

Dear Parents and Carers,

I am sure that you are busy preparing your children for the new term ahead and that both you and your children will continue to have many questions about how school will appear in the new term.

This document will further inform you of all of the procedures, control measures, organisation, routines, guidance and expectations that are necessary to enable the full opening of school to commence. It is imperative that you read it carefully and adopt the measures outlined fully to keep everyone within our school community as safe as possible. I hope that you find it helpful and informative.

We will always endeavour to cater for all children's needs to the best of our ability within the confines of guidance from the Department for Education and Public Health England. This inevitably means that things will be different for all of us and may be subject to change. We will give as much notice of changes as we possibly can, we will also be reviewing our procedures regularly to ensure that they are supportive of the children and provide the safest environment possible.

Whilst it is important that returning to school is vital for our children's education and wellbeing, we do have to state that, despite our efforts, it is still not possible to ensure a totally risk-free environment. Every effort has been made to minimise the risks so that we

can provide a safe, broad and ambitious educational experience for our pupils.

We understand that for many of you, this may be an anxious time however we believe that, with safety measures in place, now is the right time for our children to return to school.

If, after reading the document carefully, you have any queries or concerns, please do not hesitate to contact the school office.

### **The School Day**

- Your child will be based in their own classroom. Outdoor learning will also take place.
- Social distancing measures will be encouraged but, as we are sure you are aware, this will be impossible to fully implement.
- Government guidance advises that we:
  - Ensure staff minimise time spent within 1m of anyone
  - Ensure staff maintain a 2m distance from older children where possible.
- Staggered playtimes and lunchtimes allowing outside play have been organised so that year group bubbles do not mix.
- When possible and weather permitting, some learning time will also be spent outside. Please ensure that your child has a waterproof coat in school each day for these sessions.
- Classroom windows and doors will be open as much as possible to enable a flow of air.
- To ensure limited movement and minimise the numbers of pupils touching surfaces, each classroom has been allocated a toilet area and only those pupils will be allowed to use those facilities
- Movement around the school will be severely restricted even for adults in attendance.
- Larger gatherings, unfortunately including whole school Collective Worship will not be undertaken until government guidance states it is safe to do so. Class-based Collective Worship will be delivered each day.

### **Further information about dropping off your child in the morning**

Year group bubbles will be coming into school at different times - please ensure that your child arrives at school at the allocated time and enters via the specified entrance (See grid at end of this letter for times and allocations).

- Only one adult per family should drop off/pick up please
- Please note parents and carers **will not** be allowed into the school building
- If you bring another sibling to school, they must also stay by your side.
- Staff at the gate will control the flow of pupils entering the school site always observing social distancing measures. Pupils will enter classrooms through external classroom doors, when inside an adult will direct them to sanitise or wash their hands before going to their desk. Children may bring their own hand sanitiser if they would like to for use throughout the day.
- Parents must leave quickly to allow the next child in the line to enter the school promptly. Please avoid gathering outside of school to chat - it is really important that we are able to allow the children to enter school safely and quickly.
- You must arrive promptly for your set times. You cannot be late as this will impact with the next group
- Late arrivals may mean further waiting time.

### **Further information about collection points at the end of the day**

- At the end of your child's school day, parents will line up respecting social distancing measures before entering the school via the Brickhill Road playground gate. Once in the playground parents will be asked to line up at a 2 metre distance from each other to wait for their child to be sent to them.
- The teacher in charge will send one child at a time to the waiting parent at the front of the line.
- You must leave quickly via the Westfield Road gate to enable the next set of parents/carers to arrive. Please remember that parents and pupils will not be able to leave the site through the Brickhill Road gate.
- Year 6 pupils will line up at the pedestrian gate - the Year 6 children who are walking home on their own will be at the front of the line and released first; the children being collected by parents will be released to parents by classroom staff - parents collecting Year 6 pupils are asked to wait in a socially distanced line on the pavement outside of school.
- Please notify us of changes to collection arrangements (e.g. pick up by grandparents) in writing with, where possible, with a day's notice. Teachers will not be able to check their emails regularly throughout the day so notification should be sent to [admin@freemansendowed.org](mailto:admin@freemansendowed.org). We cannot guarantee that changes of arrangement sent through at the last minute can be picked up.

### **Communication with staff at drop off/pick-up**

We know for some of our pupils this may be an anxious time, but we would politely ask that when dropping your child off you say goodbye in a relaxed, cheerful manner, in order for your child to come into school confidently and quickly. There will be plenty of staff present to support the children, and it is really important that we are able to get children to their classroom as swiftly as possible, to avoid causing a long wait for other children and parents.

