

Guide for Parents and Carers – How we are making Reepham Primary School as safe as we can for our children and our staff.

In order to prepare our school for children and staff to return safely, we have made changes to our physical environment and our day to day routines. These changes are all in line with the current government guidance. We have carefully completed Norfolk County Council's school Risk Assessments, which have now been approved by our governing body and by Synergy Multi-Academy Trust.

The full risk assessment will shortly be available to you on our website, and full government guidance is available online if you wish to read it.

Please find below a summary of the key elements of our new operating procedures.

1. Consistent groups ('Bubbles')

The Government are clear and consistent that social distancing is not possible in primary schools due to the limited space, and due to the maturity and development levels of primary aged children. Instead, we are following their guidance to create consistent groups which will "limit the number of pupils and staff in contact with each other to those only in the group". As far as is possible, we will be keeping each class separate from all others throughout the day. Due to the restrictions of our site, there will be some occasions where two or three classes need to have an element of crossover, and as such we have grouped the classes into three 'bubbles'.

Bubble 1 – Wren and Woodpecker classes

Bubble 2 – Dove and Toucan classes

Bubble 3 – Penguin, Starling and Lark classes

These bubbles should not need to mix at all.

Staff will mainly be working within the same bubble. Where this is not possible, staff will maintain a distance of 1-2m from the children, except in an emergency.

2. Cleaning

Additional levels of cleaning will take place in line with government guidance.

3. Hand Hygiene and respiratory hygiene.

We will have a system of regular handwashing in place. The children will be supported to wash their hands when they arrive in school, before and after outdoor play, before eating and after visiting the toilet. We will be teaching about 'Catch it, Kill it, Bin it' and encouraging children to do this. Every class will have adequate tissues and a separate covered pedal bin for tissues.

4. Separate Spaces

Each class or bubble will use a specified entrance and exit door. This will minimise movement around the school. Each class or bubble will have a specific supervised outdoor area for breaktime and lunchtime play, and their own set of play equipment. Children will stay in their classrooms to eat their packed lunches (we will clean tables etc first), or they might use their allocated space in good weather.

5. Separate Equipment

Children will be given their own individual set of basic classroom equipment which will be kept in their own folder. Shared equipment will be cleaned and sanitised regularly as appropriate. The only 'equipment' that will be sent home will be reading books, which will be taken out of circulation for 72hrs when they are returned. **Children will not be allowed to bring in any equipment from home.**

6. Limiting the number of people coming into the building

Adults (including parents and carers) will not be allowed into the school building at all except to drop off children's medication at the office. All dinner money must be sent in with children in a named and dated envelope. Any essential visitors to school will be by pre-arranged appointment only, and will be risk assessed.

7. Communication

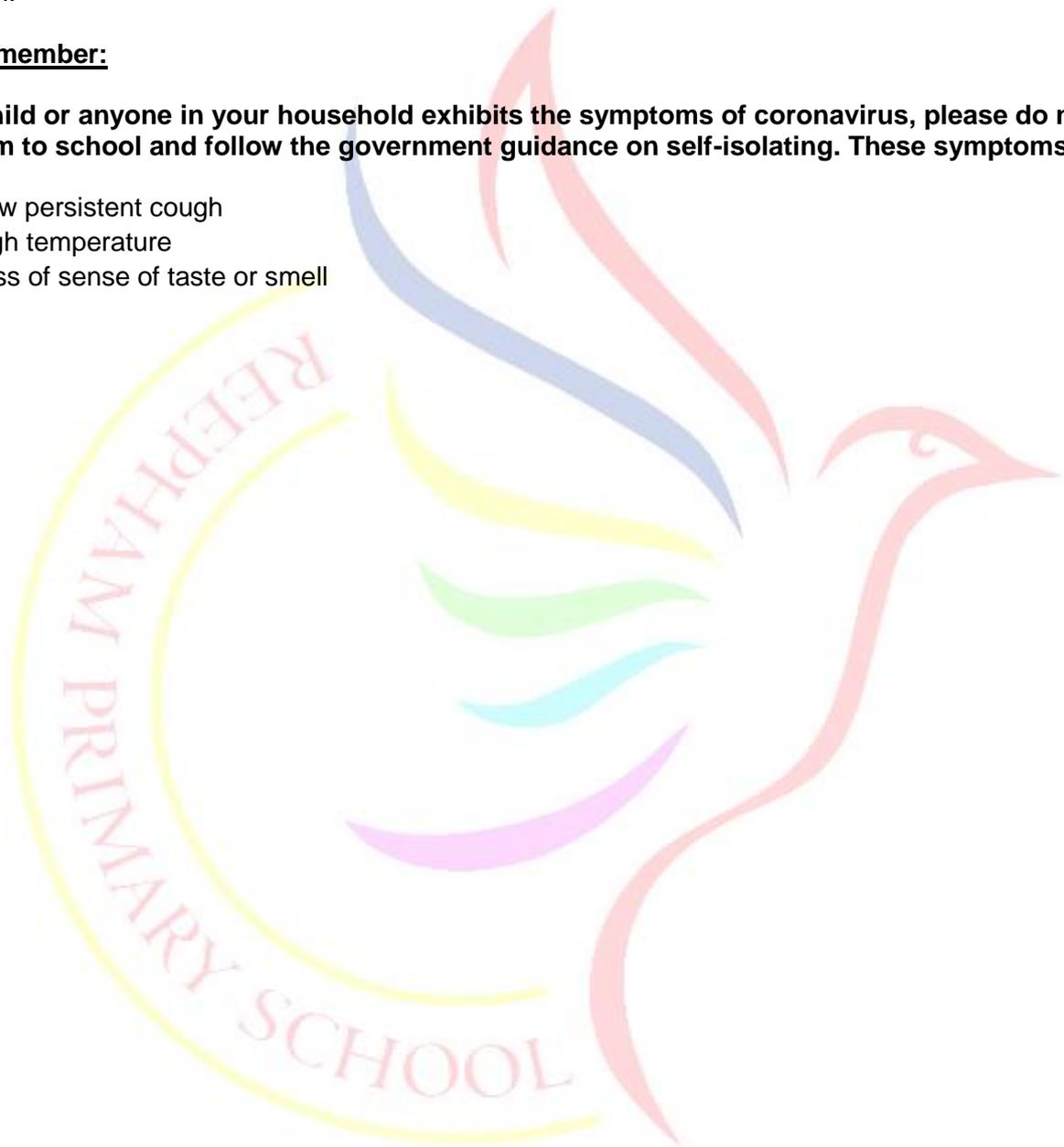
We will continue to communicate with you by Seesaw, email and telephone, and most teachers will be outside at the end of the day if you need a quick socially distanced chat. If you need to see someone at school we need you to phone, email or use Seesaw. Wherever possible, meetings will be online.

If a child exhibits any symptoms of Covid 19, we will take them out of class and ask parents or carers to collect them without delay. We will follow our safety procedures whilst we care for that child until parents/carers arrive. We will ask for that child to be tested, and that we are informed of the result. We will liaise with our Local Health Protection Team to establish whether we need to take any further action to protect everybody's health, and let you know. It is possible that in the event of a positive diagnosis, we will need the class or the bubble to self-isolate at home, in which case we will contact you directly with full information.

Please remember:

If your child or anyone in your household exhibits the symptoms of coronavirus, please do not bring them to school and follow the government guidance on self-isolating. These symptoms include:

- New persistent cough
- High temperature
- Loss of sense of taste or smell



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