



PEEL COMMON *Community Junior School*

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Headteacher : Mr Andy Clarke
Deputy Headteacher : Mr Warren Beadell
Administrative Officer : Mrs Tracy Barker

21st May 2020

Dear Parents/Carers of Year 6 and Key Workers

As you will no doubt be aware, it is the government's intention for certain groups of pupils (as a junior school, it will be our Year 6 children) to return to school from Monday 1st June 2020 if certain scientific indicators are met. We will not know if these indicators have been met until Thursday 28th May 2020 but we have been tasked with planning for this eventuality.

I am writing to you again to give you the specifics around our agreed risk assessment, along with a series of caveats which may affect the risk assessment moving forward.

We have followed the government guidance, as laid out in the following documents:

<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>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

<https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/885631/Overview_of_scientific_advice_and_information_on_coronavirus_COVID19.pdf

We are intending to implement a 'bubble' system which will allow up to nine children per class to be in school with a dedicated class teacher from Monday to Thursday.

We can accommodate up to eight bubbles in school due to the school infrastructure (eight class rooms) and current staff availability (maximum of 70 children at any one time).

The class teacher for each bubble will not necessarily be your child's class teacher and they will not necessarily be based in their current classroom.

Due to the current numbers of key worker and vulnerable children, they can currently be accommodated in two additional bubbles.

If the number of key worker/vulnerable children were to increase, this may impact on whether we are able to operate the same number of Year 6 bubbles or in the same way as we have planned. If this were to change we would give you advance notice of this change.



Organisation of the Bubbles and the Bubble system:

Newton 1	Mrs Ryan on Mondays and Tuesdays and Mr Beadell on Wednesdays and Thursdays located in Newton class
Newton 2	Miss Norish from Monday to Thursday located in Nelson class
Newton 3	Mrs Giles from Monday to Thursday located in Shackleton class
Nelson 1	Miss Adams Monday to Wednesday and Mrs Marchant-White on Thursday located in Brunel class
Nelson 2	Mrs Sanford Monday to Thursday located in Shakespeare class
Nelson 3	Mrs Draper Monday to Thursday located in Boudicca class

If, due to pupil numbers, only four Year 6 bubbles are needed, then they will be located in upper school, with Miss Adams bubble location moving back to her current class in Nelson.

The four class teachers in this instance would be; Mrs Ryan and Mr Beadell, Miss Adams and Mrs Marchant-White, Mrs Sanford and Mrs Giles.

The two Key Worker/Vulnerable children bubbles would continue to operate out of the two Year 3 classrooms as is currently the case.

Start times, playtimes, lunchtime play, finish time, drop-off/collection point and entry points to be as follows:

Newton 1	Start Time (ST)=8.45am, Break Time (BT)=10.15-10.30, Lunch Time play (LT)=12.30-1pm, Finish Time (FT)=2.45pm ... Drop-off/Collection point= located in playground 1 (hopsotch/number square) ... Drop off/Collection entry=front entrance
Nelson 1	ST=9.00am, BT=10.45-11.00, LTplay=12-12.30pm, FT=3pm Drop-off/Collection point= located in playground 1 (hopsotch/number square) Drop off/Collection entry=front entrance
Newton 2	ST=8.45am, BT=10.15-10.30, LTplay=12.30-1pm, FT=2.45pm DO/CP located in playground 2 (netball court) ... ENTRY= front entrance
Nelson 2	ST=9.00am, BT=10.45-11.00, LTplay=12-12.30pm, FT=3pm DO/CP located in playground 2 (netball court) ... ENTRY= front entrance
Newton 3	ST=8.45am, BT=10.15-10.30, LTplay=12.30-1pm, FT=2.45pm DO/CP located in playground 3 (five-a-side/hockey football pitch) ENTRY= front entrance
Nelson 3	ST=8.45am, BT=10.15-10.30, LTplay=12.30-1pm, FT=2.45pm DO/CP located in playground 3 (five-a-side/hockey football pitch) ENTRY= front entrance
KW1	ST=8.45am, BT=10.45-11.00, LTplay=12.30-1pm, FT=3.15pm DO/CP located in small playground ... ENTRY= rear entrance
KW2	ST=8.45am, BT=10.30-10.45, LTplay=12-12.30pm, FT=3.15pm ... DO/CP located in small playground ... ENTRY= rear entrance

We would ask that parents implement the 2m distance rule when dropping off and collecting and that they only enter the school grounds at the allotted times. We would also discourage the congregation of parents outside of the school gates. In addition, we ask that only one adult, with no accompanying children, can drop off/collect. Year 6 children will be able to come to and leave from school, on their own at the designated time at their parent's discretion.

