



# Aston and Cote Church of England Primary School

*"Aspiring to be the people God created us to be."*

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Dear parents and carers

Following on from the government announcement regarding how schools will be organised in September, we would like to inform you of the arrangements that we will be putting in place here at Aston & Cote to ensure the safety of all our pupils, staff and families.

## Prevention:

- We will endeavour to ensure 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 ensure that anyone developing those symptoms during the school day is sent home. If a child displays any symptoms of COVID-19 they will be isolated from their group, parents will be called and will need to collect the child immediately.
- If you have any doubts at all about your child's health, please do not send them into school; always err on the side of caution.
- We will ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. This will be a mixture of using hand sanitiser and washing hands for 20 seconds with soap and water.
- We will continue to promote the "catch it, bin it, kill it" approach to ensure good respiratory hygiene.
- Enhanced cleaning of the school will take place throughout and at the end of every day.
- We will reduce the number of contacts between pupils and staff through the use of bubbles and/or social distancing as appropriate for the age of the pupils. It is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible.
- Staff will be provided with the appropriate PPE equipment in the event of vomiting, first aid or toilet emergencies. Children will be encouraged to deal with these themselves if appropriate although adults will assist if necessary.
- If necessary, the school will engage with the NHS test and trace process - further guidance about how this will work will be made available at the beginning of term.

## Arriving at school:

In order to avoid large crowds of children and adults arriving at the same time, each class of children will be given a staggered start time. If possible, we would like children to be accompanied by one parent only. When you arrive at the school gate, you will need to form a queue, leaving a distance of at least one metre between you and the next family. You will be met at the gate by a member of the teaching and learning staff. Parents will not be able to come into the school grounds at either drop off or pick up times so messages will need to be sent to the school office by email or telephone call. If you arrive after your allocated slot, you will need to wait until all other groups have entered the school before coming in.

Windmill 1: 9.20/3 3.20 (Main Gate)  
Windmill 2: 9.10/ 3.30 (Main Gate)  
Kingsway: 9.10/ 3.30 (Staff Car Park)  
Oatlands: 9.00/ 3.20 (Staff Car Park)  
Holywell: 8.50/ 3.10 (Staff Car Park)  
Reedy: 8.50/3.10 (Main Gate)  
Westerleigh: 9.00/3.20 (Main Gate)

**If you have a child in more than one class with different times, please bring all children at the earliest time and pick up at the latest time - we will supervise children who are dropped off early or picked up late.**

Car sharing with children from a different family should be avoided if possible - to see the government guidance on car sharing, please see the following link:

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

**Hand washing:**

Once inside the school grounds the children will clean their hands with hand sanitiser. This will be repeated frequently throughout the day and they will wash their hands with soap and water before eating at break and lunchtime.

**Attendance:**

School attendance will be mandatory for all children apart from a very small number of cases. If you have any concerns about whether your child should return to school in September, please do not hesitate to contact us to discuss.

**How the children will be grouped:**

All children will be taught in their class group or "bubble" and they will stay in this bubble all day including at playtime and lunchtime. The children will not have the opportunity to interact with children in a different bubble - we will be staggering the timing of break and lunchtime and using different parts of the outdoor area for the different bubbles. We will endeavour to minimise the number of staff working with each although government guidance does allow us to deploy staff in different bubbles on the same day.

**School lunch:**

A packed school lunch will be provided for all children in R, Year 1 and Year 2 and children in KS2 who are entitled to free school meals or who wish to buy one. Alternatively, children may bring in a packed lunch from home. Children must also have a named water bottle in school each day. Lunch will be eaten either in the classroom that the children are working in, in their allocated outdoor space or in the school hall which will be cleaned thoroughly between different bubbles sitting at tables. Playtime equipment will be limited to items that can be easily cleaned between use.

**Toilets:**

Each bubble will use a designated toilet throughout the day. These will be cleaned regularly throughout the day. Only one child at a time will be able to use the toilets.

**Face masks:**

It will not be appropriate for children to wear face masks or visors in school as they may not be able to put them on and off safely. Some adults working in school may choose to wear a mask.

**School uniform:**

The children will be required to wear school uniform each day. Uniforms do not need to be cleaned any more often than usual.

**Lessons:**

Initially lessons will focus on health and hygiene, behaviour expectations and mental health and well-being. The children will also resume learning in English and Maths as well as a new whole school topic.

**Health & Safety:**

- A robust risk assessment will take place so that we can ensure that everything is as safe as it can be for the children and adults in school. This will be reviewed and updated regularly.
- Where possible, doors will be wedged open so that handles do not need to be used.
- A one- way system around the school will be in place.
- Desks in most classes will be forward facing to reduce the risk of transmission of the virus.
- Soft toys, furnishings and cushions will be removed. Plastic toys/equipment will be cleaned between use and at the end of each day.
- Children will be allocated a tray which will contain all necessary school equipment and books. These will not be shared with any other children.
- Doors and windows will be left open where possible to ensure good ventilation.

**Home time:**

These will again be staggered. It is important that parents arrive on time to collect your child - if you are late you will have to wait until all the other children have left school. Please see the timings above. Children will be brought to meet parents at the school gate.

**Remote learning:**

Home learning tasks will continue to be set for all children who are not attending school for any reason including where a class, group or small number of pupils need to self- isolate or if there is a local lockdown.

**Staff absence:**

If staff are absent because of a non COVID-19 related illness, we will endeavour to find cover for the class but if this is not possible, it may be necessary for bubbles to be closed at short notice.

Kind regards

Fiona Taylor  
Headteacher

Claudia Harris  
Chair of Governors

