



1st March 2021

Dear Parents or Carers,

Arrangements for Pupils Attending Alverton School with effect from 8 March 2021

I would like to begin by saying a huge “thank you” for your support over the latest lockdown and period of home learning. I am grateful to you all for the way in which you have supported your children to enable them to take part in home learning so successfully. Over 92% of children regularly engaged with their teachers and learning and this will be an enormously positive step for them as they return to school.

As you know, the Government intends all pupils, in all year groups, to return to school full-time from the 8th March. We will need to continue to follow the strict guidelines that have been set out by the Department for Education in order to keep our children, staff and parents as safe as possible. These have been put into place following a full risk assessment process and are in line with guidance from both the Department for Education and Truro and Penwith Academy Trust. These arrangements are, almost entirely, the same as we put in place across the Autumn term, but I would ask you all, please, to read this letter carefully and ensure that you, and your children, are familiar with the necessary health and safety arrangements.

Although I hope that your children are looking forward to returning to school, we know that some of them will be feeling particularly anxious at this further change. We have included a poster “Preparing your Child for the First Day Back in School” later in this letter and would encourage you to also watch this video <https://nipinthebud.org/returning-to-school-after-the-lockdown/> and look at the supporting information on the webpage. All of these have lots of helpful information and advice about ways in which you can support your children over the coming days.

One of the most challenging aspect of health and safety in the Autumn term, and certainly the one which caused most anxiety amongst parents, was social distancing during drop off and pick up times. We want to thank those of you who worked with us to try to make the site as safe as possible for the whole school community. Please can you carefully read the Drop Off / Pick Up section of this letter. When dropping off or collecting children, it is essential to maintain social distancing (including only one adult coming onto the site), follow our one-way system (including leaving the site through the car park) and keep paths clear. We are also now asking all adults and children from Year 7 upwards to wear a mask when on site. This is something that we can all do together to support all our families and we are sure that we can count on your support.

Attendance

- School attendance is again mandatory from Monday 8th March 2021. This means that, from this point, the usual rules on school attendance will apply.
- If your child is unwell, please contact us by phone or email as soon as possible in the normal way. Please also see the COVID-19 “What to do” Guide (Appendix 1) which gives full details of what to do if your child is displaying COVID-19 symptoms.
- We need to hold three up-to-date contact details for each child. If we do not currently have three, or these details have changed, please let us know as soon as possible. If a child becomes unwell, we will phone to ask for them to be collected which must happen as soon as possible.

General Organisation

- Your child will be based in their Phase group (or “bubble”) in the same class and teacher as in the Autumn term.
- The bubbles will be based in different areas of the school and will stay apart from each other as far as possible, including at break and lunch times.
- Children from Year 1 to Year 6 will need to bring their own labelled water bottle. This needs to go home each day and be brought in, filled, each morning.
- Children should not bring any toys, games etc in from home.

Uniform

- Children should wear their normal school uniform and will need to bring their PE kit, a coat and their wellies.
- On PPA days (Tuesday for KS1, Wednesday for LKS2, Thursday for UKS2 and Friday for Reception), children may wear their school tracksuit.
- Please send your child in with an additional jumper / sweatshirt etc as we will be keeping the classrooms well ventilated.
- Please note that all items of jewellery, apart from watches, are not allowed. For safety reasons, only stud earrings may be worn and these should ideally be removed for PE or alternatively covered with a plaster. Long hair should be tied back using plain bands without attachments. Children should not wear any make-up or nail varnish.
- Full information about school uniform can be found by following this link <http://www.alverton.org.uk/website/uniform/86630>

iPads

If your child has a school iPad, it **must** be returned to school on Monday 8th March. Key Stage 2 children should take their iPad to class with them. Key Stage 1 parents should bring the iPad to the office on that morning. The iPads will be checked and signed back in. Any other school equipment and books etc that your child has been using also needs to come into school on 8th March.

Breakfast Club

Breakfast Club will run from Monday 8th March and will continue to accommodate the COVID-19 restrictions. This includes:

- Children will be in their phase bubbles with a member of staff allocated to each bubble.
- Places in these bubbles will be limited and allocated on a first-come, first-serve basis.
- Places **MUST** be booked in advance via the school office in order to ensure that we have capacity to accommodate the children.
- The cost is £2.50 per day (£1.50 for additional siblings) and will continue to be paid weekly online. There continues to be no charge for Pupil Premium children.
- There will be no provision for Reception children due to staffing restrictions.

