

Thursday 16th July 2020

September opening to all pupils

Dear Parents & Carers,

I am writing to inform you of our arrangements for a full reopening of Corsham Regis in September and to explain the 'new normal' for the Autumn Term so that we can keep your children safe.

As a school we have attempted to maintain a sense of normality, but with the recognition that things are different for us all. The first thing we ask of you, as parents & carers, is to continue to communicate with us, and that, together, we all very much follow the latest Government guidance as set out below:

'Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school

Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). All schools must follow this process and ensure all staff are aware of it.

If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.'

Guidance for full opening: Schools (2nd July 2020).

Please do read all the information below carefully, it is VERY detailed, but we hope it covers everything. For those who have children currently in Foundation Stage and Year 1, 2 and 6 some of this information is similar to what you have seen before, but there are changes so please take the time to read this in detail.

Can I also take this time to thank each parent who has been sending your child in to school this term. You have ALL been amazing at social distancing, being happy and entering and exiting the playground in a timely manner! It really has made our lives so much easier – thank you!

Overall organisation

A key principle which runs through all these arrangements is that mixing of children should be minimised by keeping the children together in their classes. Each class will not interact or mix with any other class. Once in classrooms, the children will remain in these classrooms and initially will not yet mix for any interventions.

Please be assured that the arrangements set out below follow guidance from the Department for Education and our own thorough risk assessment, which can be found on our website

<https://corshamregis.wilts.sch.uk/covid-19-arrangements/> to mitigate any risks to children, staff, and families.

Below you will find a brief timetable for each class which sets out when and where you need to drop your child off and collect them, as well as break and lunchtime arrangements. For health and safety reasons, all the timings listed below are fixed and non-negotiable so we do ask that you arrive at your allocated time.

Class	Drop off and pick up	Break times & lunchtime
Jade: Reception / Year 1	8:45am drop off and 3:10pm collection from the KS1 gate. Entry and exit via the cloakroom door.	10:25 – 10:45am (KS1 playground) & 12:00 – 12:50pm (KS1 playground)
Opal: Year 1 / Year 2	9:00am drop off and 3:20pm collection. Entry and exit via the main KS1 doors.	10:25 – 10:45am (Lower KS2 playground) & 12:00 – 12:50pm (Lower KS2 playground)
Onyx: Year 3	9:00am drop off and 3:20pm collection from the main hall doors.	10:45 – 11:05am (KS1 playground) & 12:00 – 12:50pm (Upper KS2 playground)
Garnet: Year 4/5	8:45am drop off and 3:10pm collection from the main hall doors.	10:25 – 10:45am (Upper KS2 playground) & 12:40 – 1:30pm (Upper KS2 playground)
Crystal: Year 5	9:00am drop off and 3:20pm collection from KS2 gate. Entry and exit via fire door in Crystal.	10:45 – 11:05am (Lower KS2 playground) & 12:40 – 1:30pm (Lower KS2 playground)
Amethyst: Year 6	8:45am drop off and 3:10pm collection from the KS2 gate. Entry and exit via fire door in Amethyst.	10:25 – 10:45am (Astro area) & 12:40 – 1:30pm (Astro area)

If you have more than one child coming back, stay together outside. Line up to come into the earlier class first, then join those waiting for the next entrance time with your other child.

When waiting, please keep a distance of at least 2 metres from other families. Please hold your child's hand, so that they do not run around and play but stay distanced like you. They must **NOT** play on the play on the walls, steps or railings.

When collecting children, please wait in the same place as in the morning. Your child will be brought out by an adult and handed over to you.

Please leave the school premises as soon as you have dropped off or collected your child, to allow good distancing for the next group. Gatherings at the school gates are not allowed under current laws.

Attendance

During the Summer Terms, if you chose not to send your child back to school, this was entirely your choice and no punitive action will have been taken. However, from 3rd September 2020, pupil attendance is compulsory and non-attendance in school will be managed in accordance with our usual attendance policy and

procedures. Should you have any queries or concerns then please do email me directly – head@corshamregis.wilts.sch.uk – or phone me.

We totally recognise that for some children and adults, a return in September will be an anxious time. We will be doing our best to mitigate these issues. However, if we have learnt one thing since the return of our Foundation Stage, Year 1, 2 & 6, it is that life has been happier and more settled after one day in school for every single one of those children. Being in a safe environment with friends, playing games and laughing is often enough to reset the equilibrium.

When arriving at school, it is important to be punctual at the time stated above. Thank you.

Uniform

All pupils are expected to wear school uniform, with the exception of our newest Reception pupils during their first 'Stay and Play' sessions. We appreciate that due to financial pressures acquiring uniform may be an issue, including shoes, however we do ask that all children come to school wearing as much of our expected uniform as possible.

