



Friday 29<sup>th</sup> May 2020

Dear Parents,

Firstly, I would like to say a big thank you to you all for your amazing support throughout the Coronavirus pandemic, without your warmth and positivity the task of running the school throughout the lockdown would have seemed overwhelming. The same gratitude must also be expressed to the staff team and Governing Body who have been professional and calm throughout, this great team work has enabled us face the challenges together and I am extremely grateful to them all for their support.

I apologise in advance that this is another lengthy communication, and some of it is a repetition from previous letters however as I said last week it is so important that you have as much relevant information as possible as we begin this transitional phase.

The Government announced yesterday that they considered it to be safe to reopen schools in a socially distanced manner, therefore the Governing Body have agreed that we begin a cautious opening at Mordiford on the 1<sup>st</sup> of June for key worker families, YR and Y1 children. We will conduct further risk assessments to ascertain if we are able to widen the offer to Y6 children from 15<sup>th</sup> June.

The home learning provision for Y2, Y3, Y4, Y5 and Y6 ( and for children in YR and Y1 who's parents are continuing to keep them at home.) will be maintained, but with necessary adaptations because all staff will be required to be present in school to ensure that small, safe teaching groups can be established. We ask for patience and understanding from families as we begin this transition and adapt to our new routines.

As I said last week it is incredibly important that, appropriate to their age, you prepare your child carefully for their return to school. Thank you for the preparations that you have already made for this. In order to make the school environment as safe as we possibly can, we have had to make changes and introduce new and unfamiliar routines. These control measures help us to create safer practices, where the risk of transmission of infection is substantially reduced. The following headings are to remind you of the key points:

**Staggered start and end of day routine:** to minimise contact with other people

Each year and key worker group will have their own start and finish time to the school day. This will allow families to socially distance as they wait to enter school at the front entrance. We ask that only 1 adult attends and preferably no younger siblings to reduce the number of people on site at any one time.

|   | Drop Off | Pick Up |
|---|----------|---------|
| Key workers                                 | 8.30am   | 3.30pm  |
| Year R                                      | 9.15am   | 2.45pm  |
| Year 1                                      | 9.00am   | 3.00pm  |
| Year 6<br>(when their phased return begins) | 8.45am   | 3.15pm  |

**Please note that these times will have to be strictly adhered to**

Mr Watson will be on duty as our Road Crossing Patrol Officer. He will be on duty for the duration of the extended drop/off picking up time. We ask that you maintain social distancing guidelines from leaving your car until your return. We have created a one way flow system so once you have crossed the road we ask that

you walk up the footpath to the wooden gate, go through the gate into the staff car park where there will be a queueing system to allow you to remain a safe distance apart until you reach the front door. Here your child will be greeted by a member of staff; you will need to say goodbye to your child at this point as only staff and children can enter the school building. This is something to prepare for, especially for the younger children as they may be anxious about returning following the long break and having to separate from you. We need this process to run as smoothly as possible as this is a very important protective measure. Once you have dropped your child off you need to leave the entrance ramp by the steps that have been built at the end so that you will then loop back to the pedestrian gate and make your way towards Mr Watson who will assist you in crossing the road to return to your car. We ask that you maintain social distancing until you reach your car.

**There will be signs in situ to help with the process.**

**Teaching Bubbles:**

|  |   |
|--|---|
| Teaching Bubbles   | Staff and organisation  |
| Year R<br>Lugg Class<br><br>Group of approx 10-15 depending on final uptake            | Mr Sibcy and Miss Harris<br>1 <sup>st</sup> aid cover   |
|  | Special arrangements  |
|  | Classroom has been reorganised to create play zones<br>Soft furnishings and hard to wash resources removed<br>Designated toilet facility<br>Hand sanitiser, soap and tissues readily available<br>Classroom cleaning equipment provided |
| Year 1 ( and possibly YR at a later date)<br>Monnow Class<br><br>Group of approx 7- 12 | Mrs Betteridge and Mrs Griffith<br>1 <sup>st</sup> aid cover  |
|  | Special arrangements  |
|  | Classroom organised into single desks for social distancing<br>Soft furnishings and hard to wash resources removed<br>Designated toilet facility<br>Hand sanitiser, soap and tissues readily available<br>Classroom cleaning equipment  |
| Key workers: Y2 and Y3<br>Teme Class<br><br>Group of approx 14 , may vary daily        | Mrs Oakley , Miss Glover,<br>Mr Lewis and Miss Hobby part time  |
|  | Special arrangements  |
|  | Classroom organised into single desks for social distancing<br>Designated toilet facility<br>Hand sanitiser, soap and tissues readily available<br>Classroom cleaning equipment   |
| Key workers: Y4 and Y5<br>Frome Class<br><br>Group of approx 9-11, may vary daily      | Mrs Cooper, Mrs Parrett and Mr Leonard<br><br>1 <sup>st</sup> aid cover<br><br>Mr Fair working off site to support home learning for KS2  |
|  | Special arrangements  |
|  | Classroom organised into single desks for social distancing<br>Designated toilet facility<br>Hand sanitiser, soap and tissues readily available<br>Classroom cleaning equipment   |
| Year 6: possibly from 15.6.20<br>Pentaloe Class group of approx 9-10                   | Mr Foster and Mrs Fraser<br>1 <sup>st</sup> aid cover   |
|  | To do :   |
|  | Classroom organised into single desks for social distancing<br>Designated toilet facility<br>Hand sanitiser, soap and tissues readily available<br>Classroom cleaning equipment   |

|  |  |
|--|--|
| Year 6: hopefully from 15.6.20<br>Wye Class group of approx 9-10 | Mrs Broadbridge and Miss Quinn ( part time) Mrs Chattington<br>1 <sup>st</sup> aid cover   |
|  | Special arrangements:<br>Classroom organised into single desks for social distancing<br>Designated toilet facility<br>Hand sanitiser, soap and tissues readily available<br>Classroom cleaning equipment |
| Severn Room  | Medical isolation space<br>PPE and first aid equipment   |

### **Belongings:**

We ask that the children bring in each day: their own labelled drinking bottle, packed lunch (if needed), raincoat, sunhat and sun cream. Cloakroom areas will not be used.