If your child was coming to Breakfast Club at the end of the Autumn Term, we will automatically book them back in from Monday 8th March and there is no need to contact the office. Only new bookings need to contact Mrs Gill and Mrs Stacey.

After School Wraparound Provision (Go Active)

Go Active will continue to provide after school provision for Key Stage 2 children under the same arrangements as during the Autumn term. To book this, or if you have any enquiries, please contact Ed Timmons on 07843 126833 or email alvertonkidsclub@outlook.com.

After School Clubs

Due to the current guidelines, no after school clubs will run in the remainder of the Spring term. We will review this after Easter.

Drop Off / Pick Up

- Your child's class will have a designated drop off and pick up time and place (please see map (Appendix 3)). These are the same as in the Autumn term.
- No child should come to school with a temperature or any other suspected symptom. Children should wait with an adult in the designated place. We will continue to take every child's temperature as they come in.
- Children with no symptoms will be brought into school by staff to wash / sanitise their hands and go to their classroom. Collection will be in the same place as where you leave your child in the mornings.
- Parents will not be allowed into the school building (see Contacting the school / the school office below).
- 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 / adult / older child drops off / picks up your child(ren) at any one time;
 - social distancing is maintained at all times;
 - all adults and children from Year 7 upwards (unless exempt) wear a mask when on site;
 - the one way system is followed (including leaving the site through the car park);
 - paths are kept clear.

Parking and Traffic / Travelling to and from School

- The school car park will only be in use for parents / carers who have a car park pass. Passes will be allocated to those who are deemed to be essential users (eg disabled badge holders).
- Please can we ask again that parents do not drive into Toltuff Crescent.
- The majority of our families rarely use public transport but, if you do, we have been asked to remind you that you ensure that you adhere to government guidance about this <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers> .

Contacting the school / the school office

- **There is no unauthorised access to the school at any time:** coming onto the site (unless to drop off / pick up your child) without an appointment / prior arrangement is not allowed.
- As parents will not be allowed into the school building, any messages which need to be passed on to your child's teacher or any other matters should be done through the school office by phoning 01736 364087 or emailing secretary@alverton.cornwall.sch.uk.
- If, when dropping off or picking up your child, you feel it is essential to speak to one of our office staff, please wait outside the main reception doors and someone will come out to you. Please ensure that you maintain social distancing whilst waiting.
- School dinner money must be given to your child in a named envelope and costs £2.40 per meal. If you need to find out how much you owe, please ring the kitchen staff between 8am-2pm on 01736 366887. The current menu can be found on the school website under Parent Pages, What's On This Term.
- There is a post box outside the main reception door where you can place any correspondence. This will be regularly checked by our office staff.
- If your child is well enough to be in school but requires us to give them medicine, please bring it to the office clearly labelled with your child's name. You will need to complete a form giving your permission for us to administer the medicine. Please collect the medicine at the end of the school day as we cannot store them in school for any length of time.
- If your child is late or you need to collect them early, please ensure that we know when to expect you. Please wait outside the front entrance of the school and a member of staff will come out to meet you.

Arrangements for break and lunchtimes

- We recognise the importance of all pupils having a break from learning and enjoying time outside during the school day. Children will enjoy these unstructured times in their phase bubbles (i.e. Reception, Years 1 and 2, Years 3 and 4 and Years 5 and 6). These phase bubbles will not mix.
- Children can bring a packed lunch or order a school dinner. Packed lunches will be eaten in each bubble's area of the school which will be professionally cleaned afterwards. School dinners will be eaten in the hall.

Key Events during the Spring and Summer Terms

Because of restrictions, it will not be possible for us to hold many of the events that we would normally host. We will, of course, review this as time progresses and will try and find alternative solutions.

Social Distancing

- It is important that parents understand that it is not possible to socially distance pupils in school. *"Younger pupils and those with complex needs will not be able to maintain social distancing and it is acceptable for them not to distance within their group."* (DfE Schools Coronavirus (Covid-19) Operational Guidance February 2021).
- 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 phase bubble will be treated as a separate unit and everyday procedures have been adapted accordingly. Older children, in particular, will be encouraged to stay apart.

