



Dear parents and guardians

I trust you and all your family are well.

School staff are working hard to reopen the school for your children and we edging closer to having what we hope is a workable plan. This letter and document is being sent to you because you have a child/children in one of the groups expected by the Government to return to school from 1st June and you previously told us you want your child to return or that you were undecided.

The decision to send your child/children back when we reopen is for you to make and I hope this document will help you with making that decision. Please be aware that whilst the Government expects children to return after half term there is no financial penalty should you chose not to.

We have already asked you if you intend to send your child/children back, because we needed an indication of the demand for school places so we could plan and create this document. It is vital that we now ask again if you want to send your child/children, because some of you may change your mind now you have more information available to you and after reading how the school believes it can open.

Please take time to read this document carefully and if you now decide **not** to send your child to school, having previously said yes or maybe, it is important that you notify me immediately by email at Headteacher@appledore-primary.devon.sch.uk with your child's name and year group. If I have not heard from you by midday Friday 22nd May I will presume your child will be attending.

Once we have a confirmed level of demand we will be in a position to provide you with clear timings and frequency of sessions for your children. This will be as soon as possible after Friday 22nd May, so please keep an eye out for further texts and emails.

My best wishes to you all

Jeremy Cooper
Headteacher

School Reopening Guidance (20th May 2020)

Introduction

The Government expects the school will reopen on 1st June 2020 for certain children. This document is based on Department for Education (DfE) guidance and Devon County Council's interpretation of the Government's guidance and details the school's decisions on how to implement this guidance.

We are hoping to reopen on 1st June, but at the time of writing this is not guaranteed. For the sake of reading this document, please interpret school reopening as being on the 1st June or as soon as possible thereafter.

The Government's is expecting priority groups to return first and its ambition is to bring all primary year groups back to school before the summer holidays, for a month if feasible, though this will be kept under review. This document only details the initial opening of school and not the second phase of returning children later in the term.

Attendance

Children in the current priority groups are encouraged by the government to return school when it reopens:

- Children in nursery (Turtles)
- Children in reception (Dolphins)
- Children in Year 1
- Children in Year 6
- Children of a key worker parent (in any year group and a priority group)
- Children defined as vulnerable (in any year group and a priority)

Children attending school from any of the above groups will be expected by school to attend all of the sessions made available to them. This is to ensure purposeful and effective learning because teaching and learning follows a sequence and to miss days/lessons in the sequence is significantly disadvantageous. More detail will follow on the sessions made available to returning children when an assessment of the school's capacity to meet the demand for places has been undertaken. We hope to do this as soon as is possible and with as much notice as possible.

When we reopen we will not be able to take nursery children who attend more than one setting. Please decide which setting you want and communicate this to us. If this applies to you and you chose us we will do all we can to accommodate the missed sessions at your other setting. When more normal circumstances resume we will let you know when you can return to more than one setting.

Whilst the Government is encouraging return of the above children the decision to send children in remains with their parents and guardians. At present, there is no financial penalty should parents and guardians chose not to send their children back when school reopens

If a child is registered to attend school when school reopens the normal procedures for parents informing school of absence on the morning will remain. For unexplained absences the school will continue with the normal procedure of ringing the child's parents or guardians.

No one with symptoms should attend a setting for any reason or if they are self-isolating or they are clinically vulnerable (in which case they should follow medical advice). If someone in their household is extremely

clinically vulnerable, they should only attend if stringent social distancing can be adhered to, and the child is able to understand and follow those instructions. Please contact the school by emailing Headteacher@appliedore-primary.devon.sch.uk if you believe the above applies to your child.

Teaching Groups

It is still important to reduce contact between people as much as possible and we can achieve that and reduce transmission risk by ensuring children and staff, where possible, only mix in a small, consistent group and that small group stays away from other people and groups.

Due to carefully planned choreography the group will not interact with other groups. It will have a designated learning, eating and play space and these will not be shared with another group. The group will use designated toilets and hand washing facilities. Due to a limited number of toilets the use for each block will be limited to the smallest number of groups and they will be supervised so that children from different groups are not using them at the same time. We have also hired temporary toilet facilities for the foreseeable future.

Therefore pupils will be taught in groups much smaller than a typical class and no larger than 15 children. The school hopes to operate with groups smaller and nearer to 10 children. The size of the group will be determined by the numbers of pupils returning and the availability of staff.

The groups will be made up of children from one age group except the returning Year 2-5 children in either of the two priority groups who will be in a combined age group. Children in this group and the Year 6 groups will be allocated their own learning space in the classroom and they will use it for this period. Equipment, including workbooks, will be kept in this space and only used by one child. Marking of pupils work and workbooks will be limited. Resources and equipment taken home by pupils and staff will also be limited and we will provide more information for each year group nearer the time about what to bring and what not to bring to school.

