



Dear Parents,

7th July 2020

Following Government guidance published on the 2nd of July 2020, I am delighted to be able to write to you to provide further information about our arrangements for bringing our school community back together in September.

I am sure that you have many questions about your child/ren returning to school, and many of you may feel anxious about this. This letter clarifies certain changes that will be in place in order to ensure a safe and happy return to school.

I have referenced Government guidance in each section. For your information, the full publication can be read here: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Opening

"It is our plan that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term"

Poulton Lancelyn will be open to all pupils, except new F2 starters, from Wednesday 2nd September. You will already have received a class allocation letter highlighting the plans for children to return to their 2019-2020 class teacher for a transition period, before progressing to their new class teacher from Monday 14th September. At this point, we will be welcoming our new F2 pupils to school.

Attendance

"Schools should be clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies."

The government have clearly outlined their intention for the compulsory return of all pupils in September. Consequently, daily attendance is a statutory requirement. Any reasons for absence should be made clear to the school office via phone or email on the first day of absence and subsequent days. Fixed penalty notices may be issued for periods of unauthorised absence in keeping with our Multi Academy Trust Attendance Policy.

Health and Safety

"Schools will be asked to minimise the number of contacts that a pupil has during the school day as part of implementing the system of controls outlined below to reduce the risk of transmission."

The safety of our pupils and community will remain at the forefront of all actions taken. Systems around our site have been adjusted due to the Covid-19 DFE Guidance. The duration of the school day will remain as six and a half hours (including a one-hour lunch) but in order to limit the numbers of people on site at one time, we will stagger our start and finish times. A one-way walking system will be implemented on site to facilitate social distancing measures, and hygiene stations are in place, which children must use before entering the building. Photographs of these measures can be viewed on our website in the Return to School section. Daily site checks will be carried out to ensure that high standards are upheld.

Key changes on the website include:

- Staggered arrival and collection times (specific details will be sent to each year group before the end of term)
- One-way systems around the school site (a site map will be sent to each key stage before the end of term)
- Staggered lunch and break times
- No assemblies or large gatherings
- Different classroom layout - pupils front-facing
- Increased hygiene measures
- Limited movement around communal areas of school

Assessing Risks

"Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures."

A number of measures are in place to reduce risk to all stakeholders, including enhanced cleaning arrangements. Risk assessments have been written in conjunction with Trustees and School Governors and have been verified by external health and safety providers.

Curriculum

"Schools will teach an ambitious and broad curriculum in all subjects from the start of the autumn term, but make use of existing flexibilities to create time to cover the most important missed content."

Children across our Multi Academy Trust are provided with a curriculum that is relevant, purposeful and enables them to develop the knowledge and skills to help them to succeed in society and their future lives. We recognise that the mental health and well-being of our pupils may have been affected during school closure and therefore we will incorporate an increased number of pastoral sessions throughout each teaching week. Although remote learning was effective in continuing with education during the lockdown period, we acknowledge that some pupils may need to access catch-up interventions upon their return to school. During our initial transition period, teachers will assess all pupils and identify those needing additional support. Where necessary, details of catch-up plans will be communicated in September.

Pupil groupings

"There cannot be a 'one-size-fits-all' approach where the system of controls describes every scenario. School leaders will be best placed to understand the needs of their schools and communities... if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, they can look to implement year group sized 'bubbles'"

Pupils will return to their normal class sizes from September (approximately 30 per class), however year group bubbles will be established in order to effectively support your child. There will be occasions where staff will work with children across the year group. For example, in Year 1, Miss Dixon may work with 4 children from their own class and 2 from Miss Gray's class in order to implement a phonics catch-up program. Year group bubbles will not mix with other year group bubbles: lunch time and break times will be staggered so that only one bubble at a time is using an area of school. Assemblies and other large gatherings will not take place during the first Autumn half term. Government guidance will be used to review all processes regularly.

Classroom and teachers

"Teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Schools should make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on."

