

Malvern Primary School

"Bringing out the best in children"

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[@malvernprimary](#)



0151 477 8230

Return to School in September 2020

Dear Parent / Guardian,

I hope you and your family are enjoying a restful and enjoyable summer break. As anticipated, the guidance for the full opening of school - provided by the Department of Education - has been updated on a number of occasions since we closed for summer. The information provided below is based on the latest and most up to date guidance available and therefore may be subject to change again before September. As always, we are committed to providing you with the most accurate and detailed guidance we can and should there be a significant change before September further updated guidance will be shared.

At Malvern, we believe that returning all children to school in September is vital not only for their education but also for their mental health and wellbeing. Therefore, we are currently planning for all pupils (with the exception of children in Nursery and Reception) to return to school on a full-time basis from **Monday 7th September 2020**. Children in Nursery and Reception have received alternative information regarding their return to school.

School Attendance

Following the current government guidance, school attendance will become mandatory again in September and the usual expectations of attendance will apply. Therefore, we anticipate that all children will attend school every day and if a child is not in attendance we will follow our usual procedures.

Advice for vulnerable people to shield was paused earlier in the month which now means that pupils affected by those rules should be able to return to school. However, if your child is complying with clinical and/or public health advice provided to them (e.g. if they're self-isolating and waiting for a test result) school will not penalise absence. We would ask that you inform school immediately if this applies to your child.

Class Sizes

To facilitate the return of all pupils', group sizes will return to normal. There are no firm rules on group sizes and whilst we will be doing all we can to ensure groups are kept separate, we accept that this will not always be possible. For example, some mixing may be necessary for specialist teaching, during breakfast and after schools clubs and when outside during playtimes and lunchtime. However, for the large majority of the time, children will remain in their class groups. There will be no whole school gatherings and pupils will be kept apart from other groups where practicable. Older children will be encouraged to keep their distance when working within their class groups and teaching staff will do their best to keep their distance from pupils and other staff.

Class Resources

Equipment and resources will be shared within class groups. We have increased our cleaning capacity which will allow us to ensure that frequently touched surfaces and toilets are cleaned during the school day. However, children will not share individual and very frequently used equipment such as pencils and pens. All children will be encouraged to avoid unnecessary sharing, especially where it doesn't contribute to pupil education and development.

School Day

In order to ease congestion, we will implement a staggered start and finish time. To support families and child minders with children in more than one class, we have tried to keep these times as close as possible to ensure that parents and children are not needlessly waiting around at the beginning or end of the school day.

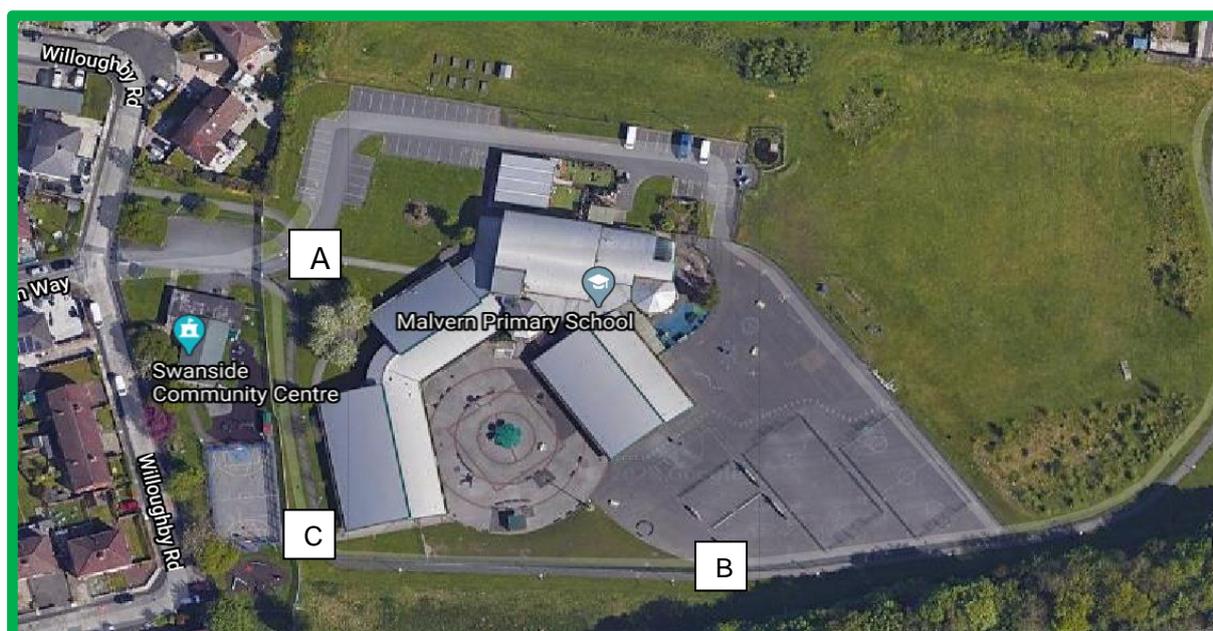
Year Group	Start Time	Finish Time
Reception Children	8.45am	3.20pm
Key Stage 1 (Year 1 & 2)	8.50am	3.25pm
Key Stage 2 (Year 3 – 6)	8.55am	3.30pm

We would urge all parents to ensure that they arrive to school as close to the time set out above and kindly ask that once your child has entered the school building that you leave the school grounds immediately.

