

Dear Parents/Carers,

We want you to be assured that the school is safe and our procedures have been reviewed in light of the government guidance for the full reopening of schools. Our protective measure risk assessment (available on the school website) has also been updated to minimise the risk of infection by following systems of control.

Prevention:

- Minimise contact with individuals who are unwell.
- Encourage and facilitate frequent hand washing.
- Ensure good respiratory hygiene by promoting the 'Catch it, Bin it, Kill it' approach.
- Continue with our enhanced cleaning regime.
- Minimise contact between individuals and maintain social distancing
- Engage with the NHS 'Test and Trace' programme.
- Manage confirmed cases within the school community by following local health protection advice.

Response to any infection:

- Engage with the NHS Test and Trace process
- Manage confirmed cases of coronavirus (COVID-19) amongst the school community
- Contain any outbreak by following local health protection team advice

Attendance

Attendance is mandatory from the 8th March. This means from Monday, the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities'/ trust codes of conduct

It is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development. Missing out on more time in the classroom risks pupils falling further behind.

If your child is unwell, please ring the school office to report your child's absence. It is important that you share the details of your child's illness.

If your child displays any of these symptoms listed below, do not send them to school, contact the school 0208 644 5665 or email covidtest@tweeddale.org

- a high temperature
- a new, continuous cough
- a loss of, or change to the sense of smell or taste

Government advice must be followed, it can be [found here](#).

Learning resources

For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the class bubble; these will be cleaned regularly, along with all frequently touched surfaces.

In KS1 and KS2, resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.

Headphones

To allow the children to use the ICT suite/chromebooks and listen to software that uses narration, we kindly request that children bring in some headphones that they can keep in school in class. This will reduce the need to share equipment during this COVID time. The headphones should be sent into school in a named Tupperware box or plastic bag.

Behaviour

An addendum to our behaviour policy was reviewed in Autumn 2020 and this can be found on the school website. In the addendum, we have had to change some of our expectations around pupils' behaviour and make these clear to all. In these times of heightened risk to our health, it is important that children and staff are aware that behaviour which jeopardises the health of others, is taken very seriously.

Our values and ethos remain unchanged, and children are expected to uphold them.

In addition to our values, the children must be aware of the new requirements in the addendum namely that they must:

- Stay at least 1+ metres apart from each other wherever possible (with a common sense approach taken to Reception and younger pupils);
- Use their own specific equipment (including resources) and not share any of these;
- Not share any food, drinks, cups or water bottles;
- Work, eat and play in our designated group and minimise contact with children from other groups (including in the playground, anywhere on the school site and on their way to and from school);
- Move around school as instructed by their teacher/adult and avoiding other people;
- Never cough, sneeze or spit towards another person; catch all coughs and sneezes in a tissue and throw it away (catch it, bin it, kill it), then wash their hands;
- Wash hands frequently (including whenever we are asked to), with soap and water for 20 seconds (e.g. by singing Happy Birthday twice) or with hand sanitiser if soap and water are not available.

It is essential that the children listen to and follow instructions at all times and adhere to the guidelines set by the government and the school. This is required inside school and outside during breaks and lunches. Any child who is unable to do this is risking the safety of themselves, other children and staff and we will ask parents to collect them

immediately. A risk assessment will then be completed to determine whether it is safe to have the child back in school. If we deem a child to be unsafe to have in school, we will work with parents to arrange provision the child can access safely.

Administering Medication

Please inform the school via email or telephone if your child needs to have medicine administered during the school day. All asthma inhalers/Epi-Pens should be sent in with your child on Monday.

Enhanced cleaning regimes

Our school continues to have enhanced cleaning systems in place. There are more regular cleaning goes on during the school day with particular attention paid to those surfaces that are frequently touched like door handles. School staff not normally involved in these duties like teachers and support staff have also been helpful in keeping their own classrooms clean and extra materials have been provided for this purpose. We anticipate these arrangements will stay in place until further notice.

The importance of fresh air

Windows and doors will be left open as much as possible to aid ventilation. Teachers will plan many outdoor learning activities and therefore it is essential that the children come suitably prepared for all weather possibilities.

Activity clubs

There will be no outside providers for activity clubs for the rest of this half term. This will be reviewed and an update sent to you before Easter.

Communication

Communication with parents is really important to us. Due to the current restrictions, we would request that meetings with members of staff are by prior arrangement only so that social distancing and safety precautions can be put in place. Please do this by emailing or telephoning the office who will support you in making these arrangements. Please keep face to face conversations to a minimum at the school gates.

Safeguarding procedures

There will be one of our Safeguarding team members on site at all times. If a parent should have any concerns, please contact the school and we will get back to you immediately. Our designated safeguarding lead is Mrs Jerrom and our Inclusion Officer is Mrs Quaile. Mr Powell, Mrs Ashton and Ms Barbury (deputy DSLs) can also be contacted.

Symptomatic or Positive Covid-19 Cases

Any child with symptoms of Covid-19 must not attend school and should undertake a test under the NHS 'Test and Trace' programme. The child as well as any siblings who attend the School should remain at home until their test result is received.

We ask parents to please notify us as soon as possible on covidtest@tweeddale.org if your child becomes symptomatic or has a positive test result. Where anyone in your household is unwell with symptoms of Covid-19, children must self-isolate until a confirmatory PCR test

has been carried out. A positive test requires 10 days of self-isolation. If the result is negative, children may return to school.

If your child is feeling anxious, you may wish to share these resources with your child:

[ELSA - back to school](#)

[CAHMs Resources - Coronovirus](#)

[Helping my child return to School after Coronavirus](#)

The staff team are excited knowing the children will be back in school on Monday and they are planning engaging learning challenges that the children will enjoy, whilst safeguarding the health and wellbeing of our community.

Updates will be sent out over the coming days and weeks as the situation evolves and we return to more normal school routines.

Thank you for your support in advance,

The Tweeddale Team