



Deanery C.E. Primary School

Head Teacher: Mrs Jayne Luckett, BSc (Hons), PGCE, NPQH



8 July 2020

Dear Parents and Carers

We are pleased to be welcoming all children back to Deanery in September and as such I write with an update of arrangements for September 2020.

Government guidance published on July 2nd, provides details of how it expects schools to operate from September 2020. This includes school operations, curriculum, behaviour and pastoral support, assessment and accountability and contingency planning to provide continuity of education in the case of a local outbreak.

As you may know, Deanery has been open throughout the lockdown, initially serving children of key worker parents whose roles were necessary in the response to the COVID-19 outbreak, and as of 15th July, a wider opening for children of critical worker parents and children in Reception and year 1.

Deanery have welcomed nearly 170 children back to school in 18 'bubbles' in separate classrooms, and have implemented staggered drop off and collection times, one way systems around school to facilitate a smooth drop off and reduce 'pinch points' around school along with specific 'bubble' waiting zones for parents. School routines for children have also been adapted to ensure adequate handwashing opportunities, with additional handwashing facilities installed. Rotas have been implemented for the use of outside space for exercise and PE, along with adaptations to lunchtime, in a pursuit to minimise contact between the 'bubbles' for the safety of all. Teachers have also ensured the wellbeing of our children when they have returned and this has been an essential part of the positive return to school.

We have received a tremendous amount of thanks from parents for these adaptations and for the considerations we have made to ensure, as much as possible, the safety and wellbeing of all of our school community. As we prepare for the return of all children in September, we can be confident, that with your engagement, the systems and approaches implemented with 170 children can be successfully up scaled to provide a safe and welcoming environment for all of our families.

All schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. These measures will be detailed in our health and safety risk assessment updated for the autumn term and available on the website.

Address: Fox Hollies Road, Walmley, Sutton Coldfield, West Midlands B76 2RD

Telephone: 0121 351 6441/6615 Facsimile: 0121 313 0320 Email: enquiry@deanery.bham.sch.uk Website: www.deanery.bham.sch.uk



Academy Status - A company limited by guarantee, registered in England and Wales. Company No. 07667168.

Prevention

First and foremost, if someone displays symptoms of coronavirus they should stay at home and follow government guidance. <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Hand washing will be encouraged throughout the day, on arrival to school, before and after break times and lunchtimes and as part of good respiratory hygiene. In addition, enhanced cleaning will be undertaken.

One of the main protective measures to minimise the risk of coronavirus transmission in schools is to **limit the number of contacts that a child has during the school day**. We will therefore be grouping children together, in classes and year groups and avoiding contact between year groups. Timetables will be carefully managed to safely utilise shared classrooms, halls and outside spaces. Lunchtimes will also be staggered, with year groups eating together.

Social distancing will be encouraged for all children in an age appropriate way. Years 2-6 classrooms will be arranged with rows of desks, facing forwards. Younger children may not be able to distance within their group but all shared equipment will be cleaned regularly.

Drop off and collection times for children in reception to Y6.

School will be open for all year groups from 8:45am until 9am for a staggered entry.

In order to minimise the amount of families and children entering school at any one time, the school community has been separated into 3 groups for morning drop off. Children at the beginning of the register, can be dropped off at the beginning of the allocated time at around 8:45am, those in the middle of the register can be dropped off in the middle of the time and children at the end of the register can be dropped off towards the end of the allocated time. Upon arrival, class doors will be open for staff to receive children without waiting. Children will enter school through their year group doors. We request that that only 1 parent accompanies a child and parents exit the school site without delay.

Collection at the end of the school day is separated into classes and times for collection are detailed below.

Group A – 'Beginning of register' To attend **on Wednesday 3rd September only** and from Monday 7th September 2020

Drop off time	Collection time	
8:45 am	3:25pm	3:35pm
	6B, 5AP, 4P, 3R, 2W, 1SB, RW	6W, 5SP, 4G, 3C, 2R, 1S, RP

OR

Group B - 'Middle of register' To attend **on Thursday 4th September only** and from Monday 7th September 2020

Drop off time	Collection time	
8:50 am	3:25pm	3:35pm
	6B, 5AP, 4P, 3R, 2W, 1SB, RW	6W, 5SP, 4G, 3C, 2R, 1S, RP

OR

Group C – 'End of register' To attend **on Friday 5th September only** and from Monday 7th September 2020

Drop off time	Collection time	
8:55 am	3:25pm	3:35pm
	6B, 5AP, 4P, 3R, 2W, 1SB, RW	6W, 5SP, 4G, 3C, 2R, 1S, RP

One way systems

One way systems will continue to be in operation around school. During morning drop off, we are operating an 'open door' policy to prevent the need for parents to wait in the playground. At the end of the day, there may be a need to wait for a short period of time before being reunited with your child. The attached diagram details designated socially distanced waiting areas for parents.

