



DUNSTONE PRIMARY SCHOOL

'Growing and Achieving Together'

Shortwood Crescent, Plymstock PL9 8TQ
Tel: 01752 401293 Fax: 01752 481086
e-mail: office@dunstoneprimary.co.uk
www.dunstoneprimary.co.uk



Head Teacher: Mrs Claire Duncan BEd (Hons) NPQH
Deputy Head Teacher: Mrs Laurie Archer BA (Hons) PGCE SENQUAL

Friday 28th August 2020

Dear Parents and Carers,

Guide to Returning to School in September 2020

I hope that this letter finds you and your families in good health and that you have all enjoyed the summer break. Following my letter at the end of the summer term, I am writing to update you on our plans for the full reopening of Dunstone Primary School to children in Years 1 to 6 on Thursday 3rd September and Foundation on 7th September. We are all very excited to get all of our children back to school and we want to reassure you that safety remains our ultimate priority.

We have taken time to review all of the government, DFE and Public Health England guidance and are confident that our procedures and operational structure will minimise risk, providing everyone in our school with a safe and happy environment.

Preparing for Opening

In line with government directives we will be putting in place a number of control measures when the school reopens on the 3rd September.

Hygiene & Cleaning

It is very important that we keep the school environment as clean as possible. We will be introducing a range of measures to help keep our school clean:

- **Clean hands thoroughly more often than usual.** We will continue to ensure that staff and pupils clean their hands regularly, including when they arrive at school, return from breaks, change rooms and before and after eating. We will ensure that help is available for children who have trouble cleaning their hands independently.
- **Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.** We will ensure younger children and those with complex needs are supported to get this right, and all pupils understand that this is now part of how our school operates.
- Ensure that bins for tissues are emptied throughout the day.
- Propping doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.
- Sanitisers will continue to be made readily available around the building, particularly next to touchpoints such as photocopiers.
- Cleaning materials will be available in each classroom so that staff can maintain standards of hygiene throughout the day.

We will be increasing our cleaning routines to ensure toilets, corridors and high contact points such as hand railings and door handles are cleaned during the day.

Social Distancing

Westcountry Schools Trust, Ivybridge Community College, Harford Road, Ivybridge, Devon PL21 0AJ
Registered Company Number: 07398467

Protective Bubbles

The main and most pressing logistical consideration for our school is determining how to group our children thereby minimising the number of contacts between different people across the school. Our emphasis will be upon separating class groups within the school into 'bubbles'. This will enable us to continue to deliver our full curriculum. To support this, we will be operating a number of key control measures:

- Each class group bubble will be isolated from all other bubbles as much as possible.
- The bubble will contain the same children every day and be taught and cared for by their class teachers and teaching assistants where possible.
- Staggered break and lunchtimes will enable us to socially distance phase group bubbles across playground areas, and time for cleaning surfaces in the dining hall between groups.
- There will be no large gatherings of pupils in September, such as whole school and Key Stage assemblies. Instead, we will be looking to operating virtual assemblies, streamed via Teams into classroom bases for the children to participate in.
- In line with the WEST policy, all adults within the school (unless exempt through medical grounds) will be required to wear face coverings in all communal areas e.g. corridors, staffrooms, staff workrooms, staff toilets and whilst undertaking duties at break/lunchtimes in enclosed spaces such as dining halls. Face coverings are not expected to be worn in the classroom.

In the classroom

- When working in their bases, children will be discouraged from having any physical contact with each other.
- Tables will be organised into rows to avoid any close contact and children facing one another.
- Children will be allocated their own set of equipment to use, such as pencils, ruler, pens. (Children in Years 3-6 may bring in their own equipment as stipulated in the 'Return to School Guide' on the website). However, other classroom equipment such as scissors, glue, reading books, can be shared amongst the children in the bubble.
- Specialist resources, such as science equipment, will be thoroughly cleaned after use before being used by another class bubble.
- Children will be able to access books from the school library – on the return of the books they will be put aside for a 72 hour period before being returned to the shelves.
- Staff will be limited in their ability to have physical contact with children.

Parents/Carers

- We ask that parents do not to make contact with class teachers on the school gate. Please message the school office through email or telephone to be passed on. (office@dunstoneprimary.co.uk or 01752 401293)
- There will be no access into the school building, including reception areas.
- Parents' Evenings and Open Evenings will not take place until further notice. Other ways of carrying out meetings with parents and carers will be investigated.
- We strongly advise that parents walk or cycle to school to avoid the build-up of cars and movement of people on the roads surrounding school.

School Organisation

School Uniform

Children will need to return to school in their normal school uniform. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.

On the days when the children have timetabled PE, we would ask them to wear their PE kit for that day to limit changing and the need to bring in bags from home. Information about which days this will be on will be shared with you by your child's class teacher.

Start of the day:

- To minimise the number of people on the school site at one time, from September we will be operating a flexible start to the day with access for the children into their classroom bases from between 8:40am to 8:55am for Years 1 to 6 and 8:55am to 9am for Foundation Children.
- We would ask parents and carers to ensure that only 1 adult member of the household accompanies their child/children to and from school and adhere to the one way system through the school site, dropping their child at the main gate where school staff will be available to guide children to their class base.
- We would ask parents/carers to ensure that they leave the site as soon as your child walks through the gate to the playground and avoid any waiting on the school site



End of the day:

- We will be operating a staggered pick from the main gate:
 - 3pm - Foundation, Year 1 and 2
 - 3.10pm - Year 3 and 4
 - 3:20pm - Year 5 and 6
- We would ask all parents/carers to vacate the school site as soon as possible once your child is collected using the one-way system.
- If you would like your child to walk to school or home on their own, we will require confirmation of this from you prior to school re-opening in September, even if your child walked home alone in their previous school year. Please email office@dunstoneprimary.co.uk stating your child's name and class.