Maintaining a Safe School Environment

The school is working hard to implement health and safety measures and mitigate risks and 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 preventing infection are in place:

- Displaying coronavirus infection control measures information posters around the school.
- Children will be regularly reminded about 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 available throughout the school.
- Pupils and staff understanding 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.
- Classrooms are organised with desks in rows where appropriate.
- 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.
- School staff will be wearing face masks around the site and building and may also wear these in class.

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.

We have an expectation that your family will follow the government guidelines regarding social distancing etc in order to protect our school community.

Behaviour (Appendix 2)

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

Rapid Asymptomatic Coronavirus (Covid-19) Testing for School Staff

You may be aware that the Department for Education have asked primary schools to participate in Covid tests for school staff. They have asked us to self-test twice a week to identify asymptomatic carriers of the virus. Tests are done at home by staff and results reported promptly.

If we should have a positive result it is likely to impact on some classes and bubbles and could mean that you might be asked to keep your child at home at very short notice. We may contact you by text and/or email so please ensure that we have the correct details on file for you. I apologise in advance for the inconvenience this might cause but hope you understand the Government's intention to break chains of transmission. Should this happen, we will again switch to home learning for the designated period for the children involved.

COVID-19 "What to do" Guide (Appendix 1)

Please ensure that you have read the COVID-19 "What to do" 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 the event of an individual or whole group having to self-isolate, online provision will again be in place and we will send you further details should this be necessary.

It is important for parents to follow the standard national advice on the kind of symptoms to look out for that might be due to coronavirus, and where to get further advice. If anyone in the household develops a fever or a new continuous cough or loss of taste / smell, they are advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#) (including the isolation guidance).

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.

We are, as always, committed to providing your children with the best possible quality of education and care and thank you for your support.

Yours sincerely,

Martin Higgs
Headteacher

Toltuff Crescent, Penzance, Cornwall TR18 4QD 01736 364087
<http://alverton.eschools.co.uk> Twitter: @alvertonschool

Appendix 1: Covid 19 – “What to Do” Guide

COVID-19 – “What to do” Guide

(taken from the TPAT “Recovery and Back to School Plan” Guidance (Issue 3)
and the DfE Schools Coronavirus (Covid-19) Operational Guidance (February 2021)

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.

When an individual develops coronavirus (COVID-19) symptoms or has a positive test

Pupils, staff and other adults must not come into the school if:

- they have one or more coronavirus (COVID-19) symptoms
- a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms
- they are required to quarantine having recently visited countries outside the Common Travel Area
- they have had a positive test

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](#). **This will need reporting to John Eddy.**
- They must be advised to have a test as soon as possible.
- Personal protective equipment (PPE) must be worn by staff caring for the pupil 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). **At Alverton, we recommend that staff dealing with a suspected case 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.
- In an emergency, call 999.
- 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.
- 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
- All schools are provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.
- 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 (or the test date if they do not have any 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; if a member of the household starts to display symptoms while self-isolating they will need to restart the 10 day isolation period and book a test.
- Anyone told to isolate by NHS Test and Trace or by their public health protection team has a legal obligation to self-isolate, but you may leave home to avoid injury or illness or to escape risk of harm.

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 10 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.

Please note that this is the most up-to-date guidance we have received; in the event of a possible case, we will immediately liaise with TPAT / PHE for advice which may supersede anything written here.

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.