- We apologise that we will not be able to provide as much 'personal contact' as we would like at drop off and pick up times, but the safety of all members of our school community is really important to us. To limit the staff members' interactions with others, and to swiftly get the children inside the classroom, staff will not be able to take questions during drop off. Everything must be communicated by email or phone call to the school office.
- Once again, to limit the staff members' interaction with others, and to swiftly allow children to leave the premises, staff are not able to take questions during pick up. Everything must be communicated by email or phone call. Staff will return calls promptly once they have completed their teaching duties and meeting schedules. Please note, this may not always be on the same day.
- Some members of our staff are returning to work with strictly risk assessed protective measures in place. Please be considerate of this in contact with the school as some of our usual contacts and interactions may need to be limited as they would place staff at risk.

### **Pupils and families who are anxious about a return to school**

We are aware there still may be potential concerns from pupils, parents and households who may be reluctant or anxious about returning to school. If anxiety is proving a barrier to your child's return to school, please make contact with the school so that we can discuss your concerns and provide reassurance of the measures we are putting in place to reduce the risk in school.

Again please be aware of the government's guidance that pupils of compulsory school age must be in school unless a statutory reason applies.

### **Illness**

- The symptoms for the coronavirus are:
  - a new, continuous cough,
  - a high temperature
  - loss of taste or smell
- If you or a family member have any symptoms of COVID-19, **you must not attend school.**
- Please inform us immediately, arrange for testing to take place and inform us of the outcome as a matter of urgency.
- If we believe your child is exhibiting coronavirus symptoms, they will be removed from their classroom immediately and placed in a holding room to await collection by you.
- The staff member with them will wear PPE.
- You **must** come and collect your child **immediately**. You will need to arrange a test and follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19)'
- We require all community members to actively engage with the Test and Trace system to keep all members of our community safe and minimise the risk of an outbreak. Please see further information at <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/>

- If the test result is positive, parents should inform the school, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptom. Please follow the link for further information on actions that must be taken:
  - [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\)’](#)
- **Where a child or staff member tests positive, the rest of their class within the school will be sent home and advised to self-isolate for 14 days or until tested.**
- If two cases or more are confirmed within 14 days, or there is an overall rise in sickness absence where coronavirus (COVID-19) is suspected, the school will work with our local health protection team who will advise if additional action or a school closure is required.

Please see the table below for guidance:

| <b><i>What to do if...</i></b>  | <b><i>Action needed</i></b>  | <b><i>Return to school when...</i></b>   |
|---|--|--|
| ...my child has coronavirus symptoms  | <ul style="list-style-type: none"> <li>• Do not come to school</li> <li>• Contact school daily</li> <li>• Self-isolate</li> <li>• Get a test</li> <li>• Inform school immediately about test result</li> </ul>   | ...the test comes back negative.   |
| ...my child tests positive for coronavirus  | <ul style="list-style-type: none"> <li>• Do not come to school</li> <li>• Contact school daily</li> <li>• Self-isolate for at least 10 days</li> <li>• Inform school immediately about test result</li> </ul>  | ...they feel better. They can return to school after 10 days even if they have a cough or loss of smell/taste. These symptoms can last for several weeks once the infection is gone. |
| ...somebody in my household has coronavirus symptoms  | <ul style="list-style-type: none"> <li>• Do not come to school</li> <li>• Contact school daily</li> <li>• Self-isolate</li> <li>• Household member to get a test</li> <li>• Inform school immediately about test result</li> </ul>   | ...the household member test is negative.  |
| ...somebody in my household has tested positive for coronavirus   | <ul style="list-style-type: none"> <li>• Do not come to school</li> <li>• Contact school daily</li> <li>• Self-isolate for 14 days</li> </ul>  | ...the child has completed 14 days of self-isolation   |
| ... NHS test and trace have identified my child as a ‘close contact’ of somebody with symptoms or confirmed coronavirus | <ul style="list-style-type: none"> <li>• Do not come to school</li> <li>• Contact school daily</li> <li>• Self-isolate for 14 days</li> </ul>  | ...the child has completed 14 days of self-isolation   |
| ...we/my child travelled and has to self-isolate a part of a period of quarantine                                       | <ul style="list-style-type: none"> <li>• Do not take unauthorised leave in term time</li> <li>• Consider quarantine requirements and FCO advice when booking travel</li> <li>• Provide information to school as per attendance policy</li> </ul> <p><b><u>Returning from a destination where quarantine is needed:</u></b></p> <ul style="list-style-type: none"> <li>• Do not come to school</li> <li>• Contact school daily</li> <li>• Self-isolate for 14 days</li> </ul> | ...the quarantine period of 14 days has been completed   |
| ...we have received medical advice that my child must resume shielding.   | <ul style="list-style-type: none"> <li>• Do not come to school</li> <li>• Contact school as agreed with the school</li> </ul>  | ...school inform you that restrictions have been lifted and your child can return to school again.   |

