



Wednesday, 26th August 2020

Dear Parents and Carers,

We are pleased to let you know that we have followed the Government guidance to take the steps that are required in order to reduce the risk of virus transmission in Greyfriars Academy so that we can welcome back all children to school in September. This letter summaries our arrangements and also details how you can help us by working together to keep everyone safe.

We know that some of you may be anxious about returning your child to school at this time. Please be assured that we and the Government are confident that the benefits of being back in school far outweigh the very low risk the current levels of the virus in the community poses for the vast majority of children. It is vital for all children to return to school to minimise the longer-term impact of the pandemic on education, wellbeing and wider development.

What we are doing to protect and support pupils and staff

Travelling to and from school

Following Government advice, we encourage you to walk or cycle to school, if at all possible. Only members of a household bubble should travel together to and from school, and only one adult from the household should travel with pupils.

If you use public transport please refer to [safer travel guidance for passengers](#) .

Face coverings

It is mandatory to wear a face covering on public transport. Face coverings are not worn in the school.

If your child wears a face covering to travel to school, please discourage them from touching the front of their face while they are wearing it and when they remove it. Please take it home once your child has arrived, or provide them with a plastic bag to keep it in while they are at school.

We will ask pupils to perform hand hygiene on arrival at the school and after they remove their face covering.

Start and end of the school day

There are staggered times for you to drop off your child at the start of the day, and collect at the end of the day. There are also different entrances allocated.

Your child's allocated drop off and collection times and location point will be sent separately.

If you have more than one child in the school, we ask that wherever possible you still adhere to these arrangements, however, if this proves difficult, please contact the school so that alternative safe arrangements may be made.

On arrival your child's teacher will meet and greet you and will ask whether your child is well and does not have any possible symptoms of COVID-19. These include a high temperature, new continuous cough or loss of taste or smell.

Friday Arrangements

The school closes earlier on Fridays. This decision has been made to enable the cleaning team to carry out extensive deep cleaning of all inside and outside areas. It will also enable all teaching staff to take their mandatory 'Planning, Preparation and Assessment' time, eliminating the need for staff to teach across different bubbles and thereby reducing the risk of transmission. We believe that this is an important additional protective measure in support of the full return to school in September. The arrangement will be reviewed during the Autumn with the priority of keeping our school community as safe as possible.

Provision will be made for the children of key workers where needed on Friday afternoons. If you have not already done so, please contact the school if you need this provision for your child.

Cohorting of small groups (Bubbles)

Pupils and staff have been assigned to main bubbles who are separated from other bubbles within the school. The Government guidance advises that it is acceptable for siblings to be in different bubbles.

Following government advice we have put arrangements in place to separate different bubbles, we have also:

- Planned the school day and activities to avoid bubbles from mixing and support distancing within bubbles as much as possible, including making as much use of outside space as possible
- Ensured resources such as pens and pencils are not shared and other resources are not shared between bubbles
- Increased our cleaning and disinfection regime
- Put in place hand sanitising stations to support increased hand cleansing
- Opened windows and doors to increase ventilation inside the building when it is safe and appropriate

We would ask you to support this by limiting the items your child brings in from home to only essential items: lunchboxes, water bottles, coats, swimming kit.

Educational visits will be assessed to ensure that providers are COVID-19 secure, there are currently no overnight stays. *The Year 5 & 6 residential date has provisionally been changed to the Spring Term.*

Lunchtime and school meals

Lunchtimes will be staggered to ensure bubbles are separated. KS2 children will eat their meals in their classrooms and these will be collected and delivered to the children by a Midday Supervisor specific to their bubble. EYFS and KS1 bubbles will eat in the canteen and will be served and supported by their own bubble Midday Supervisors.

The children will have designated outside areas for their lunchtime play sessions and will not be able to interact with children in other bubbles.

Universal hygiene

Staff are implementing these universal hygiene measures and encouraging and reminding our pupils to do the same:

- Washing their hands (thoroughly with soap and water often following the [NHS guidance](#).) Using alcohol-based hand sanitiser if soap and water isn't immediately available. Everyone should wash their hands on arrival at school, before eating, after coughing or sneezing, after visiting the toilet, when you get home at the end of the school day, as well as at other regular intervals throughout the day.
- [Catch it, Kill it, Bin it](#) - Covering their mouth and nose with a tissue or sleeve when sneezing and putting used tissues in the bin straight away. Always washing their hands afterwards. We will be providing tissues and lidded bins in our classrooms and at other places where they are needed in the school.
- Avoid touching the eyes, nose or mouth if they haven't washed their hands.
- Self-isolating if:
 - they or a member of their direct household has a new, continuous cough and/or high temperature/fever or a loss or change in their sense of taste or smell.
 - Asked to through the NHS test and trace service.
- Going home if they develop symptoms, not matter how mild.

Cleaning and disinfection

The following enhanced arrangements are in place:

- We have removed items that are difficult to clean
- We have identified specific cleaning methods and the times that cleaning and disinfection is needed.
- All touch points that are fixed to the premises such as door handles, taps and toilet flushers will be disinfected twice a day, in some cases such as where pupils find it difficult to wash their hands the frequency of cleaning these items has been increased.

