



Fishbourne C E Primary School

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Headteacher: Mrs N Day MA (Ed)
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Dear Parents,

It gives me very great pleasure to write to you to welcome you back to the autumn term at Fishbourne Primary School! We look forward to welcoming all children from Year 1 - 6 back on Monday 7th September. Those children joining reception class will have received a separate letter with the arrangements for the beginning of term.

We wrote to families in July with information about the arrangements for the start of term, a copy of this letter is copied below for those who may need it. Please do make sure you are familiar with the contents of the letter as it will make the beginning of term run as smoothly as possible.

This letter has a number of updates which we hope you will find helpful ahead of Monday:

- 1) A welcome back film for children can be found here: <https://youtu.be/ARzAJL7mRRM>
Please do share this with your children before they come back to school! It will give you the opportunity to talk about their feelings around returning to school.
- 2) Your child will need their own pencil case for the start of term which will be kept in school, ideally stocked with pencils, colouring pencils, ruler, rubber, pencil sharpener and glue stick. If you have any problems with supplying this, please do let us know so that we can help.
- 3) Please remember to **check the arrival and departure time of your child in school**. It is essential that families respect these windows of time to ensure that the path doesn't become too crowded and we have a smooth start and end to the school day.
- 4) Please prepare your child to say their goodbyes to you at the gate to either the KS2 or KS1 playgrounds. Please do not enter the playground but follow the fish round the pathway and back on to Roman Way. It will be really important that we keep the flow of families arriving in school to ensure we don't delay the beginning of the school day and to keep all of our families as safe as we can.
- 5) The Department for Education has stated that the length of learning time cannot be impacted by the staggered start and end of the school day so we have made a temporary alteration to our timetable

in school, reducing the lunchtime break by fifteen minutes. Lunchtime in Key Stage 1 will run from 12.00 - 12.45 and in Key Stage 2 will run from 12.15 - 1.00pm. The children will take part in the Daily Mile on days they are not doing PE and this will be especially important in light of the reduction in the length of their lunchtime.

- 6) Your child will need a pair of named wellington boots in school so that they can have access to the school field regardless of the weather. You do not need these in preparation for Monday but if you can ensure the children have a pair in school when the weather turns that would be much appreciated.
- 7) A copy of the risk assessment for the children's return to school can be found on the policies page of our school website: <https://www.fishbourneprimary.co.uk/page/?title=School+Policies&pid=45> The risk assessment will be reviewed on at least a weekly basis.
- 8) In the event of a child testing positive, the guidance for self-isolation changed during the summer break and it is now necessary to self-isolate for at least TEN days from the onset of their symptoms and then to return to school only if they do not have symptoms other than cough or loss of sense of smell/taste.
- 9) We are passionate about continuing to work closely in partnership with our families and are aware that the new arrangements will be challenging in this respect.
*Every parent will be offered the opportunity to re-connect with their class teacher on either Wednesday 16th September or Wednesday 23rd September. More information to follow next week!
*Please feel welcome to send your class teacher an email using your class email address. We have asked teaching staff to check their emails once a day between the hours of 8am and 5pm but request that they do not send emails outside of these hours for their own health and wellbeing.
- 10) If your child is in Panther class and due to be attending the two days at CYE on the 10th and 11th of September please look out for a letter coming home on Monday 7th September with more information about what to expect! We have been working closely with CYE over the summer holidays to ensure that our risk assessments and protocols are aligned and that your children will have a brilliant experience.

Thank you for taking the time to read this letter and all the correspondence associated with the re-opening of our school. We are confident that we have done everything we can to ensure that our school community is a safe and happy place to be.

We look forward very much to seeing you on Monday morning.
Kindest regards,

Naomi Day

A copy of the letter written to families about school re-opening in September which was sent at the end of the summer term:

Dear Parents,



I am delighted to be able to write to you to let you know that the intention is that all children will return to school full-time as of Monday 7th September. **We really look forward to welcoming all of our children back to school and can't wait to be together again!**

The safety and wellbeing of our Fishbourne family, children, families and staff, is our key priority. On our return to school in September, we will devote time to re-connect with the children and families who make up our school. It is essential that we give time to ensure that we re-build relationships and settle children back into daily routines. We will set out to re-kindle the children's love of learning by returning to our use of learning experiences to engage children and make learning irresistible. During the first few weeks of the autumn term we will find out where the children are in terms of their learning and build in opportunities to re-visit key concepts.

