



5th January 2021

Dear Parents or Carers,

Arrangements for Pupils Attending Alverton School with effect from 6 January 2021

I am writing to share with you the arrangements we have implemented to ensure the safety of all staff, pupils and parents. These have been put into place following a full risk assessment process and are in line with guidance from the Department for Education and Truro and Penwith Academy Trust.

Attendance

- Children should only attend for the days and hours that are essential while you carry out your frontline key work. We have confirmed your working needs and may have asked for evidence. Apologies if this seems draconian; however, given the current infection rate and risks involved with the Covid virus, we are anxious to protect our families, the community and staff from unnecessary exposure.
- If your child is unwell or is unable to come to school on a day they are booked in, please contact us by phone or email as soon as possible in the normal way.
- If the days you would like provision for your child vary from week to week, please ensure their days and times for the following week are booked in by Thursday lunchtime at the latest.
- We will need three up-to-date contact details for each child. If a child becomes unwell, we will phone to ask for them to be collected which must happen as soon as possible.

Organisation

- Children will be divided into phase groups: EYFS, Key Stage 1, Lower Key Stage 2 and Upper Key Stage 2. The groups will be based in different parts of the school and will stay apart from each other at all times, including at break and lunch times.
- Please ensure that your child brings a coat and has wellies in school.
- Please send your child with an additional jumper / sweatshirt etc as we will be keeping doors and windows open to provide maximum ventilation.
- Children should wear school uniform and will need to bring a pair of trainers with them. They should not bring PE kit but will wear trainers with their uniform (no tie) for PE and outdoor activities. Please ensure that your children can fasten etc the clothes themselves.
- Children will need to bring their own labelled water bottle.
- Children should not bring any toys, games etc in from home.

Drop Off / Pick Up

- Our maximum hours will be 9am to 3pm. You are welcome to collect your child at any time during the day but please let us know what time to expect you.

- No child should come to school with a temperature or any other suspected symptom. Children should wait with an adult **outside** the following places:
EYFS – the field door to the Woodland Nursery
Key Stage 1 – the Key Stage 1 workspace door
Lower Key Stage 2 – the Lower Key Stage 2 workspace door
Upper Key Stage 2 – Kenidjack classroom
- We will take every child's temperature and discuss with you symptoms, recent contacts, their social distancing since the last time they were in school etc before they come in. **We have an expectation that your family will have practised social distancing between visits to school.**
- Children with no symptoms will be brought into school to wash their hands and go to their classroom. Parents / carers will leave. You will not be allowed into the school building at any time. You will be asked what time your child will be collected and who by and collection will be in the same place as you left them in the morning.
- The beginning and end of the school day are the busiest times for children and adults congregating together in one place and maintaining safe distances within normal arrangements can be a challenge. Please ensure that only one parent drops off / picks up your child at any one time and that social distancing is maintained at all times. We would also ask you please to wear a mask while on site.

Arrangements for break and lunchtimes

- We recognise the importance for all pupils to have a break from learning and to enjoy time outside during the school day. Children will enjoy these unstructured times in their groups which will not mix.
- Children should bring a packed lunch. These will be eaten in each group's area of the school. We anticipate that lunches will be available in due course and will let you know details about this as soon as we can.

Staffing

- Staff will work on a rota basis. Each group will be led by a teacher and supported by at least one Teaching Assistant.
- We always have a Safeguarding Lead and qualified First Aiders on site.

Social Distancing

- **It is very important for parents to understand that it is not possible to socially distance pupils in school.** "We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff." (DfE Planning guide for primary schools 14/5/20)
- However, we are doing all that we can to mitigate risks, and as part of this, we are placing a strong emphasis on social distancing measures. Therefore, each group will be treated as a separate unit and everyday procedures have been adapted accordingly.

Maintaining a Safe School Environment

The school has put several preventative measures in place in order to minimise the spread of infection.

As per the advice from the government, the following actions for infection control remain in place:

- Displaying coronavirus infection control measures information posters around the school.
- Children will be regularly reminded of hand washing, nose blowing, not touching expectations etc.
- We will be encouraging good hygiene by promoting the importance of handwashing for at least 20 seconds with warm water and soap as often as possible.
- Hand sanitiser dispensers are also available throughout the school.
- Pupils and staff understand that they must cover their cough or sneeze with a tissue, then throw the tissue away.
- Frequently touched objects and surfaces are cleaned and disinfected regularly.
- The number of shared resources is limited.
- Wherever possible, resources which are not easily washable or wipeable have been removed, including soft furnishings and soft toys, or not used.
- Our cleaning company will be on site during the school day as well as for after school cleaning provision. This cleaning schedule will follow the TPAT guidance.
- Staff will be wearing face masks.

As an important part of our school community, I would ask that you continue to encourage good infection control practices, such as thorough handwashing, at home and keep your child informed about the things they can do to discourage the spread of infection.

Behaviour (Appendix 2)

Please read Appendix 2: Behaviour and ensure that you and your child are familiar with, and understand, its contents.