Health and wellbeing

- We will ask pupils about how they feel on arrival at school and arrange for pupils to go home where they have symptoms (no matter how mild).
- We will talk to pupils about symptoms and encourage them to tell a member of staff if they feel ill no matter how mild. We are also keeping vigilant for any signs of symptoms too and reminding everyone about this regularly.
- Our staff and visitors will not attend if they have symptoms and will go home if they develop symptoms while they are at the school.
- If your child is unable to attend because they are complying with clinical advice or because they are isolating we will arrange for access to remote education.
- We are very mindful about the anxiety that children and you may be feeling and we encourage you to talk about those concerns, particularly if your child has been shielding and are now advised this is no longer necessary or you are concerned about the comparatively increased risk including if you are from a Black, Asian or Minority Ethnic (BAME) background.
- We will talk and listen to children on their return and help them with any anxiety they may be experiencing.
- If your child has a support plan, we will review this plan where it is needed in order to consider any specific requirements that will help them to return to the new school arrangements.

Supporting each other

Your support to help us achieve these standards in our school is vital. Please role model the hygiene behaviours that apply when you are at home and encourage your children to follow them. Please ensure that:

- Only the following items are brought to school: lunchboxes, water bottles, coats, swimming kit. Children do not need to bring school bags or book bags into school.
- Your child washes their hands before coming to school and on arriving home. Please support and encourage them to follow good hand and respiratory hygiene at all times.
- Children should wear PE kit on the days that they have PE. We will inform you if this arrangement needs to change.

If your child has extra-curricular provision that is provided by the school, we will be applying all of the arrangements that are outlined in this letter. If other settings are attended:

- Please limit the number of settings they attend as much as possible
- Try to ensure attendance is consistent at those you do use
- Try to attend local clubs and walk or cycle to them

Before & After School Club

In line with government guidance we are able to provide restricted wrap around care.

In the interests of keeping our school community as safe as possible, we are currently only able to offer Before & After School Club for **children of keyworkers** where essential. Food will not be provided at these clubs. If you require this provision for your child, and you have not already done so, please contact the school. All protective measures, as outlined in this letter will be in place and children from different bubbles will be kept socially distanced.

Educating and supporting

Children can become advocates in infection prevention at home and in their community by talking to others about how to prevent the spread of viruses, so we are educating in an age appropriate way.

We have updated our behaviour policy to cover the new arrangements and site rules that we have put in place. We will ensure that we take a consistent approach to reinforcing behaviour.

Symptoms and isolation

- If a pupil feels ill while they are at school we will keep them safe and move them away from others in a designated room while they wait to be collected. We will not leave a pupil who is ill where they are not safe or left alone. In an emergency we will call the emergency services, and we will continue to provide first aid for emergencies as we normally do. Staff will wear personal protective equipment if a pupil develops symptoms or requires first aid and we need to be in close contact with them.
- Please collect your child as soon as you can if we ask you to (we'll contact you if they become ill with either a temperature, a change to their sense of taste or smell, or a new, continuous cough). We will require that you arrange for your child to be tested and will advise you as to how this can be done, either through a home testing kit or a test at a centre. You will need to let us know the results as soon as you receive them.
- Please let us know if any member of your household develops symptoms as soon as you can. This means we will need to move your child into separate room while they are waiting to be collected to protect others in their bubble. You will then need to follow normal household isolations arrangements. Please arrange for a test to ascertain whether it is COVID-19 and share the results with the school so that we can communicate any necessary actions to other parents. Your privacy will be maintained when we do this.
- Please ensure that you follow isolation arrangements if any member of your household develops symptoms.

Further information can be found here: [Just one norfolk](#)

Action we will take if someone from the school has a positive test

If someone tests positive from the school then we will work with the local Health Protection Team from Public Health. We will advise you in the event that someone has tested positive where it means that your child needs to isolate for 14 days. If your child is not part of the same main or extended bubble then it is unlikely that they need to isolate.

Meetings and visitors

Wherever possible, meetings between yourself and the school should take place by telephone or internet and this includes informal conversations we might normally have.

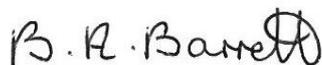
*Meetings should be arranged via the school office: 01553 773087,
office.greyfriars@gf.kwestacademy.com.*

Only absolutely essential 'in person meetings' will take place; should this be required, the school will make specific arrangements with you. We will only meet with one parent if this is the case. Please do not come into school unless you have an appointment.

We have safe arrangements for essential visitors who need to come onto site, such as maintenance contractors.

Thank you for your understanding and cooperation, we will review our arrangements in line with any required changes and advise you where needed. If you have any further queries, please contact us at office.greyfriars@gf.kwestacademy.com or 01553 773087

Kind regards,



Beverly Barrett
Head Teacher



Heather Garrod
Chair of the Local Improvement Team