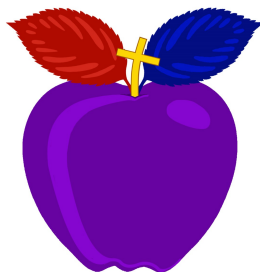


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The FORT Federation

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Executive Headteacher: Mrs Penny Hammett

26th February 2021

Dear Parents / Carers,

Arrangements for Monday 8th March.

Yippee, the news we have all been waiting for. We will **all** be back to school on Monday 8th March. There will be no staggered start dates but we will have to continue with the staggered start times and finishes.

We will be returning under the very same conditions and procedures as our start in September, very little will be different. As we slowly move through the phased reduction of restrictions we will make changes to school in line with guidance. I have my fingers crossed that our second half of the summer term may be close to good old times of January 2020.

All children in Reception to Year 6 will be starting back on Monday 8th March. Preschool children will also return the week.

We will open with all children working back in their classes but we must maintain the Government's expectation of five key controls. These controls must be in place at all times. The five controls are:

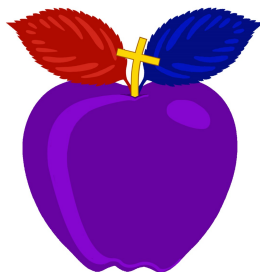
1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the setting.
2. Clean hands thoroughly more often than usual.
3. Ensure good respiratory hygiene by promoting the 'Catch it, bin it, kill it' approach.
4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
5. Minimise contact between individuals and maintain social distancing wherever possible.

There are three further key controls regarding the response to any infection that we must follow and all staff and parents need to be willing and prepared to support:

- Engage with the NHS Test and Trace process
- Manage confirmed cases of COVID-19 amongst the school community
- Contain any outbreak by following local health protection team advice.

As all pupils will be able to return to school full-time attendance will be compulsory. If you or your child have any anxieties about returning please arrange to speak to your child's

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class teacher who will be able to talk you through the measures in place to keep your child safe.

Safety measures will be proportionate to the current risk level (this means that changes may be made during term time if there is a localised lockdown or other emergencies measures put in place in the best interests of the children). Children will be kept in class bubbles throughout the day, and will have their usual teacher for that year group. We will operate staggered start and finish times to support adults maintaining social distancing and to minimise congestion on the school site.

The School Office will remain closed to face to face contact. Visitors and parents will only be allowed on school site by a pre-arranged appointment.

Plan for reopening for pupils on 8th March 2021

The School Day.

The school day and times will vary from the norm due to the procedures having to be implemented. Such modifications will be:

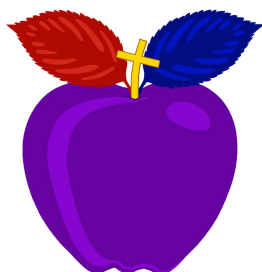
- Staggered timings – start/end of the day, break times and lunches – to reduce possible contact with children from different bubbles.
- a lunch box and water bottle are to be brought in each day, if not having a universal free school meal (Key stage 1) or a paid school lunch.
- Increased cleaning during day to follow staggered breaks. This will include hand washing in specified locations, wiping down of surfaces and lidded bins. Children will be required to wash hands on entry to the classroom and then frequently throughout the day following the guidance and as appropriate.
- PPE to be worn only for intimate care or caring for a symptomatic person.
- Hand washing and use of sanitising gels to be at regular intervals, including on entry and exit to the buildings.
- Social distancing for staff where appropriate social distancing between children in the same bubble will not be required.
- Children will sit facing forward and not face to face where feasibly possible.

Staggered start and finish times

This has worked really well and has had a positive impact on parking. There is limited space on the main road, car park behind school and village hall carpark. We would encourage everyone living in Awliscombe to be walking to/from school.

Please could we ask that no cars are parked on Church Road – children will be walking down here and it gets very congested.

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Please help us by sticking to the allocated times for each group – early arrivals will cause congestion and late arrivals will have a significant impact on other groups. Children should be waiting in cars until gates are opened.

Class teachers will open/close gates.

Once you have dropped off/picked up children, please could we ask you to leave immediately. There is very limited parking and social distancing guidelines should still be adhered to – thank you.

Parents will not be allowed on the playground in the mornings but we will ask you all to enter in the afternoons. Please could face coverings be worn during these times.

If you are late, please remain outside of the school grounds and ring the office, a member of staff will come to open the gates for you.

Drop Off – both the side and main gates can be used

8.45-8.50 – all Kingfishers and their siblings.

- Kingfishers will walk into class through the class door.
- Woodpeckers will walk straight to their class.
- Robins will use the hall door (PE sheds) walking straight into class.
- Swans and Cygnets – meet Mrs Ireland or Mrs Crawford on the playground.

8.55-9.00 – remaining Woodpeckers and their siblings.

- Woodpeckers will walk straight to class.
- Robins will use the hall door (by PE sheds) walking straight into class.
- Swans and Cygnets – meet Mrs Crawford on the playground.

9.05-9.10 – Robins, Swans and Cygnets without older siblings in school.

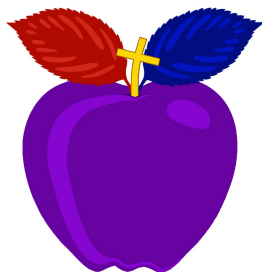
- Robins will go into class through the hall door (PE sheds)
- Swans and Cygnets –meet Mrs Crawford on the playground.

