



# The Federation of the Church Schools of Shalfleet and Yarmouth Achieving Together for a Brighter Future

The purpose of the Federation of the Church Schools of Shalfleet and Yarmouth is to educate children in an atmosphere of Christian love where all achieve the very best they can, now and throughout their lives

**Headteacher Shalfleet and Yarmouth: Mrs Elizabeth Grainger BEd English (Hons)**

A University of Chichester  
ITT Partner School



25<sup>th</sup> February 2021

Dear Parents/Carers,

We look forward to welcoming the children back to school from the 8<sup>th</sup> of March. We are looking forward to being together again, providing the children with an enriching and fulfilling learning experience and to enjoy all that the Federation has to offer.

This letter will set out the measures we have put in place to keep pupils and staff safe whilst they are at school. It will also detail our response to the curriculum and outline the support we will have in place for children as they return to school. Please read this letter carefully, as there are changes to the operational running of the school that you will need to be aware of in order to support us.

## Attendance

From the 8<sup>th</sup> March 2021, school attendance will be compulsory and all attendance monitoring and processes will resume as normal.

## Safety Measures in Place

### Times of the day – Entrance/Exits

We are going to stagger the start and end of the school day for different year groups and use different exits and entrances to the school building to maximise our ability to keep groups separate. **Please look carefully for the revised drop off/pick up time for your child.**

### Shalfleet

| Year Group | Drop Off Time | Pick Up Time | Entrance/Exit Point                                      |
|------------|---------------|--------------|--|
| Reception  | 8.45am        | 2.45pm       | Main Entrance  |
| Year 1     | 8.40am        | 2.50pm       | Main Entrance  |
| Year 2     | 8.40am        | 2.50pm       | Main Entrance  |
| Year 3     | 8.30am        | 3.00 pm      | Back door to Den – back of Year 3 + 4                    |
| Year 4     | 8.30am        | 3.00 pm      | Back door to Den – back of Year 3 + 4                    |
| Year 5     | 8.20am        | 3.10pm       | Around the school and into/out of the Year 5 and 6 block |
| Year 6     | 8.20am        | 3.10pm       | Around the school and into/out of the Year 5 and 6 block |

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### Yarmouth

| Year Group | Drop Off Time | Pick Up Time | Entrance/Exit Point                            |
|------------|---------------|--------------|--|
| Reception  | 9.00am        | 2.30pm       | Main Playground directly into Purple Class     |
| Year 1 + 2 | 8.50am        | 2.45pm       | Main Playground entry into corridor by year 6  |
| Year 3 + 4 | 8.40am        | 3.00pm       | Main Playground entry into corridor by year 6  |
| Year 5 + 6 | 8.30am        | 3.10pm       | Main Playground entry via backdoor of Year 5/6 |

### Yarmouth - Freshwater Site

| Year Group | Drop Off Time | Pick Up Time | Entrance/Exit Point           |
|------------|---------------|--------------|-------------------------------|
| Year 1 + 2 | 8.50am        | 2.45pm       | 1 <sup>st</sup> Side Entrance |
| Year 3 + 4 | 8.40am        | 3.00pm       | 2 <sup>nd</sup> Side Entrance |
| Year 5 + 6 | 8.30am        | 3.10pm       | Via Playground Entrance       |

If you have siblings in these groups, please drop your children off and pick them up at the time allocated for your oldest child. If this causes logistical issues, please contact the school office and we will do what we can to support your family.

### Drop Off/Pick Up

We kindly ask that parents stick rigidly to their Drop Off and Pick Up time and not to arrive early. We ask that only 1 parent/carer is on the school site at one time and that face masks are worn. Can the drop off and pick up times please be given to a Grandparent if they are supporting families. Please ensure that drop off and pick up is a swift operation, we need to ensure that we safety get children and adults off the school site as quickly as possible. If you need to speak to a member of staff, please phone into the school office or DOJO message in. We encourage our families to walk or cycle to school where possible.

### At Shalfleet:

We kindly ask that parents pull safely into the parking space, get out of the vehicle and take their child out of the car/put their child in the car. There will be members of staff supervising the children although we do not want members of staff to have to touch multiple car door handles. Thank you for your understanding.

### At Yarmouth and Freshwater:

Please bring your child into the playground via the field gate; the main office will not be used as an entry point for children. Members of staff will come out of the school building to take the children into class. Please ensure that you are keeping social distancing in place whilst you are dropping off/collecting your child/children from school.

### Before School & After School Provision

Breakfast Club and After School Club will resume (managed by Little Explorers at Shalfleet) to enable parents to access work, medical appointments or for education purposes, in line with government guidance, we are unable to accept before or after school club bookings for any other reason There will be no recreational/activity after school clubs for the Spring term. We will look to begin some clubs for the Summer term provided it is safe to do so.

