

Torriano Primary School

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Headteacher: Helen Bruckdorfer BA

Tuesday, 25 August 2020

Dear Nursery and Reception Parents and Carers,

Re: Starting school in September

I am delighted to welcome you to Torriano School this term. I hope you have had the opportunity to enjoy a summer break with your families. You will have received a letter in July, detailing your child's starting date and settling in period via email. **The purpose of this letter is to inform you of the most recent government guidance** and information regarding the school opening. Please read it carefully to ensure you are well informed about school safety measures and routines. The team gained experience and knowledge of safe practices during the wider opening of the school in June and July, and feel confident and well prepared to start the new term. I appreciate that your child's start to school will be slightly different this year due to COVID-19. However, I want to assure you that the teaching team and community will work closely together to make this transition smooth and positive for all of the children. We are planning online meetings with new parents to support this induction to the school. Details will follow shortly.

The government has agreed a **system of controls (see appendix 1)**, which includes preventative measures and routines that schools are required to put in place to prevent the spread of coronavirus (COVID-19) infection. While COVID-19 remains in the UK community, schools are expected to make judgements on how best to maximise these control measures whilst providing a full educational experience for children.

We have worked closely with the staff, governors and Camden LA to **update our risk assessments** and school information to support this return. **In this process, and throughout this pandemic, the well-being and safety of the children, staff and community remains our absolute priority.**

As per the system of controls advised by the government we will:

- resume **full-time education for all children**
- ensure those who have COVID-19 symptoms, or who have someone in their household who does, do not attend school
- **organise the children into class bubbles** and reduce mixing with others
- stagger break and lunch times, as well as arrivals and departures
- increase the **frequency of cleaning**, reducing the use of shared items and **utilising outdoor space**
- **encourage good personal hygiene** by ensuring frequent washing of hands and **good respiratory hygiene** by promoting the 'bin it, kill it' approach
- **offer an adapted extended hours provision before and after school**
- **engage with NHS Test and Trace process.**



Getting ready for school:

On their return to school, children should:

- bring in a reusable water bottle, clearly labelled with their name. This bottle will stay in school. Torriano water bottles can be purchased via the office.
- only bring their packed lunch if they are not having lunch provided by the school
- wear suitable clothing and footwear, so they can take part in active, physical outdoor activity daily
- not bring in a **PE kit**, or learning equipment
- read daily in school and take books home

As per public health guidance, **children and staff are not required to wear face masks in school**. Families may wish to provide their children with face masks. They will not be provided by the school.

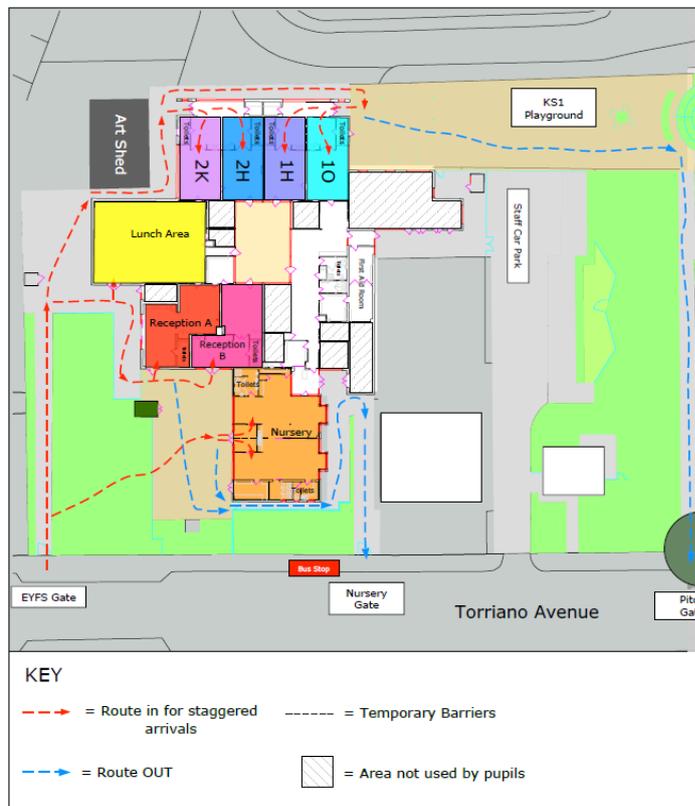
The start of term and school organisation

Term begins on Thursday 3rd September. Please note that Reception and Nursery children have received personalised start dates – please contact the school on 0207 424 0202 or admin@torriano.camden.sch.uk. Start and finish times will be staggered to maintain social distancing. Please check the table and map below for times and locations. Parents in Reception and Nursery will be able to access the school for a prompt drop off via a one-way system.