Please strictly adhere to the one way system around school and leave the school site promptly.

Routine of the day

The Deanery School that children left in March will look completely different to the school that children will be returning to in June. We are, however, still the same professional staff, who care for our children and work tirelessly to ensure that all children receive the very best.

At the beginning of the day, children will come into school via their classroom door and they will be directed to wash their hands. Children only need to bring into school, a healthy snack and water bottle and a packed lunch if a school lunch has not been ordered, along with a coat, or sun hat, dependent on weather. (Milk and fruit will no longer be provided for KS1 children, at this stage). Children should bring in their PE kits and normal school uniform should be worn. All other school equipment will be made available and no pencil cases should be brought into school.

At the end of the day, children will be dismissed to their parent, who will be waiting in the designated waiting zone.

Only one parent is permitted to accompany their child.

Please strictly adhere to the one way system around school.

Cleaning/ hygiene

Children will be asked and encouraged where necessary, to wash their hands regularly throughout the day. Desks will be cleaned as well as high contact areas around school. Children will be encouraged to undertake respiratory hygiene and reminders of 'catch it, bin it, kill it' will be reiterated.

Foxes

Foxes Before and After school club will be operating from September. Please book in the usual way. In order to **limit the number of contacts that a child has during the school day**, year groups will be in separate buildings and separated into year groups within that building. Please arrive and collect your child from the designated building.

Year Groups	Building
Nursery and Reception children	Nursery Building – drop off and collect from Nursery gate
Year 1, Year 2 and Year 3	Foxes – drop off and collect from Foxes
Year 4, Year 5, Year 6	Main school, KS1 hall – drop off and collect from main school entrance

Medication

In a change to usual agreed procedures, asthma medication and eczema creams should be given to the class teacher on the first day that your child is in school. This should be accompanied with a completed medication form and handed in together (see attached documents).

All other emergency medication (eg EpiPen) and prescribed medication will need to follow the standard agreed format and be handed in with a medication form to the school office.

In order to minimise contact, **this will need to be by appointment** to take place from Tuesday 1st September 2020. Please contact the school office to arrange an appointment. Your child **will not** be admitted into school without emergency medication.

Sickness

Please do not send your child into school if they are showing signs of Coronavirus.

If a child develops symptoms compatible with Coronavirus, they will be isolated and parents will be contacted for immediate collection. **It is therefore essential that school has up to date contact details.** At this stage, staff who are supporting the child will wear PPE, including a visor. The child will be cared for and taken to a designated well ventilated space until collection. The child will be required to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. Where a child or member of staff tests positive, the rest of the bubble will be sent home and advised to self-isolate for 14 days. The other household members of that wider class/group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

Late

Government guidance details that parents do not gather on the school premises and there is no access to the school site, including the school office, without an appointment. If a child is late for school, they should be accompanied to the main reception area. Outside school, social distancing will continue to be adhered to and parents are asked to wait on the path.

We will undertake '1 in, 1 out' and parents should enter the first door and contact the office via intercom. The child will be allowed into school and will be collected and taken to class by a teaching assistant who is allocated to the year group.

Please do not hesitate to contact the office; should you have any queries, our staff are ready to help.

We are really looking forward to being able to welcome all of our children back to school in September and hearing all about what they have been up to over the summer holidays.

We appreciate your continued support and wish you a safe and happy summer.

With very best wishes.

Jayne Lockett

Head Teacher

How you can help:

Familiarise yourself with the guidance and routines.

Read the home school agreement.

Share the behaviour policy Addendum with your child.

Talk to your child about the differences they will experience when returning to school.

Use some of the 'support your child' materials

Contact school by 9:30 am daily, if your child is unwell and will not be attending school.

Maintain social distancing in line with government guidance.

Complete medication forms

On website:

Parent/school/child charter

Guidance for parents – <https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

Behaviour Policy 2020 Covid-19 Addendum

Medication forms