



Dear parents,

September 2020

As-Salaam-Alaykum.

I hope that this sees you and your family well and that you've had a restful, fun and safe summer holiday.

I'm incredibly excited to have all of the children back in school on Monday 7th September and as always, we've been working hard over the summer to get things all sorted. Now that the DfE have released their guidance, I'm delighted to share with you the key areas that have been considered in developing our extensive risk assessment for the full reopening to all pupils. This has all been agreed and ratified by the Transform Trust Board of Trustees and the Transform Trust Executive Team.

In all cases, our risk assessment and the school protocols follow the guidance issued by the Department for Education (DfE) and Public Health England (PHE). I will not deviate away from this advice.

What is the Public Health advice to schools that will help keep my child and school staff safe?

All schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Essential measures include:

- a requirement that people who are ill stay at home;
- robust hand and respiratory hygiene;
- enhanced cleaning arrangements;
- active engagement with NHS Test and Trace;
- formal consideration of how to reduce contacts and maximise distancing between those in school, wherever possible, and minimise potential for contamination so far as is reasonably practicable.

All schools have been provided with a set of actions to 'prevent' and 'respond to infection' which are summarised below:

Prevention:

1. minimise contact with individuals who are unwell;
2. clean hands thoroughly and more often than usual;
3. ensure good respiratory hygiene - 'catch it, bin it, kill it';
4. enhanced cleaning;
5. minimise contact between individuals and maintain social distancing wherever possible;
6. where necessary, wear appropriate personal protective equipment (PPE).

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.

At Zaytouna Primary we will be doing all we can to prevent infection by maintaining class and year Group 'bubbles'.

Does my child have to attend school?

Yes. The Government has stated that school attendance will be mandatory from the start of the Autumn term.

What if my child is shielding?

Shielding advice for all adults and children paused on the 1st August. Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we are able to immediately offer them access to remote education. We will require a copy of the official shielding letter issued by a medical professional which states your child's need to shield.

What if my family is anxious about my child returning to school?

This is completely understandable. If you are concerned in any way, please contact school to discuss these concerns so that we can offer appropriate reassurance.

How will my child travel to school?

Children will travel to school via their usual means. Parents are asked to remain in the car where they will be greeted by a member of staff. The school bus service is operational this half term and will follow the usual timetable (except Wednesday afternoons). This can be found on our school website. The bus company has put in place the following safety measures:

- pupils will be grouped together on buses in zones, where possible this will reflect the bubbles that are adopted within school / sibling groups;
- use of hand sanitiser upon boarding and/or disembarking;
- additional cleaning of vehicles;
- organised queuing and boarding where possible;
- distancing within vehicles wherever possible;
- the use of face coverings for the bus driver and the member of Zaytouna staff accompanying the children;

The public bus service is running but please be aware of the latest government advice regarding the use of public transport and car sharing. If possible, children should walk or cycle to school.

Will there be staggered start times?

Yes. To ease traffic and congestion on our school site, we will be adopting a soft start to the school day. Parents can choose to drop their children off between 8:00am and 8:25am or 8:25am and 8:50am. Any child arriving after this time will be marked as late. Litchurch Lane gate will remain closed at this time.

Will there be staggered end times?

Yes. To ease traffic and congestion on our school site, we will be adopting a soft end to the school day. Parents can choose to pick their children up between:

Monday | Tuesday | Thursday | Friday

- 3:00pm and 3:15pm
- 3:15pm and 3:30pm
- 3:30pm and 3:45pm

Wednesday

- 12:00noon and 12:15pm
- 12:15pm – 12:30pm
- 12:30pm – 12:45pm

Parents will not be able to park in the school car park at this time. Litchurch Lane gate will remain closed at this time.

What does my child do on arrival to school?

On arrival to school your child will be welcomed and directed to their designated entrance. Staff will be available to talk to children and greet them. Children must use the provided hand sanitiser on entry to the school building. Parents are requested to remain in their vehicles when on site. The only exception to this is for EYFS children in the first few weeks of settling in.

What is the school implementing that will help keep my child and school staff safe?

- We are trying to ensure that all our decisions support either year group 'bubbles' (EYFS and Y1) or class 'bubbles' (Y2 upwards);
- Bubbles will not mix during the school day;
- There will be no physical touching by children;
- Breaktimes and lunchtimes will be spent in 'bubbles' in zoned areas of the playground;
- Children will eat their lunch in their classrooms and these will be thoroughly cleaned afterwards;
- Where possible, we have adopted a one-way system around school. Where appropriate, markings are visible to show social distancing;
- People must walk in single file in corridors, keeping an appropriate social distance where possible;
- In classrooms, movement around classrooms will be reduced in-line with age-expectations;
- Where possible, resources for the session will be on children's desks prior to arrival;
- Children will be provided with their own resources for lessons.

Is there any social distancing in school?

Yes.

- Adults within school will maintain a safe social distance from children and from each other. PPE is available to staff if intimate care / first aid is required;
- Children will be encouraged to maintain distance and not touch staff and their peers;
- Where possible, children will be seated side by side and facing forwards;
- Corridors will be single file and the direction of travel will be clearly demarcated;
- Assemblies, collective worship, staff meetings will be held remotely where possible;
- Prayer will happen in classrooms.

How will you ensure that the school is thoroughly sanitised?

