



small, special, successful

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Selattyn C.of E. Primary School

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Dear Parent,

I hope you are all remaining well and safe, and that you and your families have continued to find a pathway through these challenging times.

At Selattyn we have continued to robustly follow Government guidelines/directives during this Spring Term and have had just under 50% of all pupils on role in school. All pupils have been in their own classrooms with their usual teaching staff and have followed the usual timetable and curriculum. All teaching staff having been back in school full time. We have successfully operated 'social distancing' - where possible - within our very strict class 'Bubbles', and have kept going strictly in line with our LA credited robust risk assessment.

Once again, 8th March will bring with it more changes as we welcome back all of our pupils to fill up our classrooms and bring the school fully back to life. This will mean that our current system will again need to change to accommodate more children safely. I feel it is vitally important for you to have as much information as possible, as to how the day is planned to go here at Selattyn C.E. School. Therefore, I have detailed as clearly as I can the plans we have so far put in place. I am acutely aware that some of these plans may change or evolve as time goes on, directives are amended or as we find that a different way maybe works better. These arrangements are based on the format and structure set in September 2020, the last full opening of school.

The importance of having clear routines in place will be paramount for children and staff in keeping us all safe and happy. Sensible rules and systems will help keep us all doing what we should, when we should, as well as giving all stakeholders the security of a structure to help us through the coming weeks.

Here at Selattyn we will continue with our 'Bubble' system in order to allow more pupils back in each classroom. We will still remain aware of social distancing within our 'Bubbles' and staff will social distance from pupils in their 'Bubble' wherever possible. Where staff are not able to socially distance they will wear face coverings/masks. Visors alone are now not recommended.

A 'Bubble' is a special group or team, consisting of a whole class of pupils and their normal teaching staff. It is important that each 'Bubble' remains separate from other 'Bubbles'. Children do not have to distance from other children in their own 'Bubbles' - so they can play together, sit next to each other and work together.

We will also be continuing to make hygiene a priority with routines in place for; frequent hand washing, using hand sanitiser where necessary, cough, sneeze and blowing nose hygiene, (catch it, bin it, kill it) and very regular cleaning of hard surfaces, to include door handles, door jams, desks, chairs, hand-rails, basins, sinks, toilets and bins. Bins will be emptied throughout the day with rubbish being double bagged. Lots of child friendly posters will be around the school to remind us all how to maintain excellent hygiene.

Many apologies for the length and formal nature of the plans below, but I think this is the clearest way for them to be detailed to you.

Lastly, I must remind you that all children are expected back into school from Monday, 8th March 2021 following the Government announcement.

SELATTYN C.E. PRIMARY SCHOOL will be following the 'Bubble' system unless the local situation regarding Covid-19 changes.

This means that each class will be its own 'Bubble' including the teacher and any support staff.
Class 1W Bubble will be with Miss Ward and Miss Morris
Class 2B Bubble will be with Mrs Betts and Mrs Orritt
Class 3 PH Bubble will be with Mr Patch, Mrs Hardaker and Mrs Lloyd
Class 4M Bubble will be with Ms Morgan, Mrs Haralambous and Mrs Hardaker on a Thursday.

PLEASE DO NOT BRING YOUR CHILD TO SCHOOL IF THEY ARE UNWELL OR IF ANYONE IN YOUR HOUSEHOLD IS UNWELL.
IN THIS CASE – PLEASE STAY AT HOME AND SEEK MEDICAL ADVICE.

UNIFORM

All pupils should wear correct school uniform and proper school shoes – see school website for details!
All pupils should have a sensible coat, fit for the weather, as we go outside for play on most days!
All pupils should have their PE uniform in school on their peg. Black pumps (elasticated) for younger pupils please, trainers or pumps for older pupils – please make sure your child can put them on and do them up themselves.
Long hair should be tied up.
No jewellery. (Stud earrings only)

PLANS FOR THE DAY

ENTRY TO SCHOOL

- Children will enter school by the main gate and up the school front steps using a staggered start time rota:-
 - 08:30am years 5 & 6 and their siblings
 - 08:40am years 3 & 4 and their siblings
 - 08:50am years 1 & 2 and their siblings
 - 9:00am Reception pupils without siblings

TIMINGS WILL BE CRUCIAL – PLEASE KEEP TO YOUR SLOT TO AVOID CROSSING BUBBLES.

