



14<sup>th</sup> July 2020

Dear Parents or Carers,

### **Arrangements for Pupils Attending Alverton School with effect from 1 September 2020**

I would like to begin by offering a huge “thank you” for your support of the school over the recent weeks and months. We have perhaps been living through the strangest times that many of us have ever experienced either in or out of school. I am grateful that our school community has reacted with such flexibility, positivity and professionalism to the changes which have been forced upon us all.

As you know, the Government aims for all pupils, in all year groups, to return to school full-time from the beginning of the Autumn term. This will not unfortunately be a return to life in school as we knew it prior to the lockdown in March of this year, as we will need to follow some 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.

I wanted to make you aware of the main changes that are planned for our re-opening in September, and these are explained in detail in the information given below. We are, as always, committed to providing your children with the best possible quality of education and care, and feel that these changes will give us the best chance to do this in a safe and sustainable fashion.

#### **Attendance**

- School attendance is again mandatory from the beginning of the Autumn term on Thursday 3<sup>rd</sup> September. 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 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**

- It is important that you and your child understand that some aspects of school will be different from before.
- Your child will be based in their Phase group (or “bubble”). You have already been advised of your child’s class and teacher and they will be in a bubble with children in the same school phase (i.e. Nursery, Reception, Years 1 and 2, Years 3 and 4 and Years 5 and 6).
- 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 should wear their normal school uniform and will need to bring their PE kit, a coat and their wellies.
- We have written a letter to the children (Appendix 3) which we would be grateful if you could share and discuss with them.
- 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.

#### **Breakfast Club**

Breakfast Club will run from Monday 14<sup>th</sup> September. There will be some changes to accommodate the COVID-19 restrictions. These will include:

- 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 in order to ensure that we have capacity to accommodate the children.
- For a booking form, please email [secretary@alverton.cornwall.sch.uk](mailto:secretary@alverton.cornwall.sch.uk)
- The cost has increased to £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 for at least the first half of the term due to staffing restrictions.
- Further details will be sent out at the beginning of the Autumn Term.

### After School Wraparound Provision (Go Active)

This will need to follow all our COVID-19 protective measures and we are in discussion about this as it is run by a third-party provider (Go Active) whose staff are currently furloughed. We will let you know more as soon as we are able.

### Drop Off / Pick Up

- Your child's class will have a designated drop off and pick up time and place (please see map (Appendix 4)).
- 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 take every child's temperature before they come in.
- Children with no symptoms will be brought into school to wash their hands and go to their classroom. Parents / carers will leave. 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 drops off / picks up your child at any one time and that social distancing is maintained at all times.

### Travelling to and from school

- The majority of our families rarely use public transport and mostly walk, cycle or drive to school. If you do use public transport, 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 should be done through the school office by phoning 01736 364087 or emailing [secretary@alverton.cornwall.sch.uk](mailto:secretary@alverton.cornwall.sch.uk). We realise that this is a real change from our existing "Open Door" policy but the current situation demands this change.
- 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 to be called in. One person only will be allowed into the foyer at any one time. Please ensure that you maintain social distancing whilst waiting.
- School dinner money must be given to your child in a named envelope.
- There will be 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.
- Please see Appendix 5: Letter from the Office for further information.

### 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. 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.

### After School Clubs

Due to the current guidelines, it is unlikely that many, if any, after school clubs will run in the Autumn term. We will let you have further information about this in September.

### Key Events during the Autumn Term

Because of the restrictions on gatherings, it will not be possible for us to hold many of the events that we would normally host. This will certainly include sharing assemblies and the Harvest Festival and possibly, depending on a risk assessment nearer the time, our traditional Christmas concerts and celebrations. We will, of course, review these as the term progresses.

### Social Distancing

- **It is very important for parents to understand that it is not possible to socially distance pupils in school.** We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group. *"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 Guidance for Full Re-Opening - Schools 2/7/20).
- 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 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 infection are in place:

- Displaying coronavirus infection control measures information posters around the school.
- Reminding children of hand washing, nose blowing, not touching expectations every day.
- Encouraging good hygiene by promoting the importance of handwashing for at least 20 seconds with warm water and soap in at least the following circumstances:
  - On entry to school.
  - Before and after every visit to the toilet.
  - Before lunch and after lunch.
  - After playtime.
  - After shared resources are used (eg iPads).
- Hand sanitiser dispensers are also available throughout the school.
- Pupils and staff understanding that they must cover their cough or sneeze with a tissue, then throw the tissue away.

