



**Worlingham CEVC Primary School**  
Garden Lane, Worlingham, Beccles, Suffolk, NR34 7SB  
Telephone: 01502 712375 Email: [office@wcevcps.org](mailto:office@wcevcps.org)  
Headteacher: Mr P Seeman BA (Hons.), MA, PGCE, NPQH, NLE



July 2020

Dear Families,

I hope everyone is well. We are nearing the end of a quite tumultuous academic year – from the school's point of view, it has seen changes to the school's leadership, a change to the class structure and the relevant adjustments all have had to make as a result of that – and then, of course, we have all had to manage the past four months and all the different stresses and pressures that lockdown and the wider pandemic have brought. It is incredibly pleasing to be able to write to you all with infection rates relatively low and the prospect for some of a summer holiday either in this country or abroad.

However, the virus is still with us and is likely to be for the foreseeable future – until a vaccine comes along, or the virus somehow stops being a problem in some other way, we are going to have to live with it for the rest of this calendar year and possibly well into next.

The government announced at the start of the month that all children will be expected to be back to school, full time, in September. The 'science' seems to tell us that children get a much more mild form of the disease and it is possible they do not spread the virus as easily. There is also a detrimental effect to children not being in school on their academic and social development, and of course to the wider economy so parents can return to work. As such, Worlingham CEVC Primary will be opening to all children on a full time basis, and will work with parents to ensure all children do, indeed, return full time in September. We also attach next year's term dates to this letter.

That is not to say that everything will be completely back to normal in September. It won't be, and is unlikely to be for a while yet. We will still need to put in place measures that will help prevent wider spread of the disease should it appear in our community, and to keep children, staff and their families, as safe as possible. This will obviously be kept under review and restrictions relaxed as allowed. Nevertheless, I think it likely that there will be some disruption next year and I ask parents to consider carefully how they can plan for this.

As such, this letter outlines the key messages for all parents and children for September return to school.

## **Protective Measures**

### *Minimising contact*

- All children will be kept in 'class bubbles' in a similar approach to how we have welcomed back YR, 1 and 6 this half term. The difference is that children will not be required to socially distance within these bubbles. There will be normal class seating patterns. The difference is, as far as possible, staff working in class will keep themselves as socially distanced as possible. This will enable staff to continue to work in different classes to cover, for example, PPA.
- Children will be sat side-by-side in 'row' type arrangements where possible. We will not be using any group seating unless totally necessary. This is to prevent 'face-to-face' transmission and contact.
- There will be a staggered start and end to the day. Each pod will have their own dedicated entry and exit point to school. However, this will be different to our current arrangements – more details below.

- There will be staggered break and lunchtimes, where 'bubbles' will play in their own discrete areas on the field/playground and will not mix with each other. As a result of this we will continue to be able to only offer picnic lunches, not hot ones. There will initially be no tuck shop at school.
- There will be no 'whole school' gatherings or celebrations. This means no physical assemblies, no parent assemblies and this could impact on what we are able to do at Christmas. We do hope to maintain some form of 'virtual' or in-class collective worship.
- We will keep our current 'one way' system around the school.
- We will continue to keep our visitors to 'essential visitors only' and **ask parents not to come in to school**. Messages and communications should be sent centrally through the school office by email or phone. This includes at drop off time. We will keep our black 'post box' at the front of the school. We will look to arrange telephone conversations with parents across the first half term at school in lieu of parent evening appointments. As part of these we will also be keen to find out what types of home learning the children managed over lockdown – this is purely to help us as part of our assessments as to where children are in September.
- Where necessary, staff will have access to PPE when, for example, administering routine intimate care.
- Our outside play equipment will initially continue to be out of bounds.
- Face coverings are discouraged with younger children as they will be highly likely to fiddle with them or need help to put them on/take them off. Older children will not be discouraged from wearing them, although will be asked not to if they become a distraction or otherwise an issue, and if they interfere with the child's education or that of others.
- Children will have their own individual equipment packs, although some shared equipment will still be used if it is cleaned.

