



Federation of Penny Acres and Wigley Primary Schools

Email: info@wigley.derbyshire.sch.uk
info@pennyacres.derbyshire.sch.uk
Executive Headteacher: Mr David Ratcliffe

29th May 2020

Dear parents/carers,

Overview:

The list of items in the following message remain a 'work in progress' and are subject to change should government policies be amended.

The list is not in any specific order and many of the items are interrelated, so please read the whole document carefully before raising any questions with either school.

- **Attendance:**

As per the guidance, the offer on Monday 1st June will be for full-time schooling for the children who are coming in. Key worker children in Years 2, 3, 4 and 5 may not be in every day as they should only come in when they have to due to childcare issues. Although parents will be able to change their mind and NOT send their child in, we will not be able to take any child where the parent told us they would not be coming.

- **Staffing plans:**

We have created teams that do not cross over between the Infant and Junior classes. We have also worked to minimise the number of staff involved.

- **Infection Control/Social Distancing:**

The DfE guidance is very clear that schools are not being expected to maintain 2m gaps between people and we want to be up front from the start that it is likely to be extremely challenging to do this at all times. Nonetheless, we believe we have already made plans that will maintain the distancing measures whilst in school as much of the time as possible. The government guidance provides the following 'hierarchy' of priorities for infection control:



- *minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges*
- *cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered*
- *ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach*
- *cleaning frequently touched surfaces often using standard products, such as detergents and bleach*
- *minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)*

The final point is important and we are going to do all we can to distance everyone, but we have to be clear with everyone that we **cannot guarantee a 2m gap at all times.**

Some of the infection control measures will be covered in other sections, but here are a number of key areas that we have already agreed in our risk assessment:

- Any child who displays symptoms will be sent home. If the only symptom displayed has been a cough, we will send the child home and liaise with the parents to see if it persists. If there is a persistent cough or a temperature, children will have to be tested and will not be able to return to school until they have been cleared or have gone through the subsequent isolation period;
- Parents will be expected to ensure that there is never a time that there will not be an adult available to collect a child within 45 minutes of receiving a call from school. If the child needs to go home because of symptoms, each school will have an area that is not used for anything else where the child will be isolated whilst being supervised by an adult who can maintain at least a 2m distance throughout. Weather permitting, this will take place outside;
- If there is a confirmed case in school, we will enact policies to test and/or isolate the rest of the staff and children in that class and all parents will be informed;
- Children will have to wash their hands regularly and will need to bring their own hand-cream if this causes skin problems. We expect that this will be **at least** 5-6 times per day;
- Surfaces will be washed thoroughly each day and wiped with antibacterial spray at regular intervals during the day;
- Each class will have their own First Aid Kits to avoid cross-contamination between class groups;
- In order to ensure the safety of the rest of the school community it is vital that any parents choosing to send their child to school respect all government guidance and are not mixing with others outside of their household beyond the current regulations. **If school has evidence that this is not the case, we reserve the right to not provide places for those children;**
- Although we do not expect this to be the case, where children are unable to follow the protocols that are put in place for the safety of everyone, we may have to ask parents to keep that child at home;

Further details on everything above will be included in our Risk Assessment document.



- **Personal Protective Equipment (PPE):**

Although we will have a very limited stock of PPE in place prior to Monday 1st June, the guidance is clear that this is not something we should use regularly and children should also not wear face-masks due to the increased risks that incorrect usage brings. As part of our protocols, staff will use gloves for certain tasks before and after school (such as getting individual computers out of the charging trolleys), but during the school day, handwashing and good hygiene will be the priority.

- **Pick-up and Drop-Offs:**

The current plan is to keep our normal drop-off windows at each school, but with clear protocols in place for parents. These include at Wigley, 2m markings outside of both sets of gates. Infants will use the bottom gate whilst Juniors will use the usual top gate (**PLEASE USE EITHER THE FOX AND GOOSE CAR PARK OR SCHOOL LANE – DO NOT PARK ON THE ROAD OUTSIDE OF THE SCHOOL GATES**). The same markings will be outside the large gate at Penny Acres. We will use different doors for each class and will have a member of staff outside to ensure protocols are followed and to welcome the children and a member of staff inside to receive the children once they have entered and hands have been washed. **Parents will not be able to come onto the school premises.** Sadly, we need to be clear that parents will need to work with younger children to be able to make the final steps themselves as staff will not be able to 'peel' children off parents as we sometimes do normally. **Only ONE parent is to accompany the child to the school gate.**

Children will enter the school with their coats and water bottles, which will be kept at their individual workstations, not in a communal cloakroom area.