### **Uniform:**

We would like the children return to school in uniform but we are relaxing the policy as we appreciate that your child may have grown out of some items and you will not wish to purchase new clothing with only a few weeks to go until the end of the academic year. It is advisable that clean clothes are worn each day. Staff will advise you which days your child will participate in PE; on this day we expect that they will wear their PE kit to and from school.

### **School Office:**

Please communicate with the school office via e mail [admin@mordiford.hereford.sch.uk](mailto:admin@mordiford.hereford.sch.uk) or phone 01432 870258, there is an answerphone so you are able to leave a message.

Please check that the school office holds at least 2 up to date sets of contact details in case we need to get hold of you during the school day.

Class teachers will be available to talk to you via the telephone at the beginning/end of the day or via e mail.

For special circumstances we would consider arranging a meeting or holding a video conference. Please appreciate that it may not always be possible to respond promptly to non-urgent matters.

### **Curriculum:**

The curriculum will be designed to best support the children during this transitional phase. Their emotional well-being will be the priority. A key area for us to think about will be the development and re-establishment of relationships. This will not only be for pupils with other pupils, staff with pupils and staff with each other. We will focus on relationships **first**; how to support staff and pupils to connect when they have been separated as well as children and their peers re-establishing friendships. Younger children may need additional adult support in reminding them of how to play and interact appropriately with others. We will aim to make the learning opportunities fun, interactive and practical (whilst balancing the need to maintain good hygiene and distancing measures)

We will aim to be outside with the children as much as possible to take advantage of our wonderful grounds and get plenty of fresh air and hopefully sunshine. This is timetabled to avoid different groups having social contact.

### **Morning Break time: (approx timings)**

YR and Y1 (break held in different locations) - 10:15am

Key Worker pupil groups (break held in different locations) 10.30am

Pupil groups Y6 (break held in different locations) - 10:45am

### **Lunchtime: (approx timings)**

AIP will be providing packed lunches for those in receipt of Universal Free School meals, Free School meals and for those who wish to purchase a packed lunch. They will deliver the lunches but not serve. Mrs Haines will supervise lunchtime provision.

If you are providing your child with their own lunch please be mindful that they will need to be largely independent with unwrapping the food themselves and please provide their own cutlery eg spoon for yoghurts etc

YR and Y1 (lunch eaten in different locations) - 11:45am

Key Worker pupil groups (lunch eaten in different locations) -12.15pm

Pupil groups Y6 (lunch eaten in different locations) - 12:45pm

### **Afternoon Break time: (approx timings)**

YR and Y1 (break held in different locations) - 2:00pm

Key Worker pupil groups (break held in different locations) 2.30 pm

Pupil groups Y6 (break held in different locations) - 2.15 pm

### **Behaviour:**

Our school behaviour policy document has an annex to support this challenging time. Please make yourself familiar with the contents and discuss with your child. It can be found, with other relevant documents on our website: Parent Zone, COVID-19. It is imperative that we work in partnership to support children with this transition and explain the different behavioural rules and expectations to ensure all are kept safe and healthy.

**Hygiene:** This is a very important part of our school routine

- We will be cleaning hands more often than usual - ensuring that children wash their hands thoroughly for 20 seconds with running water and soap and dry them thoroughly. We also have hand sanitiser available in all teaching and office spaces, and wall mounted sanitisers arriving for school entrances
- We will continue to teach about good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach: all classrooms will have lidded bins, which will be emptied regularly throughout the day
- Frequently touched surfaces will be cleaned often
- The school cleaning schedule is based upon Public Health England guidelines and guidance from the DfE. We have a surplus stock of cleaning supplies.
- Staff may need to wear PPE for First Aid situations or if children become unwell

### **Emotional Wellbeing:**

We are all going through an unprecedented time in our lives and have had unique experiences of the pandemic. It would therefore be very helpful to know if there are any particular considerations that you feel we would benefit from being aware of when your child returns to school. Please contact the school office or class teacher directly to advise us of your concerns.

### Keeping well:

We need to ensure that we minimise 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 school.

The most important **symptoms** of coronavirus (COVID-19) are recent onset of any of the following

(Please note new symptom \*):

- a new continuous cough;
- a high temperature; (we have an infrared forehead thermometer in school)
- a loss of, or change in, your normal **sense of taste or smell**(anosmia)\*

If anyone has **any** of the symptoms above they should self-isolate at home.

The government has introduced the NHS Test and Trace service. People identified as having been in close contact with someone who have had a positive test must stay at home for 14 days, even if they do not have symptoms.

For more information please visit: <https://www.gov.uk/government/news/government-launches-nhs-test-and-trace-service>

The DfE has also published updated guidance on their website on 20<sup>th</sup> May *“What parents and carers need to know about schools and other education settings during the coronavirus outbreak”*

If a child or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. The DfE state that all staff and students have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. Where the child or staff member tests negative, they can return to school and the fellow household members can end their self-isolation.

Where the child or staff member tests positive, the rest of their class or group within school will be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms.

I also attach a letter from Karen Wright the Director of Public Health for Herefordshire which updates you on the COVID-19 situation in Herefordshire.

Thank you again for your partnership throughout the pandemic. We look forward to seeing some of you soon and slowly getting back into a more normal school life.

Have a restful weekend.

Kind regards,

Kerri Finney

Head teacher