In order to effectively plan and prepare for the following week, teachers will continue to receive a statutory weekly PPA session. During this afternoon, other staff will teach the class. To ensure that social distancing is maintained, teachers will minimise face-to-face contact with pupils and will remain in a demarcated 2 metre zone at the front of the classroom whenever possible. A forward-facing seating plan will be implemented until guidance permits us to return to more typical classroom layouts.

Uniform

"Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal."

Children will return to school in September wearing uniform. Photographs of this can be found on our website. For September 2020, we have introduced a school tracksuit. On PE days, children can either attend school wearing their Poulton Lancelyn tracksuit or bring a PE kit in their pump bag. PE bags will not be stored in school and will return home after each use. Details of PE days will be shared during transition welcome meetings in September (information to follow).

Equipment

“For frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared...It is recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, water bottles, coats and books. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided.”

We aim to minimise equipment in the classroom to maximise desk distances. We have removed all non-essential drawer units and other equipment from the classrooms. Children need only bring the following items with them to school:

- Coat
- Hat (weather dependent)
- Water bottle
- Packed lunch (if they do not have a meal from Taylor Shaw, our catering team)
- Poulton Lancelyn Purple Book bag/reading folder
- PE drawstring pump bag

Large rucksack style bags will not be permitted in school due to limited storage space. All homework and resources for home learning will be allocated online or fit in the book bag. Children do not need to bring a pencil case: each child will be given a stationery set in school.

Lunch

“When timetabling, groups should be kept apart and movement around the school site kept to a minimum. Schools should consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).”

We are unable to offer hot lunches during this current time. Your child should bring a packed lunch in a named lunch box (**no yoghurts due to food being consumed in carpeted areas**). Alternatively, a packed lunch can be provided by our caterers, Taylor Shaw. If you normally pay for lunch, you can do so online using the ParentPay system. Children in KS1 are entitled to a daily Universal Free School meal. Requests for Taylor Shaw packed lunches will be taken daily by the class teacher. Details of lunches and payment information can be found on the school website.

Pupils will eat packed lunches in their classrooms and have staggered lunch times. Whilst out at lunch break, midday assistants and cleaning staff will clean surfaces so that hygiene is maintained and pupils are able to use their tables for afternoon lessons.

PE and Extra-Curricular Clubs

“Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls...schools should consider the provision of pastoral and extra-curricular activities to pupils.”

PE is an important subject in our curriculum and is vital in supporting our pupils to maintain healthy bodies and healthy minds. Pupils will therefore continue to participate in PE lessons and teachers will aim to minimise the contact that pupils have with one another during these lessons. However, extra-curricular clubs could compromise current social distancing measures as participation is usually across year groups. As a consequence, we will not run any extra-curricular clubs during the Autumn Term but will aim to re-introduce a wide-ranging club program during the Spring Term.

Wrap Around Care

“Schools should consider resuming any breakfast and after-school provision, where possible, from the start of the autumn term.”

An update will be sent before the end of term.

Sickness procedures and Track and Trace

"Schools must ensure they understand the NHS Test and Trace process and how to contact their local [Public Health England health protection team](#). Parents and staff should inform schools immediately of the results of a test:

- If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating.*
- If someone tests positive, they should follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste.*
- Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious."*

The creation of bubbles, clear staff timetabling and rigorous health and safety systems will provide an accurate picture of staff and pupils that have been in close proximity to each other each day. This will ensure that we are effectively able to track and trace any suspected Covid-19 related case in school. We can then take immediate action through guidance from Public Health England to minimise risk to others. **Please ensure the school office has up-to-date contact information as requested on Monday 6th July.**

In the event of an outbreak

*"If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak...*In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission.*"*

In the event of an outbreak occurring at Poulton Lancelyn and/or locally, guidance would be sought from Public Health England with regards to school closure.

Before the end of this term, I will write again to provide year group bubble information outlining specific details including start and finish times, drop off and pick up points and a date for an online 'Zoom' transition/welcome meetings which will give parents an opportunity to meet each child's new class teacher.

We are looking forward to welcoming all pupils back in September and are confident that we can work collaboratively to ensure a safe and happy start to the new academic year.

Many thanks for your continued support.

Yours sincerely,

Mrs Arnold
Headteacher