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Headteacher: Nick Avey (BEd Hons)

**Together we learn, together we succeed**

22<sup>nd</sup> May 2020

Dear Parents and Carers,

This letter is a joint communication from Headteacher and Governors at Rusper Primary.

Following a period of intensive planning and consultation with staff, parents and other local schools, **all with the highest possible regard to Health and Safety of pupils, their families and staff**, our RPS governors are now pleased to formalise the offer for opening our school to pupils in Year 6, Year 1 and Year R (in addition to those children of key worker and vulnerable families).

### The Offer

Pupils in YR, Year 1, Year 6 and key Worker Groups will be able to attend school on Monday, Wednesday and Friday each week until further notice.

The offer will be full time on each of the mentioned days, although there will be staggered entrance and exit times.

Pupils attending school will work contained (isolated from other groups) within one of four 'Bubbles' as detailed with staffing below.

Gruffalo classroom with Mrs Rodgers and Mrs Jones	Unicorn classroom with Ms Clarke
<b>Reception</b> Capacity 14	<b>Year 1</b> Capacity 14
Pegasus classroom with Mrs Matthews and Mrs Smallwood (1:1)	Hobbit classroom with Mrs Lord, Mrs Russell and Mrs Caplin (1:1)
<b>Additional Key Worker + Vulnerable Children</b> Capacity 12	<b>Year 6</b> Capacity 12

### When?

Pupils in Year 6 and in Key Worker 'bubbles' will return to school **Wednesday 3<sup>rd</sup> June**.

Pupils in Year R and Year 1 will return on **Monday 8<sup>th</sup> June**

## Conditions

This offer is subject to the following conditions

1. That there is no change to the government's position for requiring schools to open when they next issue a statement on May 28<sup>th</sup>.
2. That the official Risk Assessment completed by the school is signed off by Rusper Primary School governors.
3. That parents of pupils attending school comply with school protocols completely.

## Notice

- Your child should not come to school if they are Clinically Extremely Vulnerable\* or Clinically Vulnerable\*.

\*Follow this link for more information on this:

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version>

- Your child should not come to school if they live with someone who is Clinically Extremely Vulnerable\*
- Your child **can** come to school if they live with someone who is on the Clinically Vulnerable List \*\*.

\*\*Follow this link for more information on this:

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june-if-my-child-is-eligible-is-it-compulsory-for-them-to-attend-school>

## Health and Safety

As required by West Sussex Authority, a full and rigorous Risk Assessment is being completed by a team of staff and governors: Mr Avey, Mrs Garabet, Ms Clarke, Mr Mott (governor), Mr Hamnett (governor) and Ms Lopez (governor). It is expected that the risk assessment will be viable, and it will be signed off by RPS governors before school opens. The risk assessment will be published via school website.

It is acknowledged that regulation 2 metre distancing can't be fully guaranteed between individual children, but will be adhered to where possible. Distancing will be maximised via isolation of staff and pupils within bubbles, and minimal sharing of routes through school.

A full and detailed set of protocols will be provided for parents nearer to the date of school return.

All staff will be fully trained in agreed H&S protocols on Monday 1<sup>st</sup> June, and will remain compliant in these at all times during school opening.

All pupils will be trained and encouraged to follow all distancing protocols and routines in school in a safe and accessible (fun) way. The school will refer to 'child friendly' safety posters visible in all occupied spaces in school. These will include training in handwashing, coughing safely and 'catch it, kill it, bin it'.

## Hygiene

All indoor spaces will be ventilated at all times

There will be handwashing routines, with soap and water, stipulated for all on entry to the building and at agreed points throughout everyday.

Cleaning will take the form of

- Regular cleaning of surfaces, including steri-wiping of key surfaces in toilets after use.
- Daily cleaning of any resources that may be used.
- Thorough surface cleaning by contract cleaners after each school day.

Toileting will be managed and monitored thoroughly. The school has three separate sets of WCs. These will be allocated for 'bubbles' to use, minimising the risk of virus spread

Creation of safe classroom environments will be managed by

- The addition of lidded bins
- Removal of all soft furnishings and resources which can't be cleaned.
- Pupils will have their own basic tools equipment in each class. These will be provided by the school – pupils should not bring in their own stationary.
- In KS2 classes there will be no sharing of equipment.
- In other classes equipment for sharing will be reduced to that which can be easily cleaned, and only used by one child at a time.
- In KS2 classes pupils will have their own desk space which will remain constant ie they won't change places.
- In other classes, where complete distancing is less likely, desks will not be in continuous use. When desks are in use, pupils will be seated at either end of a desk. These desk places will remain constant ie they won't change places.

Uniform

Pupils will come in their own clothes; wearing trainers to facilitate physical exercise throughout the day. Clothes will be washed daily following use, with pupils arriving each day in clean clothes.

Lunches will be managed by

- Those who bring packed lunches will continue to do so.
- Those who have hot meals will continue to do so (if a change is required, parents will be notified in advance)
- Lunch times will be staggered with no cross over for each Bubble
- All pupils will have their lunch at their own desk
- Hot meals will be plated within the kitchen and delivered to the classroom door by the kitchen staff and served via a trolley.

