



Emmanuel CE Middle School

Howe Lane, Verwood, Dorset, BH31 6JF
office@emmanuel.dorset.sch.uk www.emmanuel.dorset.sch.uk
Tel: 01202 828100 Fax: 01202 828104
Executive Headteacher: Mr Ron Jenkinson, M.Ed
Headteacher: Mr Rob Christopher, BSc (Hons) PGCE
Deputy Headteacher: Mr Alister Barker, BSc (Hons) PGCE

15th July 2020

IMPORTANT - Return to school - September 2020

Re-opening of school for all pupils from week beginning 7th September 2020

Dear Parents/Carers,

I am pleased to be able to write to provide initial details of our arrangements for the wider reopening of Emmanuel Middle School for all our children. Pupils in **Year 5 will return on Monday 7th September** with **Years 6, 7 and 8 returning on Tuesday 8th September**.

Our plans for re-opening have been made after careful review of the recently published government guidance that you can access using the link below.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

A full risk assessment has been produced to reflect this guidance. This has been reviewed by external Health and Safety advisors and Wimborne Academy Trust's Executive Team before being approved by our Trust Board. Our wider principles for re-opening reflect the approach being taken by all Wimborne Academy Trust Middle Schools.

I very much hope that the following information will reassure all our families of the steps that we have taken ahead of welcoming all children back to school in September.

It is now imperative that we prioritise our children's education and well-being after such a long period away from school. By ensuring that our staff, pupils and families follow guidance and our procedures with care and thought this can be achieved.

I remain confident that our careful planning ensures that we are well placed to open as safely as possible, whilst meeting government guidelines.

We are excited by the prospect of welcoming your child back to school in September and as ever very much value your support and partnership as we take these next steps together.

Best wishes

Mr Rob Christopher
Headteacher

Allenbourn Middle School Colehill First School Emmanuel Middle School Hayeswood First School Hillside First School Lockyer's Middle School Merley First School Queen Elizabeth's School St John's First School St Michael's Middle School Verwood First School Witchampton First School



WIMBORNE
Academy Trust

Wimborne Academy Trust, a company limited by guarantee registered in England and Wales with company number 09362004. Registered office address:
5 Allenbourn Middle School, East Borough, Wimborne Minster, Dorset BH21 1PL. Wimborne Academy Trust is an exempt charity



Our Risk Assessment in Action:

The full risk assessment will be available on our website before the start of term but the details below specify the implications for children's day to day experience.

Year Group Bubble

We will operate **Year Group Bubbles** from September. Each year group will have their **own playground / field area**. For the majority of the teaching week, pupils will be **taught in their allocated teaching room with teaching staff moving to deliver lessons**. Staff will socially distance from children when teaching lessons. Classrooms will be set up so pupils are sat side-by-side. **Pupils will not be allowed to interact with children from other year groups at any point across their day in school**. Equipment will not be shared across year group bubbles until it has been cleaned. Regular hand washing and sanitising will remain an important feature of our school day.

Symptoms

Please do not send your child to school or allow them to visit our school site, if they or anybody else in their household, displays any of the following symptoms;

- a new, persistent cough,
- a raised temperature
- or a loss or change to their sense of smell or taste

If any of these are present, they should stay at home to self-isolate. You should also arrange for them to be tested and ensure that you notify the school office immediately.

Any child displaying those symptoms on arrival will be sent home. Whilst we await your arrival, they will be kept in a Covid secure room and supervised by a member of staff wearing full PPE.

Behaviour and expectations of your child

It is imperative that pupils returning to school maintain the same high standards of behaviour and conduct that we would always expect from them. We will ensure a well-supported return for pupils supported by our school's values and ethos. However, **any pupils who are unable to follow our rules, keeping themselves and others safe, will not be able to remain in school** and parents/carers would be expected to collect their child immediately.

