

19<sup>th</sup> July 2021

Dear Parent/Carer,

### **Step 4 – new government guidelines for schools**

We are writing to you to share the new guidance for schools from the government that will apply as the country enters Step 4 of the roadmap.

As the country moves to Step 4, the government will continue to manage the risk of serious illness from the spread of the virus. This marks a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for two doses by mid-September. The priority is to deliver face-to-face, high quality education to all pupils.

#### **Tracing close contacts and isolation**

From Monday 19<sup>th</sup> July, schools will no longer need to do contact tracing and close contacts will be identified via NHS Test and Trace. As with positive cases in any other setting, NHS Test and Trace will work with the positive case to identify close contacts. From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. Self-isolation continues for those who have tested positive for Covid-19.

#### **Asymptomatic testing**

Over the summer, staff and secondary students should continue to test regularly, using a lateral flow device test, if they are attending settings that remain open, such as summer schools and out of school activities based in school settings.

As students will potentially mix with lots of other people during the summer holidays, all secondary school students should receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return to school in the autumn term. Settings can stagger the return of students across the first week to manage this. Students should then continue to test twice weekly at home until the end of September, when this will be reviewed.

Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.

## Operational changes being brought in with Step 4

The following areas will remain in place in WMAT for the remainder of this school year and the changes will be made at the start of the new school year in September:

- Mixing and 'bubbles'

There will no longer be the requirement for children to be taught in consistent bubbles and kept separate at breaks and lunchtime. As well as giving more flexibility in curriculum delivery it will mean that activities such as assemblies can resume.

- Face coverings

Face coverings will no longer be advised for pupils, staff and visitors either in classrooms or in communal areas. The Department for Education recommends that face coverings are worn on dedicated transport to school or college when there are a high number of cases of Covid-19 in the community. We will review the situation in September and will continue to make this a requirement if this is the case.

- Stepping measures up and down

Each school will have outbreak management plans outlining how it would operate if there were an outbreak in the school or local area. This could include a temporary return to measures such as bubbles or face coverings in secondary classrooms.

- Control measures

The measures to help control the spread of infection in schools are being reduced to four:

1. Ensure good hygiene for everyone – particularly hand washing and safe disposal of tissues
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.

## Salford School Operational Plan September 2021

Drop off and pick up	<p>Please read alongside this our drop off and pick up guide which outlines the procedures for each class or year group – this also contains maps to help you navigate the site.</p> <p>The school day will be an 8.50am classroom start for all (apart from new Reception who have an initial phased start and should follow the details in the letter they have been sent re morning and afternoon drop off and pick up times.) Both gates will be closed at 9am – so please make sure you drop no later than 8:50am so you have time to leave the site before our gates close. Arrival after 9am – 9:10am is classed as late in the register – after 9:10am your child receives an unauthorised absence for the morning session.</p>
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	<p><b>Masks</b> will not be required on the school site but of course you can still wear them if you prefer – especially as pick up and drop off are busy times.</p> <p><b>The use of the field gate via Manor Road will be removed</b> and the children will enter and exit the school from the main gate via Claverton Road or the side gate via Tiddlers Nursery. You will not need to exit through the car park.</p> <p><b>Pick up time</b> is the same for all children in Year One to Year Six (3:10pm for our Reception children when they are full time.)</p> <p><b>The school carpark will be closed 8:40am – until 9am and 3pm until 3:30pm</b>, albeit your children should still walk with an adult just in case a vehicle does not respect our request.</p>
Attendance and holidays	<p>The normal attendance regulations will apply and children are expected to attend school unless they are unwell. If your child is unwell and unable to attend you should contact the school office by 8:45am.</p> <p>All our attendance procedures and documentation can be found in <a href="#">the office section</a> of our school website.</p> <p>School holidays should not be taken during term time and will not be authorised other than for exceptional circumstances authorised by the Headteacher.</p>
Wrap around care	<p>Wrap around care will resume on Monday 7<sup>th</sup> September. Chuckles will have their own operating procedure and risk assessment which they will share, including drop off and pick up arrangements.</p> <p>It is very important that adults dropping off at Chuckles do not enter the school buildings at any point.</p>
Other clubs	<p>Some of our other clubs offered by outside providers and school staff will start again this term. The school office or club providers will contact you as they become operational and our school website is fully up to date with the current offer. All clubs have their own operational plan and risk assessment.</p>
Playtimes	<p>The children will <b>no longer be in bubbles and zones</b> for playtime. We will continue with hand hygiene routines before and after play.</p> <p>We will however continue to use the school site all year round and access field spaces. We have purchased welly/footwear storage for each room and therefore children should have a change of footwear available every day – they can keep this in school.</p> <p><b>IMPORTANT – have a change of footwear for accessing field spaces all year round.</b></p>
Lunches for all are 12 until 1pm	<p>The children will return to <b>lunches in the hall (apart from Reception who will eat in their classrooms)</b> but they will be seated in class groups rather than mixed classes. They will either sanitise in the classroom prior to eating their lunch (Years 1 to 3) or on arrival to the hall for second sitting (Years 4 to 6.) Children can bring in their own packed lunch or purchase a hot school lunch (the menu is always available on <a href="#">the office section</a> of our</p>

