

# Sytchampton Endowed Primary School

Stourport-on-Severn,  
Worcestershire  
DY13 9SX.  
Tel: 01905 620418 Fax: 01905 621309

Email: [office@sytchampton.worcs.sch.uk](mailto:office@sytchampton.worcs.sch.uk)  
Website: [www.sytchampton.worcs.sch.uk](http://www.sytchampton.worcs.sch.uk)



Thursday 21<sup>st</sup> May 2020

Dear Parents and Carers,

## Re: Phased Re-Opening of School from 1<sup>st</sup> June

Following the government's announcement that schools will begin phased reopening on 1<sup>st</sup> June 2020, I am writing to share with you the arrangements we have implemented to ensure the safety of all staff, pupils and visitors to the school. These arrangements have been put into place following a robust risk assessment and planning process. On Wednesday 20<sup>th</sup> May 2020, these plans and risk assessments were agreed by the Governing Body of the school. I must emphasise however, that we will **not know for certain** if schools will re-open until Thursday 28<sup>th</sup> May 2020, when the government will decide if the relevant safety criteria have been met. I will contact you again once this decision has been made.

In the meantime, I am sure that you are anxious to know what the proposed re-opening of our school will look like. I would like to say that the staff and I are very much looking forward to seeing the pupils once again, but I would like to reassure you that the safety of our school community will always be our top priority. Government guidance continues to change daily, therefore, we will continue to review our proposed arrangements and will update you with any changes as and when we make them.

I can confirm that school will reopen to pupils in Reception and Years 1 and 6 on Monday 1<sup>st</sup> June 2020. We have carried out stringent risk assessments to identify the risks associated with coronavirus specific to our school and minimise those risks as far as we are able to. However, as I have stated in previous letters, I would emphasise that we will not be able to enforce strict social distancing at all times. The Government themselves have accepted in their guidance that social distancing will not always be possible in a school, particularly with younger children. Therefore our risk assessments are designed to minimise that risk wherever possible, for the whole school community.

All staff and pupils will have access to testing if they develop symptoms of coronavirus, and rapid action will be taken should any test come back positive to ensure that the school continues to be a safe environment. The affected pupil or member of staff will be required to self-isolate at home for 14 days, as will any pupils and members of staff they have been in close contact with (e.g. the rest of the pupil's class). Please, if you or your child should begin to display the symptoms of Coronavirus, do not bring your child into school. Contact 111 and follow their advice for testing first.



## Sytchampton Endowed Primary School

Stourport-on-Severn,  
Worcestershire  
DY13 9SX.  
Tel: 01905 620418 Fax: 01905 621309

Email: [office@syтчampton.worcs.sch.uk](mailto:office@syтчampton.worcs.sch.uk)  
Website: [www.sytchampton.worcs.sch.uk](http://www.sytchampton.worcs.sch.uk)



We very much recognise that some of you may have some concerns about your child returning to school and that another change will be unsettling for some children. We also understand that the past weeks will have been challenging for many families. If you would like to talk to us about your child and any concerns you have about their return to school, please – in the first instance – contact your child’s class teacher via the school office email [office@syтчampton.worcs.sch.uk](mailto:office@syтчampton.worcs.sch.uk).

### Pupils Who Can Attend

The Government have asked schools to prioritise Critical Worker Children and Vulnerable Children in the first instance. The definitions for these groups of pupils are found within the guidance below:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

We have been providing in school care for a number of Critical Worker pupils over the past few weeks. These pupils will automatically be given a space within the school allocation.

If, however, you believe that you now qualify for childcare as you are a Critical Worker or your child is defined as vulnerable, please contact the office by Friday 22<sup>nd</sup> May on [office@syтчampton.worcs.sch.uk](mailto:office@syтчampton.worcs.sch.uk) to let us know how many places you will require. We will then contact you to confirm whether your child has been allocated a space prior to the 1<sup>st</sup> June.

If the number of Critical Worker pupils does not increase significantly, then we are hoping to open the school to all of our Reception, Year 1 and Year 6 pupils. These year groups will be split into two hubs of up to 8 pupils, and staffed by one teacher. Where we can facilitate it, we will be allocating your child to their normal Year Group Teacher. But this may not always be possible.

