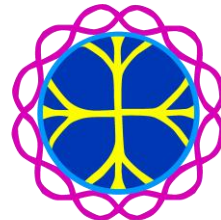


Carleton Rode CEVA Primary School



Church of England Voluntary Aided Primary School

Executive Headteacher: Mrs Judith Jones

Church Road, Carleton Rode,

Norwich, Norfolk

NR16 1RW

1st March 2021

Dear Parents and Carers,

I am writing to let you know the arrangements for the full re-opening of school on Monday 8th March. We are really looking forward to seeing those of you who have not been in school throughout lockdown again!

Thank you so much for all the hard work you have put into home-learning and into helping us to engage with your children via Zoom, SeeSaw, Loom and Tapestry platforms.

Following the latest DfE and Norfolk County schools' guidance, we have ensured that all measures required to reduce the risk of virus transmission are in place and that our school is therefore as safe as possible for everyone. Public Health England are clear that if we follow all requirements, the risk of transmission will be lowered.

New Request - Adult Face Coverings

We are requesting that from Monday 8th March, all adults coming onto the school premises wear a face covering unless they are exempt. If your child wishes to wear one coming into/leaving school each day, they can do so, but there is no requirement for this. The latest DfE guidance for inside school continues to say that primary children are not required to wear face coverings. Staff will wear face coverings outside and in doorways when you drop off/collect and will wear them inside the school when they leave their bubble to go to the photocopier in the corridor, or when visiting the school office etc.

Arrangements for the start and end of the school day:

To prevent bottlenecks, **we will be using separate entrances** for each class for coming in and out of the building each day. The school day will still start officially at 8.55am for everyone as usual, but children can go into their classrooms **from 8.45am**. Please do not arrive on the premises too early as we will not be able to accept children into classrooms until 8.45am. We will not be playing and then lining up on the playground and leading the children in as we used to for the time being. Staff will be here to welcome and help direct you on the first few days while we learn the new routines. The day will end at 3.15pm as usual.

We ask that all families socially distance from one another and stand in their given areas at drop off/collection times as follows:

Tigers – Enter the school site by the main gate on the road, come through the playground gate to drop off at the Tiger class cloakroom outside area. A member of staff will be there. When collecting, please stand at the bottom of the playground near the far end of the school hall and wait for your child/ren to be brought to you via the Log Cabin play area side gate.

Lions - Enter the school site by the main gate on road and come into class via the old school front door, which is on the far right as you face the school building. When collecting your child/ren, please wait in the pirate ship area of the playground for them to join you. If you have a younger child in Tiger class, please collect them first and we will ensure your child waits for you to walk over to them.

A lovely place to learn

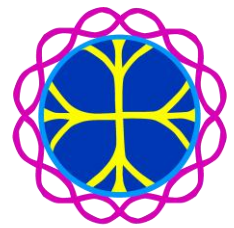
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Jaguars – Enter via the blue fire exit door which faces the road and church. To collect, please wait in the front garden or bike shed area, leaving space for other parents and carers to get through to the back playground.

Only members of a single household should travel together to and from school and **only one adult from the household** should come onto the premises at a time.

If a member of the household has an underlying health condition which means they are clinically vulnerable, they should not accompany pupils to school if it is possible for another member of the household to do so.

Continued Use of Bubbles

When your child/ren return, each Key Stage will continue to be operating in its own 'bubble' for most of the day where possible. This means that Tiger Class will operate as its own bubble and Lion and Jaguar as another. It means that we will not hold whole-school gatherings in the hall for collective worship/assembly or have whole-school lunches. We will also keep the number of adults teaching and supporting each class bubble to a minimum and aim for consistency for class cover wherever possible. At playtimes, all classes will be allowed outside at the same time but will use different areas on a rota system. Children will be told to keep to their areas and all will wash their hands before and after playtimes and be reminded to play safely and to distance where possible.

Distancing will be maintained within each class where possible by making changes to class spaces and doing activities that avoid close contact. We know that younger children cannot keep apart at all times and this is why it is particularly important to maintain excellent hygiene standards by ensuring regular handwashing, disinfection arrangements and safe respiratory hygiene.

We will carry out activities outside where we can, and we will open windows to increase ventilation inside the building.

We will not be holding after-school clubs and activities for now but hope to in future.

Universal Hygiene

Staff will continue to implement these universal hygiene measures and encourage children to do the same:

- Washing their hands (thoroughly with soap and water often following the [NHS guidance](#). Using alcohol-based hand sanitiser gel if soap and water isn't immediately available. Everyone should wash their hands on arrival at school, before eating, after coughing or sneezing, after visiting the toilet, as well as at other regular intervals throughout the day.
- [Catch it, Kill it, Bin it](#) - Covering their mouth and nose with a tissue or sleeve when sneezing and putting used tissues in the bin straight away. Always washing their hands afterwards.
- Avoiding touching the eyes, nose or mouth if they haven't washed their hands.
- Self-isolating if they or a member of their direct household has a new, continuous cough and/or high temperature/fever or a loss or change in their sense of taste or smell.
- Going home if they develop symptoms, no matter how mild.
- Washing their hands when they get home at the end of the day.

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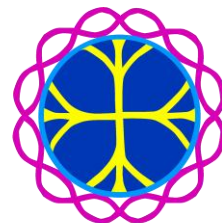
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We will prompt and support children to do this at required intervals during the day and educate them in handwashing, distancing and respiratory hygiene.

Cleaning and Disinfection

We have removed items that are difficult to clean and have arrangements to disinfect all contact points that are touched regularly such as tables, door handles, toilet flushers and seats, educational equipment and taps. The school building is also cleaned and disinfected after school daily. Each class base has its own cleaning equipment and hand sanitiser is available throughout the building and outdoors at entrances.

