



Dear Parents and Carers

We are looking forward to welcoming all children back in September!

I hope that you and your families are keeping safe and well. Thank you for your ongoing support during this difficult time.

You will have seen and heard on the news that the Government has announced that from September 2020 all schools will be fully re-opening. We have been working with ODST (our trust) and Governors to carry out a rigorous risk assessment using Government guidance to inform our safe re-opening. This risk assessment can be found on the main page of our school website. You can read the Government guidance for schools by clicking [here](#).

All children are expected to start back on **Thursday 3rd September** and normal attendance procedures will be resumed.

Each class will remain in their classroom and use either the playground or half of the field for break and lunchtimes. There will be minimal changes to staffing for each class during the day and the week, although staff can move between classes to facilitate the delivery of the school timetable. Children in each class will spend the whole day together, as per Government guidance.

Uniform

Children will be expected to wear full school uniform. We will however be asking for children to wear PE kit to school on the days they have PE and will confirm these days at the start of term. Uniforms do not need to be cleaned any more often than usual, nor should just be washed as normal. We will be planning for time outside every day, and this will include the field in all weathers, so please make sure your child has appropriate clothing, as shown below. You can order uniform items using the Price & Buckland website, (click [here](#)).

Uniform: normal trousers/skirt/dress, white polo shirt, school jumper or cardigan, waterproof coat, comfortable shoes (or wellies for wet days), pair of indoor shoes that remain at school.

PE kit: Plain black, grey, or dark blue jogging bottoms, plain white t shirt (or a school PE t shirt purchased from Price & Buckland), school jumper or cardigan, trainers.

Drop-off and Pick-up

To avoid any congestion on site or at the school gate, and to support social distancing, we will have a staggered start and end to each day. Each family will be allocated a specific time for drop off and pick up as shown below, and we will confirm your allocated time slot in a separate communication before the end of term. Please note we are unable to accommodate any requests for changes to allocated timings. These staggered times mean we can continue to provide the normal teaching hours for all children. At drop off we ask that you enter the school site and wait on the playground at your allocated time, spreading out to use all available space to support social distancing. The only exception to this is for Year 3 children without siblings who will need to wait next to the bike shelter until the Year 3 gate is opened. Year 3 children with siblings

can enter the school site from the playground, using the main building door. Children will all then go straight into their class and you will need to exit the school site immediately following the one-way system along the path. At pick-up time you will need to wait on the school playground (Year 3 without siblings please wait next to the bike shelter near the Year 3 gate) and leave the site as soon as your child/children are with you. We ask that just one parent / carer drops off their child so that we can ensure social distancing guidelines are followed at the gate. We encourage older children to travel independently to and from school, if you deem it safe to do so. Please let the school office know in writing if your child has permission to travel to and from school independently.

	Drop off	Pick up
Group 1	8.40 am	3.00 pm
Group 2	8.50 am	3.10 pm
Group 3	9.00 am	3.20 pm

Risk Assessment in line with Government Guidance

We have carried out a rigorous risk assessment with our trust, ODST, and the Governors to put safety measures in place. Our plan for returning minimises contacts and mixing between people. We have reduced the number of contacts between children and staff. This has been done by keeping classes separate and maintaining distance between individuals as much as possible. The children will remain within their class groups throughout the day.

Inside areas will be kept well ventilated.

We have an enhanced cleaning routine across the school.

Resources will not be shared between classes.

Although the school office will be open to parents, we encourage all parents/carers to communicate with the school via email and phone rather than enter the school office. This will help to support social distancing. Parents will not be able to enter any classrooms, corridors or use any of the school toilets.

Children and staff will wash their hands regularly, including when they arrive at school, when they return from breaks, before and after eating and when they are due to leave school.

To ensure good respiratory hygiene we will continue to follow the 'catch it, bin it, kill it' routine. All areas have tissues and bins with lids.

Social Distancing in School

In classrooms, to support distancing, children will be seated side by side and facing forwards as much as possible. All children old enough will be supported to maintain distance and not to touch staff and their peers where possible. Ideally adults will maintain a 2 metre distance from each other and from children. However, the Government guidance notes it is understood that this may be difficult in a primary school. In particular, we will aim to avoid close face to face contact and the time spent within 1 metre of anyone will be minimised.

Classes will be kept apart and there will be no large gatherings, such as assemblies.

Lunches and Fruit Bar

In the short term, lunches will be eaten in the classrooms or outdoors if the weather is fine. School lunches can be ordered as normal. These will be school packed lunch bags for term 1. Children in Reception, Year 1 and Year 2, and those in receipt of Free School Meals will be provided with a free snack for morning break. Fruit bar will not be open for children to purchase items.

After School Clubs and Wrap Around Care

There will not be any school clubs running in Term 1. Please see the separate letter regarding the Breakfast Club and After-School Club run by Pre-School.

Visitors

Sports coaches will continue to be in school weekly to help provide PPA cover for some classes, and will follow all steps in the school risk assessments. The sports sessions will always take place outside and the coaches will remain at a distance from the children. Essential visitors such as external professionals will be able to visit school, with a prior appointment, and they will also follow all steps in the school risk assessments.

Volunteers

We are incredibly grateful to our committed team of volunteers and some volunteers who have previously volunteered regularly will be welcomed back into school. They will help in one class only and will have to follow all steps in the school risk assessment. We will not be inviting new volunteers to help in school at this time.