We have spent this week updating our risk assessments, protocols and policies in school in line with the latest guidance and these documents were shared and discussed with our governing body last night. The risk assessment sets out to minimise the risk of transmission in school. The DfE recognises that it is not possible to ensure a totally risk-free environment but believes that the balance of risk is now overwhelmingly in favour of children returning to school - the benefits of returning to school far outweigh the very low risk from coronavirus.

The purpose of this letter is to explain the arrangements that have been put into place to minimise the risks associated with Covid-19 in the school environment and provide clarification about what school will be like in September. We hope it will be helpful but are very happy to answer any questions that you may have so please don't hesitate to get in touch. If there are any changes or updates prior to the start of term we will let you know.

We are very aware that this important letter is extremely lengthy and so we have produced a short film that covers many of the points included. You may prefer to access the information in this way and the link to this is: <https://youtu.be/1eFNgXUYNDk>

How will school feel different?

The children will be grouped in their class bubbles and we will minimise the amount of contact they have between these bubbles. This will mean that we won't have our usual whole school assembly, or communal time spent having lunch in the hall. Classrooms will be organised to achieve as much distance between the children as we can, with all children facing the front of the classroom. One-way systems will be in place in the school building and each class bubble will be allocated a set of toilets that they will use during the day and during breaktimes. The school field will be zoned so that the children will play only with children in their class bubbles and there will be staggered playtimes. Children will eat lunch in their classrooms. Those having hot lunches will collect their meal from the hall and return with it to the classroom.

What hygiene measures will be in place?

Children will be asked to wash their hands immediately on arrival at school and at other key times during the school day. We will be promoting the 'catch it, bin it, kill it' approach to hygiene and there will be plenty of tissues and bins available in school. Desks will be wiped down regularly and classroom bins emptied each lunchtime.

Can my child wear a face covering?

Public Health England does not, based on current evidence, recommend the use of face coverings in primary

schools. The evidence will be kept under review. They are not required in primary schools as pupils and staff are mixing in consistent groups and because misuse may inadvertently increase the risk of transmission.

What will drop off and pickup be like?

There will be staggered drop off and pick up times for families attending school. The plan for this busy part of the school day has been designed to try to ensure we keep contact between families to an absolute minimum. This part of the day is normally a busy, sociable and happy one for our school family and so initially, it will feel very strange indeed to behave in this way. We are aiming for this to be as efficient as possible, with parents spending the minimum amount of time needed dropping and collecting their children at school. The Roman Palace car park will be open but the Walking Bus will not be in operation. Please refer to the final page of this letter which goes through a step by step guide to the beginning and end of the school day.

Who will be teaching our children?

We are very pleased that currently all our teaching staff are able to return to school in September and so the arrangements for teachers will remain as outlined in the transition letter sent out in June. We have made some temporary changes to our Learning Support Assistant classes in an effort to reduce the movement between class bubbles. These changes are outlined below:

	Teacher	LSA
Crocodiles	<i>Mrs Harris (Mon-Wed) Mrs Allen (Thu/Fri)</i>	<i>Mrs Whitaker</i>
Hippos	<i>Miss Grand Mrs Goodman (from January 2021)</i>	<i>Mrs Gregory Mrs Carter (am only)</i>
Elephants	<i>Miss Axelsen</i>	<i>Mrs Ball</i>
Penguins	<i>Mrs Williams</i>	<i>Miss Taylor Mrs Harvey</i>
Koalas	<i>Mrs Rinaldi (Mon-Wed lunchtime) Mrs Treagust (Wed lunchtime- Fri)</i>	<i>Mrs Mitten Mrs Akehurst</i>
Panthers	<i>Mrs Woolnough</i>	<i>Mrs Brown Mrs Dumitriu - every morning + Tue and Thu pm</i>
Tigers	<i>Mrs Buchan (Mon-Thu) Mr Servant and Curtis (Fri)</i>	<i>Mrs Oldfield (am only)</i>

Mr Servant and Mrs Gifford will continue to provide PPA cover in school for children in year groups 1, 2, 3, 5 and 6. These members of staff also work in other local schools and we will be working closely in partnership with them to ensure that there are specific protocols that will be put in place to ensure that stringent social distancing is in place, maintaining 3 metres distance from all children at all times. For this reason, those LSA's present in these sessions will take on any closer contact needed with the children.