In order to assist us in our planning, please complete the parent survey on <https://forms.office.com/Pages/ResponsePage.aspx?id=NNv9Z1X8kEGYc0zomNCybpNVz6Qh295PI-iRAWcrIDIUODdOVDhGWUE2UVdISEdKMzc5SzhZSjZZWC4u> Friday 22<sup>nd</sup> May to let us know if you will definitely be returning your child to school if we are open on 1<sup>st</sup> June.

### School staff

Currently, we have planned for Miss Gilmour, Miss Dayson, Mrs Waring, Mrs Oliver, Mr Webster and myself to be working on site every day. There will also be a member of the Office Staff on duty each day.



Maintaining a safe



school environment



## Sytchampton Endowed Primary School

Stourport-on-Severn,  
Worcestershire  
DY13 9SX.  
Tel: 01905 620418 Fax: 01905 621309

Email: [office@sytchampton.worcs.sch.uk](mailto:office@sytchampton.worcs.sch.uk)  
Website: [www.sytchampton.worcs.sch.uk](http://www.sytchampton.worcs.sch.uk)



I would like to take this opportunity to remind you of the preventative measures the school has put in place in order to minimise the spread of infection.

As per the advice from the government, the following actions for infection control remain in place:

- Displaying coronavirus infection control measures information posters around the school
- Encouraging good hygiene by promoting the importance of handwashing for at least 20 seconds with warm water and soap in the following circumstances:
  - Before leaving home
  - On arrival at school
  - After using the toilet
  - After breaks and sporting activities
  - Before food preparation
  - Before eating any food, including snacks
  - Before leaving school
- Providing alcohol-based hand sanitiser that contains at least 60 percent alcohol throughout the school
- Ensuring pupils and staff understand that they must cover their mouth and nose with a tissue before they cough or sneeze, then throw the tissue away
- Ensuring frequently touched objects and surfaces are cleaned and disinfected more regularly than usual
- Individual equipment and desk areas
- Outdoor learning to be used wherever possible
- Staggered start times and finish times
- Staggered break and lunchtimes
- Hubs of pupils and staff which will not mix
- Allocation of classrooms which avoid the need for any crossover
- Separate entrances and exits for each year group
- A one way drop off and pick up system for parents
- Calling NHS 111 if someone becomes unwell, isolating any unwell people in a separate room, and providing a separate bathroom, where possible
- Telling staff to stay at home for 14 days if they develop symptoms of coronavirus

This is not an exhaustive list, but I would invite you to consult our risk assessments to alleviate any concerns you may have.

As an important part of our school community, I would ask that you continue to encourage good infection control practices, such as thorough handwashing, at home and keep your child informed about the things they can do to discourage the spread of infection.

### Proposed Timetables



# Sytchampton Endowed Primary School

Stourport-on-Severn,  
Worcestershire  
DY13 9SX.  
Tel: 01905 620418 Fax: 01905 621309

Email: [office@sytchampton.worcs.sch.uk](mailto:office@sytchampton.worcs.sch.uk)  
Website: [www.sytchampton.worcs.sch.uk](http://www.sytchampton.worcs.sch.uk)



We have staggered the start and finish times for each year group to avoid crossover for pupils and parents.

	Drop Off (Morning)	Break Time	Lunchtime	Home Time	Drop off and Pick Up Location
<b>Reception</b>	08.30-8.40	10.00-10.15	11.30-12 (Lunch) 12.00-12.30 (Play)	14.45	Reception Outdoor Classroom Gate
<b>Year 1</b>	08.40-8.50	10.20-10.35	12.00-12.30 (Lunch) 12.30-13.00 (Play)	15.00	Red Side Door
<b>Year 6</b>	08.50-9.00	10.40-10.55	12.30-13.00 (Lunch) 13.00-13.30 (Play)	15.15	Portacabin Door

School will be closed on a Friday afternoon to facilitate staff PPA (Preparation, Planning and Assessment Time) which is a legal requirement and due to current staff shortages, together with following advise not to mix groups of teachers and pupils this is the only way we can facilitate this. This has been agreed across the Droitwich Pyramid. Collection times for each year group will be as follows:

- Reception**      11.45
- Year 1**            12.00
- Year 6**            12.15

### Dropping Off and Collecting Pupils

We have put in place a one-way system for parents to drop off and collect their children. We would ask, that wherever possible, only one adult should escort their child onto the school premises. We would also ask that parents and carers do not stop to mingle or chat on the car park area. We will not have the staff to police this I'm afraid, so we would prevail upon you to ensure that you follow strict social distancing at this time.