A Broad and Ambitious Curriculum Offer

We value our **broad and ambitious curriculum** offer at Emmanuel and Government guidance supports us in prioritising learning across the full curriculum from September 2020. Appropriate curriculum changes have been made to content and sequencing to ensure children will still achieve excellent curriculum coverage across their time at Emmanuel and access the learning in spite of the period of school closure. Our 2020 / 21 curriculum will be available on our website at the start of term.

Our planned timetable will be delivered to all pupils by our specialist teaching staff. This will be achieved by staff, wherever possible, moving to your child in their classrooms. In addition to this, where it meets the guidelines, **children will have the opportunity to use specialist teaching facilities across the teaching week**. This will be achieved by ensuring that appropriate cleaning takes place or specialist areas only being used by children within a year group bubble during any one day before thorough end of day cleaning is completed.



- **Equipment:** all pupils will be supplied with a clear zip wallet containing blue pens, a pink pen, a purple pen, a green pen, pencils, pencil sharpener, eraser, ruler, protractor, a glue stick, a white board pen and a cloth to clean their whiteboard. Please keep pencil cases at home until we confirm otherwise. Please note - this is an unavoidable change from what was shared at the Year 5 meet the tutor evenings.
- **Homework** will all be set using online learning platforms (**Google Classroom, Hegarty, Accelerated Reader, Tassomai**) from September to avoid pupils being required to bring resources to and from school each day. During lockdown we provided paper copies of work where families were sharing a laptop but we respectfully ask that you only request this service if there is no technology at home: homework should only take a limited amount of time so sharing should be possible.
- **Workbooks** will remain in a child's Year Group Bubble at all times.
- **Feedback** will be provided in accordance with our school policy.
- Pupils will be **permitted to bring a Library book home** as clear procedure for using these will be in place including quarantining of returned books for 72hrs.
- **Peripatetic music lessons will resume as soon as possible**; we will communicate more details when they are available.
- A programme of clubs will be developed for the Autumn term within year group bubbles. Further details will be provided in the new term but they are not likely to start for a few weeks while we adapt to the new arrangements.
- **No whole school / key stage assemblies, trips, visits or fixtures will take place during the Autumn Term.**

Uniform and P.E. Kit

We expect all **pupils to return to school wearing their full school uniform**. Children should **wear their P.E. Kit to school on the two days that they are timetabled to have a P.E. lesson**. This will be reviewed in September and the use of changing rooms will be reintroduced at an appropriate time. Class timetables will be shared with children on their first day in school and they will bring a copy of this home.

The School Day

Reducing potential contact between pupils is an important part of reducing risk. **We expect parents to play a full part** in ensuring these expectations are met. Breakfast club is available (booking through ParentMail will become available during the summer holidays) from 07.50 each morning to accommodate pupils until their official start time. There is no other supervisory capacity outside of breakfast club - pupils are NOT permitted to be early and wait on campus. If you are liaising with another family to manage drop off arrangements, please be mindful that one of our main strategies to reduce risk is to reduce contact between year groups. **It is therefore imperative that pupils are not late and miss their entry time.**

There is only one entrance onto the campus and this represents our biggest challenge with respect to following Government guidance.

Year 5 gate time: morning 8.35 and finish time 3.25
Year 6 gate time: morning 8.45 and finish time 3.15
Year 7 gate time: morning 8.25 and finish time 3.10
Year 8 gate time: morning 8.15 and finish time 3.05



Pupils will go straight to the tennis courts where they will line up with their Form Tutor.

Attendance

Our expectation is that all children attend school each day from September and we encourage families to work with us to ensure that our children quickly establish good attendance as this will support their well-being. We understand that some pupils may be anxious about their return to school and we will provide appropriate support. Work will not be provided for children who do not attend school unless exceptional circumstances and medical advice can be evidenced.

Please ensure that you contact the school on 01202 828100 as soon as possible to notify us of your child's absence from school providing full and clear reasons for this absence.