Will the arrangements be any different for children in Reception class (Crocodiles!)?

Yes! You will be receiving a letter from Mrs Harris and Mrs Allen which will explain more about the transition programme that we are putting into place for our new children!

Will there be wrap around care?

We are really pleased to let you know that we have been in consultation with CC's and feel confident that we will be able to offer wrap-around care from the beginning of the autumn term. There will be further information about this on Monday. However, there will be no other before or after school clubs during the first half of the autumn term, this will be reviewed before the half term break.

How will the curriculum be different?

We will continue to teach an exciting, ambitious and broad curriculum covering all areas of learning. We are aware we will need to modify the curriculum to ensure we address gaps in learning and this is something that is part of our regular classroom practice.

Will I have contact with the class teachers or office?

Parents must not enter the playground gates or school building at all. Any correspondence with members of staff will take place via the telephone or email. We are aware that this will feel very different to our usual approach and we want to be clear that we hugely value working in partnership with each and every family who make up our school community. So, we are intending to hold two sets of parent meetings in the autumn term: one to re-connect and the other to review learning, where you will have a chance to meet with class teachers and will let you know more information about this in the autumn term. The first set of these meetings will take place via Zoom and we are hopeful that we may be able to set up an opportunity for parents to attend school in November - we will review guidance nearer the time.

Will my child have to wear uniform?

Yes please! This will help them to feel a sense of belonging. We do expect that by September, everybody will have the correct uniform, including school shoes. If you have any problems with this, please do let us know and we will do all we can to help.

What should my child bring to school?

The children may now bring some items to and from school - home reading books and book bags. Please do not bring toys or anything that is not necessary. **Please bring your child's PE kit into school on their first day back. These can then stay in school as normal unless sent home by the teacher.**

Please also provide your child with a named pencil case to use in September. This will be kept in school until further notice. If you can stock it with a set of colouring pens or colouring pencils for them to use, this will greatly help our resourcing. If this causes a problem for you, please do let us know as soon as possible.

What are the arrangements for lunchtime?

Children in EYFS, Year 1 and Year 2 will still be able to have their free hot lunch. Children in Key Stage 2 will also be able to have a hot lunch but these will need to be ordered in the usual way via the Chartwells website. They will no longer be free to children in Key Stage 2.

Playtimes and lunchtimes will be staggered to give the children ample time to eat and enjoy relaxed time together. The playground and field will be zoned to prevent bubbles from mixing together.

In what circumstances should my child not come to school?

* If you or any member of your household has coronavirus symptoms, you should not attend school under any circumstances.

*If you have been asked to self-isolate by either the school or through the Test, Track and Isolate Government Guidance.

What happens in the event of a child in school becoming poorly with Covid 19 at school?

* If your child becomes poorly in school with coronavirus symptoms, they will be taken to our Aquarium room which will be used as an isolation space.

*We will phone you immediately and ask you to come and pick your child up from school. You will then be expected to self-isolate for 14 days and adhere to the Test, Track and Isolate Government Guidance.

*The member of staff caring for them may use PPE.

* All children attending Fishbourne Primary, and members of your household, will have access to a test if they display symptoms of coronavirus and we **expect** you to get tested in this scenario and adhere to the Test, Track and Isolate Government Guidance.

What happens if my child gets sent home poorly?

*We will request that if your child is displaying symptoms you book a test. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. 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

*You will be asked to provide details of anyone you have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace

*You will be expected to self-isolate if you have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

The following guidance has been taken directly from the current government guidance for September opening and can be read in full here: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Parents and staff should inform us immediately of the 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 7 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 7-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.

Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools will contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see [section 5 of system of control](#) for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'. They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their setting immediately, and must isolate for at least **TEN (updated during the summer break)** days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'

Do I have to send my child back to school?