For pickups, we ask that you line up outside of the gates, adhering to the 2m gaps. The children will be brought onto the playground and will be dismissed to individuals in a safe manner.

- **Communication:**

Parents will be asked to provide any information or ask questions via the enquires@pennyacres.derbyshire.sch.uk or info@wigley.derbyshire.sch.uk email addresses as we will not be facilitating the normal drop-off/pick-up 'chats' and a normal telephone service will not always be available.

- **Playtimes/Lunchtimes:**

We don't think that we need to stagger breaks or lunchtimes due to the amount of outdoor space available at both schools, although this is subject to change. Staff will lead and monitor activities for the children that don't use shared resources and help the children maintain social-distancing as much as possible. We know that many parents will have seen pictures of schools in France on Social Media or the news and be worried about the emotional effect that might have, but we are certain that our



skilled staff will make this a fun adventure for the children. Fixed equipment such as climbing frames/trim trails, will not be used to avoid cross-contamination.

- **Catering:**

For the time-being, we are going to continue to serve hot meals. Again, this is subject to change if staffing changes mean that this can't happen. Infant meals remain free, but Juniors will need to pay the normal amount. You will still be welcome to send a packed lunch from home.

- **Curriculum:**

Until there is a further change in the guidance, we believe that we will be able to continue offering learning at home for all year groups and **the online learning that we provide will be used as the basis for the provision for the children who are in school.** There may be a slight change in how this looks and the amount of daily input we can provide for those at home, but we are confident we can maintain a high-quality of provision for everyone, as we have been doing since the schools closed.

- **Classroom Layouts:**

Staff have now set out the best possible layouts at each school. We will keep some internal doors open at all times to avoid the use of handles and only one adult per class will open and close the external doors that the class will use at break-times. As stated earlier, we have to be clear with everyone that we **cannot guarantee a 2m gap at all times although workstations WILL be set 2m apart.**

- **Signage:**

We will continue to have hand-washing guides up in appropriate areas and will have some child-friendly distancing signs. Beyond these, due to the small number of people and small areas involved, there are no current plans to mark out floors or add signage to the schools other than outside of the school gates.

- **Clubs:**

We will not be offering any before or after-school clubs until further notice. The school day for all children will be 8.40am/8.50am – 3.15pm/3.30pm (depending on the school).

- **Resources:**

Each child will have their own tray with all of the resources they will need for regular tasks. We want to avoid having to clean resources day-to-day and children having their own things that no-one else touches is one way of achieving this. We plan to use other resources on a rota basis e.g. if the infants



were using Lego, they can each have a pile of their own. Similarly, we can provide reading books in piles for each child, and at the end of the day, all these books can go away in a box for three days.

Children must NOT bring resources other than a water bottle in from home. No pencil cases, book bags, reading books that have been at home, etc.

- **Uniform:**

We **DO NOT** expect children to come to school in their normal uniform, as children are advised to wear a 'fresh' set of clothes each day to help reduce the risk of infection transmission between school and home. We are happy for them to come in suitable clothing and in footwear such as trainers as we will not have PE kits in school as the children will not be getting changed. All children will need their own sunhats and sun-cream to be able to play outside on sunny days – we suggest that these are brought in on the first day and remain in school at individual workstations.

- **Medications:**

- Existing regular medications such as inhalers will be kept in the appropriate classroom
- Where a request is made to administer medicine, forms will need to be completed at home as per normal procedures and sent in with the child;
- If a child needs medication because they are feeling unwell, they will not be allowed in school, so medicines like Calpol will not be allowed;
- If a child needs medication for a condition such as hay fever, we would ask that this is administered before arriving at school;
- If any medical condition risks the safety of others e.g. regular sneezing through hay fever, we may need to ask parents to keep their child at home until those symptoms have abated.

- **Visitors:**

We will have no unplanned visitors to the school and the only planned visitors will be for things like essential maintenance. Where we do need to have a visitor they will undertake their visit away from everyone else with strict distancing, hand-washing and all other infection control measures in place. Regular visitors will not be coming in, nor will music teachers.

Unfortunately, parents are included in this protocol and will not be allowed onto either school premises.

A full Risk Assessment will be made available on the school website once final preparations are made before the 1st June.

Please rest assured that the amazing staff from across the federation are working tirelessly to ensure that everything we do is as safe as possible, but are also determined to make this all a new adventure



for the children involved so that 'different' is not a cause for worry, rather a way to try new things and to share these strange times with friends and extended school family.

Kind regards,

Mr David Ratcliffe

Executive Headteacher