



Mundford Church of England Primary Academy

Executive Headteacher: Mrs Sarah Godbold

St Leonard's Street, Mundford, Thetford, Norfolk. IP26 5ED

Tel: 01842 878278 Email: office@mundford.norfolk.sch.uk Web: www.churchsidefederation.norfolk.sch.uk

Thursday 3rd September 2020

Dear Parents/Carers,

I hope you have all had a restful and relaxing Summer and we are all looking forward to seeing you on Monday. Before the end of the summer term I sent out a long letter explaining how we are going to organise the school day this new academic year, we have sent this letter out again alongside this one so you are aware of the arrangements for this half term. I know that staggered starts and ends are difficult and may require a period of waiting for some families but it is the safest way to get everyone in and out of the building without mixing bubbles. Working this way ensures we are compliant with the guidelines so we will not be able to allow siblings to leave at the same time. If and when the government advice changes on this matter, we will adjust accordingly. You can find out lots of information about school's re-opening here: https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak?utm_source=2%20September%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19

I know that many of you may be anxious about returning your child to school at this time. Please be assured that we and the Government are confident that the benefits of being back in school far outweigh the very low risk the current levels of the virus in the community poses for the vast majority of children. It is vital for all children to return to school to minimise the longer-term impact of the pandemic on education, wellbeing and wider development.

What else are we doing to protect and support pupils and staff?

Travelling to and from school

Following Government advice, we encourage you to walk or cycle to school if at all possible. Only members of a household bubble should travel together to and from school, and only one adult from the household should travel with pupils.

Face coverings

If your child wears a face covering to travel to school, please discourage them from touching the front of their face while they are wearing it and when they remove it. Please provide them with a plastic bag to keep it in while they are at school. We will ask pupils to perform hand hygiene on arrival at the school and after they remove their face covering.

Face coverings will not be needed in the school; the current Government advice is that they are not needed for young children. Staff may choose to wear a mask or shield in school if they feel one is needed.

Cohorting of small groups (Bubbles)



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Pupils and staff have been assigned to main bubbles who are separated from other bubbles within the school. The guidance advises that it is also acceptable for siblings to be in different bubbles.

Following government advice, we have put arrangements in place to separate different bubbles, we have also:

- Planned the school day and activities to avoid bubbles from mixing and support distancing within bubbles as much as possible, including making as much use of outside space as possible
- Ensured resources such as pens and pencils are not shared and other resources are not shared between bubbles
- Increased our cleaning and disinfection regime
- Put in place hygiene stations to support increased hand cleansing
- Opening windows and doors to increase ventilation inside the building when it is safe and appropriate

We would ask you to support this by limiting the items your child brings in from home to only essential items (see other letter).

Educational visits will be assessed to ensure that providers are COVID-19 secure, there are currently no overnight stays.

Universal hygiene

Staff are implementing these universal hygiene measures and encouraging our pupils to do the same:

- Washing their hands (thoroughly with soap and water often following the [NHS guidance](#).) Using alcohol-based hand sanitiser if soap and water isn't immediately available. Everyone should wash their hands on arrival at school, before eating, after coughing or sneezing, after visiting the toilet, when you get home at the end of the school day, as well as at other regular intervals throughout the day.
- [Catch it, Kill it, Bin it](#) - Covering their mouth and nose with a tissue or sleeve when sneezing and putting used tissues in the bin straight away. Always washing their hands afterwards. We will be providing tissues and bins in our classrooms and at other places where they are needed in the school.
- Avoid touching the eyes, nose or mouth if they haven't washed your hands.
- Self-isolating if:
 - they or a member of their direct household has a new, continuous cough and/or high temperature/fever or a loss or change in their sense of taste or smell.
 - Asked to through the NHS test and trace service.
- Going home if they develop symptoms, not matter how mild.

Cleaning and disinfection



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The following enhanced arrangements are in place:

- We have removed items that are difficult to clean
- We have identified specific cleaning methods and the times that cleaning and disinfection is needed.
- All touch points that are fixed to the premises such as door handles, taps and toilet flushers will be disinfected twice a day, in some cases such as where pupils find it difficult to wash their hands the frequency of cleaning these items has been increased.