|  |  |  |
|--|--|--|
|  | <ul style="list-style-type: none"> <li>● Shield until you are informed that restrictions are lifted and shielding is paused again</li> </ul> |  |
|--|--|--|

### Children's attendance:

School attendance for all pupils is now mandatory again from the beginning of the autumn term. This means from the start of September, the usual rules on school attendance will apply.

- It is now the parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- The school is responsible to record attendance and follow up absence
- Sanctions may be issued, including fixed penalty notices in line with local authority's codes of conduct
- The school office should be informed of any absence by 9am on the day of absence (by phone or email)
- Non-essential appointments during the school day should be avoided. Please arrange any essential appointments (e.g. medical appointments) for outside of the school day wherever possible.

Please note shielding advice for all adults and children was paused on 15<sup>th</sup> August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that pupils who remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Children who live with someone who is clinically vulnerable (but not clinically extremely vulnerable (shielded)) can attend school. If further advice is needed, please read the current guidance on shielding:

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-for-young-people-on-shielding-and-protecting-people-most-likely-to-become-unwell-if-they-catch-corona-virus>

### Visitors and Clubs

To reduce the risk of infection, we will unfortunately not be having peripatetic music teachers or other non-essential visitors on site for the near future. When the guidance released from the Government deems this to be safer and we have risk assessed accordingly, we will inform you of our choice to start this service again.

- Essential visitors, contractors and providers will be allowed to work on site with the expectation that they follow the school's safety measures and guidance.
- These might include for example: specialist support services, Academy Trust staff or maintenance contractors.
- The provision of extra-curricular clubs will be reviewed once school is fully open and an assessment of procedures in action can be made. We want the children to access their usual full school experience as soon as is safely possible and will keep you informed as to when clubs such as Football, Gymnastics and Basketball can resume.
- Volunteers and non-essential visitors will be reviewed after the first half-term.

### School Uniform and PE kits

- At the start of the Autumn term we will be returning to our normal expectation that all pupils adhere to our school uniform policy.
- Please ensure clothing is kept as clean and presentable as possible.
- **Please ensure that your child's hair is its natural colour and that no extreme styles are cut in your child's hair. Hair accessories should be small and of the same colour as the school's uniform.**
- Until the end of Term 1 (October half term break) children may come to school already wearing their PE kit on the days that PE takes place. Children can attend wearing tracksuit bottoms/trainers and their school sweatshirts.
- No PE will take place on Thursday 3<sup>rd</sup> or Friday 4<sup>th</sup> September so full uniform should be worn each day. PE times will be issued ahead of the week commencing Monday 7<sup>th</sup> September
- PE equipment will be allocated to each class and will be wiped down after use.

### Lunchtime Arrangements

- Staggered lunchtimes have been organised.
- All children can bring a packed lunch from home or order a packed lunch from ABVM (our school meals provider) using the usual booking platform. Every needed meal has to be ordered before 9am of that day.
- **Please ensure that all school provided lunches are booked for the day. Lunches will be made to order and we will not have spare lunches for those children who have not booked.**
- Lunches will be eaten in classrooms.
- Surfaces will be cleaned before and after eating, usual hand hygiene routines will be followed.

- If you provide a packed lunch, please ensure it only has items that your child can open on their own. Staff cannot help as they will not be touching your child's food/packaging.
- Morning time fresh fruit snacks can be brought into school, these must be in a sealed bag that is labelled and disposable (not in the child's lunch box). Please ensure that your child can open these independently as we will be unable to help.
- Please provide your child with fresh water in a clearly labelled water bottle. We will NOT provide cups for children to drink from.
- If your child has a medical condition that requires them to drink frequently throughout the day, please contact the school's Admin team and appropriate arrangements will be put in place.