School Meals

Separate information will come out from the office detailing menu offer and how you can order and pay (if your child is in Lions or Jaguars and does not receive free school meals) without entering the building. Contact office@carletonrode-primary.norfolk.sch.uk for more information or if you do not receive this information by Wednesday 3rd March.

Educating and Supporting

Children can continue to be advocates in infection prevention at home and in their community by talking to others about how to prevent the spread of viruses, so we will continue to educate them in an age-appropriate way.

We understand the anxiety and frustration some children may have suffered or may experience on return to school and we will encourage them to talk about their worries and experiences. It is normal that they may have different reactions and some may need to talk to teachers and you about how they are feeling after a further lockdown. Please let us know if they have suffered from anxiety, loss, bereavement or if anything else is concerning you, so that we know to support them carefully when they return. We are planning a variety of re-settling activities from the 8th March which will allow the children a smooth transition back into classroom-based learning.

Health

- We will ask children about their health and any symptoms on arrival at school and arrange for them to go home where necessary.
- We will talk to children about symptoms and encourage them to tell a member of staff if they feel ill no matter how mild. We will also keep vigilant for any signs of symptoms too and remind everyone about this regularly.
- If a child feels ill, we will keep them safe and move them away from others in a designated room while they wait to be collected. We will not leave a child who is ill where they are not safe to be left alone. In an emergency we will call the emergency services, and we will continue to provide first aid for emergencies as we normally do. Staff will wear personal protective equipment if a child develops symptoms or requires first aid and we need to be in close contact with them.
- Our staff will go home immediately if they become ill at work with symptoms, no matter how mild.
- We have specific cleaning and disinfection arrangements planned in the event that a person develops symptoms at our school.
- We will advise you if someone develops symptoms in the school or has tested positive and let you know what is happening and about anything that you need to do.
- Any child who received a shielding letter or lives with a person who is or was shielding will need a risk assessment, so please let us know so that we can assess this with you.

A lovely place to learn

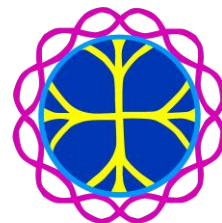
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- Some people may have been identified as being at an [increased risk](#) so please let us know so that we are aware and can assess the specific circumstances with you.

Bringing items from home

Please send your child in with very few things until further notice:

- a coat if cooler/wet (we will be outside much more often)
- a sunhat/cream if weather is sunny/bright
- named water bottle and a lunchbox if not ordering school lunches
- trainers for sport/PE (or spare trainers if already wearing trainers to school)
- spare clothes for the young in case of spills/accidents
- asthma medication (or any other essential medication) via registration with the office
- tissues if wished (we have supplies)

Place these essentials in a named school or carrier bag for hanging on their peg. We **will not need** P.E. kits or pencil cases to start with. All children will be provided with their own personal stationery and equipment wherever possible. If equipment needs to be shared, cleaning procedures will be followed.

Class teachers will be writing to let you know details of when your child needs to bring book bags or come dressed for P.E. etc.

Supporting each other

Your support to help us achieve these standards in our school is vital. Please role model the hygiene behaviours that apply when you are at home and encourage your children to follow them. Please help us to keep everyone safe by ensuring:

- your child washes their hands before coming to school and on arriving home.
- you support and encourage them to follow good hand and respiratory hygiene at all times.
- you never send your child into school if they are ill or showing any symptoms of Covid 19.
- You let us know if any member of your household develops symptoms **as soon as you can**, because this means we will need to move your child into separate room while they are waiting to be collected and you will then need to follow normal household isolations arrangements. Please arrange for a test to ascertain whether it is COVID-19 and share the results with the school so that we can communicate any necessary actions to other parents. Your privacy will be maintained when we do this. We can give you information about COVID-19 testing.
- **you let us know your results as soon as possible if you are tested.**
- if your child wears a face covering to travel to and from school, you provide them with a sealable plastic bag or container in which to keep it during the school day.
- you collect your child as soon as you can if we ask you to (we'll contact you if they become ill with either a temperature, a change to their sense of taste, or a new, continuous cough).
- you limit the number of additional settings your child/ren attend outside school where possible, to minimise transmission risks. Make sure any settings they have to attend are also Covid 19 compliant.

Meetings and visitors

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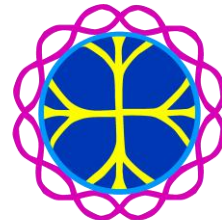
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Wherever possible, meetings between yourself and the school should take place by telephone, email or internet meeting and this includes informal conversations we might normally have. Please phone or email to make an appointment, ask questions or give us information. Only absolutely essential face-to-face meetings or message passing should take place. Should a face-to-face meeting be required, the school will make specific arrangements with you and we can only meet with one parent or carer at a time. If you have to enter the building, please use the hand sanitizer, wear a face covering and buzz to be let in.

We have safe arrangements for essential parents/carers visits and essential external visitors who need to come onto site such as maintenance contractors or external professionals. These includes taking contact details so that should it be necessary, we can trace and contact anyone. This will all be done in line with GDPR requirements.

As an additional measure, all staff are conducting twice-weekly lateral flow virus tests on themselves at home before coming to work. These results are reported to the office and the NHS and if positive, the staff member will immediately self-isolate, report to the school/NHS and not come into school.

Again, as before, I am sorry for the length and detail of this letter but am required by the LA's latest compliance code to bring the above points to your attention.

Thank you for your understanding and cooperation. If you have any further queries, please contact me by email head@carletonrode-primary.norfolk.sch.uk .

The staff and I are very much looking forward to getting back to full bubble face-to-face learning together again.

Best wishes,

Judith Jones

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