

Great Chesterford C. of E. Primary Academy



Parent Guide for September 2021

We hope that everyone has enjoyed a happy and healthy summer break; the staff are looking forward to welcoming all the children back into school next week.

As you are aware, the Government guidance for managing schools during the current pandemic has been updated and as such there will be changes to our daily procedures from September 2021. The purpose of this communication is to outline the measures that school leaders and staff will be taking to support your child's health and well-being upon their return to school in September and any changes to school routines. The Governors and Leadership Team have carried out a detailed risk assessment and followed the DfE guidance in planning our provision.

Systems of control

This is the set of actions that we will continue to take in school next term:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise unnecessary contact between individuals and groups
- 6) where necessary, wear appropriate personal protective equipment (PPE)
- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice
- 10) ventilate areas as much as possible

Handwashing

The continued emphasis on thorough handwashing will remain, at the start and end of the day, prior and post every break time and before and after the children eat and go outside.

Respiratory Hygiene

The 'catch it, bin it, kill it' approach continues to be very important, so we continue to have tissues and bins available in the school to support pupils and staff to follow this routine.

PPE

Use of PPE for staff: Staff may need / choose to wear PPE in the workplace. PPE equipment may be used to support children with personal care and first aid.

Cleaning

Our school contract cleaners continue to thoroughly clean all areas of the school with an increased emphasis on contact points. Classroom doors, where safe to do so, will be wedged open to minimise the need for pupil and staff contact and also to provide good ventilation.

Entry to and exiting school

At the start and end of the day, it would be helpful if only one parent/ carer accompanies their child/ children to school. The wearing of face masks in the playground will be optional at this given time. In order to minimise

potential crowding at the school entrance there will be a drop-off window and **classes have also been allocated specific drop-off and collection points**. Please see the timetable below for specific details.

The timetable below provides the timings and location of the drop-off and collection times for each class:

Class	Entry Point:	Drop-off time:	Exit Point:	Collection time:	Break time:	Lunch time:
Reception	Reception Class door via KS1 playground	8:45-8:55am	Reception Class door via KS1 playground	3:15pm	10:25-10:40am	12:15-1:15pm
Class One	Class One door via KS1 playground	8:45-8:55am	Class One door via KS1 playground	3:15pm	10:45-11:00am	12:15-1:15pm
Class Two	Class Two door via KS1 playground	8:45-8:55am	Library door via KS2 playground	3:15pm	10:45-11:00am	12:15-1:15pm
Class Three	Year 3 external door via KS2 playground	8:45-8:55am	Year 3 external door via KS2 playground	3:20pm	10:25-10:40am	12:20-1:20pm
Class Four	Year 4 external door via KS1 playground	8:45-8:55am	Year 4 external door via KS1 playground	3:20pm	10:25-10:40am	12:20-1:20pm
Class Five	Library door via KS2 playground	8:45-8:55am	Library door via KS2 playground	3:20pm	10:45-11:00am	12:20-1:20pm
Class Six	Year 6 external door via KS2 playground	8:45-8:55am	Year 6 external door via KS2 playground	3:20pm	10:45-11:00am	12:20-1:20pm

If you have siblings please drop off the **oldest** child first. If you have siblings with the **same collection time**, please collect the **youngest** child first.

What will my child need?

- Water bottle
- Sun hat (if needed)
- Coat (if needed)
- Hand sanitiser (optional)
- Packed lunch (if needed)
- Snack (no nuts or sesame please)
- Book bag / school bag
- Reading book
- Planner (KS2) – these will be given to pupils during the first week
- Reading Record (KS1) – these will be given to pupils during the first week
- Pencil case (KS2, optional)

Class teachers will provide further detail of any other required items.

Breaktimes and Lunchtime

Breaktimes and lunchtimes will remain staggered, so that children have more space to play outdoors. Each class will continue to have their own collection of playtime equipment.

School lunches

Children are requested to bring their own, named refillable water bottle. Children can either bring in a packed lunch or have a school lunch; menus will be available on the school website from September 1st. All year groups will resume eating lunch in the school hall from September, but these will be organised in two sittings.

School uniform

School uniform requirements are listed on the school website. We are continuing our new routine where **children come to school in their PE kits on the days that they have PE / Games** lessons. The class newsletter in September will specify which days your child will have PE. Your child will need to wear navy skins or navy tracksuit bottoms with their PE kit when the weather gets colder.

Collective Worship

We will be having a mixture of virtual and face to face worship this term. Further details will follow regarding class led worship, which takes place once per term for each year group on Fridays.

Breakfast Club

Breakfast Club will be running daily from September - for further information, please refer to the school website.

Parent Contact

Access to the school, including the office, will remain restricted and parents are asked not to enter the school building unless it is for an essential reason. If you need to access the school in person, please knock on the glass door at the front of the school and support will be provided. Face masks will be required for all visitors in school. For general queries, please telephone or email the school: admin@greatchesterford.essex.sch.uk.

Infection Response

We will require parents and school staff to engage with the NHS Test and Trace process and we will also contact our local Public Health England health protection team for advice if required. We need to ensure that staff members and parents/carers understand that they will need to be ready and willing to:

- book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace
- self-isolate if requested to by NHS Test & Trace
- if someone tests positive, they should self-isolate for at least 10 days from the onset of their symptoms / date of test and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill or their test date. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.

Managing confirmed cases of coronavirus (COVID-19) amongst the school community

We will take swift action if we become aware that someone who has attended school has tested positive for coronavirus (COVID-19). We will contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

Outbreak Containment

If we have multiple confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we would be advised that we may have an outbreak, and we will continue to work with our local health protection team who will be able to advise what action is required.

Thank you for taking the time to read this back-to-school guide to support all members of our school community. However, please be aware that this provision remains subject to change and is based on the latest guidance; changes may be required for reasons beyond our control and at short notice. Regular updates will be provided as we continue to review the procedures in place across the school.