Health and wellbeing

- We will ask pupils about how they feel on arrival at school and arrange for pupils to go home where they have symptoms (no matter how mild).
- We will talk to pupils about symptoms and encourage them to tell a member of staff if they feel ill no matter how mild. We are also keeping vigilant for any signs of symptoms too and reminding everyone about this regularly.
- Our staff and visitors will not attend if they have symptoms and will go home if they develop symptoms while they are at the school.
- If your child is unable to attend because they are complying with clinical advice or because they are isolating, we will arrange for access to remote education.
- We are very mindful about the anxiety that children and you may be feeling and we encourage you to talk about those concerns, particularly if your child has been shielding and are now advised this is no longer necessary or you are concerned about the comparatively increased risk including if you are from a Black, Asian or Minority Ethnic (BAME) background.
- We will talk and listen to children on their return and help them with any anxiety they may be experiencing.
- If your child has a support plan, we will review this plan where it is needed in order to consider any specific requirements that will help them to return to the new school arrangements.

Supporting each other

Your support to help us achieve these standards in our school is vital. Please role model the hygiene behaviours that apply when you are at home and encourage your children to follow them.

Educating and supporting

Children can become advocates in infection prevention at home and in their community by talking to others about how to prevent the spread of viruses, so we are educating in an age appropriate way.

We have updated our behaviour policy to cover the new arrangements and site rules that we have put in place. We will ensure that we take a consistent approach to reinforcing behaviour.

Symptoms and isolation



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- If a pupil feels ill while they are at school, we will keep them safe and move them away from others in a designated room while they wait to be collected. We will not leave a pupil who is ill where they are not safe to be left alone. In an emergency we will call the emergency services, and we will continue to provide first aid for emergencies as we normally do. Staff will wear personal protective equipment if a pupil develops symptoms or requires first aid and we need to be in close contact with them.
- Please collect your child as soon as you can if we ask you to (we'll contact you if they become ill with either a temperature, a change to their sense of taste or smell, or a new, continuous cough). We may be able to provide you with a testing kit and instructions under certain circumstances if your child has these symptoms. Please help us by using this test or booking a test at a centre and letting us know the results as soon as you receive them.
- Please let us know if any member of your household develops symptoms as soon as you can. This means we will need to move your child into a separate room while they are waiting to be collected to protect others in their bubble. You will then need to follow normal household isolations arrangements. Please arrange for a test to ascertain whether it is COVID-19 and share the results with the school so that we can communicate any necessary actions to other parents. Your privacy will be maintained when we do this.
- Please ensure that you follow isolation arrangements if any member of your household develops symptoms

Further information can be found here: [Just one Norfolk](#)

Supporting the test and trace system

The national test and trace system is a fundamental supporting mechanism to keep us all safe during this time. Getting tested when you have symptoms and letting the tracing team know who you have been in contact with if you do test positive means that we can all take the right actions to stop the spread of the virus.

If anyone in your household develops any of the most common symptoms of COVID-19 (a new continuous cough, a high temperature and/or a loss of, or change in, normal sense of taste or smell), everyone in the household must stay at home and not leave the house for 14 days. You should arrange for the person with symptoms to get tested. Tests are **FREE** - you can get a test by calling 119 or via the online webpage: www.NHS.uk/coronavirus.

If your child develops symptoms, please let us know as soon as possible by contacting the office so that we can take the right actions to keep everyone safe.

You can find out more about tests for children and young people at: <https://www.justonenorfolk.nhs.uk/test-trace/tests-for-children-young-people>

You can find out more about what you need to do if anyone in your household has symptoms here: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>



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Action we will take if someone from the school has a positive test

If someone tests positive from the school, then we will work with the local Health Protection Team from Public Health. We will advise you in the event that someone has tested positive where it means that your child needs to isolate for 14 days. If your child is not part of the same main or extended bubble then it is unlikely that they need to isolate.

Meetings and visitors

Wherever possible, meetings between yourself and the school should take place by telephone or internet and this includes informal conversations we might normally have.

Only absolutely essential in person meetings will take place; should this be required, the school will make specific arrangements with you. We will only meet with one parent if this is the case. Please do not come into school unless you have an appointment.

We have safe arrangements for essential visitors who need to come onto site such as maintenance contractors.

I know this is a lot of information to be sending out to you but it is important that you are aware of all the things we are doing in school to try to keep everyone as safe as possible. Thank you for your understanding and cooperation, we will review our arrangements in line with any required changes and advise you where needed. If you have any further queries, please contact us.

Best wishes,



Mrs Godbold.