
- shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the [current advice on shielding](#)
- if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below).
- some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at [COVID-19 - 'shielding' guidance for children and young people](#)

12. *Will fire drill procedures have to change?*

We will have a fire drill early in the term but we may look to have several drills with a few Year Groups each time to minimise the chance of children coming into contact with other Year Groups. Obviously in the case of a real fire the whole school would evacuate at once as the risk of fire would be far greater than the risk of mixing bubbles.

13. *We didn't go on holiday as ours was cancelled, will we get a fine if we go during term time?*

Our usual procedures for authorising holidays will apply and as a school we are introducing fixed penalty notices. We updated our Attendance Policy in March to reflect the Local Authority guidance in relation to attendance and this is the policy now in effect. (The policy is available on the school website). Holidays will only be authorised for a very limited set of circumstances and fixed penalty notices will be issued for unauthorised holidays. Children have missed so much school, it is critical that they attend consistently now they are back.

14. Should my child wear fresh uniform every day?

We expect children to wear the correct school uniform. Full details of this can be found on our website. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.

15. Will my child need their PE kit?

Pupils will not be getting changed for PE during Term 1 as instead of formal PE sessions they will be undertaking a range of physical activities. With this in mind they will need to have trainers in school that they can change into for such sessions however further kit will not be required. This will be reviewed during Term 1 and any changes to this communicated to parents in a timely manner.

16. What will you put in place to help children settle in to their new class as many have missed so much time in school?

We were unable to do our usual transition work in the summer term hence our reasoning for spending the first day and a half in old classes with a transition afternoon on the Friday afternoon (September 4th). During this afternoon the children will be doing activities to help them get to know their new teacher and to get them used to being back in school and finding out about the routines.

The SLT have already discussed what we may need to put in place for children who are struggling being back in school and it is a high priority of ours as a school to ensure that the wellbeing of children is put first.

17. What can we, as parents, do to help our children catch up with gaps in learning and skills?

Home Learning initially this year will focus on the key skills - practising reading, spellings and times tables. The most important thing that you can do as parents is to read with your child every day and to practise the spellings/flashcards/times tables that their teacher sends home for them.

And Finally...

We are really looking forward to seeing all the children and welcoming them back into school this week – they really have been missed. Thank you all for your continued support during this uniquely challenging time. The whole staff team, the Local Council and I feel privileged to be a part of such a wonderful school community and can't wait to be back together as a school family and community once again. Please continue to look after yourselves and your families, take care and if you have any questions at all, do not hesitate to contact the school and we shall endeavour to answer them for you.

Kind Regards,



Diane Mulley
Head Teacher