Equipment and resources

The government have issued clear guidelines to schools regarding the importance of minimising the use of shared resources across and between bubbles of children. A number of key control measures will be followed:

- For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items kept in classroom bases that are not shared between year groups.
- Classroom-based resources, such as books and games, can be used and shared within the bubble; these will be cleaned regularly, along with all frequently touched surfaces.
- Resources that are shared between classes or bubbles, such as sports, art and science equipment, will be cleaned frequently and meticulously and always between bubbles. This will include the wiping of iPads, keyboards in the Computing Suite and sports equipment.
- Systems will be in place to ensure that outdoor playground equipment will be more frequently cleaned.
- Children will be limited on the amount of equipment they bring into school each day to essentials, such as a coat, water bottle, lunch box, book bag (KS1) / small bag KS2 and fruit snack (KS2).

Break and Lunchtime arrangements

- Break and lunchtime time will be staggered for Key Stages 1 and 2. Within each Key Stage the children will be spilt into phased bubbles and have their own area on the playground. The field will be used when the weather is dry to maintain class bubbles where possible.
- Children will be allowed to use the toilet as required during the day. Staff will be monitoring the flow of children to the toilet to ensure no crossing of bubbles.
- 2m floor markings will be in place outside toilet areas to separate children queuing.

From September, our kitchen will be fully open and CaterEd, our school meals provider, will be offering a new menu.

- Hot meals will be available to order from the school kitchen using existing ordering procedures.
- The children will continue to eat their lunch in the dining hall during staggered sittings. Tables will be wiped after each sitting and there will be a one-way system to enter and exit the hall in order to avoid creating busy corridors.
- Hot meals will be delivered to the children by TAs and Meal Time Assistant staff in individual bags.

Curriculum Provision

The school has established a detailed Curriculum Recovery Plan to support the welcoming back of pupils in September. Our number one priority when the school reopens, will be to support the children's emotional wellbeing as they return to school. We recognise for many of our children who have been based at home for so long, this will be a big step, particularly as they will be working in new classes and with new adults. A summary of the schools Recovery Curriculum Plan can be found on the school website <https://www.dunstoneprimary.co.uk>. This outlines how we will be approaching the delivery of our curriculum over a three phase during the autumn term.

This plan is split into three key phases:

Phase 1: Reconnecting as a school community

To build connections with children back in the school environment, supporting their emotional wellbeing.

Phase 2: Curriculum catch-up

To ensure children are secure in the key aspects of the previous year's curriculum for reading, writing, phonics and maths while ensuring that the curriculum is balanced. Undertake diagnostic assessment to identify key gaps in learning.

Phase 3: Recovery Curriculum

To ensure children are secure in the key aspects of the previous year's curriculum for reading, writing, phonics and maths while ensuring that the curriculum is balanced; with the expectation that children will move onto their year groups curriculum through the Autumn term and beyond. To reduce the variation in the attainment gap within classes and across the school.

Recovery Curriculum

Detailed plans are in place to identify and close gaps in children's learning. This includes all aspects of the learning missed, identified by teaching staff, due to many children's absence from school from March 2020. The focus of the Autumn Term will be to ensure these gaps are closed and to ensure children move on to their current year group's curriculum as soon as possible. The key focus will be on addressing issues in reading, writing and mathematics as well as supporting their resilience and wellbeing.

School Attendance

In March when the coronavirus (COVID-19) outbreak was increasing, we made clear no parent would be penalised or sanctioned for their child's non-attendance at school. Now the circumstances have changed, 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.

School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, 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;
- School's responsibilities to record attendance and follow up absence.
- The availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

Pupil wellbeing

We fully understand that children and their families may have some anxieties with regards to returning to school after a long period of absence. At Dunstone, we pride ourselves in the wealth of support, nurture and care that we provide, not only for our children, but for our families too. An experienced team can help with any anxieties or worries you or your child may have upon returning. If you would like to discuss any concerns or worries prior to your child returning to school, please email office@dunstoneprimary.co.uk.

In the Event of Illness

We will be putting in place a number of control measures to minimise the risk of infection and to safeguard children and staff. In the event of a member of our school community testing positive for Covid 19, we will follow the current guidance for childcare and educational settings set out by Public Health England South West.

A summary of these procedures is attached to this email for your information or can be found on the school website.

- In line with government guidelines, we ask that if someone in the household has Covid-19, that the child does not come to school.
- Anyone who displays symptoms whilst in school, will be isolated immediately and parents contacted. Anyone who displays symptoms can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website or ordered by telephone via the NHS 119.
- We ask parents to inform the school immediately of the test results.
- If someone tests negative, they can stop self-isolating and return to school when well.
- If someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms.

These plans are based on the current guidance being provided from the government for schools and childcare providers. Our plans could be subject to change in response to any significant local or national responses to COVID-19.

We will keep you updated via letters and email. We have also created a special page on our school website where any further communications or updates will be posted, which can be accessed at <https://www.dunstoneprimary.co.uk>.

I hope that this letter provides you with the required information ahead of our reopening next week. We are very much looking forward to welcoming our children back to school and bringing the school community together again. On Tuesday, I will be recording a message to introduce myself, welcome the children back to school, and explain what school will be like on Thursday. This will be posted on Class Dojo alongside photographs of their new classrooms. Should you have any questions about any of the information above or about our plans for the reopening of the school, please don't hesitate to contact me at office@dunstoneprimary.co.uk.

I very much look forward to seeing you all next week.

Yours sincerely,



Claire Duncan
Head Teacher



We're working
towards Artsmark
Awarded by Arts
Council England

