



Dear All,

### Welcome Back Autumn 2021

A very warm welcome back to the start of the Autumn Term. I hope you all had time to rest and relax and have quality time with your families.

Much work has been done around the school to ensure we are ready for the return to work and my thanks go to Paul and Phil especially for their hard work during the holidays.

I have put together a plan for returning while still being mindful of the ongoing Covid situation and the guidance from Unions. There seems to be a bit of fluidity surrounding this currently, so as ever I will update you whenever there are changes.

Current guidance states that staff and children no longer need to wear masks in school, whilst most of the Government information continues to be targeted at Secondary schools I will continue to use this guidance and adapt where necessary for our situation. Therefore I would ask that you continue to wear masks when meeting and greeting parents and carers and when children are being dropped off and collected from school. If anyone wishes to continue to wear a mask, the option which gives the better protection than a shield, then they are at liberty to do so. I will still encourage parents and carers to wear masks on site as I interpret this as meeting in a more confined area with people you would not normally associate with. There has also been a relaxing of keeping any set distance. I would however encourage you all to remain mindful of keeping some distance from each other and children for your own well-being and safety.

There has been new guidance regarding vaccination, the latest guidance states:

If you are a contact of a confirmed Covid-19 case you do not need to self-isolate if:

- you're fully vaccinated – this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS
- you're under 18 years, 6 months old
- you're taking part or have taken part in a COVID-19 vaccine trial
- you're not able to get vaccinated for medical reasons

Therefore, if there is a confirmed case within the area you are working you can continue to work unless there are mitigating circumstances which would mean you would be unable to. This would need to be discussed with myself to support you in this circumstance.

I have attached the latest summary Risk assessment for you and our schools Outbreak Management Plan. These outline our processes and procedures for a situation if cases were to be identified, what we have done to mitigate the risks and what we would do in response. If you would like any further clarification I will be able to provide this. These are summary documents of quite weighty documentation that we have to have in place, so will not necessarily have the detail but this can be provided as is in place.

This guidance is the same if you have a member of your family living at home who has tested positive on a PCR test. If you are living with someone who has tested positive you also need to take a PCR test, and if that result is negative then you should be able to continue to attend the workplace. I would however ask, that if this is the case you take a lateral flow test on a daily basis during their isolation to ensure your own well-being. We will be able to provide test kits for this or you can have them delivered to your home for free through Amazon, or can be picked up from local pharmacies. If you have dependents who are needing to isolate, i.e. children, and you are the primary carer, then you will need to let school know via email to the office, so suitable cover arrangements can be made.

I have put together a new staffing timetable but there will be amendments and some flexibility required that will need to be made from the off as Reception children do not start full time straight away and there have been some staff changes during the holidays.

Year 1 change to class entry for Frog, Duck and Heron Classes:

We will start the year with parents and carers dropping their children and collecting them from the class doors. To facilitate this we will operate a one way system where all parents for these classes enter through the gate opposite Frog Class, then all move through the outdoor area to drop / collect before exiting the furthest gate by Heron Class. This will allow staff to stay in classes, will free up the hall and hopefully give



you a little more time to settle the children straight in. To start with parents will need to be supported with doing this, but hopefully with time will become the 'norm'.

Poynings Gate will still need to be manned both morning and evening.

Staffing changes during the Summer;

Nursery - Sophie, our Nursery Manager has unfortunately had to leave due to personal circumstances and I would like to wish her all the best in her future plans. Michelle Falshaw will be taking over as Nursery Manager for the foreseeable future following our internal advert. Michelle has worked really hard over the holiday to support this change of role at very late notice and I am sure you will all be willing to support her in doing this. Amanda has been working with Michelle to prepare for the start of term and Selina will continue in the Nursery.

Unfortunately Jenneace will be leaving us on 7<sup>th</sup> September and Shalia will continue with us until an advert can go out for a more permanent position.

Rainbow Room – Jo Matthews will be leaving us at the end of September, having been successful in securing a role with the Local Authority. I will be looking to send out an internal advert to cover this role as soon as we return. Jo has done a fantastic job in really securing a fantastic experience for the children who attend Rainbow and their families and we shall really miss her. I would like to wish Jo all the very best in her new role, I know she will be an asset to her new team.

Reception – As Michelle Falshaw has agreed to lead the Nursery there is now a vacancy for a TA, this will be advertised in due course, but will need to be covered by others until we can secure a new member of staff.

Welcome Room – As the children will not be starting full time initially I will need to ask new Welcome Room staff to be flexible in meeting the needs of the school for the first couple of weeks. I will speak with staff concerned about this on our return to school.

**Please ensure you have taken a lateral flow test before returning to school** and this procedure will need to continue as before, twice weekly, until further notice. Please make sure you have enough test kits for this to be carried out, Michelle Barrand will be able to re-distribute from the main office if required. Please keep visits to the office to a minimum, as the office staff are most at risk in dealing with the public too. I have already been informed of positive cases within our staff community so it is imperative that you do test regularly please.

We will introduce new ways of working as we settle into term. For example we will be holding assemblies, only for Years 1 and 2 this term in the hall, but only in single year groups. Lunchtimes will continue as they are currently as will the Daily Kilometre. Any changes will be made in response to ongoing directives from the Government if they are suitable for our age group of children and staff feel happy with them.

Please remain vigilant at all times and if there is something you are not sure of or would like more information about then please do ask. I do not want to overburden you with information, but do have that information to hand if required.

I hope that things will improve and there can be further levels of normality we can move to, but until we are back and settled in I would rather err on the side of caution to protect everyone as much as we can. Please ask or say if you are unsure about anything!

I am really looking forward to welcoming you and the children back, school is a strange place without everyone there. You are a fantastic team and I know your support and commitment to the school, each other and our families will make a great start to a new school year.

Please continue to take great care and I look forward to seeing you all back safe and sound.

Lisa