Each teaching group will have two teaching staff (made up of class teachers and/or teaching assistants). The teaching staff will stay with that group and contact with children from other groups will be minimalised and preferably not at all.

As part of their continuous provision children in nursery (Turtles) and reception (Dolphins) will have continuous access to their designated outside area and will not mix with another teaching group. As with inside provision, social distancing within their teaching group will not be possible during these times for these children.

Whilst every effort is made to implement social distancing in classrooms and around the school, please be aware that social distancing between children within their teaching groups for children Year 1 and upwards during break times is not possible to implement. Social distancing will be maintained between staff and children in their teaching group for these older children unless circumstances require immediate attention, eg applying first aid. Playtime breaks and lunch breaks will be covered by a member of the group's teaching staff if there is not enough additional staff to provide a member of staff dedicated solely to that group to cover during break times.

We will do all we can to create groups with the correct mix and balance friendship groups, but this will not always be possible and the school is aware that the larger the number of friends in a group the greater the possibility of closer contact within the group. Moving children from one group to another is highly unlikely, because this defeats the purpose of groups not interacting with one another.

If the school is unable to bring back all the groups included on the list in the section above on the 1st June, and we have to be prepared this is a possibility, the school is required to provide places first for the two priority groups followed by nursery, reception, Year 1 and then Year 6 children.

The expected standard of behaviour will still apply. In the unlikely event of children considered old enough to have an understanding of social distancing deliberately and consciously refusing to social distance, their parents will be called and asked them to take them home until the school can be reassured they can safely return.

Infection protection and control

Social distancing with primary is very difficult. Parents send their children to school with the understanding that staff will make every reasonable effort to implement social distancing, but there will be occasions when this will not be implemented (see previous section with details relating to break times for example).

Therefore preventing the spread of coronavirus depends on minimising the risk of transmission by reducing the level of direct transmission from close contact with others and indirect transmission from touching contaminated surfaces.

A range of approaches in school will be in place and can be seen as a hierarchy of controls that, when implemented, create an inherently safer system, where the risk of transmission of infection is substantially reduced. These controls will be the responsibility of all children, staff and parents and include:

- Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school
- Providing equipment, encouragement, supervision and time to clean hands more often than usual. This will involve at least once an hour and at each transition (eg coming in from outside)
- Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach, including regular emptying of bins
- Regularly cleaning frequently touched surfaces using products readily available in class room.
- Minimising contact and interactions and mixing by having smaller, self-contained teaching groups and making alterations to the school environment. Implementing social distancing within older year age pupil teaching groups is possible to an extent, but social within each nursery, reception or Year 1 teaching group is not.

Movement around the school

To minimise interactions around the school site a one way system will be introduced and activities such as playtimes will be staggered.

Drop off and pick up routines

Changes to drop off and pick up routines are required.

Staggered drop off and pick up times will be implemented. We will provide these to you as soon as possible. Please ensure you adhere to these times because not to do so could cause congestion and impact on social distancing and infection control. If you have any questions or information to give to the teacher at drop off, unless it is urgent, please email or call the school rather than hold up the queue.

Entry to the school site will be through the Richmond Road entrance for Years 1 and 6 and key worker children (who are here not in Turtles (nursery) and Dolphins (reception) and exit through the car park onto Richmond

Road. Staff will greet each child and direct them to their classroom to wash their hands immediately on arrival. For pick up for Year 1 and Year 6 pupils, please wait in the car park and we will release the children to you. If your child is in year 6 and walks home, please stress the importance of social distancing when they walk home.

Entry to the school site for Turtles and Dolphins will be via our back gate on Kingsley Avenue. Staff will greet each child and direct them to their classroom to wash their hands immediately on arrival. Please collect your child from the back gate at pick up time.

It is not unusual for the younger children to become upset when saying goodbye to their parents at drop off, even when we are not in such unusual times. We will do what we usually do in such circumstances and will ask you not to linger, because in the vast majority of cases your children are fine moments after you have gone. However we are not in usual times, so if you and us feel any upset is more extreme than would be expected we will ask you to take your child away and we will try again later. Some of the older children may also be upset and again we will do all we can to encourage children into school. Hopefully this will not be a large problem and children will do what they usually do, which is to be far more resilient than we ever imagined whilst leaving all the worrying to the adults! Even so, we will not be complacent and in school there will be a number of staff available to support them with any anxiety they may have.

The above measures are to reduce the number of people on the school site in the interest of infection control and parents and guardians must not gather in any part of the school site or locations near the school or enter the buildings. If a child needs to be accompanied to the education or childcare setting please can this be one parent or guardian. If the child walks on their own please ensure they do walk on their own and don't meet up with others on the way. Please note that older pupils are not to come into school early and wait around on the playground and that siblings can only be dropped off/collected at their designated times and not the same time.