Arrivals and Departures:

Your child has been assigned their class for this academic year. **Please check the table and map for your new arrival/departure location and time.**

Class	Arrival gate	Time	Departure gate	Time
Nursery	EYFS gate	09:20	EYFS gate	15:05
Reception A (Hannah)	EYFS gate	09:10	EYFS gate	15:30
Reception B (Victoria)	EYFS gate	09:10	EYFS gate	15:30



Procedures

Below is step-by-step guidance on what you and your family should do during the arrival and leaving of the school grounds. In order to maintain safe procedures, we will need your **full co-operation**. We require parents and carers to:

- physically distance from each other and from staff when dropping off and collecting children
- limit drop-off and **collection to one parent or carer per household** and leave other children, not attending school, at home, if childcare allows
- **try to limit the use of buggies and pushchairs on the school grounds, by leaving them at home if possible.**
- leave scooters and bikes in the designated areas

Arrival:

Drop-offs and pick-ups will be staggered to ensure that social distancing protocols can be followed. **Please be on time as early or late arrival impacts on our social distancing systems.**

Please see the table and map above for your arrival and departure gate. There will be staff available to guide you and support with social distancing. As you can see from the map, there is a one-way system to the Early Years area, which will facilitate safe practices and avoid congestion. We understand that you will want to say goodbye to your child and allow them to settle. We will work with each child and family to support this process and understand that it varies from child to child. Safety for all remains paramount and we will encourage parents to leave when appropriate.

Departure:

At the end of the school day the children will leave at staggered times. If you are collecting your child please be on time, following the same access path as per the morning drop-off.

- Children will be collected from their classrooms
- Parents should follow the one-way system as indicated on the map
- We will require adults to line up outside of their classrooms to greet their children, maintaining social distancing while on the school site and be patient

Please carefully look at the map for lining up locations and classrooms.

The School Day

The children will remain in their class bubble throughout the day, with their teaching team.

- They will learn in their own classroom and outside space. Some resources including carpets, soft toys, dressing up clothes and non-essential furniture have been removed to create space and maintain effective hygiene.
- **All resources in use will be cleaned regularly.**
- We will encourage handwashing. The children will wash their hands in the normal way and times - before and after eating, after sneezing or coughing and after playing outside. Staff will be supervising and modelling children's hand washing and there will be posters at the children's eye level to promote the proper way to wash hands.
- It is difficult to stay 2 metres away from each other at all times in Early Years settings and we recognise that caring for young children requires close contact with them. The official guidance for Early Years staff does not encourage social distancing of staff with children, so we will encourage natural ventilation from opening windows (when it is safe to do so) to help circulate air, and also measures to reduce the frequency that door handles are used.
- We are keen to support the children's fitness and well-being. Each class will have their own PE equipment and resources. These will be cleaned after every use.



- Lunch times will be staggered, with children remaining in their classes throughout the school day and playing in the Early Years area which has been carefully partitioned.
- Learning will be based around the Early Learning Goals, enabling as much time outside as possible.
- Personal, social and emotional learning will be prioritised.
- Local trips and visits can be undertaken this term if risk-assessed appropriately and bubbles are maintained. Teachers will plan for local area visits in the first instance and **public transport will not be used**. As usual, you will be informed and will need to consent to any trips.
- Thank you for registering with Tapestry, we hope you have engaged with the system and we look forward to sharing the children's first days in school on this online platform.

Lunches:

A full lunch service will be available, including halal and vegetarian options. Children will eat with their classes and there will be a staggered service in the school hall. The menu is available on the school website. If your child is having a packed lunch they will store their lunchbox in their tray. **Social distancing will be in place during lunchtimes and extra catering staff are employed to clean between each sitting.**

Extended Provision

We offer wrap around care for children in Nursery and Reception between 8am and 6pm. If you have not already informed us of your requirements, please email admin@torriano.camden.sch.uk with the subject line: Extended provision EYFS.

Breakfast Club

Under the current guidance, we are offering breakfast club in year group bubbles. Children **must be dropped at the main office promptly at 8am**. Due to the number of locations required for breakfast club provision, **we cannot have flexible drop-off times**. The KS1 hall has been divided to accommodate Year 1, 2, Reception and Nursery children. All children attending breakfast club should access the school via the main gate at the Key Stage 2 building.