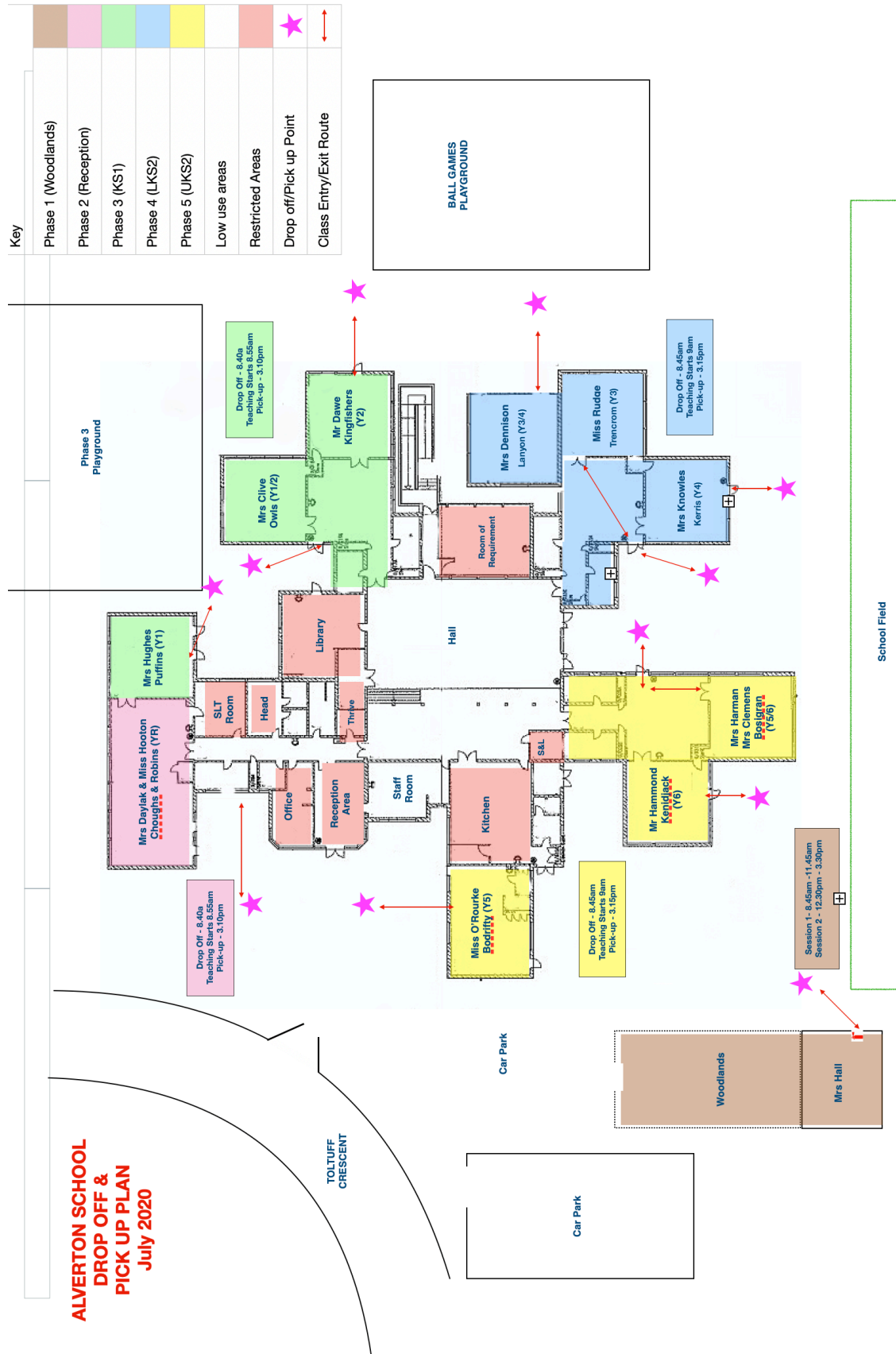
Well-executed rules will be positively reinforced through encouragement and rewards. Sanctions will be imposed consistently when rules are broken, in line with the school's Behaviour Policy.

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

Appendix 3: Map



Preparing Your Child For the First Day Back in School

As schools begin to open to more children, parents and children may well be feeling anxious. Here's some ideas of how best to prepare.

Be Calm.

Your child will take their lead from you and be reassured if you are steady and matter of fact.



Be Curious.

These are strange times and their imagination may run away with them. Listen, and try not to dismiss or minimise their fears but validate how they are feeling – “it’s completely fine to feel like that at the moment” or “I can really understand why you would feel like that”



Be Positive.

Remind them of all the ways they have learnt to keep themselves safe: washing their hands regularly, sneezing and coughing into their elbow, not hugging others and staying in their own space.



Be Thankful.

Help your child think of things they are looking forward to: being with their friends, seeing their teacher, favourite activities but be mindful some of these may not be available for them



Be Supportive

Younger children particularly may struggle with separation anxiety and may become tearful, clingy or act out. Reassure them that you will miss them too and think of them through out the day. It might be helpful to draw a little heart on their wrist and one on yours too. You can call it the hug button and when they find they are missing you they can press the heart and know that you will be doing the same at home. Sometimes having a little object to remind them of you through the day helps but please check this out with your school first.



Be Prepared.

Support your child to be aware of changes that may have happened to their classroom environment since they were there last and rehearse any new routines that school may have shared. Rehearse and practice your ‘goodbye’ routine and create a ‘hello’ greeting for the end of the day for them to look forward to.