- Cleaning and disinfecting frequently touched objects and surfaces more regularly than usual.
- Sharing out equipment so that it remains with a specific pupil.
- Limiting the number of shared resources.
- Organising classrooms with desks in rows where appropriate.
- Wherever possible, removing resources which are not easily washable or wipeable, including soft furnishings and soft toys, or not using these.
- We have arranged for additional cleaning: 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.

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 “What to do” Guide**

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.

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](#) (which states that the ill person should remain in isolation for 7 days and the rest of the household in isolation for 14 days).

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 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** **(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](#). **This will need reporting to John Eddy.**
- 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
- By the autumn term, all schools will be 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 7 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 7-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 14 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 14 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 14-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 14-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 14-day isolation period). Their household should self-isolate for at least 14 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



### Appendix 3: Pupil Letter

Dear Children,

We know that being in school is a bit strange at the moment.

#### Some things are a little different.

- You will be in your new class with your new teacher.



- Your class will stay with children from your age group. You have your own spaces for playtime and lunch time. You can still wave and say hello to other children from a distance.



- We normally love to share, but at the moment we are not going to share as much equipment in school. We can still share encouragement and kind words.

**Good Job!**



- We are washing our hands a lot and catching our coughs and sneezes.



CATCH IT.



BIN IT.



KILL IT.

- We are trying to stay 2 metres away from each other.





**Some things will be the same.**

- You have playtimes and lunchtimes.



- There are lots of lovely adults who will listen and support you with your work and play.



- You will still be enjoying reading, Maths, Art and PE (and all the other subjects!).



- If you are worried, there will always be someone that you can talk to.