### **The Classroom – the learning environment and equipment**

**The classroom layout for your child may look different to usual – please prepare them for this.**

- All desks will be spaced out and allow pupils to sit side by side and be front-facing
- Items and touch points in the classroom will be cleaned on a regular basis.
- There is no need to bring in a pencil case from home or any other objects or possessions – all materials for learning will be provided.
- To protect our staff and children, we ask that no other objects, toys or stationary items are brought into school. Please explain this to your child ahead of their return.
- On their return, school books that are issued to pupils will go into a temporary quarantine before being re-issued to other pupils
- Pupils will have a set seat at a table alongside a fellow pupil.
- Even though it is not always possible to maintain 'distancing' especially when working with our younger children all efforts to support maintaining distance will be gently encouraged.
- Once cleaning has taken place, a child's positioning may change at the discretion of the teacher.

### **Behaviour**

I have attached an outline of behaviour expectations that we will share with children on their return to school. Children will be introduced to our behaviour expectations of 'Ready' 'Safe' and 'Respect' which will underpin our expectations of behaviour at this time. As you can see from the attachment, we have crafted the wording so it is in positive language for the children.

We will also be introducing children to our new Behaviour Policy, which I am sure your child will be excited to tell you about - you will be able to find the new Behaviour Policy on the school website. We are confident that the strong focus on rewarding positive behaviour will ensure our children feel that their efforts are recognised and valued, ensuring our pupils maintain and develop the high standards of behaviour that we have come to expect.

The priority is to ensure all our children return safely and have a positive reintegration into school life. We fully expect that the return will pose a challenge to some of our children and there will be some for whom the challenge will be greater than others. Our plans to help those children will be met by the staff in each classroom and /or our wellbeing team, who will work hard to address the needs of individuals.

Please do not hesitate to contact Mr Healy if you have any questions about the Behaviour Policy or our expectations of our pupil's behaviour..

### **Wrap around care**

- Wrap around care will be provided in classrooms for Breakfast Club in the mornings and by Little Stones after school - please contact them directly if you have any questions or queries about After School Club, or would like to book a place.
- This year, we have moved to a cashless booking system - **ALL bookings must be made for and paid in advance.** A registration form for booking was sent out at the end of the Summer Term. Please ensure you complete and return this if your child will be attending Breakfast Club.
- **We will not be able to take any children without pre-booking and pre-payment as this compromises our safety measures. Please book by the Friday for the week ahead wherever possible.**

### **Safety**

We will do everything we can to ensure the school is as safe as it can be. This will include assessing and mitigating risk through increased cleaning, protective and hygiene measures. However please be aware that whilst we can assess and minimise risk, we cannot eliminate it completely.

Current guidance does not require children to wear face masks in primary school as the incorrect use of face masks increases the risks of catching the virus. It will be almost impossible for any child to correctly wear a face mask throughout the whole school day and we will not allow staff to touch the face masks of another person.

Government advice is that staff in school will not require PPE when working in the classroom. However, staff may wear PPE (gloves, aprons, face masks, visors) when dealing with first aid requirements. Please discuss this with your child so they are not overly alarmed in the event they require first aid supervision.

### **Cleaning/Hygiene**

- Due to the need for regular handwashing there will be frequent times throughout the day when your child will be reminded to wash their hands
- Entry to the toilet block will be monitored and where possible restricted to one pupil at a time
- Regular cleaning of the school will take place during the school day
- Each group's classroom base will be equipped with hand washing, drying and sanitising equipment. The children will be taught how to use these appropriately.
- The children will continue to be taught 'Catch it, Bin it, Kill it' protocols and encouraged to use these
- Each group's classroom base will be equipped with tissues and appropriate disposal bins.
- Bins will be emptied at regular intervals throughout the day
- Surfaces will be wiped regularly

### **Holidays**

As usual, you should plan your holidays within school holidays. Please avoid seeking permission to take your children out of school during term time, applications for term-time holidays will be declined and penalty notices will be applied. Please keep in mind that you and your children may need to self-isolate when you return from a trip overseas.

### **Preparation**

Your child has had to adapt to a number of changes since the outbreak began. Please spend as much time as you can explaining these changes to them so that they are as mentally and emotionally prepared as they can be. Changes you may choose to inform them of might include:

- Describing the layout/arrangement of seating in the classroom
- They will be eating their lunch at a distance from their peers and will not be able to play with their peers in the same way that they are used to.
- Staff will not be able to physically comfort your child if they become upset at school.
- They will not be able to bring personal items into the school building with them

### **Considerations**

We will be conducting ongoing risk assessments and checks on the health and hygiene throughout the school

We have attempted to consider as many safety factors as possible and take measures to mitigate against these as far as we possibly can. We cannot, however eliminate all risks and enforce all of the social distancing measures rigidly whilst maintaining a natural and supportive climate for your children to thrive within. We will do our best and the care of your children will be our absolute priority.

