

Dear parents and carers,

As you will know from the national media and my previous communications, the Government has set out its plan for the return of all pupils to schools and colleges, as part of the [roadmap for leaving lockdown](#). All schools will return to face-to-face education on Monday 8 March, and the staff at Sydenham are very much looking forward to welcoming our children and families back. Our whole school community will, of course, need to follow the government's system of controls to minimise the risk of infection. We know that the new variant of coronavirus (COVID-19) is more transmissible, so if we all work together to follow the guidance, we will effectively reduce risks on our site and create a safer environment for everyone. Please take time to read all of the important information below:



Arrival and departure of children and parents

All adults are required to wear a face covering when visiting the school site (unless they are exempt – please inform Miss Glenny or me before Monday 8th March, if this is the case). We have a small, contingency supply of face masks available from the school office for any parents/carers who are struggling to access a face covering; unable to use their face covering because it has become damp, soiled or unsafe; or have forgotten their face covering.

Children should be dropped off and collected by *one* adult. We appreciate that some parents may have to bring along other children from within the family, but if it's possible to come without siblings, please do so.

We understand that children will be excited to see their friends, but please remind your child/ren that they must keep a safe distance (2 metres apart) from others during arrival and drop off times.

Children should be dropped off at their external classroom door between 8.40am-8.55am. **Please drop-off your oldest child off first to ease congestion on the rear footpath.**

Children should be picked up from their external classroom doors between 3.00-3.20pm. **Please pick-up your youngest child first to ease congestion on the rear footpath.**

Please note that gathering on the school site is not allowed – please leave the site quickly.

Children should not socialise with children from other classes, either inside or outside of school due to the increased risk of transmission.

School uniform

From 8th March all children (including the Key Worker 'bubble') should wear school uniform. Children should bring their P.E. kit (including trainers) in their P.E. bag, which will be hung on the back of their chair in the classroom. It is important for children to have a change of clothes for hygiene reasons and in case of poor weather. Children should now wear their usual black school shoes as part of their uniform, and

change into trainers for P.E. Please note that uniforms do not need to be cleaned more often than usual or using different methods.

Attendance

School attendance will be mandatory (a legal requirement) for all pupils from 8th March – parents and carers have a duty to ensure their child's regular attendance at school.

Enhanced cleaning, including extra cleaning of frequently touched surfaces

We will be continuing to maintain our enhanced cleaning schedule, with increased cleaning hours throughout the school day, as well as at the beginning and end of the school day. Frequently touched surfaces will be cleaned more often than usual; toilets will be cleaned regularly; and shared areas that are used by different groups will be cleaned more frequently.



Minimised contact across the site and social distancing

Minimising contacts and mixing between people reduces the transmission of coronavirus. We will be doing everything possible to minimise contacts whilst still delivering a broad and balanced curriculum. Groups of children will be kept separate in their own, usual year group class 'bubbles'. Children will be encouraged to keep their distance, as far as possible, within their 'bubble'. Interaction, sharing of rooms and social spaces will be limited as much as possible.

Break and lunch times

The government has recognised social distancing at break and lunchtimes will not be practical. Children will only take break and lunch with their 'bubble' so as to reduce risk as much as possible. Each class 'bubble' will be allocated specific play 'zone' outside for breaks and lunchtimes. We will encourage social distancing as much as possible but not so as to cause upset to children in an environment of fun and enjoyment. Children will have the choice of bringing their own packed lunch or will be able to order a hot or cold 'deli bag' lunch from school which will be delivered to the classrooms, meaning there is no need for children to gather in the school hall at lunch. Lunch will be eaten in their group / 'bubble' classrooms. New packs of playground equipment will be available for each individual 'bubble'. We will consider re-instating our usual family-service style hot schools dinners after Easter, depending on local transmission rates.

Measures within the classrooms

Where possible, children (older children with less complex needs who are able to self-regulate their behaviour without distress) will be supported to maintain distance as far as possible and not touch staff or their peers. Adaptations will be made to the classrooms, including sitting side-by-side and facing forwards, rather than face-to-face or side on.

Measures elsewhere in the school

We will be avoiding large gatherings, such as assemblies or collective worship with more than one group. Movement around the school will be kept to a minimum. While passing in the corridor or outdoor areas is low risk, a one-way system has been implemented around the school, with



passing places. Use of the staff room has been minimised. Staff meetings will take place on Teams; in the main hall with social distancing; or outdoors.

Ventilation

Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. School will be well ventilated, but a comfortable teaching environment will be maintained. We will ensure natural ventilation by opening windows (in cooler weather windows will be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air). External doors may be opened where it is safe to do so.