#### *Increased Hygiene*

- Two cleaners will clean classrooms and central areas during the school day, as well as usual cleaning after school.
- Children will continue with the strict handwashing routine they underwent before lockdown, approximately 6 times per day. Each class will have its own handwashing 'point'.
- We ask all parents to send their children in with their own tissues where possible, and we will reinforce with children a 'catch it, kill it, bin it' approach.

#### *Responses to infection and symptoms*

- **It is imperative that anyone with a temperature, persistent cough, or loss of smell or taste, does not attend school but gets a Covid-19 test.** This list of symptoms can be expanded by the government at any time. We are fully aware that temperatures and coughs will become more common as we enter the winter months. The expectation on this does not change. The individual child or adult, and their families should follow the 'stay at home' guidance, self isolate and get tested.
- **Anyone who has had a positive Covid-19 test within the last 7 days should not attend school.**
- **Anyone who has a test and it is negative should still not attend school until their symptoms desist.** This is to prevent non-covid-but-similar bugs spreading and requiring other people to get unnecessary tests and isolate. This is in line with government guidance.
- **Anyone who becomes symptomatic in school will be sent home immediately.** They and their families will be required to book a test and follow the 'stay at home' guidance. Please do NOT send your child in to school if symptomatic – they will be sent home.
- Where a child or adult has a positive test for Covid-19 in the school community, we will work with the local health protection team and NHS Test and Trace to look at who else in the school may need to self isolate for 14 days. I think it is likely that whole classes could be asked to do this in this event. Those children will need to self isolate for 14 days in that case, although other family members will not. However, those children could still need childcare for that period of time, so this will still impact on families.

- As you can infer from this – and as we saw in the preceding days before lockdown – it is highly possible that families will continue to experience significant disruption needing to self isolate or provide childcare for periods of time as non-covid-but-similar bugs sweep through the country as they do each winter, on top of any actual cases. Getting tested is imperative – **but children should not be sent back to school whilst still symptomatic even if the test is negative**. We encourage all parents and employers to consider this, and their plans for it, as we welcome all children back to school.
- We ask all parents to notify the school of the results of any test as swiftly as possible.

## School Operations

### *Arrival at school*

- To enable an element of social distancing when arriving at school, we will be staggering our start to the day. To help families plan for their day and work commitments, we will be organising the start of the day into arrival by family, based on surname. Where siblings may have different surnames, children can arrive together with the 'earliest' sibling.

<b><i>Surname initial</i></b>	<b><i>Arrival Time</i></b>
A-D	0840-0850
E-K	0850-0900
L-P	0900-0910
Q-Z	0910

- Each class 'bubble' will have an allotted entry point to school. Children should go in through this door and wash their hands. Please think carefully about how best to enter the school site to avoid bottlenecks. We also advise parents to walk or cycle to school where possible.

<b><i>Class</i></b>	<b><i>Entry Point</i></b>
Kingfishers	Reception Gate
Greenfinches	Reception Gate
Robins	Main Entrance
Wagtails	Class external door
Goldfinches	Door next to classroom
Wrens	Class external door
Swallows	Door next to classroom
Song Thrushes	Rear entrance door by Hall/Ping Pong tables
Swifts	Cookery Room door (currently Song Thrushes class)
Blackbirds	Class external door
Owls	Music Room door
Eagles	Class external door

### *End of Day Dismissal*

- To assist with social distancing at the end of the day, we will be slightly staggering our dismissal times. Class bubbles will leave school through the following exits:

<b><i>Class</i></b>	<b><i>Exit Point</i></b>
Kingfishers	Reception Gate
Greenfinches	Reception Gate
Robins	Main Entrance
Wagtails	Main Entrance
Goldfinches	Main Entrance
Wrens	Main Entrance
Swallows	Door next to classroom
Song Thrushes	Rear door by Hall/Ping Pong tables
Swifts	Cookery Room door (currently Song Thrushes class)

Blackbirds	Class external door
Owls	Music Room door
Eagles	Class external door

- Y1 and Y2 will be brought out to the end of the path to be dismissed in the same way as the pods are currently dismissed at the end of the day. Parents should socially distance on the front grass verges.
- Timings for dismissal are:

<b>Class</b>	<b>Dismissal Time</b>
Kingfishers	3.00pm
Greenfinches	3.10pm
Wagtails	3.00pm
Robins	3.05pm
Goldfinches	3.10pm
Wrens	3.15pm
Swallows	3.05pm
Song Thrushes	3.05pm
Swifts	3.05pm
Blackbirds	3.15pm
Owls	3.15pm
Eagles	3.15pm

- As usual, children will be allowed to walk home by themselves if we have written permission from their parents to do so.