Ideally, only one adult should accompany any pupil, being dropped off or picked up from school and each adult should wear a face covering if possible.

- Parent/carer to park in and around the village.
- Parent/carer to escort pupil/s to main gate and wave them off at their appropriate time.
- If a queue forms, please use the social distance markers on the school walls to keep a safe distance from the parents/carers/pupils around you.
- Parents/carers are requested NOT to wait or converse outside school gate but to move away as soon as their child is through the gate.
- Pupils will go up the front steps, around the front of the school towards the usual entry green gate along the spots. From there, they will lead up to the playground, following the spotted route and enter school through their allotted door – the same procedure as in September to December.

- If necessary, siblings from years 5 & 6 pupils will be escorted by a member of staff up the steps to their own classrooms.
- The steps up to the classrooms will be marked with friendly social distancing markers to help keep the children at a safe distance from each other.
- Staff will be ready and waiting for their pupils in class with Early Task Learning.

CLASSROOMS & LEARNING

- Pupils will be taught in their respective classrooms:
 - Reception pupils – Class 1W with Miss Ward and Miss Morris
 - Year 1 & 2 pupils – Class 2B with Mrs Betts and Mrs Orritt
 - Year 3 & 4 pupils – Class 3PH with Mrs Hardaker, Mr Patch and Mrs Lloyd
 - Year 5 & 6 pupils - Class 4M with Ms Morgan and Mrs Haralambous (Mrs Hardaker on Thursday as usual)
- In classes 2B, 3PH and 4M the desks will be in rows with children sitting next to each other, side by side. The children will all face the front of the class. Children will not sit opposite each other or face each other. This is to minimise risk.
- Collective Worship will take place each day either in the pupils' own classroom or if the weather is kind, on the playground with pupils in their class 'Bubble'
- Learning sessions are intended to be as normal as possible, continuing with our usual Spring Term curriculum plans. Remote Learning units and in-school units were purposely synchronised in order that on return to full opening all children would be working on the same objectives and themes. We will be following our usual broad, balanced and creative curriculum making sure learning remains as challenging, interesting and fun as possible.
- Local Curriculum will be put on hold for a while as we strive to find a way to do this in our class 'Bubbles'.
- PE will take place as normal in our class 'Bubbles' with equipment being cleaned at the end of a session before another 'Bubble' can use it.
- Each class will have a designated afternoon hall time in case of wet weather so that PE can still go ahead and other activities such as drama, music or larger scale art can take place.
- Every child will have their own tray positioned in a tray unit as usual to hold their daily books and equipment.
- Every child will have everything they need in the way of stationary, supplied by school. (Age appropriate) No sharing of pens, pencils, scissors, rubbers etc will take place.
- Reading books – Teaching staff will continue to hear children read, but COVID safe procedures regarding reading books, to help minimise risk, will be followed as they were from September to December 2020. The new E books will continue to be used.

BREAK TIMES – continuing the system from September – December 2020

- The playground will be divided and marked up into 4 sections with a clear walkway between each section providing distance.
- Each class 'Bubble' will use one section of the playground.
- Children can play freely with other children in their 'Bubble' in their section.
- All breaks will be taken at the same time by all classes, remaining safely in their 'Bubble' sections.
- Every pupil will have access to their own skipping rope for use at break times.
- If a piece of fruit has been brought to school in a sealed lunchbox/bag it may be eaten outside during break time and any waste be put back into their lunch box/bag when they return to their class place.

TOILETING

- Classes 1W, 2B and 3PH will stagger toileting before every break time. Pupils will be expected to have heightened regard to proper hand washing after using the toilet facilities.
- During playtime, should a pupil need to use the facilities again, they will be used safely as directed by an adult.
- Pupils in Class 4M will use the main building facilities before break times.
- As normal, pupils will not be prevented from going to the toilet during lesson time should the need be genuine.
- All toilet facilities will have enough anti-bacterial soap and water, with paper towels for drying. No use of hot air dryers.
- Water fountains will remain out of use.

