

Middlefield Primary Academy

Part of The Diamond Learning Partnership Trust

Established in the Queen's Jubilee year 2012

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CEO: Mrs Susannah Connell BSc MA (Ed Mgt.) NPQH

Interim Headteacher: Mrs Joan Beale BSc Hons PGCE

Substantive Headteacher from September 2020: Mrs Carol Besant BA Ed



20th July 2020

Dear Parents and Carers

We are looking forward to welcoming pupils in all year groups back to school in September. (This is subject to Government review on August 11th.)

Please read the following information carefully.

- We want to reassure you that the safety, health, and wellbeing of everyone in the school community is our highest priority.
- We have carried out a COVID – 19 risk assessment and shared the results with everyone who works here.
- We have put in place the full recommendations that Government scientists have made for 'protective measures.' This means that the school can run as safely as possible.
- We have cleaning, handwashing, and hygiene procedures in line with guidance.
- We will ensure good hygiene and social distancing, wherever possible.
- Government advice sets out a 'hierarchy of controls' - five important areas that schools can implement to significantly reduce the risk of infection.

These are the key actions we are taking

Minimising contact with those who have or live with someone with symptoms of COVID 19.

- We will continue to follow government guidance regarding any staff or pupils who develop symptoms or become unwell. Any child who shows possible symptoms will be isolated and you will be asked to collect them and advised to take a test.
- The government has also set out clear guidance to schools regarding any confirmed cases of COVID 19 and all staff have received training and guidance. Please see separate guidance attached with more information.

We have complied with the government's guidance on managing the risk of COVID-19. This includes:

Increasing the personal hand-hygiene of pupils and staff

- We have already developed good practice in this area.
- We will continue to focus on good hand-hygiene. There are posters around the school, and we will regularly reinforce this important message within our groups. We have plenty of soap and appropriate cleaning materials.

Ensuring good respiratory hygiene

- We will continue to support pupils to practise good respiratory hygiene this includes coughing into their elbow and 'catch it, bin it, kill it'. All classrooms will have tissues and bins. We will increase how often bins are emptied.

Increased cleaning of surfaces and equipment

- Before pupils return in September, there will be a full and comprehensive clean of all areas of the school.
- When pupils return, all surfaces will continue to be cleaned more often than usual. We will limit the children's use of shared equipment. Where equipment is shared, it will be cleaned in between use.
- All children will have their own desk space, facing forward, their own chair, and their own equipment in a plastic wallet. These will be wiped down at lunch time and at the end of the day.
- Breaks and lunchtimes will be staggered. Tables and chairs will be thoroughly cleaned between each lunch sitting. Some children will eat their lunch in their classroom.

Re-organising pupils and the school day

- We are following Government guidance. Children are organised into teaching groups - 'bubbles.' They will be taught in their own classrooms within the bubbles.
- Children will stay in their 'bubble'. Children will not mix with others outside their bubble.
- Adults will always try to remain 2m apart from each other and keep their distance from the children as much as possible.
- We rely on families to stick to government guidelines at home. Lunchtimes and playtimes of groups will be staggered, to keep them as separate as possible.
- Classrooms will be kept well-ventilated.
- Large gatherings such as assemblies or parent events will not take place during the Autumn Term. This will be reviewed in line with further guidance.

The planned school day

- We have staggered how, when and where the pupils arrive and leave school. This is to minimise the size of gatherings. Please see attached separate information about start and finish times.

Reading books

- We will be able to send reading books home with your child from September, but these will have to stay at home until they need to be changed. These books will have to be stored for a few days when returned, before they are cleaned and returned to the shelf.

What we ask of parents and families

We want to keep everybody in our school and wider community as safe as possible. Therefore, we ask that you to accept and adhere to the following.

- You and your family stick to government guidelines in respect of social distancing.
- You keep to social distancing guidance in school and on the school grounds. This means that you/and/or your child, must arrive and leave at the given time. Parents should not gather at any point on the school grounds.
- We will not allow parents into school unless there are very exceptional circumstances. Communication should be through email to the school office or through class dojo to your child's teacher. (Or TAPESTRY for EYFS.)
- Any necessary meetings will be held virtually, where possible.
- You provide your child with clean clothes each day. They should attend school wearing their school uniform. Older children may be asked to attend in PE kit on certain days.
- You must not send your child to school if they are at all unwell.
- To protect our administrative staff, we will work in a paperless way, as far as possible.
- You send your child to school every day with a coat, water bottle, sun hat and packed lunch (where appropriate). We will continue to provide school lunches for those who require them.
- We have amended our behaviour policy to include the expectations that all pupils in school adhere to requirements for social distancing and hygiene.
Any pupil who is not able to do this may be sent home.

In readiness for your child returning on Monday September 7th or Tuesday 8th September. Please share the attached information regarding start and finish times.

Please note that separate information is being sent regarding children who are starting in the Reception class. We very much look forward to welcoming you all in September. Daily routines may well change over time as we review their effectiveness. We will update you regularly from the start of term. Thank you all for your support and cooperation.

Best wishes

Mrs Beale and Mrs Besant