Equipment

Children may only bring a coat, water bottle, packed lunch (if not purchasing a school lunch) and for those in KS2, a snack for morning break. All children will need to keep a pair of indoor shoes in school. As staff need to keep a distance from children, they will be unable to help with shoelaces so please only send your child in laced shoes if they can tie and un-tie them independently. Please do not send in any other items. Each child will be provided with their own set of equipment to use in school. For equipment shared between home and school, such as reading books, there will be new arrangements for these, including the items being kept secure for 48 hours (72 hours for plastics) before use. Each class will have their own set of equipment to use at break times and for PE.

Coronavirus Symptoms

We must ensure that all children, staff and other adults do NOT come into school if they have any coronavirus symptoms (high temperature, a new, continuous cough, or loss/change of sense of taste or smell) or have tested positive in the last 7 days. Anyone who develops symptoms during the day will be sent home and will need to be tested. If a child shows symptoms during the day, they will be moved to a room where they can be isolated with appropriate adult supervision whilst they wait to be collected by their parent / carer. The adult waiting with the child will wear the appropriate PPE. All areas used will be cleaned thoroughly.

Positive Tests for Coronavirus

We will follow Government and Public Health England guidance. If a child or adult in the class bubble tests positive for Coronavirus, then we will have to close the bubble and everyone in that bubble would have to self-isolate for 14 days. The children will be provided with online learning to access during this time.

We only close bubbles on positive test results, not on unconfirmed cases. We will not close bubbles if children have a family member who has a positive test result as only that child would need to go home to self-isolate, and there is no requirement for others in the bubble to self-isolate at that point.

Negative Tests for Coronavirus

If someone has a negative test result, if they feel well and no longer have symptoms similar to coronavirus, they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.

NHS Test and Trace

All families must be ready and willing to follow the below procedures:

- [book a test](#) if they are displaying symptoms. Staff and children must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- [self-isolate](#) if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive for coronavirus

Outbreaks

If we have two or more confirmed cases with 14 days, or an overall rise in sickness absence where coronavirus is suspected, we will work with Public Health England who will advise us if additional action is required.

In some cases, health protection teams may recommend that a larger number of other children self-isolate at home as a precautionary measure – perhaps the whole site or a class. If the school is implementing controls from Government guidance, addressing the risks we have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and will not be considered except on the advice of health protection teams.

In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, then the whole school if necessary, in line with routine public health outbreak control practice.

Absence Reporting

You can continue to use Parentmail to report any absences.

PPE

Staff in school will not routinely use PPE, although it will be available for staff to use if required. Staff carrying out first aid will wear gloves as normal, and may also use a mask, visor and apron depending on the circumstances. The Government guidance does not support children wearing masks in school and we will therefore have a process for removing face coverings when children arrive. This process will be that children will be instructed to remove their mask when entering the classroom, making sure not to touch the front of their face covering when removing it. They will need to wash their hands immediately on arrive (as will all children), and dispose of the face covering in the lidded bin in the classroom or, if it is a reusable mask, place it in a plastic bag they can take home (please provide a bag) then wash their hands again.

Cleaning

Our contract cleaning company will continue to clean daily, following the Government guidance. There will be additional cleaning during the day of toilets and frequently touched areas such as door handles. This additional cleaning will be carried out by a new member of staff. This will be an additional cost to the school and we will not be receiving any additional Government funding for this.

Toilets

Government guidance indicates children can share toilets, as long as these have an additional clean during the day. We will however be hiring one temporary toilet for one of the Key Stage 2 classes to use to reduce the number of children using the main school toilets. The temporary toilet will be an additional cost to the school and we will not be receiving any additional Government funding for this.

Funding

As indicated above, we are facing a situation where we will have to use existing school funds for additional cleaning and toilets that were not factored into our budget situation for 2020-21. The HSA have kindly offered their remaining funds to support the school with this and we are grateful for this help. Throughout 2020-21 raising funds for the school will be vital so we can continue to provide the appropriate staffing and resources for all classes. Please see the separate Parentmail from the HSA explaining how you can continue to raise funds for them, despite not being able to plan or hold any of the normal fundraising events. We are incredibly grateful for the regular contributions we already receive from parents. If you do not currently contribute, but would like to, please contact the school office for more information.

Transport

I am currently liaising with Oxfordshire County Council Transport Team regarding the minibus provided for children living in South Hinksey to ensure safety measures are in place, both regarding social distancing/hygiene and how children depart and alight the bus, bearing in mind the need for the whole school site to be used by families at drop-off and pick-up. If you use this facility and have any questions, please contact me.

Attendance

The Government has said that all children are to return to school in September. You must make every effort to bring your child/children to school, unless they are unwell or self-isolating because of a confirmed case of Coronavirus. Please do contact the school office if you would like to discuss this further with me.

Curriculum

We will continue to provide a broad and balanced curriculum for all year groups. Teachers know what learning their class have covered and, where needed, will 'back-track' to the previous year group objectives to enable continuous and appropriate learning for all children in the class.

Remote Learning Plan

Where a class, group or small number of children need to self-isolate, or there is a local lockdown requiring children to remain at home, we will provide learning activities for children to access at home, in the same way we have been providing for children at home up to now.

All of the above points are based on the current Government guidance provided and may be changed at any time. If this is the case, we will keep you informed.

Please do take care and continue to keep yourselves safe. See you all in September!

If you have any questions, please contact the school office.

Kind regards,

Amy Pearce

Headteacher