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*Two travellers are transformed and enriched by sharing their journey with a guide. We view our work to be similar in making a difference to future lives. We travel together on our journey of transformation and commit our school to always being supportive, nurturing and challenging.  
Luke 24: 13 – 35*

## The Emmaus Federation Parent/Carer Re-Opening Plan and Procedure May 2020

23<sup>rd</sup> May 2020

### Documents relating to this guidance:

DfE: Implementing Protective Measures (12.5.20):

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

DfE: Actions for childcare and educational setting for 1.6.20 wider opening (12.5.20):

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

Covid-19 Risk Assessment

Covid-19 Operational Policy

Dear Parent/Carer,

### Introduction:

Our school acknowledges that children's social and emotional health as well as their physical health are critical in the reopening process. We also recognise that social distancing for younger year groups will be difficult to maintain. As a staff we aim to provide a nurturing and caring environment for children whilst implementing the measures identified in the school's risk assessment. Parents can help to ensure that children are kept safe and well cared for by adhering to the following procedures:

### Arrivals, Departures and Routines:

School will be open every day from Monday – Friday.

Parents and carers must remain outside the building and are asked to adhere to the staggered arrival and departure times that have been specified below for their year group. Only one adult must accompany their child/children to their designated entrance:

### Kirkstead 2 Bubble

**Key worker pupils arrival 8.45/departure 3.15 PM**

**Non-key worker pupils arrival 9.00/departure 3:00 PM**

**Miss Westfield -enter at Kirkstead 2 door**

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Swineshead St Mary's Church of England Primary School, Abbey Road, Swineshead, Boston, Lincs,  
PE20 3EN Tel: 01205 820356

Sutterton Fourfields Church of England Primary School Park Avenue, Sutterton, Boston, Lincs,  
PE20 2JN Tel: 01205 460547



Parents are discouraged from gathering around school entrances and outside school. A member of staff will not be on gate or playground duty at the start or end of the day.

Once children are in school, they will remain within the same “bubble” of children every day. These bubbles will be kept separate at all times.

Parents, carers and children **MUST** wash their hands thoroughly at home before arrival at school.

All children should have sun cream applied at home before arrival at school. **Staff will not be able to apply sun cream during the day.** Children are welcome to bring sun cream to school however, they will need to reapply it themselves.

All children need to be self-sufficient, where possible, for the entire day bringing their snack, packed lunch (if not having school lunch), drinks bottle, stationery items (pen, pencil, crayons or coloured pencils, ruler, glue stick and scissors), sun cream and sun hat. All items must be clearly labelled with your child’s name.

Children are asked to come in school uniform or something similar. PE kit can be work on the day your child has PE.

#### **Kirkstead2 Bubble PE Monday and Thursday**

Long hair must be kept tied up at all times.

There will not be any after school clubs and the school site will be empty of staff/pupils by 4pm for cleaning.

Children will not be allowed to bring in toys from home.

Books will not be marked – all marking will be done through self-assessment if possible.

#### **Signs, symptoms & ill health:**

Parents/carers must contact the school as soon as possible if they believe they may have been exposed to coronavirus.

Parents should not bring their child to school, or onto the school premises, if they show any sign or symptoms of coronavirus.

The parents of unwell children will be informed as soon as possible and asked to collect their child immediately.

Staff, children or parents must not return to school before the minimum recommended exclusion period (or the ‘self-isolation’ period) has passed or a test for Covid-19 shows a negative result.

If an unwell child tests positive for Covid-19, parents of children in that bubble will be informed and expected to follow the latest Government guidance.

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## How do I get in touch with the school/teacher?

Parent/Teacher communication will continue via Class Dojo, email and telephone.

The school office staff are available on via Class Dojo, email and telephone – the reception is closed

## Other information

Social distancing will be in line with government guidance; no more than 15 children will work in a set teaching area throughout the day. Each teaching area will have a minimum of two staff and the same staff throughout term 6. Tables and chairs are placed 2 metres apart and a single child to each desk.

The children and staff will not mix with children from other bubbles.

Childcare providers need to try and adhere to the measures placed by the school.

A substantial teaching and support team has been assigned to each bubble. It is likely that your child is **not** working with their usual teacher, or in their usual classroom, or with their usual classmates. All meals will be served to the children in their bubble zones. The member of staff overseeing lunches will only work within a set bubble.

Children from year groups that are not admitted to school will continue to have access to remote learning. A staff team has been assigned to this. The learning will be similar to some of the learning that is taking place in school.

Yours sincerely,

Mrs. Claire Collett

Executive Headteacher  
Sutterton Fourfields CE Primary School  
Swineshead St Mary's CE Primary School

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