### Dropping Off

Enter through the  
from the **LEADING ASPECT AWARD**



single gate at the top of the field  
follow the one way system



## Sytchampton Endowed Primary School

Stourport-on-Severn,  
Worcestershire  
DY13 9SX.  
Tel: 01905 620418 Fax: 01905 621309

Email: [office@sytchampton.worcs.sch.uk](mailto:office@sytchampton.worcs.sch.uk)  
Website: [www.sytchampton.worcs.sch.uk](http://www.sytchampton.worcs.sch.uk)



around the playground. If you need to wait in the queue please observe the 2m distancing tape on the floor. Please do not approach teachers to have a conversation at this time. If you need to inform your child's class teacher of something, please email the office address. When you have released your child to the class teacher, please continue around the one way system and back out of the double gate at the top of the field. There is a small crossover point here, so please try to observe a 2-metre distance here. Entrance points for each year group are as follows:

Reception – Reception Outdoor Classroom Gate

Year 1 – Side Door

Year 6 – Portacabin Door

Please ensure that you are prompt within the time frames given. If you have a pupil in more than one of the year groups, then you may drop both children off at the later of the two times.

### Home Time (Picking Up)

Please observe the one-way system as advised above and ensure that you collect your child promptly within the window given. Pupils will wait inside their classrooms until the Class Teacher sees you. Your child will then be called out to come and meet you. Once again, we would ask that if you need to talk to your child's teacher at this point, please do so via email to the school office. If you have more than one child in different year groups, please collect both children at the earlier of the two times.

### Transport

We would ask, wherever possible, that parents walk their children to school. Where this is not possible, please try to avoid Public Transport if at all possible.

### Lunchtime Arrangements

In order to facilitate social distancing whilst keeping pupils and staff within their 'hub group', lunchtimes have been staggered.

**We would ask that parents provide packed lunches for all pupils.** Lunches will be eaten in classes supervised by class teachers. Pupils will then have half an hour of play, supervised by the Headteacher and one other member of staff on a rota. The playtimes have also been staggered and staff have been advised to observe these times strictly.





## Sytchampton Endowed Primary School

Stourport-on-Severn,  
Worcestershire  
DY13 9SX.  
Tel: 01905 620418 Fax: 01905 621309

Email: [office@sytchampton.worcs.sch.uk](mailto:office@sytchampton.worcs.sch.uk)  
Website: [www.sytchampton.worcs.sch.uk](http://www.sytchampton.worcs.sch.uk)



No play equipment will be used, including the static equipment, as we do not have the facilities to keep these clean.

To support us with this, please have a conversation with your child about safe games to play with their friends and social distancing where this is appropriate to their age.

### School uniform

Pupils will not be required to wear school uniform at school during this time. Pupils can wear their own clothes at school, provided they adhere to the school rules on non-uniform clothing. The shoulders and torso must be completely covered (e.g. no vests, crop tops, or low-necked shirts), and shorts and skirts must be to the knee or below. Please also ensure that your child has clothing which is appropriate for outdoor learning as we will be making the most of our outdoor spaces during this time. We would advise that you provide your child with sunhats in hot weather and ensure that an all day sun-cream is applied prior to them coming to school.

### Wrap Around Care

Unfortunately, we will not have the staffing capacity to provide Wrap Around Care for the foreseeable future. We will, however, provide childcare until 4pm each day for Critical Worker children only. If you wish to use this offer, please email the school office by Friday 22<sup>nd</sup> May 2020.

### Home Learning

Home Learning, up until now, has been facilitated through the SeeSaw App by our class teachers, who have planned and responded to any learning throughout the week. Given that class teachers will not have any breaks during the day, apart from 30 minutes at lunchtimes, I do not feel it is reasonable to ask them to continue with the home learning as it has been over the past few weeks. Instead, pupils in Years 2, 3 and 4 will be asked to access learning using the Oak National Academy service provided by the government <https://www.thenational.academy/>. Class Teachers will not be able to respond to any learning uploaded onto the SeeSaw App after the 1<sup>st</sup> June.

### Curriculum In School

In Reception the outdoor area will be used, wherever possible to facilitate normal learning in line with the EYFS Curriculum. Forest School will also be used as often as possible. Please ensure that

your children have the waterproofs and

appropriate clothing, including wellington boots in school.



