



Thurlton Primary School  
Church Road  
Thurlton  
Norwich  
NR14 6RN  
☎01508 548318  
Fax:01508 548885  
email:[office@thurlton.norfolk.sch.uk](mailto:office@thurlton.norfolk.sch.uk)

Part of Clarion Academy Trust - Registered Office: Kittens Lane, Loddon, NR14 6JU Registered Number: 834874

Headteacher: Mrs Ali Hambley

3<sup>rd</sup> September 2020

Dear Parents/Carers,

The start of the new academic year is nearly upon us. I hope that you and your children have had an enjoyable and restful summer. Staff at Thurlton Primary have been working hard throughout the summer to ensure that all safety measures are in place, at the same time ensuring school is as normal as possible.

As a staff we appreciate that many of you may be anxious about returning your child to school at this time but please be assured we are confident that the benefits of being back in school far outweigh the low risk the current levels on the virus in the community poses for the vast majority of children. I think we all understand the importance of all children to return to school to minimise the longer-term impact of their education, wellbeing and wider development.



We are all really looking forward to welcoming all the pupils back to school – we have really missed seeing everyone over the past few months.

I am also pleased to welcome Mr West and Mrs Burbage to the team. Mr West will be teaching in Badger Class and Mrs Burbage will be teaching the Year 6 pupils, currently four mornings a week. We also looking forward to welcoming the new Reception pupils to the school.



I thought it might be useful to give you a few reminders about some of the changes we have had to put into place this year and also details how you can help us by working together to keep everyone safe.

The new term starts on **Monday 7<sup>th</sup> September (Tuesday 8<sup>th</sup> September** for those pupils starting school in **Reception**). A reminder that we are beginning the term with staggering drop off and collection for different classes:

**Badger Class: 8.40am**

**Rabbit Class: 8.50am**

**Hedgehog Class: 9am**

Households with pupils in different classes please **drop off all children at the time of the youngest child** (ie pupil in Rabbit Class and in Badger class drop off will be 8.50am for both pupils).

To avoid congestion on the playground please can you ensure you arrive at the allocated time (not earlier) and that you leave your child/ren with the class teacher (in their class line) and exit the school grounds immediately. Entry can be via either the carpark gates and then the small coloured gate onto the playground or through the double gates on the playground.

At the end of the day: All children will be collected at **3.15pm**, for Parents/Carers who have a **child in more than one class**, these pupils will be at the front of the queue to be let out first.

Again to avoid congestion please ensure you are on time to collect and once your child/ren has been collected please vacate the school grounds immediately.

Following Government advice, we encourage you to walk or cycle to school if at all possible. Only members of a household bubble should travel together to and from school, and **only one adult from the household** should travel with pupils.

### **CLASSROOM ORGANISATION**

Pupils and staff have been assigned to main bubbles who are separated from other bubbles within the school. Those main bubbles may be extended when it is necessary, Government guidance advises that it is acceptable for siblings to be in different bubbles: One class is one **BUBBLE**



- On entry to the school/classroom all pupils will wash and sanitise their hands
- All tables will be forward facing toward the whiteboard
- Pupils will be seated next to each other (side by side) 2 pupils per table, (table/seats allocated to pupils)
- Book bags will hung on coat pegs, only reading books, library books, Spelling/Sentence books and Homework can be in the bag. Any bag jewellery or key rings **MUST** be removed from book bags.
- Pupils will be provided with their own pencil case (writing pencil, colouring pencils, whiteboard pen). Individual whiteboards, rulers and scissors will be provided. Use of any equipment that needs to be shared, will be kept to a minimal.

We would ask you to support this by limiting the items your child brings in from home to only essential items.

- Each class has their own set of toilets and these will be used only by the pupils in each individual class (toilets in the main corridor are often used by all pupils at playtime/lunchtime these will only be used by Badger Class).
- On PE days pupils will come into school in their PE kit (days for each class to be advised next week).
- Staff will observe the 2mt distancing from pupils where possible
- When doing individual work with pupils or hearing readers staff **MAY** wear Perspex facemasks.