COVID-19 Guide (Appendix 1)

Please ensure that you have read this guide (Appendix 1) fully and understand the protocols we will have to follow in the event of a child or adult displaying COVID-19 type symptoms or if a case is confirmed. We endeavour to ensure that our information is accurate and up to date but this can change so please check this with information available elsewhere.

In line with the current NHS and government advice, you should keep your child at home for a period of ten days if they develop coronavirus symptoms. Symptoms include a high temperature, a new, continuous cough or loss or changes to the sense of smell or taste.

Where symptoms continue after ten days, or begin to worsen, you should call 111. If someone in your child's household has symptoms, your child must self-isolate for ten days from the day the other person's symptoms started. This is because it can take ten days for symptoms to appear. More information regarding symptoms and actions can be found on the NHS website (<https://www.nhs.uk/conditions/coronavirus-covid-19/>).

If you think your child may have been exposed to, or has, coronavirus, or if your child receives a positive test result for coronavirus, please contact the school on 01736 364087 at the earliest opportunity.

We will continue to review the arrangements we have implemented and update you with any changes as and when we make them.

Thank you for your frontline work. It means a lot to all of us. These are strange and unusual times and we all need to continue to co-operate with these new ways of living and working so that we can beat this awful virus sooner rather than later.

Yours sincerely,

Martin Higgs
Headteacher

Appendix 1

COVID-19 – “What to do” Guide **(taken from the TPAT “Recovery and Back to School Plan” Guidance (Issue 3)**

Ensure that parents know that if their child, or anyone in their household is displaying symptoms, they must not send their child to school.

If a pupil is unwell in any shape or form, they are to remain at home.

General advice is for anyone feeling ill to be sent home.

If a child or member of staff becomes ill during the school day ...

- If anyone becomes unwell with a new, continuous cough, a high temperature or loss of taste/smell in an education or childcare setting, they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#).
- At Alverton, we advise that a member of staff dealing with a child with a suspected case should wear PPE as soon as possible.
- A specific place in the school must be allocated for pupils to remain until collection. This is the Meeting Room.
- 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 of the child and 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 2m away from other people at all times.
- If they need to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else.
- If two or three children become unwell at the same time, try to isolate them where possible.
- All of these procedures, along with the importance of families remaining in close contact with the school, must be clearly communicated to parents from the reopening, with frequent reminders provided.
- Where a pupil or staff member is taken ill with Covid-19 symptoms, they should book a test. Pupils and staff must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school.
- All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- Schools should ask parents and staff to inform them 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. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household 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 10 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. 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. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.
- Other members of their household should continue self-isolating for the full 10 days.

Protocols for dealing with a confirmed case of COVID-19.

- Once a positive test has been confirmed, TPAT must be informed immediately.
- John Eddy or Bonnie Wright will contact Public Health England.
- The PHE will ask for the following information:
 - Pupil/Staff member name
 - Pupil/ Staff member address

- Date of test
- Location of test
- School URN and address
- The health protection team will work with schools in this situation to guide them through the actions they need to take. 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 10 days since they were last in close contact with that person when they were infectious. Close contact means:
 - direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
 - proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
 - travelling in a small vehicle, like a car, with an infected person
- Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period, they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and:
 - if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period as they could still develop the coronavirus (COVID-19) within the remaining days.
 - if the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'.
- In the event of having to call PHE, the government recommends that schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups. This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.
- Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.
- Further guidance is available on [testing and tracing for coronavirus \(COVID-19\)](#).

Containing a Possible 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, and must continue to work with their local health protection team who will be able to advise if additional action is required.
- In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.
- In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.

Appendix 2: Behaviour

Appendix to the Behaviour Policy: COVID-19

Pupils must follow instructions about:

- altered routines when they arrive and leave school
- hygiene, such as handwashing and sanitising
- who they can socialise with at school, making sure they keep only with their group at all times
- moving around the school
- sneezing, coughing, tissues and disposal ('catch it, bin it, kill it')
- not touching their mouth, nose and eyes with hands
- telling an adult if they are experiencing symptoms of coronavirus
- sharing any equipment or other items including drinking bottles
- breaks or play times, including where they may or may not play
- use of toilets
- never coughing or spitting at or towards any other person.

Staff will proactively and explicitly teach new rules and expectations and will regularly reinforce behaviour throughout every day. Staff will supervise health and hygiene arrangements.

Well-executed rules will be positively reinforced through encouragement and rewards. Sanctions will be imposed consistently when rules are broken, in line with the school's Behaviour Policy.

Given the implications of the COVID-19 virus being transmitted to other people, the school will consider any deliberate breach of its safety expectations (eg deliberate physical contact / spitting) very seriously. We may also ask parents to remove children from the site. This will not be classed as an exclusion but as a safety measure. Where a child appears unable to manage their own behaviour adequately and in line with our safety expectations, parents may also be asked to remove the child from the site. Again, this will not be classed as an exclusion but as a safety measure.

This Appendix will be shared with all staff and with all pupils who are attending school in these circumstances and their parents.

May 2020

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