LUNCH

- Lunch-time will begin and end at the same times as normal. (12:15pm – 1:15pm) Classes will be toileted in a staggered rota order beforehand. Hands will be washed before lunch is eaten.
 - Any KS 1 pupil will be entitled to a universal free school hot lunch.
 - Any KS2 pupil entitled to a free school meal will be entitled to order and receive a free school hot lunch.
 - All other pupils may bring their own packed lunch or may order and pay for a school lunch if they prefer.
 - Water bottles may be used for lunch time drink or a separate drink may be provided in the lunch box – no glass bottles, cans or fizzy drinks please.
 - Pupils will eat their lunch at their own designated tables in the hall where screens are used to keep ‘Bubbles’ separate.
 - All table places and chairs will be routinely cleaned at the end of a ‘Bubble’s’ use.
 - If it is wet play, pupils will remain in their classrooms at their tables with appropriate activities. (Normal rule).
 - At the end of lunch play, children will go back into their respective classrooms in order, to their designated seats. Hand washing/hand sanitising will take place.
 - Normal staff duties will take place on the playground or in classrooms if wet play.

EXIT FROM SCHOOL

- Children will be collected from school from the tarmac at the front of the school in a staggered order.
 - 3:00pm Reception pupils and siblings
 - 3:10pm Year 1 & 2 pupils and siblings
 - 3:20pm Year 3 & 4 pupils and siblings
 - 3:30 pm Year 5 & 6 pupils (without siblings)

TIMINGS WILL BE CRUCIAL – PLEASE KEEP TO YOUR SLOT!

- Class staff will bring pupils down to the front tarmac area and they will all stand on a ‘spot’
- Parents should line up, socially distanced and wearing masks, along the pavement either side of school.
- Class staff will tell a pupil to go from their ‘spot’, down the front steps to waiting parent/carer in order.
- ***NORMAL SAFEGUARDING PROCEDURES REMAIN*** regarding adults collecting pupils.

CLEANING

- There will continue to be a robust cleaning routine in place. Each classroom will be cleaned down at the end of the day using resources and procedures that are directed in the document, COVID-19 Cleaning of non-healthcare settings and guidance.
- Toilet areas and facilities will be cleaned down at lunchtime, as well as at the end of the day.
- Tables and chairs will be cleaned down after lunch has been eaten
- Equipment will be cleaned after use if it is to be used by another ‘Bubble’

WHAT TO BRING TO SCHOOL

- Water bottle, washed and refilled each day.
 - Rucksack
 - PE uniform to be hung on peg
 - Coat for outside play/learning
 - Packed lunch/lunch box if needed. (May also contain a single piece of fruit for morning play.)
- NO OTHER EQUIPMENT/TOYS/BELONGINGS FROM HOME PLEASE in order to minimise risk

ILLNESS/INJURY

If your child is unwell during the school day we will remove them from their class area and wait with them in the designated area, until you can collect them. If there are bodily fluids involved, PPE may be worn by the member of staff.

If your child has an accident/injury and needs first aid, a trained first aid member of staff will deal with them, as normal policy, but PPE may be worn if very close bodily contact is needed.

I absolutely understand any concerns you may have and I am always happy to chat on the phone if you need more information, or need a worry or concern listened to.

We will continue to do our very best to keep everyone safe and well, put in as many features and procedures as is possible, but the fact still remains that I cannot give you any 100% guarantees. What we can do is consider every context and case carefully in order to create the least overall risk. We will review procedures and our risk assessments on a regular basis and update where necessary. Governors will oversee amendments and updates to the risk assessment and make sure a reviewed risk assessment is put into action. Governors and I will continue to meet and discuss matters very regularly in order to keep procedures current and as safe as possible.

I am sure you will also understand that it is just as important to keep to the government directives and safe guidance rules at home, and when you are out and about.

Coming back fully together again will have its challenges for all of us, but staff are committed to working with every child to make sure we know where they are, and what their needs are, and how each individual can move forward.

We will continue to prioritise each child, listen to them, and support and help them in their learning journey, wherever they might be in the learning and social/emotional continuum. As ever, we will work hard together to make sure Selattyn C.E. Primary School continues to be a safe, happy, fun and successful place for everyone to be.

I thank you very much for your patience and co-operation in these matters, please watch out for text messages and emails to inform you of any changes or new directives.

Yours Sincerely,

Claire Morgan (Head)