Uniform and PE kit **MUST** be named. Staff will be checking this during the first few days and will name clothing with permanent markers if this has not already been done.

Clothing which is discarded and not named will be thrown away to avoid possible transmission of the virus.

Due to the small nature of our cloakrooms, please can you ensure that your child does not bring in a PE kit but instead comes to school IN PE kit on the class PE days. Your class teacher will be letting you know which day your child has PE and this will not change unless informed otherwise. PE kit is a white t-shirt, black shorts/tracksuit bottoms and trainers. Please do not send your child in wearing a sport kit or 'mufti'.

Lunches and snacks

Initially, we will only be offering packed lunches. These can be ordered on the day. If your child is in Reception, Year 1 or Year 2, they are entitled to an Infant Free School Meal. Pupils eligible for Free School Meals in other year groups will also not be charged. If you normally pay for lunches, these will cost £2:30

All children may bring in a lunchbox from home if they wish.

All children will need to bring a healthy snack for morning break.

Unfortunately we cannot provide platters of toast at the moment.

Drop off and collection arrangements:

We respectfully ask that only one parent or carer takes and collects your child, and that when possible they walk or cycle to school. If this is not possible, we ask you park your car well away from the school gates to avoid congestion and maintain social distancing.

In agreement with South Hills Nursery, the school gates will be closed between 8:40 and 9:20 am, and from 2:30pm onwards in order to ensure minimum risk to pedestrians waiting to enter school.

We will be operating a one-way system. If you are dropping off or collecting pupils at Regis, please enter using the main gate by the wooden bike shelter. Only parents dropping children at South Hills Nursery are allowed to enter the site by the gate nearest their premises before having to walk around to the bike shelter entrance.



Photo A

When you enter the site by the bike shelter (see photo A) you will see white lines spaced 2m apart painted on the pathway.

Jade and Opal classes:

If you are dropping children into Jade or Opal, you will need to queue here and follow the one way system, marked by arrows, (see photo B) to the Key Stage 1 gate. Here you will hand your child over to the member of staff on duty and they will make their way into class after cleaning their hands. You must then follow the arrows away from the gate.



Photo B

Onyx and Garnet classes:

If you are dropping children into Onyx or Garnet you may walk the other side of the metal fencing as long as the vehicle entrance gate is shut, and walk directly to the main hall doors. The queue will begin here (see photos C, D and E) using the 2m markers and must go back towards the office. Please follow the one way system, marked by arrows. Here you will hand your child over to the member of staff on duty and they will make their way into class after cleaning their hands and having their temperature taken on alternate days.



Photo C



Photo D



Photo E

Crystal and Amethyst classes:

If you are dropping children into Crystal or Amethyst you may walk the other side of the metal fencing as long as the vehicle entrance gate is shut, and walk directly to the Key Stage 2 gate. The queue will begin here (see photo F) using the 2m markers and must go back towards the office. Please follow the one way system, marked by arrows. Here you will hand your child over to the member of staff on duty and they will make their way into class after cleaning their hands.



Photo F

Visiting the office:

If you need to visit the office, we will only be admitting one person at a time and there will be 2m lines on the steps to ensure social distancing (see photo G).



Photo G

If you need to speak to someone in the school office, please telephone from home. It will not be possible to allow adults into the school without a pre-arranged appointment. This includes new parents dropping off their children.

You must adhere to the lines to stay 2 metres apart and the one way system must be adhered to.

Whilst this maybe frustrating and challenging, we ask that you are respectful and considerate of others at all times.

Staffing

Where possible, each class has been assigned a teacher(s) and teaching assistant(s) who will remain with that bubble. Where this is not possible, and a staff member does need to move between groups, then strict hand washing and social distancing will take place.

Please note that if staff fall ill then we may have to step back from these arrangements and close the school to some children again. However, we will be doing our very best to avoid this with use of our use of own Higher Level Teaching Assistants as well as supply teachers etc.

Classroom organisation and moving around the school

In the older classes, each child will have their own chair at a desk that may be in rows or small groups, which they will use every day and remain at while in the classroom.

Each child will have their own pencil, rubber, glue stick, whiteboard pen and ruler provided in a pencil case. Children should NOT bring pencil cases from home. Other items such as scissors and art resources, etc will be disinfected between users.

Lessons will be planned for individual work as opposed to close group work.

Floor markings to show 2m areas (including an area for the teacher/TA) will be put in place by teachers using masking tape.

Assemblies will only take place via video link and in classrooms.

The school library will not be used, since the books could be a source of shared infection. Books used by one child will not be used by another for a clear 3 days, to prevent any virus contamination. Each class teacher will ensure that there is a varied and changed selection of reading books, that could be taken home, in their classroom.

Children will spend increased amounts of time outdoors, whenever this is possible, to allow greater spacing.

