



Polebrook C.E. Primary School  
Main Street  
Polebrook  
Peterborough  
PE8 5LN  
☎ 01832 272319  
✉ head@polebrook.northants-ecl.gov.uk  
Head: Mrs Lou Coulthard

22<sup>nd</sup> May 2020

Dear Parents and Carers,

Earlier in the week, I sent you some key information regarding plans for a possible phased return to school from June 1<sup>st</sup> at the earliest. Thank you for all the survey responses, which have helped us to plan. Having spoken to many families on the telephone and via email this week, I'd like to thank you for your overwhelming support for the strategy we have outlined, and the rationale behind it.

We won't know for sure whether the government will definitely ask us to return to school on June 1<sup>st</sup> until some point next week, and I will be in touch with parents to confirm this as soon as I have any information.

I have outlined further details about returning to school below, which I kindly ask you to read through carefully. I hope I have answered any additional queries you sent via the survey. I have also attached a Home School Behaviour Agreement, which outlines the expectations we have of parents and children during this period. Please read this through carefully and share the information with your child before they return to school. Please don't hesitate to contact me with any further queries you may have.

#### **Further details for parents:**

##### **Staggered arrival, departure and break times**

Drop off and pick up times at the start and end of the day will be staggered; please see the attachment detailing times. There will be a 'one way' system from the gate to minimise risk of transmission. Please follow the marked pathway to the classroom door. A member of staff will meet parents and children at the school gate on arrival. Parents will not be allowed to enter the building and children will need to be left at the outside door to the classroom. Older children may be able to enter the premises alone. We will use the fire exit or outside doors for entrance to each classroom. We ask parents not to gather or linger at these times, and for one parent only to bring the child on to the school grounds. EYFS children will be greeted on the playground by their teachers. They will be encouraged to play with equipment that will be available for them. We hope that this will ease drop off time for our youngest children, and parents will be able to leave the site promptly. However, we recognise that some children may feel unsettled on the first or second day back. If your child is unwilling to join their group, please can we ask that they are taken home, and brought back the following day to try again.

If parents are waiting outside classrooms for a brief period at the end of the day, we ask that you remain 2m apart from other parents. Whilst we do not encourage the use of face masks in our everyday routine, parents can wear one at drop off and collection times if they wish.





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### Travel

Guidance on safe travel can be found here: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>. All families are encouraged to walk or cycle to school wherever possible, and we are in touch with families that would usually use the bus or taxi service. Please contact us if you have any concerns about getting your child to and from school.

### Hygiene and Safety Measures

The children will be reminded how to wash their hands properly and will be expected to do this regularly throughout the day, under supervision where necessary. The children will also be taught how to cough and sneeze into a tissue and we will remind them of the 'catch it, kill it, bin it' strategy. All bins will be emptied throughout the day and surfaces and equipment wiped down after use. Enhanced daily cleaning schedules will also be in place, with deeper cleaning on Thursdays and Fridays.

All soft furnishings will be removed from the classrooms, as will any additional resources or equipment that cannot easily be cleaned daily. The Government have asked that class sizes be reduced to 15 children maximum. Tables and chairs will be separated, and Year 1 and Year 6 children will be asked to remain 2m apart. The government do not expect EYFS children to adhere to social distancing regulations. To mitigate risk of transmission, all teachers and assistants will remain with their group wherever possible throughout the day, including break and lunch times, and this means the children and staff will only have access to one area of the building, separate to the other groups.

Play times will be timetabled throughout the day, and children will not be able to use the climbing frame or trim trail. Games where children are likely to come into close contact, such as football and 'tag' will not be allowed. However, games such as tennis or bat and ball will be allowed, as well as playing with the playground equipment such as hoops etc.

Staff will not wear masks in school, but PPE is available where staff need to come into closer contact with children. For example, if a child injures themselves or falls ill. As part of their learning about hygiene measures, we plan to introduce the PPE in a child friendly way in class, so that the children are familiar with it, should it be needed in school. This may include a dressing up session with the children, disinfecting the equipment ready for use afterwards. PPE and first aid will be quickly and easily accessible at all times.