Equipment

For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items. Classroom resources such as books and games will be shared within the class bubble, and cleaned regularly, along with all touched surfaces. Children will be bringing reading books home. Resources that are shared between classes (such as art / science / P.E. / music resources) will be cleaned before they are moved between bubbles or left unused for a period of 48 hours (72 hours for plastics). Children should limit the amount of equipment they bring into school each day, but can bring essentials, including: lunch boxes, book bags, coats, books and pencil cases. These items will be stored in classrooms, and cloakrooms will be out-of-use.

Supporting children with Special Educational Needs and/or Disabilities (SEND)

Some children with SEND (whether with EHC plans or on SEN Support) will need specific help and preparation for the changes to routine that the government measures will involve. Pupils with medical conditions will be fully supported through the school's work with the local authority; health professionals; and other services to make good progress from their starting points. Specialist staff, therapists clinicians and other support staff for children with SEND will provide interventions, as usual. Staff will wear personal protective equipment (PPE) only where necessary (e.g. if a child has routine intimate care needs).

Communication between parents / carers and school staff

We encourage all parents to call the school office on 01926 339138 or email admin2622@welearn365.com if there is an important administrative issue. Office staff will not be permitted to visit other groups / 'bubbles' so messages can only be phoned through or emailed. Office staff will not be able to take messages to children in person. Parents will continue to have access to class emails for direct contact, which may speed the process up. *Staff will respond as soon as they are able.* To ensure safety of office staff and parents 2m distancing is mandatory and the office door will remain locked.

Face to face meetings with teachers will not be possible until further notice. If a parent wishes to discuss a matter with a member of staff this can be done via email or by phone.

Visiting professionals will be managed on an individual basis and where this relates to children, parents will be consulted as to the safest way to enable meetings to take place.



Visitors to school

Visitors to school (such as supply teachers, contractors, catering staff and deliveries) will be kept to a minimum. Where visits can happen safely outside of school hours, they will. A record of all visitors will be kept to support rapid tracing if required by NHS Test and Trace.

Staff Lateral Flow Testing

Primary school staff will continue to take two rapid coronavirus (COVID-19) tests each week at home to identify positive cases more quickly and break the chains of transmission.

Early Birds Breakfast Club and Butterflies After-School Club

Wraparound childcare for our pupils will resume where this provision is necessary to support parents to work, attend education and access medical care. Places must be booked in advance, at the beginning of each term, and parents/carers must complete a contract (available from our School Business Manager, Sarah Beck: beck.s@welearn365.com). For the foreseeable future, breakfast and after-school club will be held in the main school hall, and children from different class bubbles will be socially distanced from one another.

Curriculum

We will be teaching an ambitious and broad curriculum in all subjects - all children will continue to be taught a wide range of subjects. Teachers will be assessing children's starting points on their return to school and will prioritise addressing the most significant gaps in children's knowledge. We will re-establish good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so that children read widely and develop their knowledge and vocabulary.

We will continue teaching music, dance and drama as part of our curriculum, especially as this builds children's confidence and supports their well-being. There may be an additional risk of infection where singing, chanting, playing woodwind instruments, dance or drama takes place, but these activities *can* be undertaken in line with DfE guidance and additional 'working safely during coronavirus: performing arts' guidance, which we shall continue to follow. Children will be taught singing outdoors whenever possible. Alternatively, they will be taught in the main hall, which is a large room with a high ceiling. Children will be socially distanced; the windows will be open and children will be positioned side-by-side or back-to-back, rather than face-to-face.



Any percussion instruments will be cleaned between sessions, following government guidance on cleaning and handling equipment. For information, recorder lessons will not be taking place until further notice due to our specialist KS2 music teacher's absence.

Outdoor P.E. and sport provision will be prioritised where possible, and the large indoor halls used where it is not, maximising ventilation flows through opening windows.

Pupil wellbeing and support

Some children may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress or low mood. These feelings are normal



responses to an abnormal situation. We will use pastoral activities to support the re-building of friendships and social engagement and support children with approaches to improving their physical and mental wellbeing.

Extra-curricular activity (clubs)

We are suspending extra-curricular school clubs until further notice, and advise parents and carers to limit your use of out-of-school settings providers, and to use only one out-of-school setting in addition to school as far as possible.

Educational Trips / Visit

All trips and visits off site are cancelled until further notices. We will not be inviting visitors into school during this time. Staff will be using virtual tours of galleries and museums and other resources to give children experiences of interesting places.

Coronavirus / COVID-19

Please remember and reassure your child that, for most people, coronavirus should be a mild illness. But we all need to remain vigilant by watching out for symptoms of the virus.

We hope the information in this letter will help you to understand the process and to see how closely we are all working together to keep the risk related to reopening our schools to all year groups, to a minimum.

