



GODSTONE PRIMARY AND NURSERY SCHOOL

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Dear Parents and Carers,

We look forward to welcoming all children back to school on Monday 8th March, however, we understand that you may be anxious about your children returning to school. We would like to assure you that we have a rigorous risk assessment in place with a clear System of Controls to reduce the risks as far as possible. These are explained below and contain important information for you to help us keep the children and staff as safe as possible.

1. Minimising contact with individuals who are required to self-isolate by ensuring they do not attend the school.

Children, 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

Children, staff and other adults must immediately cease to attend and not attend for at least 10 days from the day after:

- the start of their symptoms
- the test date if they did not have any symptoms but have had a positive 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. More information can be found on [NHS Test and Trace: how it works - GOV.UK \(www.gov.uk\)](https://www.gov.uk/nhs-test-and-trace)

If anyone in school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), we will:

- send them home to begin isolation. The isolation period includes the day the symptoms started and the next 10 full days
- advise them to follow the [Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection - GOV.UK \(www.gov.uk\)](https://www.gov.uk/stay-at-home)
- advise them to [Get a free NHS test to check if you have coronavirus - GOV.UK \(www.gov.uk\)](https://www.gov.uk/get-a-free-nhs-test) as soon as possible to see if they have coronavirus (COVID-19)

Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, and



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the next 10 full 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.

If anyone tests positive whilst not experiencing symptoms but develops symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms. In these circumstances, a child showing symptoms must be collected from school by a member of the child's family, household or childcare bubble.

In the event that a parent or carer insists on a child with symptoms attending school, we may take the decision to refuse the pupil if we deem it is necessary to protect the rest of the children and staff from possible infection with coronavirus (COVID-19).

2. Use of face coverings.

New guidance has advised that all adults wear a face covering in 'communal areas'. We deem the playground, during pick up and drop off times, to be a communal area, therefore we are instructing all parents and carers to wear a face covering when dropping their child off at school or collecting them. Staff will be actively monitoring this and will ask parents to wear a face covering if they enter the school site without one.

If you believe yourself to be exempt from wearing a face covering, then please contact Mr Usher via email – deputy@godstone.surrey.sch.uk We apologise if you are asked to wear a face covering having already emailed Mr Usher, however, staff may not always be aware of all exempt parents.

Staff will be wearing face coverings in communal areas throughout the school. For example, in corridors, the office area etc.

3. Cleaning hands thoroughly and more often than usual.

Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and water or hand sanitiser. We will continue to ensure that pupils clean their hands regularly, including:

- when they arrive at the school
- when they return from breaks
- when they change rooms
- before and after eating

4. Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.

The children will be reminded of the importance of catching any coughs and sneezes in their elbow or a tissue, binning the tissue and killing the germs by washing hands. Please reinforce this at home. We will be using social stories and visuals in school to revise the importance of this with the children when they all return.

5. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.

We have enhanced cleaning in all areas of the school. All staff are aware of the requirements for extra cleaning and we have systems in place to ensure increased cleaning takes place throughout the day.

6. Minimise contact across the site and maintain social distancing wherever possible.

Children will be grouped into 'bubbles'. Each class group, their teacher and teaching assistant will constitute a 'bubble' from Monday 8th March. Children will remain in their bubble, but adults can move between bubbles if necessary.

Lunch

Lunchtimes will proceed as normal with Reception and KS1 eating lunch from 12 noon and KS2 eating lunch from 12.30pm. Two classes will eat their lunch in the hall, whilst the other classes eat their lunch in their classroom to ensure there is adequate social distancing. The playground will continue to be segmented into zones so that each class bubble has their own space to play in at break and lunch times.

Assemblies will take place virtually every Monday at 9am and Friday at 2.45pm. The assembly on Friday will be a celebration of the children's achievements from the week. If a child is isolating then they will be able to access these assemblies remotely.

Staggered start and finish times

To maintain social distancing, we will once again be instigating a staggered start and finish for the children. Each year group has a 'five minute window' to drop off their children starting from the time listed below and pick them up. It is imperative that you stick to your slot. Any parent arriving early will be asked to leave the school site and return at the appropriate designated time. Teachers will be present at the school gates at the start and end of the school day whilst teaching assistants monitor the children in the classroom.

Listed below is the full timetable for staggered starts:

Nursery – 8.45am – 2.45pm (Nursery Door)*
Reception – 8.40am – 3pm (Reception gate)
Year 1 – 8.50am – 3.10pm (Reception gate)
Year 2 – 8.40am – 3.05pm (Main gate)
Year 3 – 8.45am – 3.10pm (Main gate)
Year 4 – 8.50am – 3.15pm (Main gate)
Year 5 – 8.55am – 3.20pm (Main gate)
Year 6 – 9am – 3.25pm (Main gate)

*Parents may continue to pay for an additional 30 minutes at the end of the day.

If parents have more than one child attending the school, then you may drop all of your children off at school at the earliest slot appropriate to your family.

Parental access to the school site

We continue our policy of not allowing visitors into the school site. Therefore, parents will be unable to access the office and must make contact via telephone (01883 742326) or email (admin@godstone.surrey.sch.uk). Items that may have been forgotten (i.e. water bottles, pencil cases) will not be able to be dropped off to the school office as we can provide stationery, water, food etc. for the children (however, you will be invoiced for school dinners).

