Dear all,

In these incredibly uncertain times it is a challenge presenting plans to you which in reality may never actually be implemented, however present them I must. As ever, the plan I present today will almost certainly change over time, so please be prepared for quick and sometimes unexplained changes. I can assure you that any changes made will only be to improve our capability to work safely and effectively under the circumstances in which we are all now living.

As you will all know on June 1st it is the hope of the UK government to slowly bring our nation’s children back to school for stated year groups. In order to accomplish this it is imperative that the well-being, both physical and emotional of all involved is given adequate due care and attention.

Part of my initial planning, just as before, required me to once again ascertain if there are staff members who meet the vulnerable & extremely vulnerable criteria set out by the government. I now have this confidential information and am therefore fully aware of the school’s capacity moving forward.

As before, some staff members unable to work on site at this point will continue or begin to work from home. There will also be others who are able to work on site, but who require additional shielding in terms of social isolation and distancing e.g. working in an office without others etc. For the remaining staff directed to work on site from June 1st there will also be strict social distancing in place and hand washing routines to further protect everyone on site. These working conditions will feel abnormal, especially when many of you will want to greet those you have not seen for some months. However, please resist the temptation as it compromises our health and that of others.

There will be some staff who remain at home to ensure that should others fall sick for any reason the school has additional capacity. Many of these staff will also be providing support directly to those staff working on site in terms of planning and resourcing.

For those staff in school a minimum of 2 metres distance must be kept and only one person in an office if the social distance rule can’t be met. In the front reception area NO other staff are permitted other than admin workers and SLT. This means that there will not be the ability to use photocopier in Helen and Emily’s office or enter Kathryn’s area. Office staff will be working a rotation too in order to minimise their interaction and contact with others. Their working pattern is not on the plan as this will be agreed on a weekly need basis.

If you require the office during the working day please use the internal phones to contact them. The extension number for Kathryn is 2000, Helen 2001, Emily 2002 and Cath 2003. Should a child fall sick you have permission to bring them to the front office area as the isolation area will be the front lobby between the glass sets of doors. The child will wait in this location until their adult collects them. PPE will be available in these circumstances and there will be sets based in FS1, FS2, Yr1 7 Yr6 for such emergencies.

All parents who have decided to send their children to school from June 1st are going to receive entry and exit plans. For parents who are choosing not to send their children they too will receive assurance that the school will continue to support their child/ren too. There will be some reduced provision, although this has been kept to a minimum to reduce parental anxiety, but phone calls are now only going to be provided once a fortnight unless the pupil has additional and complex needs. In these circumstances the responsibility will fall to the Inclusion team.

As arrangements for each year group attending are different there will separate meetings to talk staff through how their day will work. The meeting will focus primarily on how we will be rigorously implementing the protective measures. Part of this will include health and safety training for those using cleaning products and the locations of PPE, tissue bins and other general information to assist you. As many of you will know there have been staff and children here continually since March 20th without any adverse health implications.

Meetings will be held on Wednesday 20th May throughout the day in a strictly controlled area where strict social distancing can be adhered to. The meetings are to be attended by the class teachers and teaching assistants wherever possible as they will provide critical information. For lunchtime staff, and anyone unable to attend, you will be provided with an update via email on the 20th May. Please check emails daily as the situation changes hourly and we must be quick to respond to these.

I trust that when you look through the planned schedule for the day it will be evident that there are protective measures in place which are easily achieved. However, the meetings will provide further clarity and of course an opportunity to ask and questions that you may have.

The risk assessment for the school opening has been completed, and while there are of course no guarantees of 100% safety I can assure you that if we all pull together and work within the schedule the risk is significantly lowered. All staff will have access to our risk assessment via our website from Wednesday 20th.

Part of the risk assessment has seen temporary changes to our behaviour policy to reflect the dangers that could be presented by pupils who refuse to co-operate with the restrictions which will be placed on them when they return. Basically, if they refuse to follow instructions and this undermines our ability to remain safely within each pod then the child will not be able to attend. Clearly this is a temporary change and is inserted as such. Pupils where there are already concerns will be contacted personally and I shall be making this very clear to their parents. There will be no compromising on this aspect as the impact could be far too great.

For children who require personal and intimate care the procedures would remain the same. Where the care of a child places greater risk of contamination further measures will be discussed and agreed with parents and staff before proceeding. Children obviously will not be able to come to school with a temperature as they had prior to COVID19, so the need to administer Calpol will not be necessary. Children with inhalers, allergies or other routine medicines will take these to their pod where they will placed in medical boxes, recording this will remain the same. Helen will collate pod information for each pod and distribute to the relevant staff.

Prior to lockdown we were already implementing many of the measures that will be part of our daily practice. One way systems, open windows, prop open doors, not holding hall assemblies and disposing of all tissues separately in bins. We will of course continue to adhere to social distancing with an increased emphasis on safer working for all. This will mean reducing the use of the staffroom even further. Staying in the staffroom is not recommended, but if you do choose to then there must ONLY ever to be 4 people in KS1 and 3 people in KS2. However, hopefully the weather will be warm and breaks can be taken outside. When arriving and leaving if you need to collect your possessions from staffrooms and there are more than the allocated number of adults in a room you must wait until you can enter safely. Please stand away from the doorway so that exiting does not compromise social distancing.

Please can you all use your school issued coffee flasks as this ensures mugs are not used. To further reduce contamination I request that all staff bring in packed lunches or request lunches via the kitchen. This ensures minimal use of staffroom equipment and keeps us all safer. Please remember to abide strictly to the no nut rule as this threatens the lives of several staff as well as our pupils.

I appreciate that this is a long and exceptionally unusual communication, but as you can probably imagine there is a lot to organise prior to June 1st. As far as I can I have hopefully answered many of your initial questions, but further information specific to your role from June 1st will be available from Wednesday 20th May.

I hope that this, along with the initial plan, remember it will no doubt change, provide you all with some insight into what is proposed for moving forwards and getting our pupils back where they belong at CTPS.

Sorry it is so long!