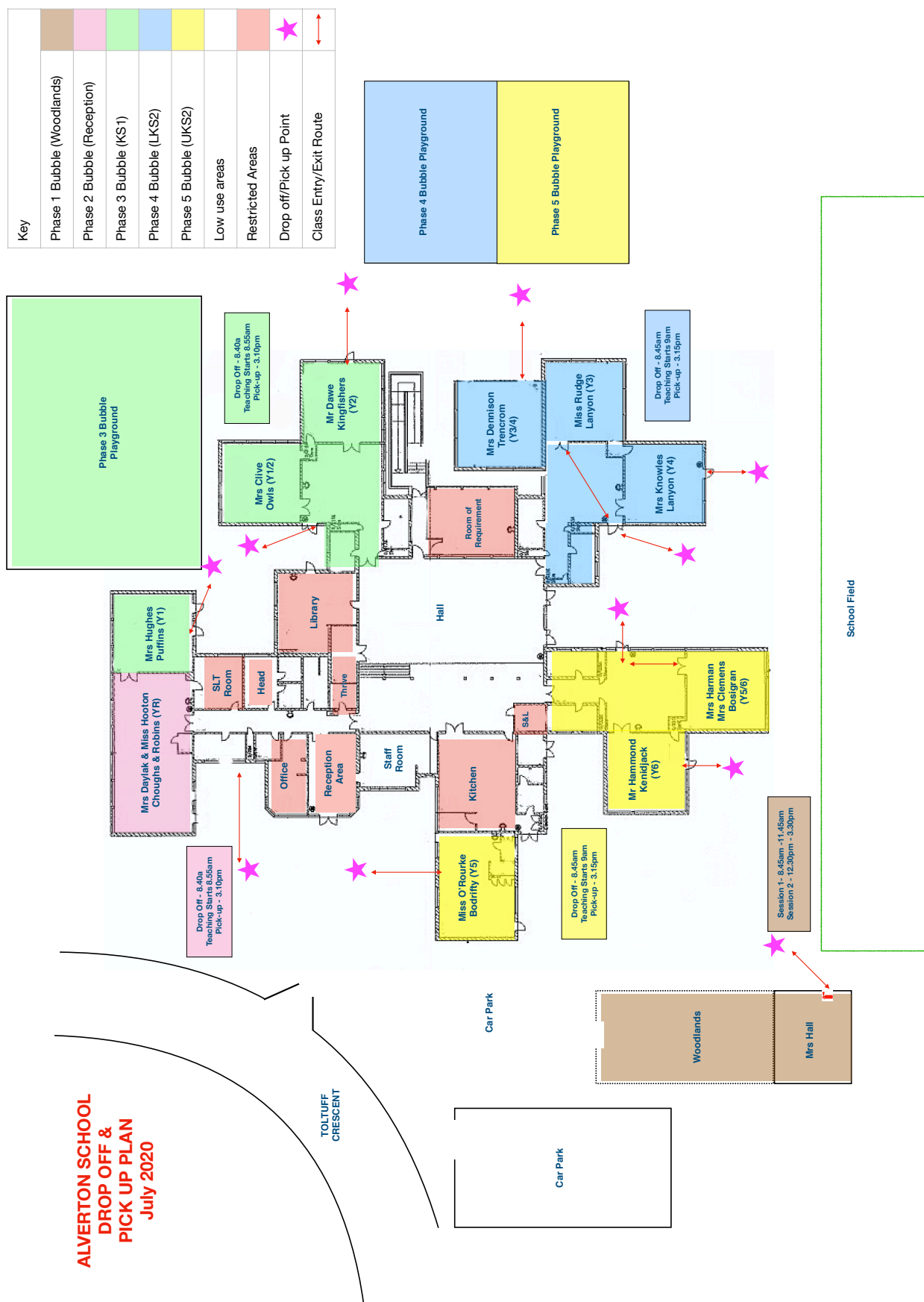


We look forward to seeing you.

Mr Higgs and all the staff at Alverton School

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## Appendix 4: Map



## Appendix 5: Letter from the Office

Dear Parents

### Changes to visiting the office from September

One of the best parts of our job is seeing you. However, the current situation dictates that in September, for the time being, we won't be able to welcome you into the school building.

#### **We are still here to help you:**

By phone – 01736 364087 (we have an answering service so you can leave a message if we're busy)

By email – [secretary@alverton.cornwall.sch.uk](mailto:secretary@alverton.cornwall.sch.uk)

The only time you can come into the school reception area are:

- For bringing necessary medicine and signing a form so that we can give it to your child.
- For delivering something your child needs for that day that has been forgotten, eg, packed lunch or PE kit. If we can, we will come outside to meet you to collect these.

Please ensure that only one person at a time is inside the building and if you are waiting outside you observe social distancing.

### Helpful tips on other matters

#### **School meals**

##### How do I pay for school lunches?

Please put the correct cash or cheque payable to 'Caterlink' in a named envelope and give it to your child. You may also put it into the postbox to the right of the main door. **From September a school lunch will cost £2.40 for all children from Year 3-6 unless they are eligible for free school meals.**

##### How do I find out how much I owe?

Please ring the kitchen staff between 8am-2pm on 01736 366887.

##### How will I know what the menu choice is?

Every child will be given a paper copy of the current menu (which runs until October half term) at the start of term. It is also available to view on the school website under Parent Pages, What's on this term.

#### **Uniform**

##### How do I order school uniform?

Every child will be given a paper copy of the uniform order sheet at the beginning of term. Please complete and return this in an envelope with either your card details, cash or cheque. This should either be given to your child or put into the postbox outside the front door.

You can also contact Keith Quinn at Phoenix Promotions on 01736 850634 or by email

[sales@embroiderycornwallsw.co.uk](mailto:sales@embroiderycornwallsw.co.uk) He will be trialling an online ordering service for school uniform next term and we will give you further details as soon as we have them.

A copy of the uniform order sheet is also available to view and print out on the school website under Parent Pages, Uniform.

### What happens when my order arrives?

As soon as it's delivered we'll give your order to your child.

### How do I buy a tie?

Ties are still sold from the office but payments will now be made online via Schoolmoney. Please ring or email us to order your tie stating whether you would like one with elastic or an ordinary one. We will then put your order onto the Schoolmoney system and once you have made payment we will send it home with your child.

### **Contacting teachers**

#### How do I get a message to/arrange a meeting with my child's teacher or the SENDCO?

Please email or phone the office who will pass on your message.

### **Music lessons**

#### How do I pay or contact my child's music teacher?

When music lessons restart, the music teachers will get in touch with you and they will let you have their email address. Payment should now be made by bank transfer only as we will no longer be accepting cash to hand onto them.

### **Lost property**

#### What if my child has lost an item of clothing, etc?

Now more than ever it is **essential** to label everything your child brings to school especially clothing. Please call or email us and describe what is missing and we will ask your child's class teacher and look in the lost property box. If it is found, we will give it to your child to bring home. **School will not be open for looking for items at the end of the school day.**

### **Late children/collecting your child early**

In both instances, please wait outside the front entrance of the school building and we will come out to meet you, either to collect your child if they are late or to bring your child to you if they need to go to an appointment. Please ensure that you notify us the time you wish to collect your child.

For any other queries, please contact us.

We look forward to seeing you again before too long. Thank you for your support.

Best wishes

Mrs Gill and Mrs Stacey