- **For the first two weeks**, school will be closed to most children on a Wednesday afternoon. Parents are asked to collect their children between 12:00pm and 12:50pm. The school bus will be leaving school at 12:30pm on Wednesdays. **This will allow the whole school to be deep cleaned.** This has worked incredibly well since June. Vulnerable children and children of key workers will still be able to attend school on this afternoon. Provision can also be made for children where both parents are working and are unable to provide childcare. This timetable variation will be reviewed after two weeks and feedback gained from all stakeholders to establish how it has worked;
- Staff will monitor entry to school. Every individual will sanitise their hands prior to entry;
- All children are requested to wash their hands thoroughly before leaving home in the morning and once they return home;
- Doors will be propped open, in line with fire requirements to allow ventilation;
- Frequently touched surfaces will be regularly cleaned;
- An increased cleaning regime has been developed during the day;
- Toilets will be sanitised regularly;
- Children will be encouraged not to touch their mouth, eyes and nose;
- All individuals are asked to use a tissue or elbow to cough or sneeze into and use bins for tissue waste. 'Catch it, Bin it, Kill it.' As children are encouraged. Where possible, not to leave their seat during the lesson, they must place tissues in their own fluid bag until the end of the lesson;
- Children will use the hand sanitiser station provided on entry to the building/classroom during the day. This will be repeated on exit.

Can staff and pupils routinely wear PPE?

No. Government state that PPE is not required by children or staff in primary schools and that face masks must be removed on entry to school and this must be done very carefully. Children and staff must not touch the front of their face covering during use or when removing them. They must use hand sanitiser immediately on arrival and dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them.

When can PPE be worn?

Staff working with children with complex needs and those who are working with people who are unwell will be provided with appropriate PPE to enable them to discharge their duties as required safely.

What happens if it is raining during social times?

Where possible we will remain outside as is our usual practice. Children should bring appropriate rainwear to school as usual. In extreme and adverse weather conditions the school shall invoke a wet break system. Classes will remain in their room during the break and will be supervised by their teacher / teaching assistant / midday.

What should my child wear?

Children will be expected to wear uniform according to the school policy. Normal expectations will apply. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.

Are there any changes to the curriculum?

No. We shall continue to deliver our curriculum to meet the aims of the school's mission statement, providing holistic education for all. Our 'curriculum' document; can be found in full on the school's website. We recognise that there are some adjustments that need to be made to the curriculum to enable all children to thrive. For some we will need to focus on reconnecting them to our curriculum. We will need to consider:

1. The habits children will need to establish for being back in school (emotional);
2. The support that children will need for their learning;
3. The fact that we need to focus upon what is essential for progress.

To achieve this we shall:

- 'tweak to transform' so that we make the right adaptations to secure the best outcomes for our pupils and reconnect them to their learning most effectively;
- complement excellent teaching and learning with additional reconnecting activities;
- provide enhanced reconnecting activities that focus on the well-being and mental health of the children in our care.

Are there any special rules for handling specialist equipment and exercise books?

Yes.

- For individual and very frequently used equipment, such as pencils and pens, children will be provided with their own equipment;
- Classroom based resources, such as books, will be used and shared within the bubble and cleaned regularly;
- Resources and text books that are shared between classes or bubbles, such as D&T, sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be unused for the recommended timeframe;
- Prior to and after using any specialist equipment pupils and staff will be required to sanitise their hands;
- Only essential items are permitted into school each day including: bags, lunch boxes, sun / winter hats, coats.

What will the school do if there is a suspected case of COVID-19?

- If a child starts to display Covid-19 symptoms, they will be accompanied to our isolation room by an adult. Parents will be contacted to come and collect their child (and any other siblings living within the same household);
- Parents must then take the child with symptoms to be tested. Families must then follow self-isolating guidance until the result is received. The person having the test and anyone they live with must stay at home until they get the result;
- If the test is negative, the child (and their siblings) can return to school;
- If the test is positive, the child (and anyone in their household) should follow Government guidance – continue to self-isolate for 10 days from the onset of their symptoms. Anyone they live with must self-isolate for 14 days from when they started self-isolating.

- The child can stop self-isolating after 10 days if either:
 - They do not have any symptoms
 - They just have a cough or changes to sense of smell or taste – these can last for weeks after the infection has gone
- Parents must inform us immediately of any COVID-19 test results;
- In the event that one of our school community test positive for COVID-19, we will follow government and Transform Trust guidance for bubble self-isolation.

What should I do if my child is unwell before school?

If your child is unwell for other reasons as opposed to COVID-19 you must report the sickness absence of your child in the usual way and send your child back to school when they are well. If your child is experiencing symptoms of COVID-19 or a member of their household is, they should not attend school and you must report this to the school via telephone immediately.

What are the arrangements for safeguarding?

Designated Safeguarding Leads will be on site at all times, as per our usual practice here at Zaytouna.

What are the evacuation arrangements?

In the event of an evacuation, the procedure remains the same, vacating the building with 2 metre distancing implemented where possible, to the school’s class assembly points.

What happens if there is a Coronavirus local lockdown in Derby or my family has to isolate?

For individuals or groups of self-isolating pupils, remote education plans will be in place. Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, we have the capacity to offer immediate remote education. In this event we shall continue to respond to government guidance as and when it is issued.

This guidance is subject to change and any updates will be issued accordingly.

I trust that this will have answered many of your questions but have organised for all parents to receive a call from school over the next two days. This will provide you an opportunity to ask any further questions that you may have. It will also allow you to communicate what time you would like to drop off and collect your child and also your plans for Wednesday afternoons.

As always, I know that I have your full support in this and thank you for working with me and my team in making this return to school a happy and smooth one. We have so many exciting things planned and cannot wait to return to our wonderful learning and enrichment with your children. Indeed, as the government and the Chief Medical Advisor have stated, ‘Children are more likely to be harmed by *not* returning to school than if they catch Coronavirus.’

Here's to a fantastic new year for the Zaytouna Family.

Best wishes,
Amy Storer



Headteacher

Ps You’ll have noticed the surname change...I’m definitely still the same person though...lucky you!