### Monitoring and Managing Illness, First Aid and Personal Care

#### In relation to Covid symptoms

In the first instance parents are required to be rigorous in following all guidelines related to checking for and responding to signs of COVID symptoms. Checks should be done with your child every morning before bringing them to school. These should include temperature testing and checks for other symptoms, coughing, loss of smell etc.

**If parents believe their child to be presenting COVID symptoms they should not attend school and the whole family should isolate for two weeks. The school MUST be notified immediately. In such an instance, that child's school bubble would be closed immediately and all members would isolate for two weeks.**

**If any member of a family is presenting symptoms, but not your child, they should not attend school and isolate along with the family for two weeks. The school MUST be notified immediately.**

**If a child is suspected of presenting symptoms in school, they will be isolated in a designated room until collection by parent. Parents WILL be notified immediately. Your child and your family will be required to isolate for 2 weeks. That child's school bubble would be closed immediately and all members would isolate for two weeks.**

NB in this instance and in all other matters of first aid or personal care, staff will be required to wear PPE when supporting with a child and to remain as distanced as possible in exercising care.

#### In relation to sickness

A sick child will be supported and parents notified as usual.

#### In relation to First Aid

An injury will be treated as usual, either in First Aid room or at location. Parents will be notified as required.

#### In relation to Personal Care

In the event of a child wetting, this will be dealt with as usual by staff.

In the event of a child soiling, parents will be required to take the child home to provide care required.

#### **Protocols**

A full, detailed set of protocols for parents will be provided by the school nearer to the opening date.

#### Start and End of Day

<b>Bubble</b>	<b>Drop Off</b>	<b>Collection</b>
Y6	9:00am	3:30pm
Key Worker	9:00am	3:30pm
Year 1	9:15am	3:10pm
YR	9:30am	2:40pm

Parents will not access the school site in any way beyond the school gate on the main drive, this includes the school office. The office will be manned, but all communication must be remote, including if any payments are required. If anything is required to be collected from school, this will be done by arrangement only.

Systems including distancing and contra-flow will be introduced for drop off and pick up. Parents must leave the site (including school drive gate area) immediately they have dropped off their child in order to avoid congestion and maintain distancing.

#### Within School

Bubbles will have timetables throughout the day. Playtimes and exercise/PE times will be staggered to avoid crossover. There will only be one bubble in any outdoor space at one time.

#### **Curriculum**

The tuition in school will focus on age-appropriate core skills teaching (EYFS, Phonics, Reading, Writing and Maths). NB The teaching approach in classrooms will be limited in its dynamism due to the need to maintain levels of distancing, however it will be engaging and fun at all levels.

Additional provision will focus on exercise, PE, well-being, art and Transition preparation.

Where a Bubble is not led by your child's usual teacher, that teacher will have oversight and planning responsibility for all content.

**Our online provision will continue for those pupils not in school; and for all pupils when the school is not open. It is the school's intention to maintain the offer as closely to the current set up as possible. However, as with all previous communications, the online provision will remain under review and subject to adaptation as required.**

### Accepting the Offer

Parents of all eligible pupils will shortly receive a Google Form which you are required to fill in, either accepting/declining your child's position, subject to all conditions.

Although, where possible, parents are encouraged by the government to accept the offer, it is still your choice.

Parents who accept the offer will not be able to opt in and opt out flexibly after the published return dates. Attending pupils will be expected on every available day of the offer unless they are ill.

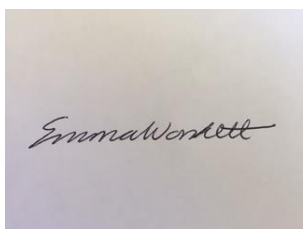
Parents who don't accept the offer, will be given an opportunity to reconsider their decision after a review of existing conditions and protocols in school. The review period will run for three weeks. Assuming a successful review, pupils who don't come in from the 3<sup>rd</sup>/8<sup>th</sup> June will have an opportunity to attend from the 29<sup>th</sup> June.

### Final Confirmation

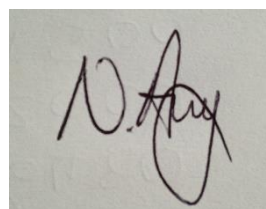
Parents who accept the offer of a place can assume that the place is secure. A final confirmation will be sent out to those parents following the announcement of from the government on 28<sup>th</sup> May and the Governor 'sign off' of the Risk Assessment. The final confirmation will include full protocols required for attending school.

The RPS Governors would like to reassure all parents that they discharge their Health and Safety responsibilities with the utmost diligence. They have complete confidence in school leaders to make this offer as safe as can be expected; and to keep striving to make it positive, engaging and effective for all pupils concerned. RPS governors thank all parents for their endless support of the school; and for being such a vital ingredient in what makes Rusper Primary successful.

Kind regards



Emma Worskett  
Chair of Governors  
On behalf of all governors  
Rusper Primary School



Nick Avey  
Headteacher  
Rusper Primary School