### Children and adults that are ill

Children that display COVID 19 symptoms **MUST NOT ATTEND SCHOOL**. If your child displays symptoms during the school day, you will be asked to collect them immediately. In this case, the child will be isolated and supervised by a member of staff until they are collected.





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Please follow the Government guidelines on isolation should your child, or any member of your household display symptoms. Further information can be found here: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>. Please note that COVID 19 symptoms have now been updated to include loss of smell (anosmia), as well as a persistent cough and fever.

Information on accessing testing can be found here:  
<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

If you are shielding someone in the household that is extremely clinically vulnerable, the child should only attend school where they are capable of adhering to stringent social distancing measures. This may not be entirely possible for some children, and in this case, the child is not expected to attend. Further information can be found here: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

### Well-being and Curriculum

All the pupils will be taught by either their Class Teacher or a Teaching Assistant that they are familiar with, including SEN support workers where appropriate. Curriculum content will follow the lines of the home learning pack, in order that staff maintain similar provision for all pupils. Teachers will be able to make more informed judgments about individualised learning for those pupils in school, and tailor the learning as appropriate. The children's well-being will be paramount, and ELSA work as well as emotional support where appropriate will be available in school. Outdoor learning has been prioritised, and the playground, allotment or nature area has been timetabled for use in small groups every day.

### Children of Key Workers, vulnerable children, and those with an EHCP

The 'childcare' service will continue from Monday to Friday at each school, Glapthorn and Polebrook, for eligible families. The Year 3/4 Classroom will be used for this purpose. Rutland Learning Trust have spoken directly to the DfE with regards to the minority of adults and children crossing over groups during the week. The DfE recognise that there will be some crossing over, although this will be minimal. For vulnerable and key worker children, where schools are planning part-time provision, the DfE recognises the wellbeing benefit of these children remaining with their year group, and appreciates that this potentially means they may move in to the vulnerable/key worker provision at the end of the week. In this case, parents of children in this group can decide whether they'd like their child to remain with their cohort or within the vulnerable/ key worker group throughout the week. We will assume you'd like your child to remain with their year group unless you inform us otherwise.

### What to bring to school

Children should wear school uniform. They will also need a coat (weather dependant), a clearly labelled water bottle and a packed lunch. Small bags for school reading books to be transported from school to home are permitted, i.e. book bags or carrier bags, but no large rucksacks with additional items such as stationery please.





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### Lunches

Children are welcome to bring a packed lunch from home. Children in EYFS and KS1 continue to be eligible for Universal Free School Meals, as are children in all year groups that usually receive Free School Meals. The lunch time meal providers will supply cold packed lunches only that can be easily dropped off outside each classroom. Lunch will be eaten in the classrooms. Further information on ordering lunches will be sent out separately.

### Book swaps

Children that attend school can swap their books in class on a Monday. Please ensure books brought in to school from home are disinfected where possible beforehand. These books will also be wiped down in school where possible, before being stored separately. There will be a small selection of books available for children to choose from each week on a rota system. Please speak to your child's class teacher regarding accessing online books at home.

### Attendance

Whilst attendance for these groups of children is actively encouraged, parents will not be penalised if they choose to keep their child at home. It is important we know which children are in school, and which are at home. **It is important you inform the school if your child will not be attending, if you have not already done so.** If your child starts school on June 1st, but falls ill on the subsequent days, or will not continue to attend for another reason, **you must inform the school as usual.**

We understand that the decision to return your child to school is not an easy one, and we appreciate that some parents may want to return to school later in June or July, when we may know more about the situation. We ask that you keep us informed about the decisions you make, so that we can maintain our safeguarding duties, and plan appropriately going forward.

Further information for parents can be found here: [https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june?utm\\_medium=email&utm\\_source=govdelivery](https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june?utm_medium=email&utm_source=govdelivery)  
<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers>  
<https://www.gov.uk/guidance/help-primary-school-children-continue-their-education-during-coronavirus-covid-19>

I hope you have an enjoyable half term break, and I will be in touch next week, after the government announcement on whether schools are expected to open from June 1<sup>st</sup>.

Yours sincerely,

Lou Coulthard  
Executive Head