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## School Meals

Caterlink will be working to provide children with a hot meal if you require it; children are also welcome to bring in a packed lunch. Children will be eating their meals in their classrooms to ensure that we do not have too many people in the hall at one time.

## Playtime

There will be staggered playtimes in place for each pupil group; they will be playing on a different area of the playground. As usual, the medical boxes will be taken out with the children, we will also be taking a cleaning pack outside with appropriate PPE. We will ensure that any equipment used by the children is thoroughly cleaned each day. Each group will use different exits and entry points during the school day.

## Safety in the Classroom

**Ventilation** – Windows and doors (provided they are not fire doors) will be kept open during the school day to ventilate the building.

**Cleaning** – A thorough cleaning routine will take place daily at each school.

## Classroom Arrangements - Organisation/Grouping

Each class will operate as its own 'bubble' group with the class teacher and support staff. Children will be taught in the same classroom and will have an allocated place to sit. Classrooms will be arranged with the tables in rows and all forward facing towards the Interactive Whiteboard and class teacher. Children will have an allocated desk to sit at, where resources will be stored.

Some members of staff can work across 'bubbles' such as specialist provision, for example: PE, Outdoor Learning Music teaching and trainee teachers. These members of staff will be ensuring that they keep to social distancing advice and where possible lessons will be outside.

Cleaning packs for each class have been arranged to ensure that cleanliness is maintained in the classroom throughout the day. Throughout the day, staff will regularly wash all touch points, including any equipment and resources used. Children and staff will be expected to wash their hands at regular points during the day – upon arrival, before and after eating food, after break times, after coughing and sneezing and before they come home from school. Children will be reminded to employ the Catch It, Bin It, Kill It routine. Children will be reminded about how to wash hands thoroughly and children will be supported/supervised where required.

The admin team will ensure that cleaning supplies are regularly replenished.

In line with Government guidance, please do not send unnecessary items from home into school. Children can bring in a bag, lunchbox, water bottle, pencil case and book. Please ensure the items are clearly labelled and washed daily. Clothing worn to school must be machine washable.

Please can children come to school wearing their usual school uniform and PE kit on their allocated PE days. We are also happy for the children to wear smart black trainers or traditional school shoes.

## Parent Consultation

Once the children have had the opportunity to settle back into school, we will be contacting you to hold parent consultation meetings. These will be held virtually or over the telephone and take place after the Easter break, mid-April.

**Staff wearing PPE** – Staff will be wearing masks in all communal areas and have the option to wear them in class. PPE is available to them should they be in close contact with an unwell or injured child. We will gently explain to children why it might be necessary for members of staff to wear PPE.

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Children are welcome to wear masks should they wish to.

**Parental Contact** – Should you wish to speak with a member of staff, please telephone the School office to arrange a call back. This will minimise the amount of visitors into the school building.

## Home Learning

- Home learning will continue via the Google Drive and DOJO videos for children not able to attend school because they are complying with clinical or PHE advice (including local lockdown situations)
- Remote education, where needed, will be of high quality and aligns as closely as possible with in school provision

## Educational Visits

There will be no Education Visits for the foreseeable future.

## For the Spring term there will be no:

- Assemblies/Collective Worship of opportunities for gatherings of pupils
- School/Federation Events

**Contractor/Visitors** - Only essential contractors/visitors will be allowed on the school site. We are ensuring that all contractors will not come into contact with children and will adhere to hygiene procedures upon arrival and departure. A limited number of visitors will be allowed on the school site.

**Lettings/Use of the School Site** - In the interests of safety, we will not be letting out the school building to any external parties for the foreseeable future.

## Suspected Coronavirus in school

Please ensure that you do not bring your children to school or on the school premises if they show signs of being unwell or you believe they could have been exposed to coronavirus.

## The signs of Coronavirus are:

- A new or continuous cough
- A high temperature
- A change/loss of the sense of taste and smell

Please ensure that the school has the most up to date contact details for family members and alternative contacts.

If your child becomes unwell at school, you will be contacted immediately. We ask that you keep your telephones on and close at hand and that should you receive a telephone call, you pick your child up immediately and follow government guidance.

Should the school receive confirmation of a confirmed case, then the school will take guidance from Public Health England and will inform all relevant parties as detailed in the Risk Assessment. The same applies to Local Lockdown situations, where the school will take guidance/instruction from the LA and the Diocese

We will make sure that we keep you regularly updated about any changes to infection control procedures or operational running of the school as necessary.

We very much look forward to having the children back in school, we have missed them all!

With warmest regards,

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