



'Believe you can'

24th August 2021

Re: New school year starts Monday 6th September 2021 for all pupils

Dear Parents and Carers,

Asalaamalaykum,

I hope you have had a restful break with your families over summer.

In line with the Government's expectation for all pupils to attend school full-time from the start of the Autumn term, please find below some information which outlines our preparations for the school's full reopening for **all** year groups on Monday 6th September, 2021.

Protective measures undertaken for coronavirus (COVID-19):

In order to ensure the safest possible return for our staff and pupils, we have conducted a comprehensive risk assessment of all areas - which can be accessed from the front page of our school website.

The risk assessment covers the updated four-point Public Health system of control measures set out in the latest Government guidance, as follows:

1. Ensure good hygiene for everyone;
2. Maintain appropriate cleaning regimes;
3. Keep occupied spaces well ventilated;
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

Self-isolation for those displaying COVID-19 symptoms and confirmed cases:

The rules for self-isolation have changed and there are certain instances now where adults and children **will not be required to self-isolate**.

When is self-isolation necessary?

Government guidance maintains that individuals should self-isolate straight away and get a PCR test as soon as possible if they have any of these 3 symptoms of COVID-19, **even if they are mild:**

- a high temperature
- a new continuous cough
- a loss or change to their sense of smell or taste

Individuals should also self-isolate straight away if:

- they've tested positive for COVID-19;

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- someone they live with has symptoms or tested positive (except if: they themselves are fully vaccinated, are below the age of 18 years and 6 months, have taken part in or are currently part of an approved COVID-19 vaccine trial and / or are not able to get vaccinated for medical reasons);
- they've been told to self-isolate following contact with someone who tested positive or following arrival to England from another country. (If you or your family have recently travelled to England from another country you are required, by law, to follow the travel guidance at the following link:
<https://www.gov.uk/guidance/travel-to-england-from-another-country-during-coronavirus-covid-19>

When is self-isolation not needed?

In the following circumstances self-isolation is **not needed** provided individuals are not displaying COVID-19 symptoms or confirmed to be COVID-19 positive:

- if individuals themselves are fully vaccinated;
- children below the age of 18 years and 6 months;
- individuals that have taken part in or are currently part of an approved COVID-19 vaccine trial;
- individuals that are not able to get vaccinated for medical reasons.

From a practical point of view, this means:

- Clear signage at our building entry / exit points to ensure those who have coronavirus (COVID-19) or are displaying symptoms **do not attend school** - including visitors. Please do not send your child to school if they are displaying COVID-19 symptoms or test positive;
- Separate entry /exit points for each group of pupils (see below);
- Sanitisation points at each entry / exit point for the main school building;
- Increased cleaning of the school premises, furniture, fittings and resources;
- The availability of Personal Protective Equipment for our staff;
- The increased availability of sanitisation equipment / solutions for all staff and pupils;
- Increased opportunities for hand washing;
- The provision, for each child, of their own main individual stationery items - which will be kept in school in each child's individual tray;
- The provision of extra disposable tissues to implement the 'catch it, bin it, and kill it' approach in each classroom;
- Pedal bins with lids for every classroom to safely store used tissues;
- The opening of windows to allow adequate ventilation;
- The provision of hand sanitisers in every classroom and at the main building entrances so that the children and staff can sanitise their hands efficiently, on entry to school and during the day;
- An emphasis on teaching the children about germs / hygiene and infection control;
- An emphasis on the emotional aspects of learning to enable pupils to share their concerns;
- Clear signage inside school to reinforce messages about the 'catch it, bin it, and kill it' approach;
- Restrictions on parents congregating at the school gates / in the playground at all times.

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Start and end times of the school day:

We will resume our normal school start and finish times from Monday September 6th as follows:

- Monday to Thursday: Start time 8:40am, finish time 3:20pm,
- Friday: Start time 8:40am, finish time 12:20pm
- Breakfast club: 8am start daily

To enable a smoother start to the day, we will continue to open the gates at 8:30am to allow parents to drop off their children from this time if needs be.

Arrangements for each class:

Please note our arrangements for week beginning Monday 6th September, as follows:

Reception children:

- **Date of attendance:** Monday 6th September to Wednesday 8th September - ½ day, Thursday 9th September full day, Friday 10th September finish at 12:20pm. From week beginning 13th September, to attend school full time with a 12:20pm finish on Fridays. (See original letter that was sent to the parents of Reception-age children before the holidays.)
- **Entry / exit:** Main school entrance marked 'Entrance / Exit 1'
- **Start of day:** Parental access up until the classroom door for any unsettled children
- **End of Day:** Children to be collected from the classroom door promptly

Year 1 pupils:

- **Date of return to school:** Monday 6th September, full time
- **Entry / exit:** Front entrance marked 'Entrance / Exit 1'
- **Start of day:** Parental access up until the classroom door for any unsettled children
- **End of Day:** Children to be collected from the classroom door promptly

Years 2 and 3 pupils:

- **Date of return to school:** Monday 6th September, full time
- **Entry / exit:** Front entrance marked 'Entrance / Exit 2'
- **Start of day:** Parents to drop off at Entrance / Exit 2 (In the event that any children appear unsettled, they will be supported by our school staff.)
- **End of day:** Collect children from the main school playground. Parents must collect children promptly without congregating.

Years 4, 5 and 6 pupils:

- **Date of return to school:** Monday 6th September, full time
- **Entry / exit:** Back entrance marked 'Entrance / Exit 3'
- **Start of day:** Parents to drop off at Entrance / Exit 3. (In the event that any children appear unsettled, they will be supported by our school staff.)
- **End of day:** Collect children from the main school playground. Parents must collect children promptly without congregating.

Attendance and punctuality:

Along with updating the COVID-19 guidance, the Government has made school attendance mandatory again **for all pupils** from the beginning of the autumn term. This means the usual rules on school attendance apply for all pupils, including:

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- 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;
- schools' 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 for attendance;
- gates locked at 8:45am daily. Late arrivals to enter from the main entrance near the school office;
- children collected **promptly** at the end of the day.

As we hopefully return to some form of normality, we intend to recommence our termly /annual attendance and punctuality awards for all pupils. Please enable your child to take part in the award system by ensuring they attend school regularly and on time (8:40am start).

Additionally, in line with our statutory duty, where there are concerns regarding pupils' attendance, punctuality and / or late collection at the end of the day, our pastoral team will contact parents to resolve any issues so that children are attending school regularly and on time.

As always, the safety of our staff and pupils remains a priority and as such, we will continue to review our arrangements and make changes as needed in order to maintain a safe environment for all concerned. In light of such changes, our risk assessment remains a working document that can and will be updated as needed.

Addressing parental concerns:

Whilst we have tried to give as much consideration as possible to ensure a safe return for our staff and pupils, we appreciate that parents and children may feel anxious or may have additional concerns / questions that they would like to be addressed.

Should you have any questions or queries regarding our arrangements for COVID-19, please feel free to contact our designated email address:
covidconcerns@theolivetreeprimary.com

Should you have any questions or queries regarding your child's learning, please liaise with your child's class teacher via Class Dojo. (Instructions for the parents of new pupils will be provided once school commences.)

Should you have any other general queries please contact our school office via their dedicated email address: admin@theolivetreeprimary.com or by phone: 01204 322370.

We will continue to provide further updates as we receive them from the Government. Please continue to refer to the links on our website for the most up to date guidance.

We look forward to welcoming your child(ren) back to school on Monday 6th September!

Yours sincerely,



Mr. H. Asghar
Principal

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