



Dickleburgh C of E Primary Academy
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WE PROMOTE STAFF WELL-BEING



Email: office@dickleburgh.stbenets.org
 Email: head@dickleburgh.stbenets.org

Headteacher: Mrs Moira Croskell

13th August 2020

Dear Parents

Staff have been meeting today to plan for the re-opening of school to all pupils in September. The first day of term for all children will be **Monday 7th September** and I can now share with you how this will look. Detailed below are the measures we will take to ensure the risk of COVID-19 is as low as possible. These are based on the guidance issued by the Department for Education (DfE). All our decisions have followed the guidance carefully. However, where possible, we have tried to make returning to school as easy as possible for the children. All the actions we are taking are aimed at trying to mitigate having to close the entire school in the event of a confirmed case. We appreciate your understanding and support in all that we are doing to make our school safe.

- **ARRIVAL AT SCHOOL:** Unfortunately, no parents will be allowed in the building or on the playground at the start or at the end of the day. We ask, where possible, for only **one adult** to bring the children to school. Each year group will have a designated time and entrance and the children will be met by a member of staff and then follow a route into their classroom. There will be no lining up in the playground at this time. We ask that you do not arrive early and if you are late to bring your child to the front of school at the main reception entrance. Please wait at your identified gate at a social distance, and then move off. **Please do not congregate.**

The plan is to use the two playground gates.

- **Gate 1 (top gate) – Year 3 & 4 at 8.30am. Reception at 8.45am**
- **Gate 2 (double gate) –Year 5 & 6 at 8.30am. Years 1 & 2 at 8.45am**
- For families where there are siblings in different Key Stages, they can arrive together at the **later** time and can be collected together at the **earlier** time if this is easier for you. Please let somebody on the gate know if this is what you would like to do; we will collect all family members for 3.15pm.
- Please do not ask us to change any of the other arrangements to suit your circumstances.

Start and finish times will be as follows:

	Start	Finish
Group A KS2 (Class 3-6)	08:30	15:15
Group B KS1 (Class R-2)	08:45	15:30

N.B. No learning time will be lost due to the change of dismissal time as lunchtimes will be reduced to 12.00-1.00 for the duration of this period.

- We understand that drop off and collection points are important times to pass on messages between teacher and parent. Therefore, we ask for now that as much correspondence as possible is completed through the Home/School diary or by telephone. It is very difficult to have a confidential conversation outside at a 2-metre distance
- **BUBBLES:** We will have a two-layered bubble idea. Each class will be its own bubble in the school building, and we will have key Stage Bubbles in the playground. That means that Years 1 and 2 will be out at the same time and then Years 3 & 4 and then Years 5 & 6. There will be staggered arrival and dismissal times and break lunch time play.
- **CLASSROOM SET-UP:** Tables will be in rows and all children will sit facing forward rather than in groups. When children sit on the carpet, they will also sit facing the front with a gap between each child. Uniform should be worn as usual.



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- **SCHOOL UNIFORM:** All children will be asked to return to school in uniform in line with our policy as set out on the school website. It does not need to be cleaned any more often than usual, nor do they need to be cleaned using methods that are different from normal
- **PE DAYS:** On the days that children have PE we will allow the pupils to come to school wearing their school PE kit (as stated in our uniform policy). This will be for the Autumn term and will be reviewed at Christmas. Class teachers will be emailing parents at the start of term with details of PE days.
- **PERSONAL ITEMS:** Children will be encouraged to bring minimal items into school. We will ask them to bring a labelled water bottle into school on the first day back. We request that this is left in school for us to clean and refill at the start of each day. They then only need to bring in their lunchbox, coat, school diary and red book bag. **NO PENCIL CASES PLEASE! Please do not send your child in with a backpack until further notice.** Children in Year 2 – 6 have individual lockers and they will be expected to keep their belongings tidily in them. When returned, reading books and library books will be quarantined for 72 hours, before being put back on the shelves.
- **LUNCHTIME ARRANGEMENTS:** I wrote to you before the end of term with our new lunchtime menu for during this time. All children will be eating lunch in their classrooms until further notice. Thank you to those who have booked a school lunch already online. If you require one, please do sign up on ParentMail or let the office know on the first day back.
- **ACCESS INTO SCHOOL:** Sadly, we do not anticipate being able to welcome parents into the school building or playground in September. We have put safety precautions in place in our main reception for any parents needing to come to speak to the office staff. However, we ask that parents remain respectful of social distancing and only come into reception if it is absolutely necessary. The school office telephone number is **01379 740080** and the emails are office@dickleburgh.stbenets.org; for finance matters you can email finance@dickleburgh.stbenets.org
- **WHOLE SCHOOL EVENTS:** There will be no whole school events for the Autumn term. This will mean no Parents' Evenings, whole school assemblies or Celebration Assemblies. We are in the early stages of exploring ways we can celebrate these events AND include parents. Watch this space!
- **PERSONAL PROTECTIVE EQUIPMENT (PPE):** Staff will not routinely wear PPE. They will wear it if they are supervising a child with COVID-19 symptoms and they are unable to keep their distance, They will also use it to administer 1st Aid and if they are undertaking intimate care or cleaning bodily fluids. We have been advised that pupils **do not** need to wear any masks or other forms of PPE in school.
- **TESTING AND QUARANTINE:** We ask that you comply with the government's testing arrangements should either yourself, someone in your household or your child show COVID-19 symptoms. The school must be informed of the test results as soon as possible. If you are planning a holiday abroad towards the end of August or the start of September to one of the identified countries, then you must quarantine for 14 days on your return.
- **BREAKFAST AND AFTER SCHOOL CLUB:** You have already been informed of the changes to our wrap around care. Please remember that we cannot offer places to either club on an ad hoc basis. All places must be booked in advance.
- **PARENTAL AGREEMENT:** Please read the attached agreement, please sign it, and return it to the school office by email or on the first day back with your child.

FINALLY...

I am sorry for the very long letter, but I wanted you to be aware of all the school is doing to prepare for September and to answer the questions I know some of you have. I hope the above information is reassuring; we appreciate that some families may feel anxious about their children returning to school. We have worked hard to give you as much information as we can but please feel free to contact me if you wish to discuss any worries you have. My email address is head@dickleburgh.stbenets.org.

Take care and keep safe



M Croskell

Headteacher



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