



Burton Salmon Community Primary School
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Burton Salmon Community Primary School
Ledgate Lane
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One family branching out together

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Back to school arrangements for Burton Salmon Community Primary School

I hope that you have had a restful summer break and we look forward to welcoming you back on Wednesday September 9th. I am writing to you to share our organisational structure and risk assessments for the first part of the Autumn term as we move towards the wider opening of Burton Salmon school. They will be reviewed and updated as government guidance is released, with an in-depth review at half term in October.

We will open on 9th September and we will be open to all year groups. We are fortunate that, as a small school, we can operate as a big bubble, but where possible, classes will operate in class bubbles, learning, playing and eating together. We will continue to reinforce regular handwashing and encourage social distancing, though we appreciate that this may not be possible with our younger children. We will continue to operate a staggered start and finish time each day, alongside our one-way system when collecting children from the school. There are a few changes that we ask you to follow in order to minimise the risk of transmitting the virus.

1. All children must attend school wearing full school uniform and must wear fresh clothes each day. Please note that before summer, the Uniform Policy was updated and sent to parents, sharing that parents may now purchase unembroidered t-shirts and cardigans/jumpers, in order to support cost-effective uniform choices. A copy of the Uniform Policy is available on our website.
2. On P.E. days, children will attend school in their P.E. kit (a plain navy, grey or black tracksuit top and bottoms) and remain in their kit all day, rather than change. Your child's class teacher will tell you when this is but it will not be until the second week back.
3. School dinners will run as normal. Children only need to bring a packed lunch if they are not having a cooked lunch. All children can bring a water bottle which must be taken home, washed and refilled each day.
4. Book bags, rucksacks, pencil cases and toys are not allowed in school. Reading books will be issued after the first week in school, further information will follow from your child's teacher.
5. We will not be operating school clubs after school for the first term, but we will be able to offer Pippins, our breakfast club, 8:00am-8:50am.
6. Orchard Club, our after-school care, will also operate in September, 3:30pm-5:30pm each day.
7. Medical and dental appointments must be made outside of the school day, unless it is an emergency, to restrict the movement of children, staff and visitors across the school.

The drop off and collections times will continue as arranged during the latter half of the summer term.



Year Groups	Drop Off	Collection
Year 5/6	Between 8:45am and 8:55am at the school gate. Parents do not enter the playground. A staff member will be at hand to meet and greet and support the children to walk into their classroom. The children will go straight into Class 3 and wash their hands. Please observe the 2m distancing ribbon markers on the fence.	Parents who are collecting 1 child may collect from the main blue vehicle access gate between 3:00pm and 3:05pm. Please do not enter the playground. After collecting, cross over the road to avoid the line of waiting parents.
Year 2/3/4	Between 8:45am and 8:55am at the school gate. Parents do not enter the playground. A staff member will be at hand to meet and greet and support the children to walk into their classroom. The children will go straight into Class 2, through the main door into school which has 'boys' marked above it. They will then wash their hands. Please observe the 2m distancing ribbon markers on the fence.	For parents who are collecting more than 1 child, please collect between 3:10pm and 3:15pm using the same procedure.
Year R/1	Between 8:45am and 8:55am at the school gate. Parents do not enter the playground. A staff member will be at hand to meet and greet and support the children to walk into their classroom. The children will go straight into Class 1 via the EYFS playground and wash their hands. Please observe the 2m distancing ribbon markers on the fence. If your child becomes distressed, please wait until the other children have entered school and a staff member will support you.	Pupils who have permission to walk home alone will leave at 3:15pm. See risk assessment for further details.
Wrap Around Care	Pippins Breakfast Club and Orchard After School Club can be accessed by entering the school through the car park and ringing the front doorbell.	

Key Questions:

1. What will the non-teaching times of the day look like?

In terms of lunchtimes and playtimes, the children will eat in their classrooms and play in their bubbles, minimalising contact. Assembly will take place in class and staff will break on a rota to minimise movement across the school.

2. What will the cleaning rota look like each day?

The school caretaker will clean the school each day from 3:00pm. This clean will be thorough and in line with government guidance. Staff will also continue to clean key areas throughout the day.

3. Can my child wear a face mask?

There is contradictory information about the effectiveness of facemasks but I believe that you are best placed to make this choice. If a child attends school wearing a face mask then we will respect this decision but please consider the age of the child and the impact on learning and interaction. If it is constantly being taken on and off, it impacts on its effectiveness and the safety of other children as the fabric may be contaminated.

4. Will there be visitors to school?

We aim to operate within our bubbles for the first half term and we will not be inviting guests into school. Visitors to our school, such as contract workers, will be asked to wear a face mask whilst on site. This means that our

normal Harvest service and half term parent celebration assembly will not take place. Instead we hope to share our service online, either via a live stream or a slideshow.

5. What will happen regarding the 'catch up curriculum'?

We have devised a catch up curriculum which we will share on our website for you to view, but the success of our Year 4/5 summer school and our holiday club has ensured that many of our children have already made strides forward. We are yet to hear from the government about the national tutoring programme and we have not yet received any funds. As we have a high adult ratio at our school, we have allocated our own tutors in school, comprising of our existing staff in school, to deliver afternoon catch up sessions. We are also going to teach our history and geography through English each morning which will allow for greater whole class catch up as it will free up our curriculum to teach more of the catch up elements. Homework will be shared using the Seesaw app to reduce the amount of paper being shared between home and school.

6. Does my child have to attend?

In short, yes. The government have withdrawn their directive that parents have the choice to send their child to school or keep them at home. This is not something that any school in the country can overturn. This means that if you choose to keep your child at home, the normal protocols for addressing attendance will be adhered to, including penalty fines to parents.

However, this is a last resort and one that I am keen to avoid, particularly during a period of understandable worry as a parent. I would rather sit and discuss any concerns about your child returning to school and work together to address them. If you do have concerns, and you still have these concerns once you have read the risk assessments, please don't ignore them and allow for September 9th to come and go. Instead, contact the school using the above admin address. There is a staff member who is responding to emails and we are all happy to talk to you before the term begins and address your concerns thoroughly.

7. What if my child displays the symptoms of corona virus?

The links to the most up to date government guidance are embedded within this letter. Please read the guidance carefully and follow it. If you need support, we ask you to ring us before leaving the house with your child and send a follow up email. Staff are in from 7:30am each day and are regularly checking emails and will support you with next steps.

Currently, the guidance states that if a child displays symptoms at school, the following should be adhered to:

If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#), which sets out that they should self-isolate for at least 10 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19).

If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.

Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

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 and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, 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 must be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE must be 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). More information on PPE use can be found in the [safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\) guidance](#).

As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.

Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).

If you test positive for Covid-19, please ensure that the school are the first to know, not social media or a text alert to families who may have a child in your child's class. It's important that we know immediately so that we can follow our procedures and communicate clear next steps and advice to parents.

8. What about the Christmas nativity?

I appreciate that it seems a long way off, but to reassure parents who have already asked, we hope that the Christmas nativity will go ahead. I believe that it is something that we can plan for successfully, even if we run a few more performances with fewer adults in the room to allow for social distancing. To ensure that it's achievable, we will run it as a Reception, Year 1 and Year 2 nativity only. We aim for Year 3,4,5,6 to have a summer production instead to give them their own moment to shine.

Yours sincerely,



Mrs Suzanne MacDonal
Executive Headteacher