Sickness and COVID-19 Protocols

In order for us to implement safe return to school, we will need parents to follow, **without exception**, the guidance on **sickness protocols**. This is vital for the safety and protection of all children and staff. **Testing** is available for all children, their households and all staff. **Families have been incredibly diligent and responsive in following the guidance below**. This was integral to the safe running of the school in the summer term and it must continue this academic year.

Illness at Home

Please do not send your child to school if they are at all unwell and notify the school for the reason of absence. This includes a cough, cold, temperature, sore throat or just feeling under the weather. Please follow the [government guidelines](#) if your child or any other family member is showing any symptoms of COVID-19 and self-isolate. **Any member of your household with symptoms must self-isolate for at least 10 days from the commencement of symptoms. Other members of the household (including any siblings) must self-isolate for 14 days from when the symptomatic person first had symptoms. It is important that the school is notified of any COVID-19 test results.**

Illness at School

If a child, or a member of staff, becomes unwell at school with symptoms of COVID-19, they will be immediately **isolated** in the **designated medical room** in the Gatehouse Building (Key Stage 2 entrance). You will be contacted to take them home as soon as possible and take medical advice. Information regarding **testing** and self-isolation will be immediately provided and can be found [here](#) or via [111 online service](#); or by calling 119. Always call 999 in an emergency.

Anyone in England who tests positive for coronavirus will now be contacted via text, email or over the phone and asked to log on to the **NHS Test and Trace** website, where they'll be asked for details of people with whom they've been in close contact.

A member of the Senior Leadership Team will contact you if notification of a test result is not received by the school. **On receipt of a negative test result, and if they feel well and no longer have symptoms similar to COVID-19, a pupil or staff member may return to school .**

The supervising staff member and other children in the bubble will continue to wash their hands thoroughly, and **do not** need to go home unless they develop symptoms or the **sick child subsequently tests positive**. The school will notify all relevant families if a child in the bubble tests positive.

If a child or teacher tests positive for COVID-19, the school will take advice from the local health protection team.

Government expectations regarding attendance

Returning to school is vital for children's education and for their wellbeing and schools have been requested to remind families that all students of compulsory school age must be in school unless a statutory reason applies (for example, if they are unwell or their household is self-isolating due to symptoms of COVID-19). On 1 August, the UK government paused the shielding advice for all adults and children, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list **are expected to return to school, as are those who have family members who are shielding.**

The government has advised that if rates of the virus rise in local areas, children and family members will be directed to shield only during the period **where rates remain high**. If your child or a member of your household is clinically 'extremely vulnerable' (shielding list) according to the definition given by the UK government, please contact Deputy Headteacher and Inclusion Lead, Michelle Rae via inclusion@torriano.camden.sch.uk to declare the vulnerable status of your child or family member for our records. **If your child has existing medical needs, please ensure that the school has up-to-date information and medicines (Epi-pens, inhalers etc.).**



Quarantine

If you have recently travelled abroad, please ensure you have followed [government guidance](#) on self-isolation and inform the school if your child will be absent due to quarantine regulations.

In Summary

- The school is open for all children to return to school in September
- A system of controls is in place to support a safe opening (see appendix 1)
- Arrival and departure guidance has been provided. Please ensure you are punctual and keep the school informed of any absence.
- You have received guidance on sickness protocols. Please ensure you have read and understood these. The school team are here to support families to return safely to school.
- Extended hours provision is available and starts at 8am and runs until 6pm. This service must be booked via the admin email.

Please contact the school on 0207 424 0202 or email admin@torriano.camden.sch.uk if you have any queries regarding the information above. We will continue to carefully follow government guidance, therefore please bear in mind that these arrangements are subject to change.

We look forward to welcoming your child to Torriano. The Early Years team will work closely with every family to ensure they feel confident and ready to start school. We can't wait to meet you!

All my best wishes,



Helen Bruckdorfer
Headteacher



Appendix 1

System of controls: Ref DfE August 7th

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection'.

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school*
- 2) clean hands thoroughly more often than usual*
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach*
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach*
- 5) minimise contact between individuals and maintain social distancing wherever possible*
- 6) where necessary, wear appropriate personal protective equipment (PPE)*

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection:

- 7) engage with the NHS Test and Trace process*
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community*
- 9) contain any outbreak by following local health protection team advice*

Numbers 7 to 9 must be followed in every case where they are relevant.

