

COPPERMILL PRIMARY SCHOOL

Headteacher Mrs Figen Bektaşoğlu
Assistant Headteacher Ms Stephanie Daley

Address Edward Road, Walthamstow E17 6PB
Telephone 020 8520 6267
Website coppermillprimary.co.uk
E-mail school@coppermill.waltham.sch.uk



Learning Together, Achieving Forever

Thursday 21st May 2020

Re: Potential re-opening of school for Reception, Year 1 and Year 6

Dear Parent/s

Following on from my letter to you earlier on in the week and, as you will be aware, the government has published an intention for primary schools to consider opening for certain year groups from 1st June pending the continued stabilisation of the national situation. They will not confirm this intention until Thursday 28th May but have asked schools to plan and prepare for this eventuality.

Thank you to those of you who have told us in advance of your decision regarding your children returning to school or not. Bear in mind, this is your choice and if you do not feel it is safe to do so, the school will respect your decision and continue to supply assistance with home learning and all normal attendance procedures are lifted for the time being – you will not be penalised for not sending your child to school.

All of the guidance that we have received from national government and the local authority has stressed that individual schools should use national guidance to conduct thorough risk assessments of their capacity and physical spaces before opening. Individual schools need to create plans, organise classes and spaces, ensure they have resources and timetable activities, lunchtimes and breaks to ensure that the children return to school in as safe a way as possible for our families and staff. This will result in schools making different decisions when factoring in these matters.

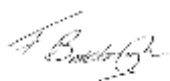
Undoubtedly, you will have seen some of the media coverage on the issues that have been raised by both science experts and the teaching unions concerning this proposed partial re-opening of schools. There are serious concerns over the impact it will have on causing infection transmission rates to rise and also the ways it may put members of staff at risk – not only through the increased contact at school but also for those who have long journeys to work. There are also concerns over staffing schools given that many staff are on the critically vulnerable or vulnerable list or live with family members who are. Very recently there have been studies as to the potential impact specifically concerning children.

I mention all of this because you need to hold in mind that any plan that Coppermill has to open needs to be received cautiously. It is our intention to open, as outlined below, however this plan will be subject to daily review depending on the national and local situation. I am sending it out now so that you have an idea of our plans – **but please be mindful that these plans may be subject to change through circumstances outside of our control.**

The leadership team, the governors and I have looked carefully at our school and the individualised opportunities and constraints the school building offers and devised a re-opening plan that we think takes on board the key messages from current government guidance (as outlined below for you), the risk assessment of our school and structure and our duty of care to our staff. I cannot stress strongly enough that you must be aware that we may have to make changes as the next weeks and months unfold and reserve the right to do so. As always, we will endeavour to give you as much notice as possible and also to do our very best for your children and family.

I would also like to take this opportunity to share with you my gratitude and thanks to our fantastic staff who have been working so hard to keep the home learning package that we offer creative, engaging and balanced as well as all their work and care in keeping in touch with the children and our school community. I am sure you will join me in thanking them and applauding their commitment and professionalism in these difficult and challenging times.

Kind Regards



Figen Bektaşoğlu
Headteacher

Schedule for re-opening – week by week and on a staggered basis

Week one	Schedule	Timings
Monday 1st June	Staff Training – School closed to train staff on new health and safety procedures, new policies, curriculum planning and time for preparation and changes to the school environment and whole school site	8:30am – 4:30pm
Tuesday 2nd June	Staff Training – School closed to train staff on new health and safety procedures, new policies, curriculum planning and time for preparation and changes to the school environment and whole school site	8:30am – 4:30pm
Wednesday 3rd June	Staff Training – School closed to train staff on new health and safety procedures, new policies, curriculum planning and time for preparation and changes to the school environment and whole school site	8:30am – 4:30pm
Priority and Year 6 pupils only		
Thursday 4th June	Priority pupils in school (whole day)	Group 1 – 8:50am – 3:30pm Group 2 – 9:00am – 3:40pm
	Year 6 pupils in school (half day)	Group 1 – 9:10am – 12:30pm Group 2 – 9:20am – 12:40pm
Friday 5th June	Priority pupils in school (whole day)	Group 1 – 8:50am – 3:30pm Group 2 – 9:00am – 3:40pm
	Year 6 pupils in school (half day)	Group 1 – 9:10am – 1:30pm Group 2 – 9:20am – 1:40pm