Whilst the start and finish time will vary for some year groups due to a staggered start the length of the school day will remain the same. Please note that term time before and after school club will not be able to operate until further notice. It is our intention at this stage to open the holiday club for the summer holiday.

Personal protective equipment (PPE) including face coverings and face masks

Wearing a face covering or face mask in schools or other education settings is not recommended by the Government and staff and children and are not required to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus.

The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:

- children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way
- if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home.

What happens if someone becomes unwell at an educational or childcare setting?

If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#).

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. This room will most likely be the learning mentor's room. If this is not possible, move them to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

Full PPE will be provided and worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

In an emergency, call 999 if they are seriously ill or injured or their life is at risk.

If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.

What happens if there is a confirmed case of coronavirus in a setting?

When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.

Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

Will children and young people be eligible for testing?

When settings open to the wider cohort of children and young people, all those children and young people eligible to attend, and members of their households, will have access to testing if they display symptoms of coronavirus. This will enable them to get back into childcare or education, and their parents or carers to get back to work, if the test proves to be negative. To access testing parents will be able to use the 111 online coronavirus service if their child is 5 or over. Parents will be able to call 111 if their child is aged under 5.

Will teachers and other staff be able to get tested if they have symptoms?

Access to testing is already available to all essential workers. This includes anyone involved in education, childcare or social work – including both public and voluntary sector workers, as well as foster carers.

Education settings as employers can book tests through an online digital portal. There is also an option for employees to book tests directly on the portal.

Clinically vulnerable children and shielding

This section provides information on the current advice available for children who are more vulnerable to infection from COVID-19 or living with someone who is more vulnerable to infection from COVID-19. If you have read this section and find yourself unsure whether your child should attend, please email Headteacher@appledore-primary.devon.sch.uk to arrange a telephone conversation.

Extremely clinically vulnerable advice

- Children and who have been extremely clinically vulnerable (see below explanation) have been advised to shield and they are advised not to attend school. Parents and guardians of these children should have been notified by the government or their relevant medical clinician.
- If a child lives in a household with someone who is extremely clinically vulnerable it is advised they do not attend school, because stringent social distancing cannot be adhered to.

Extremely clinically vulnerable explanation

Clinically extremely vulnerable people may include the following people. Disease severity, history or treatment levels will also affect who is in the group.

1. Solid organ transplant recipients - kidney, liver, pancreas, heart, or lung
2. People with specific cancers:
 - people with cancer who are undergoing active chemotherapy
 - people with lung cancer who are undergoing radical radiotherapy
 - people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
 - people having immunotherapy or other continuing antibody treatments for cancer
 - people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
 - people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
3. People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary (COPD).
4. People with rare diseases that significantly increase the risk of infections (such as SCID, homozygous sickle cell).
5. People on immunosuppression therapies sufficient to significantly increase risk of infection.
6. Women who are pregnant with significant heart disease, congenital or acquired.

People who fall in this group should have been contacted to tell them they are clinically extremely vulnerable.

If you're still concerned, you should discuss your concerns with your GP or

Extremely clinical definition:

Clinically vulnerable advice

- Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. A small minority of children will fall into this category, and parents should follow medical advice if their child is in this category.
- If a child lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting.

Clinically vulnerable people explanation

If you have any of the following health conditions, you are clinically vulnerable, meaning you are at higher risk of severe illness from coronavirus. You are advised to stay at home as much as possible and, if you do go out, take particular care to minimise contact with others outside your household.

- Clinically vulnerable people are those who are:
- aged 70 or older (regardless of medical conditions)
- under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab each year on medical grounds):
- chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis
- chronic heart disease, such as heart failure
- chronic kidney disease
- chronic liver disease, such as hepatitis
- chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), or cerebral palsy
- diabetes
- a weakened immune system as the result of certain conditions, treatments like chemotherapy, or medicines such as steroid tablets
- being seriously overweight (a body mass index (BMI) of 40 or above)
- pregnant women

Learning & the curriculum

Children attending school will return to a routine of lessons and learning similar to that before school closed in March. The environment will be that of learning and not childcare.

Whilst some things will be the same, others will have had to change and we will explain this to the children when they return and support them to adapt.

The biggest change from what was expected is likely to be for Year 6, because much of the usual end of primary school activities will have to be cancelled. Similar to the rest of the school, Year 6 will return to a routine of lessons and other appropriate activities.

Uniform

Due to the need to regularly wash clothing to reduce the risk of infection (and children have probably grown somewhat since we last saw them!) school uniform is not required to be worn. This will be reviewed periodically during the summer term.

Please ensure that children wear clothes appropriately robust and safe for school life. Footwear must be appropriate (trainers are ideal and Crocs, flipflops and shoes with a heel are not) and clothes must ensure appropriate skin coverage. If school feels clothes are not appropriate parents will be informed. Sun cream needs to be applied before coming to school and a sunhat is needed.