## Sytchampton Endowed Primary School

Stourport-on-Severn,  
Worcestershire  
DY13 9SX.  
Tel: 01905 620418 Fax: 01905 621309

Email: [office@sytchampton.worcs.sch.uk](mailto:office@sytchampton.worcs.sch.uk)  
Website: [www.sytchampton.worcs.sch.uk](http://www.sytchampton.worcs.sch.uk)



In Years 1 and 6, normal core learning to take place in the mornings. Wherever possible Year Groups will use the outdoor areas to teach. In the afternoons our key focus will be on the wellbeing of your children.

Outdoor activities and active learning opportunities will be planned dependent upon the needs of the pupils.

### Wellbeing Support

In preparation for re-opening, our staff have been collating a number of Wellbeing resources and suggested activities for you to do with your child. All teaching staff will also be receiving Child Bereavement training prior to re-opening.

### Personal Protective Equipment

I am very aware, that this area has caused some controversy over recent weeks and still the subject of some debate between the unions and government advisors. The Government Guidance is as follows:

*“Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.”*

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

However, in order to support the wellbeing of our staff, the governors and I have agreed that our teachers may choose to wear a mask if this helps to alleviate any anxiety about being back at work. I am sure that you will understand this decision and support us in this.

The current advice regarding children wearing masks or PPE is as above. Once again, however, if you, as the child’s parent/carer, wish for your child to wear a mask, then I will not challenge this. I would ask, however, that you ensure that your child knows how to use it correctly and that you supply the protective equipment for your child.

### Intimate Care



## Sytchampton Endowed Primary School

Stourport-on-Severn,  
Worcestershire  
DY13 9SX.  
Tel: 01905 620418 Fax: 01905 621309

Email: [office@sytchampton.worcs.sch.uk](mailto:office@sytchampton.worcs.sch.uk)  
Website: [www.sytchampton.worcs.sch.uk](http://www.sytchampton.worcs.sch.uk)



If a pupil requires intimate care, parents will be contacted in the first instance to ask for assistance. Parents should attend school and report to the Front Office. You will then be asked to wear a face mask prior to entering. You and your child will be shown to private room. If you cannot attend to assist, we will administer the appropriate care, but please be aware, staff have been advised to wear full PPE in order to do so.

### School events

Please note all events for Summer Half Term 2 have been temporarily cancelled – we will inform you of new dates and arrangements as soon as possible. We will be meeting as a staff to discuss how we facilitate some celebration for the Year 6 leavers and pupils moving into Year 5. We are also working closely with High Schools and Middle Schools to arrange transition for pupils who are moving on. As soon as I have more information on this, I will pass it on.

As I have stated in my previous letters, it will be up to you as parents/carers to make a decision about whether you wish your child to return to school, if we are indeed open from 1<sup>st</sup> June. The government has stated that no parents will be fined if they choose not to return.

I hope that these arrangements provide you with the information you need to support your child's return to school. I would like to take the opportunity to thank you for supporting the school over recent weeks and supporting your child with their home learning. Please also find attached some Frequently Asked Questions to help answer any other queries you may have. If you still have concerns or need to discuss something, please do not hesitate to contact me via the school office email [office@sytchampton.worcs.sch.uk](mailto:office@sytchampton.worcs.sch.uk).

Please take care of yourselves and stay safe.

Yours sincerely,

Amanda Richards

Headteacher

Stephanie Gait

Chair of Governors



Frequently Asked



Questions





## Sytchampton Endowed Primary School

Stourport-on-Severn,  
Worcestershire  
DY13 9SX.  
Tel: 01905 620418 Fax: 01905 621309

Email: [office@syтчampton.worcs.sch.uk](mailto:office@syтчampton.worcs.sch.uk)  
Website: [www.sytchampton.worcs.sch.uk](http://www.sytchampton.worcs.sch.uk)



### **Will children be with their friends?**

Not necessarily. Teachers will organise groups within Year Groups to consider friendships, however this will not be guaranteed and there will be little flexibility once we are up and running.

### **If my child has siblings in other year groups, can they attend school as well?**

I am afraid not. Government guidance is that we should only accept those children outlined above. Moreover, we do not have the staff capacity to take more pupils from other year groups.

### **Will Key worker children be learning from 1st June?**

Key worker children will be assimilated into the closest Year Groups attending school and will access learning with those pupils. Where possible, staff will differentiate teaching to meet their needs.