### ***PLAYTIME/LUNCHTIME***

- **Hedgehog Class** will have their playtimes in their outdoor area. They will be able to use the large play equipment, which will be hosed down each day after school, the scooters and bikes will also be available for use and will be spray sanitised.
- **Rabbit and Badger Class** will use the field for playtime - The field will be divided in half with the play equipment on one side and the goal posts the other – Rotation of ends will be weekly so the large play equipment can be used – this again will be hosed down on a regular basis.
- **Lunchtimes** – MSA's will be allocated to individual classes and lunches will be eaten in the classroom, Chartwell's will still be providing lunches but there will only be a **packed lunch option**. Playtime will be in the area allocated to them and class toilets will be used throughout lunchtime.

### ***HEALTH AND WELLBEING***

- We will ask pupils about how they feel on arrival at school and arrange for pupils to go home where they have symptoms (no matter how mild).
- We will talk to pupils about symptoms and encourage them to tell a member of staff if they feel ill no matter how mild. We are also keeping vigilant for any signs of symptoms too and reminding everyone about this regularly.
- Our staff will not attend if they have symptoms and will go home if they develop symptoms while they are at the school.
- If your child is unable to attend because they are complying with clinical advice or because they are isolating we will arrange for access to remote education.
- We are very mindful about the anxiety that the pupils and you may be feeling and we encourage you to talk about those concerns. We will talk and listen to children and help them with any anxiety they may be experiencing.



### ***PARENTS/CARERS IN SCHOOL***

Unfortunately for the foreseeable future Parents/Carers will be unable to attend school events (Morning activity, Come Look & Share, Celebration or Class Assembly). Celebration Assembly and whole school assemblies will continue in the Autumn term but will be class based and streamed throughout the school. We are currently looking at how we could do a class assembly for Parents/Carers, possibly video and sent home.

If you need to speak to the class teacher or myself please telephone the Office to make an appointment.

Adults are role models to all our pupils – please support us in adhering to social distancing requirements and (though you know we love to have Parents/Cares on site) not lingering on the school grounds. If staff notice that measures are not being adhered by adults please do not take offence if reminders are given.

### ***UNIVERSAL HYGIENE***

We are implementing these universal hygiene measures and encouraging our pupils to do the same:

- Washing their hands thoroughly with soap and water often. Using hand sanitiser after washing and regularly throughout the day. Washing their hands on arrival at school, before eating, after coughing or sneezing, after visiting the toilet, reminding them to wash and sanitise hands when they get home at the end of the school day, as well as at other regular intervals throughout the day.
- [Catch it, Kill it, Bin it](#) - Covering their mouth and nose with a tissue or sleeve when sneezing and putting used tissues in the bin straight away. Always washing their hands afterwards. We will be providing tissues and bins in our classrooms and at other places where they are needed in the school.
- Avoid touching the eyes, nose or mouth if they haven't washed your hands.
- Increased our cleaning and disinfection regime
- Put in place hygiene stations to support increased hand cleansing
- Opening windows and doors to increase ventilation inside the building when it is safe and appropriate



### ***CLEANING AND DISINFECTION***

We have also put the following enhanced arrangements in place:

- We have removed items that are difficult to clean
- We have identified specific cleaning methods and the times that cleaning and disinfection is needed.
- All touch points that are fixed to the premises such as door handles, taps and toilet flushers will be disinfected regularly,

## **AFTER SCHOOL CLUBS**

We are hoping to continue to offer some After School clubs, please be assured that we will be applying all of the arrangements that are outlined in this letter. If your child attends other After School Clubs our advice is:

- Please limit the number of settings they attend as much as possible
- Try to ensure attendance is consistent at those you do use
- Try to attend local clubs and walk or cycle to them
- Ask the setting if they are COVID-19 Secure

Please complete the form attached to this letter advising of other clubs/groups your child attends.