Week two/three/four/five/six/seven			
Priority pupils *	School start and finish times	Entry and Exit points	Classroom and teaching staff
Monday 8 th June – Friday 17 th July (whole days)	Group 1 – 8:50am – 3:30pm Group 2 – 9:00am – 3:40pm	Enter and exit through car park and KS2 gates	Group 1 – Ms Emma Frank & Mr Dean Muir – Mobile 1 Mr Danny Edwards will provide release time support Group 2 – Ms Libby Hewitt & Ms Wioletta Pytel – Mobile 2 Ms Iolanda Croitoriu will provide release time support

****Priority pupils are: vulnerable pupils as identified by the school, pupils with EHCPs and Key worker pupils.***

Week two/three/four/five/six/seven			
Year 6 pupils	School start and finish times		
Monday 8 th June – Thursday 16 th July (whole days)	Group 1 – 9:10am – 3:10pm Group 2 – 9:20am – 3:20pm	Enter and exit through car park and KS2 gates	Group 1 – Mr Steve Jessener – Year 6 classroom Group 2 – Mr Max Dudley – Year 5 classroom Ms Fiona Woodgate will support one group
NOT IN SCHOOL on Friday 12th June and every Friday onwards	N/A	N/A	

Week two/three/four/five/six/seven			
Reception pupils	School start and finish times		
Monday 8 th June – Friday 17 th July (half days)	Group 1 – 8:50am – 12:30pm Group 2 – 9:00am – 12:40pm	Enter through far gate (by Coppermill Park) and exit through main gate	Group 1 – Ms Nilay Enver & Ms Rebekah Standing – Nursery classroom Group 2 – Ms Heena Khan & Ms Zuleikha Mahroof – Reception classroom Some children will be supported in the Yr 1 classroom Ms Farzana Ali will support one group

Week three/four/five/six/seven			
Year 1 pupils	School start and finish times		
Tuesday 16th/Thursday 17th/Friday 18th June and every Tuesday, Thursday and Friday (three whole days)	Group 1 – 9:10am – 3:15pm Group 2 – 9:20am – 3:25pm	Enter through far gate (by Coppermill park) and exit through KS2/Car park gate	Group 1 – Mr Leo Parker – Year 2 Nebula classroom Group 2 – Ms Yasmin Mirza – Year 2 Neutron classroom Ms Sabina Shaikh will support one group Ms Alba Fle & Ms Kiran will support a small group of pupils
NOT IN SCHOOL on Mondays and Wednesdays	N/A	N/A	

Priority group parents – please note:

Please note that if your child is in this group and is in Reception, Year 1 or Year 6

- If your child is eligible to be in the priority group and they are in Reception, year 1 or year 6, then you will need to decide and inform us if you want them to be in the priority group or in their own year group. Once you decide they will not be able to move between the groups. We understand that this could impact on working parents however it is out of our hands.
- **We will not be able to accommodate ANY children on Monday 1st, Tuesday 2nd, Wednesday 3rd June.** However, if in the circumstance that both parents living in the same household are key workers and are absolutely unable to keep your child at home then please email us by **Wednesday 27th May** (at the very latest) to advise - attaching proof of key worker status and that you will be required at work on those days.

Changes to the school day that families need to know

1. All children to bring their own water bottle.
2. All pupils will eat a packed lunch in their designated classroom. If you are entitled to universal free school meals or have been using the free school meals voucher system a packed lunch will be provided. There will be no cooked lunches.
3. Children do not need to wear school uniform as it would be better if they wear clothes that can be changed daily and washed when they get home.
4. There will be no Breakfast Club or Tea-Time Club and no After School Enrichment Clubs.
5. We would ask that children are collected on time as this is key to social distancing.
6. Only one carer should drop off their child each day.
7. Parents will not be able to talk to class teachers at the door etc... due to social distancing. We ask that you email our office with any questions or make an appointment if necessary

How will the school act on the latest government guidance?