Pick up – a slight change to this from the autumn term.

Once the gate has been opened, we'd like parents to enter the playground and stand on a marker. Children will be sent to you. Please leave the grounds asap you have collected your child/children. The one way system has been removed – there are now specified gates to enter by.

3.15 – all children with the **surname beginning with A-F** – Please use the **main gate** to enter and leave the playground.

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3.25 – all children with the **surname beginning with G-O** – Please use the **side gate** to enter the playground.

3.30 – all children with the **surname beginning with P-Z** – Please use the main gate to enter the playground.

Please could we ask that all of this information is shared with others who may occasionally drop off/pick up.

Communication with school:

Unfortunately, parents are still not allowed to enter the school building, classrooms or school office or have the daily face to face contact conversations they are used to having with staff. If you require to speak to school, then you are asked to email or ring the school office and not come onto the school site. The administrator will pass your message on and staff will respond at their earliest convenience.

Uniform:

It will be an expectation that children are to wear their school uniform every day. Children will bring their PE kit on Mondays and leave it in school all week taking it home on a Friday. Uniform and PE kit is available from A1 Print and Stitch in Honiton.

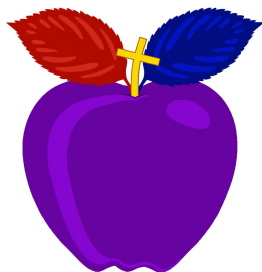
The DfE are eager for all schools to return to their normal uniform expectations from September. It has been highlighted that uniform plays a valuable role in contributing to the ethos of the school and it sets an appropriate tone. It lets everyone know we are ‘back in business’, high quality behaviour, attitudes and learning.

Children within School:

The adults need to continue to social distance from the children where possible so sitting with them directly whilst supporting them with their learning will be kept to a minimum. The key ‘touch points’ in classrooms will be cleaned throughout the day by staff (door handles, bins, desks) and equipment will be regularly sanitised. Pedal bins have been purchased for every classroom to avoid touch. Windows will be open in all classrooms whenever possible and non-fire doors propped open. We will monitor the temperature in the rooms so while keeping the windows open we won’t let the children get cold.

Children will be provided with stationery as well as a set of class play equipment for use at break and lunch times. Children are not to bring in stationery or any other resources from home.

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Breakfast Club

We are delighted to be able to offer a Breakfast Club every morning. The club opens at 8am and the children can have breakfast if they would like it. We have plenty of places available so please speak to our Administrator to book a place. Breakfast Club will start on 8th March at 8am.

Illness/Symptoms:

We have been provided with very clear rules to adhere to when we return next week.

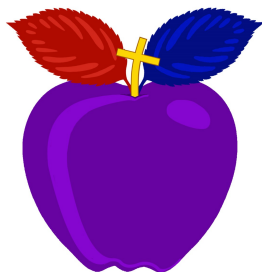
No child/staff should come to school if showing any symptoms of Covid19 (a new and persistent cough, temperature or anosmia, loss of taste/smell) and you should book a test (<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>).

Should your child feel unwell or develop symptoms whilst at school then the following must happen:

- We will look after them in a designated isolation room by a member of staff wearing PPE.
- Parents will be asked to collect the child to be taken home to self-isolate.
- It will be essential that a test is booked for them (<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>)
- 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. When you collect your child, we would expect that you will have them tested. Upon the results of a negative test, your child will be able to return to school.
- In the event of a positive test, we will follow Public Health England guidelines, and will engage with the NHS Test and Trace process.
- We ask all parents to inform school immediately of any 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 10 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 10-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.

If we have a confirmed case of the virus we have very strict guidelines and it requires swift action. We will work closely with the health protection team and risk assessments will be

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carried out. Whole bubbles may be asked to self-isolate for 14 days where persons have had direct close contacts or proximity contact. If bubbles are asked to self-isolate home learning material will be made available.

We hope this clarifies some of the procedures that we have put in place. We know it seems complex but please don't hesitate to contact school and we can explain the process and procedures in more detail to you if you are unsure.

If this makes you feel anxious also let us know, we want to support you all through this strange time.

All staff are now self-testing twice a week and we report results directly to the NHS. We use a Lateral flow test similar to the secondary schools and this helps to identify possible positive cases quicker.

Lunches

We can confirm that we will be able to offer school dinner from the 8th March. We are just waiting on the confirmed menu. We will send them out as soon as possible early next week. Please remember to use parent Pay in the normal way to order lunches.

Activity Clubs

Unfortunately, we are unable to offer clubs currently other than the existing paid music lessons which will be on a Wednesday (guitar) and Thursday (keyboard). We will keep this under constant review and hopefully see this return as soon as possible.

Next week I will send the updated Risk assessment link out for you to read. It will have been approved by the Governors and will be available on our website. If you have any questions please give me a call.

Thank you so much for your support, encouragement and your trust over the past months. I know it has been a really tough. I am so impressed with how you have all managed to juggle and support your children under such stressful times. I hope we will be able to take some pressure back from you and get back to what we love to do which is to teach.

We look forward to seeing the children on Monday 8th March..

Yours Sincerely

Mrs. Penny Hammett