We have a four step process to tackling Coronavirus. These are:

1. Avoiding those with symptoms and keeping risk of transmission to a minimum.
2. Getting tested
3. Identifying and isolating contacts of positive cases
4. Keeping risk of transmission to a minimum.



Avoiding those with symptoms

It is more important that if your child is unwell to keep them at home until they have been tested for coronavirus. Likewise, if anyone in the household is unwell with Covid-19 symptoms, please do not send your child into school until you have been tested.

Symptoms and testing

We encourage you to continue to be vigilant of coronavirus symptoms which include:

- a new continuous cough,
- high temperature,
- and / or a loss or change in your sense of taste or smell.

If you or someone you know, displays any symptoms, no matter how mild, please **get a free test by calling 119 or visiting NHS.uk**. If in doubt, get a test!



If you are having difficulties accessing a test, please email or telephone the school office for help. Schools have been supplied with a *very* limited of tests which are reserved for those who face *significant* barriers to accessing a test.



No-one with symptoms should attend school.

Anyone with coronavirus symptoms must have a negative test result before your child returns to school. If your child tests positive, please inform the school immediately.

If your child has coronavirus symptoms we need the test result at school, whether it is positive or negative, to enable us assure our community that we are doing all we can to prevent the opportunity for spread the virus in the school.

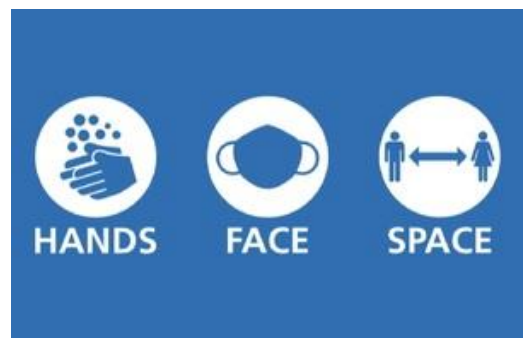
What happens if anyone in our school confirms to us a positive test for coronavirus (Covid-19)?

- If we experience an outbreak, either because we have 2 or more confirmed cases of coronavirus (COVID-19) among pupils or staff within 14 days, or we see an increase in pupil or staff absence rates due to suspected or confirmed cases of coronavirus (COVID-19), our school senior leaders will contact our local Warwickshire Health Protection Team immediately. The health protection team will work with school to carry out a rapid risk assessment and identify the appropriate next steps. Usually, closure will not be necessary, but some groups (or 'bubbles') may need to self-isolate.
- We will identify all close contacts of that person and inform them not to come to school/ send them home to self-isolate for 14 days. This prevents the virus from spreading in school.
- As soon as we are informed someone has tested positive we will be swiftly identify all close contacts and inform them not to come to school / send them home to self-isolate for 14 days. This helps to prevent the virus from spreading in school.
- If your child is a 'close contact' and needs to self-isolate for this reason, the rest of the household do *not* need to isolate unless your child themselves develops symptoms.

Washing your hands

Clean your hands thoroughly and more often than usual. While coronavirus is not likely to survive for long periods of time on outdoor surfaces in sunlight, it can live for more than 24 hours in indoor environments. Washing your hands with soap and water for at least 20 seconds, or using hand sanitiser, regularly throughout the day will reduce the risk of catching or passing on the virus. Hand sanitiser is available in every room in school, and children will be required to clean their hands regularly, including:

- When they arrive at school
- When they return from breaks
- When they change rooms
- Before and after eating



Good respiratory hygiene

We will continue to promote the 'catch it, bin it, kill it' approach, and ensure that there are plenty of tissues and bins available to support children and staff to do this.

Covering your face

Coronavirus is carried in the air by tiny respiratory droplets that carry the virus. Larger droplets can land on other people or on surfaces they touch while smaller droplets, called aerosols, can stay in the air indoors for at least 5 minutes, and often much longer if there is no ventilation. Face coverings reduce the dispersion of these droplets, meaning if you're carrying the virus you're less likely to spread it when you exhale. All adults are required to wear a face covering on school premises, unless they are exempt.

Making Space

Transmission of the virus is most likely to happen within 2 metres, with risk increasing exponentially at shorter distances. While keeping this exact distance isn't always possible, remaining mindful of surroundings and continuing to make space has a powerful impact when it comes to containing the spread.

"In the future when
you look back and
see yourself now...



you'll be so proud."
said the mole.

While coronavirus deaths have significantly reduced, the virus is still circulating in communities and impacting people of all ages across the UK. 'Hands. Face. Space' are simple but vital behaviours that have the power to protect the public from both the short and potential long-term impact of coronavirus.

Please do not hesitate to contact Miss Glenny or me if you have any queries or would like any support before Monday.

Yours sincerely,

Juliette Westwood

Juliette Westwood
Executive Head Teacher

Carol Glenny

Carol Glenny
Associate Head Teacher