We have conducted a risk assessment and will be making some changes to ensure that your child can return to school as safely as possible. A range of approaches and actions will be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These will include:

- Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does do not come into school
- Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly and use of alcohol hand rub or sanitiser in classes
- Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach
- Cleaning frequently touched surfaces often using standard products, such as detergents and bleach, paying particular attention to door handles, school equipment, desks, light switches etc
- Each group 'protective bubble' will have their own designated toilets to access and also use the sink in their classrooms.
- Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)
- Groups will be organised to small class sizes, no more than 15 pupils in a group and consistent teaching staff to each group
- Implementing a 'one way' in and 'one way' out system to prevent parents/children crossing paths when entering and exiting the site – allowing for social distancing
- Every child will have their own zip wallet for their own resources such as pencil, ruler etc... and will be assigned their own individual table in their new classrooms (year 1 and year 6 only)
- Every staff member will attend 'induction' training on the first three days beginning the 1st June (school will be closed for all pupils) so they are well-prepared to welcome back the children on their first day
- Extended break times for all groups including afternoon breaks – so that the children are outside as much as possible (weather permitting).
- Lunch time meals will be packed lunch style and will be eaten in the classrooms.
- No unnecessary visitors will come on to the school site and parents will only come into school by appointment when and only if it is necessary.
- The school timetable and curriculum will be a little different from usual but we will endeavour to keep things as normal as possible, including the teaching and learning of key maths and literacy skills. Year 6 will work on transition units to prepare them for secondary school. Where possible, classes will use outdoor spaces for learning. We will also consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously – particularly for Reception.

What should parents and carers do?

The guidance also highlights some of the things parents and carers can do to help. The government ask that you consider how you travel to school, and reduce any unnecessary travel on public transport where possible.

We also ask that you do not enter the school building, unless you have a pre booked appointment, as we are trying to minimise the number of people in the building. If your child needs to be accompanied to the education or childcare setting, only one parent should attend and if possible do not bring siblings into the school grounds and ensure that they do not touch any school equipment.

Obviously, do not send your child to school if they or anyone in the household are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection). You do not have to send your child to school if you need to shield your family due to vulnerabilities or if you do not feel comfortable with them coming in to contact with an increased number of people. There will be no fines issued during this period for nonattendance. The school will continue to provide on line work.

Will contact tracing be in place in educational and childcare settings?

The government is developing a new national test and trace programme. This will bring together an app, expanded web and phone-based contact tracing, and swab testing for those with potential coronavirus symptoms. This programme will play an important role in helping to minimise the spread of coronavirus in the future. It will also include more traditional methods of contact tracing if a child, young person or parent tests positive. This could include, for example, direct discussion with parents and the school on recent contacts. The government is recruiting 18,000 contact tracers to support contact tracing and will recruit more if needed. They will play an important part in tracing the contacts of those with coronavirus, including children.

What happens if someone becomes unwell at an educational or childcare setting?

If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they will be sent home and advised to follow the COVID-19:

- If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. A window will be opened for ventilation. If it is not possible to isolate them, we will move them to an area which is at least 2 metres away from other people.
- If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.
- PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).
- In an emergency, we will call 999 if they are seriously ill or injured or their life is at risk.
- If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.
- Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.

What happens if there is a confirmed case of coronavirus in a setting?

When a child or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and children who are attending school will have access to a test if they display symptoms of coronavirus, and will be encouraged to get tested in this scenario.

Where the child or staff member tests negative, they can return to school and the fellow household members can end their self-isolation. Where the child or staff member tests positive, the rest of their class will be sent home and advised to self-isolate for 14 days. The other household members of that wider class

do not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise us on the most appropriate action to take. In some cases, a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group.

Will children be eligible for testing?

All those children eligible to attend, and members of their households, will have access to testing if they display symptoms of coronavirus. To access testing parents will be able to use the 111 online coronavirus service if their child is 5 or over. Parents will be able to call 111 if their child is aged under 5.

Will teachers and other staff be able to get tested if they have symptoms?

Access to testing is already available to all essential workers. This includes anyone involved in education, childcare or social work – including both public and voluntary sector workers, as well as foster carers. We can book tests through an online digital portal. There is also an option for staff to book tests directly on the portal.