Please try to contact staff via email or telephone as well to reduce the number of face to face interactions throughout the school day.

7. Keep occupied spaces well ventilated.

Ventilation and clothing

In line with Government guidelines, we will be ensuring good ventilation throughout the school. Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. This happens when people breathe in small particles (aerosols) in the air after someone with the virus has occupied an enclosed area.

We will balance the need for increased ventilation whilst maintaining a comfortable temperature. However, you may wish to provide your children with additional layers of clothing under their school uniform.

8. Additional Information.

Attendance

Attendance will be mandatory for all pupils of compulsory school age from Monday 8th March. The usual rules on school attendance will apply and we will use our usual sanctions for those who do not attend school.

We understand that a small number of children will still be unable to attend in line with public health advice to self-isolate because they:

- have symptoms or have had a positive test result
- live with someone who has symptoms or has tested positive and are a household contact
- are a close contact of someone who has coronavirus (COVID-19)

Clinically Extremely Vulnerable (CEV) children

We know from growing evidence that many children identified at the start of the pandemic as clinically extremely vulnerable (CEV) are not at increased risk of serious outcomes from coronavirus (COVID-19) and children are gradually being removed from the shielding patient list (SPL) as appropriate, following review with a clinician. The advice for children who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. They are advised not to attend school while shielding advice applies nationally.

If your child has been instructed to shield then please send a copy of the letter to Mr Usher via email – deputy@godstone.surrey.sch.uk

Wraparound care provision - SWANS

SWANS will continue to operate in the school hall and will revert back to their normal hours from 7.30am to 6pm to enable parents to work or attend education. This will commence from Monday 8th March, so please contact the SWANS team via email – swans@godstone.surrey.sch.uk – if you require a place.

The guidance states that in wraparound care provisions, bubbles can mix. With this in mind, we will be joining the bubbles to make 4 pods (Early Years, Key Stage 1, Lower Key Stage 2 and Upper Key Stage 2) to enable social distancing whilst allowing the children to interact with a limited number of children.

Curriculum

We aim to teach an ambitious and broad curriculum in all subjects. Where appropriate, teaching time will be prioritised to address the most significant gaps in pupils' knowledge. We will ensure that curriculum planning is informed both by an assessment of pupils' starting points and gaps in their knowledge, and an understanding of what is the most critical content for progression.

We will prioritise the identification of gaps and re-establishing good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), and identify opportunities across the curriculum so they read widely, and develop their knowledge and vocabulary. We will ensure our curriculum offer remains broad, so that the majority of pupils are taught a full range of subjects over the year.

Interventions and NELI/NTP

We are using the Government's catch up premium funding to support language development with a group of children in Reception using the Nuffield Early Language Intervention (NELI) programme.

We are also investing in small group tutoring for those who have been most disadvantaged by coronavirus in years one to six through the National Tutoring Programme (NTP). If your child has been identified as benefitting from this tutoring programme for phonics, English or maths then you will receive a letter shortly.

Our Learning Mentor and Speech and Language sessions will continue as normal from Monday 8th March. We are currently advertising for a new ELSA (Emotional Learning Support Assistant). Once an applicant has been appointed, we will resume these sessions as well.

Remote education

Attendance will be mandatory for all pupils of compulsory school age from Monday 8th March. We will still provide remote education to children who need to self-isolate or that are Clinically Extremely Vulnerable (CEV) and are shielding. Self-isolation could be required for an individual, group or whole class. All children who are not physically unwell will have access to remote education as soon as reasonably practicable, which may be the next school day. Please see our Remote Learning Provision on the school website for further information.

Forest school

Unfortunately, we will not be able to resume Forest School on Monday 8th March. We will inform all parents when this changes.

PPA

When the teachers have their PPA release time, the children will continue to be taught by a qualified teacher, PE coach and French teacher.

Sports equipment will be thoroughly cleaned after each lesson. We will prioritise outdoor PE but there will be some indoor lessons in our hall, maximising natural ventilation flows where possible. Children need to wear their PE kits on the day(s) when they have PE, excluding Reception who require their PE kits to remain in school.

Equipment

Please ensure that your child only brings in essential items, such as, water bottles, packed lunches, coats, home link books to reduce the possibilities of cross contamination. Children may keep certain items in school (e.g. pencil cases). PE kits will not be needed as children will arrive in school in their PE kit on their designated PE day.

Behaviour

We have very high expectations of each child's behaviour and enforce this with clear rules, opportunities for positive recognition and consequences. Whilst the school's structure and behaviour policy does not change, we will not tolerate deliberate spitting or coughing on people, as this will increase the risk cross transmission of COVID-19. In these instances, children may be sent home.

Travel to and from school

Please ensure that you maintain social distancing when travelling to and from the school. You should only be sharing a car with those who are in your support or childcare bubble. If your child travels in a taxi provided by the local authority, we will be requesting a copy of their risk assessment to understand the approach they are adopting. If the use of public transport is necessary, then please refer to the [safer travel guidance for passengers](#) and try to keep usage to an absolute minimum.

Uniform

We are aware that due to the pandemic, some families have struggled to secure the correct uniform and we want to support you where we can. Please contact Mr Usher via email - deputy@godstone.surrey.sch.uk - if you are concerned about obtaining uniform. Godstone United Charities have very kindly agreed to work with us, so if you need support, we can pass their contact information on to you.

Yours sincerely,

Mr Nick Usher

Acting Headteacher