Possible Coronavirus Diagnosis in School

Should your child present possible symptoms of Coronavirus, a first aid trained member of staff will take them to our designated medical rooms. This member of staff will put on a pair of gloves, apron and full face mask. We will take care to make sure this happens in a careful, kind and compassionate way. Should we have concerns that this child has symptoms we will call you and ask for immediate timely collection. We have an isolation room in place if required. Parents will need to book a test immediately and notify school of the outcome as a matter of urgency. These rooms will be cleaned as per guidance before another child uses this space. If a child in your child's Year Group Bubble develops symptoms and is sent home, Government advice is the rest of the Year Group remain in school until a positive result is confirmed.

Medicines

If your child normally has medicine in school then please provide this in a clear and labelled plastic bag to the class teacher on the first day back. All medicines (apart from reliever inhalers for asthma, which can be kept by the pupil) must be accompanied by a completed consent for administration form which can be found on the school website (Parents / School Forms). **Please ensure that all medication is in date this is particularly important if your child uses epi-pens or inhalers.**

Lunch Arrangements

All children will require a packed lunch. These will be eaten in the classroom. Free school meal provision will recommence from September. You may wish to provide your child with a couple of favoured lunch items so that there is no anxiety about the provision in the first week.

School Bags

Children are asked to attend school each day with **one bag containing their coat, water bottle, lunch and reading book**. These bags will be kept on a peg in a year group cloakroom. **We recommend a plastic lunch box for ease of cleaning at the end of each day.**

Toilets

Each year group has its own dedicated toilet and hand washing facilities. All toilets and classrooms have anti-bac sanitisers as well as the soap and sink areas. We will manage risk by monitoring hand sanitisation and limiting numbers in the toilet areas at any one time.



Communication and visiting the school site

Please avoid all face to face communication with staff and instead share communications through the school office via email: office@emmanuel.dorset.sch.uk or by calling the school telephone number that will be manned from 8:00am to 4:00pm daily. Our **school office remains closed to public access**. Please make phone or email your primary method of communicating with the office team. Any items delivered to school must be left outside of the school reception entrance to be collected by a staff member. **Any parents/carers or visitors to our site will only be able to come into school when an appointment has been agreed in advance.**

Cleaning and site appearance

Regular cleaning will remain a feature of our school day, with regular deep cleaning across all the school. In every classroom, there will be antibacterial sprays, gloves and tissues and staff will clean desks and door handles throughout the day. Appropriate signage has been put in place and hand sanitiser stations will be set up in key areas around our school.

Travel and Car Park

Where possible please cycle, walk or scoot to school. ***If you drive please remain in your car when you drop-off in an appropriate safe place unless alternative drop-off arrangements have been made with a member of the Senior Leadership Team.*** Social distancing must remain a priority so please do not park inappropriately.

Parents walking their child should make every effort to maintain at least 1m distance from others and when waiting on the designated pavement markings.

Drop off and Pick Up

It remains important that parents/carers support us by making pick up and drop off as safe as possible.

- a. Unless it is unavoidable due to exceptional circumstances, **children should be dropped off and picked up by just one adult.**
- b. Please do not congregate on or near the school site for longer than 5 minutes before the designated school start time for your child.
- c. The Staff will be present on the school gate and supported by colleagues but at a safe distance. Please respect our safety by staying at least 2m from staff at all times.
- d. When dropping off there will be clear markers on the playground and paths. Children must use these to help them remain 2m apart from others at all times.
- e. **At the end of the day staff will accompany children to the school gate** and parents are asked to remain clear of the gate.

Early Pick Up

If you need to collect a child earlier than their allocated collection time, then please contact our office team well in advance (01202 828100) to organise this. We require advance warning to make sure a member of staff is available support this request. Typically, this will be for medical appointments (although we ask you to make these out of school hours where possible).

It is important to note we expect all pupils to attend school for the full day.



PPE

As per Government guidance, staff and children should not wear PPE to school. Our first aid staff will have the appropriate equipment required available to them. Please do not send your child into school with a mask or other PPE items without first discussing this with a member of the Senior Leadership Team.

Review: *These arrangements will be kept under ongoing review and remain subject to change.*