#### *Attendance*

- Attendance is mandatory for all pupils from September, including those who have been shielding up to now. It is possible that local shielding requirements could be brought in if needed, in which case those children would not be required to attend for the duration of those requirements.
- The school will work closely with reluctant families to get children back to school as quickly as possible. Fines are an option for the school for non-attendance although this would be seen as a final resort.
- We would remind all parents going abroad this summer that visits to some countries will require a 14-day quarantine period upon your return. Children will still be expected in school on the first day of term.

#### *Volunteers*

- Volunteers may be used to support the work of the school, but this will be on a case by case basis dependent on strict social distancing and not mixing bubbles. We would ask all volunteers to contact the school in mid-late September to discuss how these arrangements might work.

#### *Squirrels*

- Our Squirrels Before and After School Club will be reopening to all families in September. We will be hosting this club in the hall and seating children either at tables with their siblings (if there are 3 or 4 siblings) or seating children in tables with their bubbles, and keeping tables strictly socially distanced so as to reduce the interaction between children of different bubbles. Places will need to be pre-booked as far in advance as is possible.

#### *Educational Visits*

- Day trips will be allowed from September; overnight stays will not. We are hoping to shift our Kingswood booking to later in the school year.

### *Uniform*

- Full Uniform requirements will return in September. This should be worn every day, and does not need to be washed any more regularly than normal.

### *Curriculum*

- We aim to reintroduce as broad and balanced a curriculum as we are able to in September. This does mean that in some areas – for example Art, we will need to think carefully about use of resources and how we reduce the need to share them across bubbles. In other areas, such as Music or PE we will be limited to certain activities (for example, no contact sport in PE and not using 'blown' instruments in music)
- We have earmarked additional HLTA time to help children catch up on missed summer term learning. We also plan to access the government's National Tutoring Programme.
- The government guidance at present states that all national assessments (eg SATs, Phonics check) will still be going ahead in Summer 2021.

### *Remote Learning and Contingency Planning for Outbreaks*

- As you will be aware, we have used a mixture of our school website and Class Dojo for remote learning over the lockdown period. This has been well received and accessed by most families, and has served a purpose when we had to put something in place very quickly. We have also utilised 'Zoom' for remote meetings.
- However, this has not been without difficulties as recent issues with our website have shown.
- As such, we will start to move across to 'Google Classrooms' from September. We will begin to use this for all homework so that children, staff and parents can become familiar with it. Please keep an eye out for log ons at the start of the year.
- EYFS will continue to use Tapestry as their platform.
- As stated previously, although children are all coming back in September, we are still expecting, potentially, quite a disrupted year. Anyone with a temperature, cough or loss of smell/taste will need to stay at home and get a test. Even if this is negative, they will need to stay at home until their symptoms go away. As such, we are expecting children and staff will need to still be at home for periods of time through the year, for isolation or childcare purposes. With positive tests included, this could include whole classes or even local lockdowns.
- Our aim is to provide any children who are not in school for these reasons with lessons and learning activities which would otherwise follow what they would be doing in class. We will try to deliver new content and try to give children feedback for their work. We aim to be in contact on a regular basis through messages or calls. This will, of course, be a challenge and we appreciate your support with this as we improve our ability and practice to meet these aims.

I hope that this gives you an idea of how school will operate in September. For those of you who have been in school over this half term you will see many similarities, but with all 350 pupils returning and a slight relaxing of the guidance there are slight tweaks to how this has run.

I would remind all families to have plans in place as far as possible for potential disruption as outlined above.

Finally, I would like to thank everyone for their support over the past few months and continued support into the Autumn term. We look forward to seeing everyone back in September. Please do contact the office should you have any questions or queries.

Yours faithfully

Paul Seeman  
Headteacher