## **SYMPTOMS AND ISOLATION**

- If a pupil feels ill while they are at school we will keep them safe and move them away from others in a designated room while they wait to be collected. We will not leave a pupil who is ill where they are not safe to be left alone. In an emergency we will call the emergency services, and we will continue to provide first aid for emergencies as we normally do. Staff will wear PPE if a pupil develops symptoms or requires first aid and we need to be in close contact with them.
- Please collect your child as soon as you can if we ask you to (we'll contact you if they become ill with either a temperature, a change to their sense of taste or smell, or a new, continuous cough). We may be able to provide you with a testing kit and instructions under certain circumstances if your child has these symptoms. Please help us by using this test or booking a test at a centre and letting us know the results as soon as you receive them.
- Please let us know if any member of your household develops symptoms as soon as you can. This means we will need to move your child into separate room while they are waiting to be collected to protect others in their bubble. You will then need to follow normal household isolations arrangements. Please arrange for a test to ascertain whether it is COVID-19 and share the results with the school so that we can communicate any necessary actions to other parents. Your privacy will be maintained when we do this.
- Please ensure that you follow isolation arrangements if any member of your household develops symptoms

## **SUPPORTING THE TEST AND TRACE SYSTEM**

The national test and trace system is a fundamental supporting mechanism to keep us all safe during this time. Getting tested when you have symptoms and letting the tracing team know who you have been in contact with if you do test positive means that we can all take the right actions to stop the spread of the virus.

If anyone in your household develops any of the most common symptoms of COVID-19 (a new continuous cough, a high temperature and/or a loss of, or change in, normal sense of taste or smell), everyone in the household must stay at home and not leave the house for 14 days. You should arrange for the person with symptoms to get tested.

Tests are **FREE** - you can get a test by calling 119 or via the online webpage: [www.NHS.uk/coronavirus](http://www.NHS.uk/coronavirus).

If your child develops symptoms please let us know as soon as possible by calling the **School Office 01508 548318** route so that we can take the right actions to keep everyone safe.

You can find out more about tests for children and young people at: <https://www.justonenorfolk.nhs.uk/test-trace/tests-for-children-young-people>

You can find out more about what you need to do if anyone in your household has symptoms here: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

## **ACTION WE WILL TAKE IF SOMEONE FROM THE SCHOOL HAS A POSITIVE TEST**

If someone tests positive from the school we will work with the local Health Protection Team from Public Health. We will advise you in the event that someone has tested positive where it means that your child needs to isolate for 14 days. If your child is not part of the same main or extended bubble then it is unlikely that they need to isolate.

All the staff fully understand and appreciate that this is an anxious time for Parents/Carers and pupils but hopefully, though lengthy, this newsletter has given you an understanding of the measures we have put into place to ensure the safety and well-being of all members of the Thurlton School community. Please rest assured that despite having implemented these measures Thurlton Primary remains the fun, happy and supportive school for your child/ren to continue their education it has become.

Thank you for your understanding and cooperation, we will review our arrangements in line with any required changes and advise you where needed. If you have any further queries, please do not hesitate to contact me. Take care and stay safe and I look forward to seeing you all back on Monday 7<sup>th</sup> Sept (or welcoming you to the school on Tuesday 8<sup>th</sup> Sept (Reception pupils).

Mrs Hambley

Mrs Hambley Headteacher



*Pupil information – returning to school September 2020*

3<sup>rd</sup> September 2020

I would be very grateful if you could complete this form, providing as much information as possible (please be assured all information given will only be used in line with appropriate Data Protection).

Please return to school on Monday 7<sup>th</sup> September (Tuesday 8<sup>th</sup> for Reception pupils) – if you require a paper copy please speak to your class teacher and you will be provided with one – please bring your own pen to complete the form.

Name of child ..... Class .....

Has your child/ren been abroad in the last 4 weeks? YES/NO

If YES Please give dates of departure and arrival back into the country and which country/countries were visited.

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.....  
.....

Is your child attending any clubs outside of school? Please list

.....  
.....  
.....

Does your child go to a child minder? Please give name/days

.....  
.....  
.....

I give the school authorisation to take ..... (name of child) temperature if necessary.

Signed ..... Date .....

Relationship to child .....