I hope that the information contained in this document is supportive. Thank you for your ongoing support, it is truly appreciated by all of the staff at Freeman's

Please take great care of your family and your loved ones.

Kind regards,  
Mrs Fiona Hull  
Head teacher

**Freeman's Endowed Church of England Junior Academy**

**Behaviour Expectations For Children Autumn Term 2020'**

As we welcome you into school, we are sharing three behaviour expectations that will make it a safe and caring experience for us all: **Ready Safe Respect**

### Ready

**Ready** usually means being on time, with the right equipment and ready to learn in every lesson.

When we come into school later this week, **Ready** will also mean:

- Waiting calmly to come into school and staying two metres away from each other.
- Dressing smartly in clean uniform or clean PE Kit on PE days
- You only need your packed lunch and full water bottle. Leave everything else at home.
- Coming into school calmly through your designated door; wash your hands and use the sanitiser provided.
- Listening carefully to the adults in school who will be helping you and others to behave in a safe way.

### Safe

Being **Safe** would normally be walking around the school sensibly and playing positive games at playtime and lunchtimes.

When we come to school this term, being **Safe** is our priority and will also mean:

- Keeping our distance from other people.
- Only using our own stationery and equipment.
- Staying in our seats during lessons.
- Using tissues for coughs and sneezes. Putting tissues in your table bag as soon as you've used them - remember 'Catch it, Kill it, Bin it' when it comes to coughs and sneezes!
- Following the guidance for moving around the school safely and following the rules about going to the toilet.
- Making sure we wash our hands thoroughly for the recommended 20 seconds.
- Following the instructions of all staff during the day and especially at playtimes and lunchtimes.

### Respect

Having **Respect** for each other is something our Freeman's children do really well and we display respect with our body language and the words we use in conversation with each other. When we come to school this term, that **Respect** is even more important because it shows we care about each other's feelings and their wellbeing and safety. It means:

- Encouraging each other in our work and play with positive comments.
- Listening to each other if people want to share their ideas or how they feel.
- If we're worried about ourselves or our friends, sharing that with an adult.
- Being considerate about each other's feelings.
- Listening to adults and being considerate about the feelings of the adults supporting us.
- Trying our best in every activity.
- Being kind to each other as we enter and leave the school site.

**Let us not love with words or speech but with actions and in truth.' 1 John 3:18**

#### **Drop off and collection times and arrangements**

- Ensure that you/your child do not arrive at school before the designated drop off/pick up time to avoid crowded drop offs at the school gates. Please ensure your child arrives at the designated time.
- Only one parent/carer to enter the school grounds to collect their child please.

- Please ensure you observe strict social distancing when collecting your child.

| Year Group                    | Year 3  | Year 4  | Year 5  | Year 6   |
|-------------------------------|---|---|---|--|
| Entrance                      | <b>3PC - Miss Clements<br/>Playground gate</b><br><br><b>3RH - Miss Hicks<br/>Pedestrian gate<br/>on Brickhill Road</b>                               | <b>Westfield Road gate</b>  | <b>Westfield Road gate</b>  | <b>6JH - Mr Healy /Mrs Troisi<br/>Playground gate</b><br><br><b>6VE - Miss Ellwood<br/>Pedestrian Gate<br/>on Brickhill Road</b> |
| Entrance Time                 | <b>8.55am</b>   | <b>8.50am</b>   | <b>8.40am</b>   | <b>8.40am</b>  |
| Pick up at the end of the day | <b>Brickhill Road gate</b><br><br><b>Parents enter via Brickhill Road playground gate, collect their child, and exit via the Westfield Road gate.</b> | <b>Brickhill Road gate</b><br><br><b>Parents enter via Brickhill Road playground gate, collect their child, and exit via the Westfield Road gate.</b> | <b>Brickhill Road gate</b><br><br><b>Parents enter via Brickhill Road playground gate, collect their child, and exit via the Westfield Road gate.</b> | <b>Pedestrian gate</b><br><br><b>On Brickhill Road</b>   |
| Collection Time               | <b>15:00pm</b>  | <b>15:20pm</b>  | <b>15:10pm</b>  | <b>15:15pm</b><br><b>6JH - Mr Healy /Mrs Troisi</b><br><b>15:20pm</b><br><b>6VE - Miss Ellwood</b>                               |