Entering and Exiting School

In order to further minimise congestion and to support social distancing, we will also be asking children and parents to enter and exit school via alternative gates. Senior leaders will be on hand to direct you to the correct entrance / exit if required.

Year Group	Entrance Gate	Exit Gate
Nursery and Reception	Main Entrance (A)	Main Entrance (A)
Key Stage 1 (Year 1 & 2)	Playground Gate (B)	Playground Gate (B)
Key Stage 2 (Year 3 – 6)	Side gate from footpath (C)	Side gate from footpath (C)



Equipment

It is strongly advised that pupils should limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, water bottles and coats. The only bags to be brought into the building are book bags for pupils to take reading books, homework and letters home. Large backpacks and pencil cases are not permitted.

Lunchtime

In order to support social distancing at lunchtime children in Key Stage 2 (Year 3, 4, 5 and 6) will eat lunch in their own classroom. All meals provided by school (free school meals and those that have been paid for via ParentPay) will consist of a packed lunch, with children given the choice of ham, tuna or cheese sandwich. Parents and carers of children who are entitled to free school meals can choose to provide a packed lunch for their child if they prefer.

Children in Reception, Year 1 and Year 2 will be able to access the dining hall and have the option of a hot meal or school packed lunch. Children in these year groups will receive a free school meal via the universal free infant school meal offer.

Uniform

We will return to school in September with the same uniform expectations as detailed in the school newsletter sent home in July. We are aware that due to the ongoing global crisis some items of uniform are currently out of stock but we have been assured that these items should be available before the children return in September.

As a further control measure, we will be asking children to arrive to school in their school PE kit on the days when they are due to take part in PE. Class teachers will share further guidance and information about this with parents and children during the first week back in September. As a reminder, the expectations for school PE kit are as follows:

- Black pumps
- White PE T-Shirt
- Green PE shorts
- Black jumper and joggers or leggings (outdoor)
- Trainers (outdoor)



Breakfast Club Provision

We fully appreciate the important role that our breakfast club provision plays in supporting working parents and are committed to making sure we are able to support as many parents as possible once children return to school. However, during the current climate, it is not possible for breakfast club to operate as normal. Therefore, we have worked closely with colleagues at both Swanside Community Centre and Kids in Bloom to ensure we can offer suitable and equitable provision. The interim arrangements put in place ensure we can offer this vital provision. The details of the provision available is detailed in the table below.

Year Group	Venue	Opening Time	Cost
Reception	Kids in Bloom	7.30am	£3.00
Year 1 & Year 2	Swanside Community Centre	7.30am	£3.00
Year 3, 4, 5 & 6	Malvern Primary School	7.30am	£3.00

In order to book a place please contact each individual provider. Places may be limited so we would ask that you get in touch as soon as possible.

Breakfast Club Provision	Email	Telephone
Kids in Bloom	Malvern-kidsinbloom@hotmail.com	0151 477 8236
Swanside Community Centre	swansidecc@yahoo.co.uk	07505557907
Malvern Primary School	malvern@knowsley.gov.uk	0151 477 8230

These interim arrangements will be in place until at least October half term when they will be reviewed.

System of Controls

In order to make school as safe as possible we will be taking a number of key actions. These actions are grouped into 'prevention' and 'response to infection' and are outlined below. We will:

Prevention

- 1) Minimise contact with individuals who are unwell by ensuring that those who have 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 an enhanced cleaning schedule
- 5) Minimise contact between individuals and maintain social distancing wherever possible
- 6) Where necessary, wear appropriate personal protective equipment (PPE)

Response to Infection

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

There is further information attached to the end of this letter which will outline in detail the measures for responding to infection.

I would like to assure you that any new guidance published before September will be considered and that plans and risk assessments will be updated if required. In addition, we will continue to review and update key policies where necessary.

Finally, we have a contingency plan in place in case of a local outbreak. If our local area sees a spike in infection rates, our school may be advised to close temporarily for most pupils as we did in March. If this happens, we will offer immediate remote education for all pupils at home. This remote education will be a combination of online learning and pupil packs for those who have difficulty accessing internet based activities.

Kind regards,

Mr James
Headteacher

New measures for responding to infections:

If someone has symptoms:

The child will be escorted to the designated isolation room by a member of staff and parents/carers will be contacted and asked to collect their child as soon as possible. The isolation room will be cleaned as soon as the child has been collected. If a member of staff shows any symptoms, they will be sent home immediately.

Parents and carers must arrange for a test if their child shows symptoms of Covid 19 and should inform school immediately of the result. School will not ask for evidence of negative test results or other medical evidence before welcoming back your child.

If there is a confirmed case of coronavirus:

If school becomes aware that someone has tested positive, school will contact the local health protection team. This team will also contact school if they become aware that someone at our school has tested positive. The team will carry out a rapid risk assessment to confirm who has been in close contact with the person when they were infectious, and make sure they are asked to self-isolate.

Close contact means:

- Direct close contact - face-to-face contact with an infected person for any length of time, within 1 metre, including:
- Being coughed on; a face-to-face conversation, or unprotected physical contact (skin-to-skin)
- Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person

If there's a possible outbreak

If there are two or more cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, school will work with our local health protection team to decide if additional action is needed. In some cases, the team may recommend that a larger number of other pupils self-isolate as a precautionary measure, such as the whole year group. Whole-school closure will not generally be necessary and school will not consider this unless the local health protection team advises it. If an outbreak is confirmed, a mobile testing unit may be dispatched to our school.