The class teacher will come out to the designated collection/drop off point at the allotted time to collect, hopefully, all the children to bring them into school. If however, you are running a little late then your child will need to make their own way into school using the agreed route and without you – this would be almost identical to the current system we had in school prior to the lockdown. You would then exit the school grounds via the visitors gate following a socially distanced one-way system.

At the end of the day, we would encourage you to wait in your drop-off/collection area (one of the designated playground zones) and the class teacher will bring their bubble out to you. If you could continue to use the one-way system and exit via the visitors gate.

For the Key Worker/Vulnerable children bubbles, you had been using the school reception for dropping off and collection. From Monday 1st June 2020 this will change. We are asking that you bring your child/ren through the rear entrance of the school and bring them round to the small playground/amphitheatre to drop off outside of the Year 3 classrooms. At the end of the day, we also ask that you collect using this rear entrance and from outside the Year 3 classrooms located in the small playground/amphitheatre.

When in school, all the children and staff will have their temperature taken as soon as possible. Their classroom will be set up with individual desks set 2m apart with the teacher located at the front. There will be little or no direct interaction as everything will be encouraged to happen at at least a 2m distance.

Each child will have their own set of resources, located in their trays on their designated table. Any use of shared resources will result in those shared resources being placed in a central box in the classroom where they will either be cleaned at the end of the day or bagged up for 72 hours before being returned back into circulation.

Break-times and lunchtimes will be staggered and they will have their own separate play area (their drop-off and collection zone on the playground). The field will be divided into 4 quadrants to allow safe use of this space. Each bubble will have their own dedicated supervisor that will have responsibility for two staggered bubbles only.

All Newton bubbles will have their playtimes and lunchtimes at the same time so although they won't be allowed to physically mix, they will be able to see each other and perhaps enjoy 'loud' conversations from a 2m distance. The same will be organised for all Nelson class bubbles.

Each bubble will have their own dedicated toilet; Bubbles located in Newton and Nelson classes will only use the upper school boys toilet. Bubbles located in Shakespeare & Shackleton will only use the upper school girls toilet. Bubbles located in Brunel and Boudicca classes will only use the lower school boys toilet. Bubbles located in Peel and Pankhurst classrooms will only use the lower school girls toilets.

- Only cubicles to be used (urinals taken out of use)
- Paper toilet seat covers to be used by children and disposed of
- Sanitary bins to be in each toilet
- Only one child allowed in at a time
- Staggered hand-washing times to be decided by class teacher

We will be implementing a 'road' system inside the school building to control movements around school. The corridors and walkways have been divided into two, with 2m intervals marked. Everyone will walk (drive) on the left.

Bubbles located in Newton and Nelson classes will enter and exit the school at staggered times via the upper school link corridor (Left door).

Bubbles located in Shakespeare and Shackleton classes to enter and exit the school at staggered times via the rear classroom external door.

Bubbles located in Boudicca and Brunel classes to enter and exit the school via upper school link corridor (right door).

The Keyworker/Vulnerable children bubbles will exit via their external classroom doors and use the small playground/amphitheatre at staggered times.

The school's cleaning regime will be as follows:

- The school will be thoroughly cleaned before school; classrooms, toilets, high-touch areas, staff rooms, offices and reception
- The school will be lightly cleaned at lunchtimes; classroom tables and high-touch areas
- The school will be thoroughly cleaned after school
- The school will be deep cleaned on Fridays

In addition, we have installed a number of new hand sanitisers and soap stations; by all sinks, in both corridors, in reception, in office. This complements our existing soap and hand sanitiser stations around school and in all classrooms.

Children will be encouraged to wash their hands regularly but especially after visiting the toilet, after returning from play, before and after eating and at the beginning and end of the school day.

There will be boxes of tissues in each class alongside double bagged bins to encourage the 'catch it, bin it, kill it' approach.

If netbooks are used they will be wiped with anti-bacterial wipes at the onset of an activity and at the end.

The library will be out of action to children, however books can be loaned or returned by the teacher; equipment will be wiped and gloves used.

We would strongly discourage children bringing in items from home other than their water bottle, lunch box, reading book and PE kit - No pencil cases are needed unless they stay in school.

School Dinners

You can either provide your child with a packed lunch or one can be ordered from school as normal but eaten in the classrooms or their play areas on warm days. The kitchen will also be able to offer a hot dinner on Monday and Thursday which we think is likely to be pizza on Monday and fish and chips on Thursday – these will be delivered in boxes to the classroom.

The School Office

This will be lightly manned throughout the school day either by a member of the senior leadership team, a member of the office staff or the day's designated First Aider.

