



HEREFORDSHIRE COUNCIL

Wellington Primary School, Wellington, Hereford HR4 8AZ

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Thursday 16th July 2020

Dear Parent/ Carer,

As we prepare for children to come back to school in September, I would like to provide more details about risk control measures and practical matters for next term.

We are planning for all children to start on Thursday 3rd September at the times stated in this letter.

Entry to school

If you, your child or anyone in your family display any coronavirus (COVID-19) symptoms or have tested positive in the last seven days, please do NOT enter the school premises.

The most important symptoms of coronavirus (COVID-19) are:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)

Please inform the school office if you believe that your child or any member of your household has been exposed to coronavirus.

Meeting staff

Parents and Carers are asked to NOT ENTER the school lobby to speak to school staff in the office or to any other school staff.

Parents and Carers cannot enter classrooms or any part of school premises from outside to speak to staff or for any other purpose.

If you have anything that you wish to discuss, please call the office on:

01432 830264

Alternatively, please email the office at admin@wellington.hereford.sch.uk

Staff will get back to you as soon as possible.

In exceptional and unavoidable circumstances, a meeting may be arranged by 'phone and then you will be given details of the protocol to be followed when meeting.

Please always maintain social distancing of at least 2 metres from staff and each other.

Please only come onto the school site at your allotted times; if you need to be on the school site at any other time, you must book an appointment through the school office prior to arriving.

Start of day and collection of children

Please ensure that only one parent accompanies their child to school.

Parents and staff must not congregate at school gates or within school premises and should always maintain social distancing of at least 2 metres for themselves and their child.

Parents must only come to school within their allotted time slots to help with social distancing.

If you are coming by car, only use the entrance to the playground through the car park and follow the one-way system along the fence; please follow the 2 metre makers and when safe, send your child to their line. Continue to follow the 2 metre markers towards the gate by the hall and exit right, into the car park.

If you are walking to school, please use the entrance through the **staff car park**. You will be in a one way system that will lead you past the classrooms and into the playground next to the old Busy Bees building; please follow the 2 metre makers and when safe, send your child to their line. When your child has left you to line up, you will continue to follow the 2 metre markers along the playground towards the hall and out through the gate next to the hall. As the two parent lines will join up, please ensure that you remain vigilant at the meeting point and take it in turns to move to the 2 metre marker that comes immediately after the point the lines come together. Then turn left and follow the pedestrian path past the community room towards the main road.

At collection time, please enter in your allotted time slot through the relevant entrances for pedestrians or car drivers for drop-off, follow the same one-way system and follow the same social distancing routines. Wait on the 2 metre markers next to the fence by the car park and your child will be sent to you.

If your child has difficulties separating from you, staff are unable to take the child off you but will try to encourage your child to come in verbally.

Drop off and collection times are as follows;

Class	Drop off	Collection
N	9am	3pm
R/1	8:50am	3:10pm
2/3	8:40am	2:55pm
4/5/6	8:30am	2:45pm

If you need to collect your child early, please call the office before you arrive so that they can organise the early collection in a safe manner.

If you are going to arrive late at school please call the office before you enter school premises so that they can organise the handover in a safe manner.

If your child is in Year 6 and you want them to walk to and from school on their own, please complete the previously sent consent form or contact the school office if you do not have the form. Also, please talk to your child about safety and social distancing on the journey and the need to follow the school's systems outlined above.

Transport to school

Parents are encouraged by government guidelines to walk or cycle to school and to avoid public transport if possible.

Consider carefully the route and please watch for people using the public footpath at the entrance to the carpark.

Where possible, try to maintain social distancing when travelling, for example when approaching or passing other pedestrians; avoid physical contact and face away from others.

Where using bikes, wash your hands for at least 20 seconds with soap and water or sanitise your hands before and after cycling.

Safety measures

Government guidance for schools states that the protective actions a school must take are grouped into “prevention” and “response”. In short, these are:

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Response to any infection:

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice

For comprehensive details about the school’s safety measures, please look at the Risk Assessment that will go up on the school website by the end of next week.

What happens if a child becomes unwell at school?

If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’, which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms

Government guidance states that parents need to understand that they will need to be ready and willing to:

- book a test (Coronavirus (COVID-19): getting tested) if they are displaying symptoms. Pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- self-isolate (Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without

access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

Please inform the school immediately of the results of a test.

If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.

If someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

What happens if there is a confirmed case of coronavirus (COVID-19) in school?

If someone who has attended the school has tested positive for coronavirus, the health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The health protection team will work with the school to guide us through the actions we need to take. Based on the advice from the health protection team, the school must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.

If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform the school immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'

Breakfast Club

Breakfast club will not operate for the first two days of term due to staffing considerations.

It will be open from the week beginning 7th September. It will run from 7:50am until the children's class starts as these times are staggered. Parents will only be able to drop their children between **7:50am and 8:15am** due to the need to reduce footfall between drop off times in the morning.

N, R and Year 1 will be based in the Resource Area. They will need to be dropped off at the entrance to the Resource Area next to the Nursery.

Years 2, 3, 4, 5 and 6 will need to stand in their class line on the playground and be collected by an adult as and when they arrive.

We will be serving cereal and juice only as will not have the facilities to serve toast.

Please be reminded that all bookings must be made in advance. We will not be able to accommodate children on the day.

After School Club

This will also start from week beginning 7th September.

N, R and Year 1 will be based in the Resource Area. They will need to be collected from the entrance to the Resource Area next to the Nursery.

Years 2, 3, 4, 5 and 6 will need to be collected from the hall. Parents/carers will need to stand on the two metre lines marked out on the playground and your child will be sent out to you.

Wraparound providers

Government guidance states that parents should limit the number of different wraparound providers they access, as far as possible. Where parents use childcare providers or out of school activities for their children, parents are encouraged to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this.

Lunchtime

For the first two weeks the children who order school meals will receive packed lunches and we hope to be serving hot meals after that.

Years 4, 5 and 6 will be eating their lunch in their classroom.

Years R, 1, 2 and 3 will be eating their lunch in the hall in staggered sittings to maintain social distancing and to keep the children in their class bubbles.

Uniform

The children are expected to wear their school uniform on their return in September and government guidance says that, "Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal".

PE kit: The children will be allowed to wear their PE kit to school on the days that they are timetabled to have PE to reduce items coming into school. Plain black leggings or joggers and a school jumper will be acceptable on those days as all PE will be taking place outside in line with COVID guidance.

Items from home

Pupils must limit the amount of equipment that they bring into school each day to essentials such as lunch boxes, drinks bottles, hats, coats, and books; bags are allowed.

Please clean these items and any resources that are sent from school and please wash your hands when handling items that come into school or from school.

Medical Needs

Please ensure that if your child requires an asthma pump or EpiPen, it is provided to the school on the first day back in September and has not expired.

Further Information

In addition to the Risk Assessment which will be put up on the school website, you can refer to the government's guidance for schools (Guidance for full opening: schools); please note that government guidance is often updated.

The school will keep you informed of any changes or additions to our arrangements.

I would like to thank Ms. Bromhall for all her hard work at Wellington and wish her well as she leaves us.

I look forward to seeing you in September but please contact me if you have any concerns or queries in the meantime.

Yours sincerely,

Mr T Mamak
Executive Headteacher

Mrs D Hughes
Head of School