Yes! The Secretary for Education, Gavin Williamson, has made it clear that school attendance will be mandatory from the beginning of the autumn term. This means from September 7th, the usual rules on school attendance will apply and you will have a duty to ensure that your child attends regularly at school. If you are concerned though, please don't hesitate to get in touch and share your concerns so that we can support you.

How will my child access learning if they are not able to come to school?

The weekly learning letters will come to an end at the beginning of the summer holidays and our teaching team will return to planning for face to face learning in our classrooms. In September, we will expect all families to be back at school. If your child is not attending school, then you will be signposted to the curriculum offer provided nationally online:

Oak Academy - <https://www.thenational.academy/>

BBC Bitesize - <https://www.bbc.co.uk/bitesize>

White Rose - <https://whiterosemaths.com/homelearning/>

One of our team will be in touch to provide guidance and we will continue to stay in touch with weekly telephone calls.

We hope that the information in this letter has been helpful and will support you in preparing to return to school in September. We are VERY much looking forward to welcoming everyone back to school and seeing you all again. Currently, we are working hard to develop a number of irresistible whole-school learning experiences for the autumn term which we know your children will enjoy! Early in September, we will be in touch again with a letter for your child and a short powerpoint presentation for you to share with them before coming back to school. This may help you to talk with them about what school will be like and answer any questions or concerns they may have.

Thank you for taking the time to read this important letter. We have been so encouraged by the support shown to our school by you all over the last few months. We will write again with our last Families Letter of the academic year next Thursday! In the autumn term we will return to our monthly newsletter and look forward to giving you lots of exciting news then.

With all our thanks,

Naomi Day



Protocol for dropping off and picking up children from school

The plan for this busy part of the school day has been designed to try to ensure we keep contact between families to an absolute minimum. We know this part of the day is normally a busy, sociable and happy one for our school family and so initially, it will feel very strange indeed to behave in this way. We are aiming for this to be as efficient as possible, with parents spending the minimum amount of time needed dropping and collecting their children at school. Despite this regimented arrival, your children will be welcomed warmly into school and we want to assure you that we will continue to work in partnership with you.

- 1) Only one parent to come on the school run.
- 2) Families have been allocated a specific arrival time 8.40 and 9.00am:

8.40 - 8.45am	8.45 - 8.50am	8.50 - 8.55am	8.55-9.00am
Children of key workers	Surnames A - I	Surnames J- R	Surnames S - Z

- 3) We will operate a one-way system whereby:
 - Families enter through the pedestrian gate, maintaining social distancing at all times, using the fish on the pavement as a guide.
 - Parents will accompany their children to their key stage playground gate.
 - Parents then leave through the vehicle gate closest to the Roman Palace, crossing the road and leaving Roman Way on the far side of the pavement to avoid congestion with those families queueing to come into school.

- 4) Families should not congregate in groups socially before or after school. It is essential that all families are respectful of the request to social distance outside of school time.
- 5) Mrs Day and Mrs Buchan will be on the gates to the KS1 and KS2 playgrounds to support children in saying goodbye to parents and directing them to their class teachers who will be ready to greet them at their classroom doors.
- 6) Immediately on arrival at their classroom, children will wash their hands before going to their table and starting their morning activities.
- 7) Parents should not attempt to enter the playground or the school via the main entrance. We ask for all correspondence with class teachers or the office to come via email or by telephone.
- 8) At the end of the day, children will be picked up in the same staggered groups between 3.00 and 3.20pm.

3.00 - 3.05pm	3.05 - 3.10pm	3.10 - 3.15pm	3.15 - 3.20pm
Surnames A - I	Surnames J - R	Surnames S - Z	Children of keyworkers

- 9) Those children due to be collected will be waiting on the playground and parents will queue as they did in the morning. Children will be called when their parent has arrived and families will then leave via the vehicle access gate.
- 10) Local residents will be informed of the arrangements for the beginning and end of the school day so that they can avoid the area should they wish to.

The Roman Palace car park will be available for parents to park their cars but the Walking Bus will not be in operation for the time being. This will be reviewed at October half term.