We would ask parents to avoid coming into reception and instead contact the school via the school email; adminoffice@peelcommon-jun.hants.sch.uk or by phone using the school number 01329 281206 which will be virtually manned through the school day by Mrs Barker.

If you do need to come into reception, we will be placing a box outside for forgotten lunch boxes or PE Kits etc. and if you leave it there and follow up with a phonecall or use the buzzer to communicate we will make sure that those items are safely delivered. Everything else should be directed via email or phone as above.

There will be clear signage in and around school to help you know where to go, where to stand and which way to travel. There will be further signage encouraging everyone to be hygienic and to socially distance.

We would expect all children from Monday 1st June to wear school uniform. If this is going to be difficult as your child may have outgrown some of their uniform and you might be, quite rightly, reluctant to purchase new uniform, then please dress them as close to school uniform as you can.

First Aid and in the event of an outbreak

First aid will be provided by a trained first aider on site, but they will be encouraged to either socially distance or to wear appropriate PPE when dealing with a situation. In the event that a child comes down with the symptoms related to coronavirus, then the first aider will be encouraged to wear the PPE kit provided which is likely to be gloves, apron, face mask and goggles. We understand that if a child is not prepared for this they are likely to be scared so one of the first activities your child will engage in when they return is to see the PPE gear and to see one of our first aiders in their full kit. Discussion can then take place about why they should wear the kit to reassure and to educate.

If a child does come down with the symptoms whilst in school, then they will be escorted to the medical room where they will wait with the first aider whilst we get in contact with yourselves so that you can collect. We would then expect you to take the appropriate measures which should include taking medical advice and at the very least self-isolating along with rest of the household.

Following the child with symptoms departure, phone calls will be made for the rest of the bubble to be collected. They should remain at home until:

- the child with symptoms has been tested and the test comes back negative
- if the child with symptoms has been tested and it has come back positive, they stay at home and self-isolate for 14 days before returning
- the child with symptoms has been tested and it has come back positive but then your child is tested and it comes back negative; they should still remain at home for 7 days before returning
- there is no test then the bubble remains at home for 14 days

If your child displays the symptoms outside of school then please contact us as soon as possible so that we can contact the rest of the bubble. The rest of the bubble will need to follow the same procedure as detailed above before a return.

The staff members, including the lunchtime/play leader for that bubble will also follow the above procedure. Behaviour:

When the children return, one of the first things we will do is share expectations, rules and arrangements with them:

- Discuss new classroom rules and class charter based on hand washing and social distancing.
- Plan lunchtime arrangements – pack lunches in classroom
- New line up rules with social distancing
- Movement around school
- How to be hygienic
- Reporting of symptoms
- Screening temperature – all to have temperatures taken

If a child is struggling to follow the rules, especially as they pertain to safety, then the following will be triggered as a general flow-chart:

- Child to be prompted by class teacher to follow agreed procedure
- Child to be given time-out in nurture room with SLT for 15mins
- Child's parents to be contacted to come and collect
- Child to come in only on a limited timetable
- Child to be educated from home

For those children who choose not to return to school, there will no fines or penalties for non-attendance. We will endeavour to keep in touch with you by phone and we will be still providing weekly or frequent home learning packs.

In the event of a critical incident

As per the school's Critical Incident Policy, the Year 6 class bubbles are to congregate safely on main playground with their class teacher. The Key Worker and Vulnerable Children bubbles to also congregate on main playground at a safe distance. Other adults on site will also safely congregate on main playground. Other procedures in the Critical Incident Policy to be followed as per the current policy available on the school website.

If, having read this letter and having considered your individual set of circumstances, you wish for your child to return, please let us know by email at the school email address of adminoffice@peelcommon-jun.hants.sch.uk by 12 noon on Monday 25th May. If you have already indicated to your child's class teacher that your child will be DEFINITELY returning, there is no need to do this.

If, after this deadline, you subsequently wish your child to return, please email the school email address and you will be placed on the register for the following week. Each week will have the Monday noon deadline for the following week.

Next Monday, after we have received communication from yourselves that you wish your child to return, we will endeavour to contact you to inform you of which bubble your child has been placed and who the class teacher will be.

I will also be doing at least one video update which will take you and your child through a tour of the school and a brief reminder of the procedures. This should help clarify any matters that you might have when reading this letter.

Although the measures we have put place will keep your child as safe as possible we do understand that it will be an anxious time for both you and your child. We will endeavour to make school as appealing and as nurturing as possible.

I hope this letter has helped.

Stay safe and KEEP HAPPY!

Kind regards



Mr Andy Clarke
Headteacher