Wherever possible, windows and doors will be remain open, with due regard to fire regulations. This will increase air-flow and reduce the risk of cross-infection from door handles. Please bear this in mind when considering what clothing you might want to send your child in with (i.e, it can occasionally get a little chillier than usual in classrooms!)

When moving around the school, pupils should always keep to the left hand side of the corridors. This is so that in the highly unlikely event that they should encounter another class, social distancing will be maintained.

Children will also need to bring their reading folder into school. Reading books will only be changed on Fridays.

Children will not be able to bring in any toys, cards, balls, show and tell objects etc

Handwashing regime & toilets

Please send children to the toilet before coming to school and ensure they wash their hands for at least 20 seconds.

As they have been doing since lockdown, children will sanitise their hands on arrival, wash them before eating, after playing outside, and before and after going to the toilet. They should also wash their hands before leaving home, please.

A maximum of two children are allowed in the toilets at any one time.

We have good supplies of liquid soap, hand towels and tissues. Hand sanitiser stations will be by each classroom door – we will be explaining that hand sanitizer is harmful if consumed and we would appreciate that you reinforce this as well.

Water fountains around the school have been turned off. **All children need to bring a water bottle to keep on their desk.** These cannot be refilled at school.

Playtimes

We are fortunate to have substantial play areas. Children will play in certain sections of the school grounds where the weather permits. Fixed large playground equipment will **NOT** be available to use.

A number of popular games will not be allowed because they involve close contact. Any individual play items such as skipping ropes, hula hoops etc. will not be shared and will be cleaned before reuse.

Supervision levels during breaks will take account of the additional level of vigilance required to maintain social distancing as far as is practicable.

Children falling ill in school

We have a more than adequate supply of trained first aiders in school. However, if your child needs first aid this may be one of the occasions when they will come into contact with a different adult.

Children, who fall ill with Coronavirus symptoms, will be taken to an isolation room where they will be observed until you are able to collect them. The usual rules would then apply of 7 days' isolation for them and 14 days for the rest of the family. We will not take children's temperatures with a non-contact thermometer if they appear hot or unwell because [recent government advice](#) to schools says "Parents, carers and settings do not need to take children's temperatures every morning. Routine testing of an individual's temperature is not a reliable method for identifying coronavirus."

Children in this position will be tested for Coronavirus. If the test is positive, then we will follow the latest Public Health England guidance. Should they develop symptoms then their families will also have to enter isolation.

The same rules would apply to an adult who has been working with your child's group.

PPE: We have a small supply of PPE in school, including face masks and visors. This will be worn by staff if they need to be within 2 metres of a child displaying Coronavirus symptoms. Otherwise, staff will not be wearing face masks or visors and children should not do so either. Children will be asked to remove these if they arrive in school wearing them.

School Cleaning

All frequently touched surfaces, equipment and door handles used during the day will be cleaned thoroughly each day. Toilets and the Computing Suite will be cleaned twice per day.

Maintenance of school buildings

During the lockdown, school has been open as usual for key workers. All the usual maintenance checks and schedules have been adhered to.

A new fire drill routine has been devised. It will be taught and practised several times during this phase of school opening.

Behaviour Policy

As we welcome pupils back, we have reviewed and made changes to our behaviour policy in light of COVID 19. This includes changes to expectations of hygiene and social distancing. A copy of the policy can be found on the school's website.

Contact Numbers

Please make sure we have your up-to-date contact numbers. If they have changed over the closure period, please email office@corshamregis.wilts.sch.uk or phone 01249 712294.

Preparing your child for the return

We are conscious that many of the children returning are our youngest learners and for them, and us, the lockdown will have seemed a very long time. They may well be anxious about returning. We will prepare videos of the school as it will look when they return, explaining some of the routines and organisation. These videos will be individually posted on Seesaw.

Here are some things you can do to prepare your child for the return:

- Talk to them about what they are looking forward to when they return to school. It might be seeing friends, having playtime with others, or a favourite lesson.
- Get up and dressed in time for the start of the school day, have lunch at school lunchtime.
- If you think your child might struggle with the separation, practice mini-separations during the day at home to help prepare for saying goodbye when it comes to returning to school. For example, leave them to play in their room while you complete tasks in another room – start by doing just 5 minutes, then 10, then 15, and so on, aiming for the ability to play alone for 30-minutes without needing an adult.

Please take the time to explain to your child what will be expected of them in lessons and in school as much as possible.

And finally:

Obviously, these are different and challenging times, so we all must be compassionate and understanding of each other. As such, I would ask for your whole-hearted support for what we are doing. In return, I promise to continue making the physical, emotional, and mental well-being of your child our highest priority.

Please be aware that we will continue to keep everyone updated via our school communications as soon as we have any new information to share.

We thank you for your on-going support in this matter.

Mr Gareth Spicer and all the Regis staff