	<p>school website) at a cost of £2.60 per day. Payment for this will be via the usual School Gateway system.</p> <p>Children in years R and Key Stage One will have a school lunch provided as part of the government's universal infant free school meals scheme – although you can provide your own if you prefer. Please make sure packed lunches are nut and seed free. Free school meals for all other eligible children will be provided. Children will not be permitted to share food.</p>
Drink	Please send your child in to school with <b>1 full water bottle</b> . We do have filtered water units so children can refill them should more water be needed.
What if there is a positive covid case or my child develops symptoms?	<p>The children will not be in bubbles and the school will not be required to track and trace Covid-19 in September. This will be done by NHS track and Trace and the school will assist.</p> <p>The report Covid -19 link is being removed from the website on Monday 9<sup>th</sup> August.</p>
<p>Uniform</p> <p>PE/swimming days are on your class welcome letter and also the class page on our website.</p>	<p>Pupils are required to wear their full school uniform EVERY DAY full details of which can be found under the office section of our website. We understand that children may have grown out of their school shoes and now shops are reopening please supply them with sensible sturdy shoes as soon as you can as per our uniform guidance. Younger children should not wear shoes with laces if they are unable to tie them themselves. Children with long hair should have it tied back at all times.</p> <p>On the days when they have PE children should bring their PE kit to school. Details of this are shared via the class letter and posted on the class page of the website: <a href="http://www.saltfordschool.org.uk/classes">www.saltfordschool.org.uk/classes</a></p> <p>Please consider the weather and make sure they have sun hats, sunscreen to apply themselves and rain coats depending on the weather forecast.</p> <p>Children in Reception through to Year Six are also accessing our field spaces at break times and lunchtimes. They therefore require a change of footwear – for example a pair of wellies or trainers – and they will change back into their school shoes when returning to the classroom. Classrooms have appropriate welly storage or footwear storage for this purpose. Even in drier weather this will mean when the grass is cut this is not brought into the school – our cleaning time needs to focus on Covid safety.</p>
Assemblies	We will be returning to assemblies in the hall – whole school assemblies will be Monday and Friday and the rest of the week are a mixture of phase and class assemblies.
School equipment	We continue to limit the items that pupils bring in from home to essentials such as lunch boxes, hats, coats, stationery. Bags are allowed. Pencil cases should be made of a material that is easily cleaned e.g. metal or plastic. Children should not bring mobile phones or any other IT items such as a Smart watch. They should not wear any item that they would need to

	<p>remove for PE such as jewellery or a watch. Everything should be brought in <b>one bag</b> that can be zipped closed.</p> <p>Their bag should be as small as possible as they will be stored in classrooms or on portable trolleys. We will be staggering the use of cloakrooms during this period also. Packed lunches should be kept in school bags until needed.</p>
First aid procedures	<p>An additional first aid bay will be situated in the covered area in front of the school office as well as the one located next to the school office. Schools have been advised that the routine use of PPE is not necessary. However, staff carrying out first aid, cleaning or looking after children who are ill will use PPE.</p>
Office	<p>The school office will be running as usual from 8am until 4pm. We encourage parents and families to contact the school office by phone or email as parents in September we want to limit the amount of parents that enter the school buildings. Our website captures all our school information</p> <p>The office will be able to help you in the following ways:</p> <p><b>What the office staff CAN do:</b></p> <ol style="list-style-type: none"> <li>1. Help you with concerns and questions (please email or phone these through if possible)</li> <li>2. Organise for someone to get back to you if you have a question they can't answer.</li> <li>3. Take items from you to take to a child in school (including packed lunches, water bottles, sun hat, etc.) – you will be asked to place them in the green box on the bench just outside the office. Ideally – children have what they need in school with them to save disturbing lessons once underway.</li> <li>4. This also applies to changes to pick up arrangements for your children – please try to make these in the morning before drop off so that we don't have to disturb the lessons.</li> </ol> <p>We hope you understand why we have had to put these measures in place. Please do not hesitate to contact the Office Team if you have questions. We are always very happy to help, but would prefer to do this on the phone or by email during this time.</p> <p>In certain circumstances an appointment can be made for an in-school meeting, held using appropriate social distancing measures.</p>

### Attendance and Remote Education

School attendance is mandatory for all pupils of compulsory school age and it will continue to be a priority to ensure that as many children as possible regularly attend school. The normal procedures and sanctions will be applied. Schools will continue to provide remote learning for pupils who are unable to attend school because they have tested positive, to enable them to work or learn from home if they are well enough to do so.

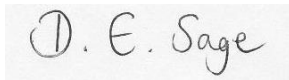
Over the summer holiday our Trust's Risk Assessment will be reviewed to reflect these new guidelines. It will be available on the Trust website by the start of the new school year at [www.futuralearning.co.uk](http://www.futuralearning.co.uk)

The government has produced an information leaflet for parents on the new guidance, which can be viewed [here](#).

If you have any questions about the new arrangements please email your questions to [contactus@saltfordschool.org.uk](mailto:contactus@saltfordschool.org.uk).

May we take this opportunity to thank you in advance for your continued support as we work together to address these new guidelines.

Yours faithfully,

A handwritten signature in black ink that reads "D. E. Sage". The signature is written in a cursive style with a capital 'D' and 'S'.

Dawn Sage  
Headteacher

A handwritten signature in black ink that reads "A Arlidge". The signature is written in a cursive style with a capital 'A' and 'A'.

Andrea Arlidge  
Chief Executive