### **What will you do if children are scared of PPE while administering first aid?**

We already use basic PPE whilst administering first aid, such as gloves and sometimes aprons, so this will be no different. Masks will be used at the discretion of staff, when they are in any very close contact with children. This could involve, first aid or help with toileting or eating. We feel that parents/carers have a big part to play in preparing their children for seeing adults wearing masks. Masks are evident in the community and will very quickly become part of our school routine for pupils. Staff will be given the option to wear a mask at any time they are in school, so it may be that children see staff in masks frequently.

### **My child is quite clingy at the moment and is always very tactile anyway, so how will this work with social distancing?**

We have to prioritise health and safety. If we feel that pupils cannot settle into school without touching others and compromise social distancing to the extent that it becomes a risk, then we will talk to you directly about this. We will of course care for and comfort pupils, however this must be without placing others at risk. As with the use of PPE, we feel that parents/carers play a big part in preparing their children for what will be an appropriate way to interact at school.

### **Is part time attendance on fixed days allowed after 1st June?**

We would expect pupils in Reception, Year 1 and Year 6 to attend on a full time basis. Children of Critical Workers however, may access part-time care, but we would ask that you pre-arrange this with the school by emailing the school office on [office@syтчampton.worcs.sch.uk](mailto:office@syтчampton.worcs.sch.uk)

### **Will Reception and Year 1 learn while at school?**

Yes. There will be a structure to the day and the learning. Initially settling the children and setting out our expectations for routines and procedures will be the priority. Their experience will naturally be very different, given that we will be promoting social distancing and limiting contact with other pupils. Some pupils will certainly be taught by adults that are not from their year group, as this is the only way we have staff capacity to set up small Hubs. All teachers and TAs will work under the guidance of the Reception, Year 1 and Year 6 teams. All teachers and TAs are more than able to support the learning of children from any year group.

**Can I change my mind at a later date after I see what the model will look like?**



## Sytchampton Endowed Primary School

Stourport-on-Severn,  
Worcestershire  
DY13 9SX.  
Tel: 01905 620418 Fax: 01905 621309

Email: [office@sytchampton.worcs.sch.uk](mailto:office@sytchampton.worcs.sch.uk)  
Website: [www.sytchampton.worcs.sch.uk](http://www.sytchampton.worcs.sch.uk)



The simple answer is yes, but we would rather plan for the largest possible number of pupils to avoid having to rearrange groups/ hubs in the future. I would strongly suggest that parents/carers opt in, if they are unsure at this stage. Those who are absolutely sure that they do not want their child to attend before September, should opt out to help our planning process.

### **How will it work when all of the children are back in school?**

At this stage, the short answer is, we don't know yet! Until the government issues guidance as to how this will look, we are unable to plan for it. However, as soon as we have any information, we will share them with you.

### **What if my child is Clinically Extremely Vulnerable or lives in a household with someone else who is Clinically Extremely Vulnerable?**

The definition of Clinically Extremely Vulnerable is found here:

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Pupils who are classed as 'clinically extremely vulnerable' due to pre-existing medical conditions, they must NOT attend school until government guidance changes

Pupils who live in a household with someone who is classed as 'clinically extremely vulnerable' must only attend school if stringent social distancing can be adhered to and if the pupil is able to understand and follow these instructions. This is a decision that will rest with the parent/carer but must be discussed with the school prior to the child attending school and an individual risk assessment will be agreed by all parties. Please contact the school as soon as possible to discuss this.

### **What if my child is Clinically Vulnerable or lives in a household with someone else who is clinically vulnerable?**

The definition of Clinically Vulnerable can be found here, along with Government Advice:

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing>

Pupils who are classed as Clinically Vulnerable (but not clinically extremely vulnerable) should seek medical advice before attending school and individual risk assessments must be agreed with parents prior to attending.



## Sytchampton Endowed Primary School

Stourport-on-Severn,  
Worcestershire  
DY13 9SX.  
Tel: 01905 620418 Fax: 01905 621309

Email: [office@sytchampton.worcs.sch.uk](mailto:office@sytchampton.worcs.sch.uk)  
Website: [www.sytchampton.worcs.sch.uk](http://www.sytchampton.worcs.sch.uk)



Pupils who live in a household with someone who is 'clinically vulnerable' can attend school, but again, we will need to be notified and an agreed risk assessment put in place.

In either of these cases, please contact the school office as soon as possible to discuss this on [office@sytchampton.worcs.sch.uk](mailto:office@sytchampton.worcs.sch.uk)

