



## Emmanuel CE Middle School

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26<sup>th</sup> February 2021

### **IMPORTANT – Return to School – March 2021**

#### **Re-opening of school for all pupils from week beginning 8<sup>th</sup> March 2021**

Dear Parents/Carers,

I am pleased to be able to write to provide initial details of our arrangements for the wider reopening of Emmanuel Middle School for all of our children from 8<sup>th</sup> March 2021.

The Government have asked that schools provide a phased return to school for pupils in secondary schools. You will be aware I have advocated throughout lockdown, my desire to test year 5 and 6 pupils alongside year 7 and 8 to keep the school as safe as possible. I would like everyone to take part in this effort as we move into the next phase - wider reopening.

All pupils will return on Monday 8<sup>th</sup>, no phased return, with an ambitious approach to testing. For this to work, we really need your help and support.

#### **The School Day from Monday 8<sup>th</sup> March 2021**

We will be operating a staggered start and end to our school day as explained below. Staff will escort children to their exit gate as the school day ends. Children will arrive in key stage time slots but leave in year group time slots.

##### Arrivals:

Key Stage 3: 08.15 (Year 7 and 8)

Key Stage 2: 08.25 (Year 5 and 6)

##### Departures:

Year 8: 3.05pm

Year 7: 3.10pm

Year 6: 3.15pm

Year 5: 3.20pm

After an initial programme of three tests in school, pupils will be provided with two rapid tests to use each week at home. Our children can return to face-to-face education - on March 8<sup>th</sup> - following their **first** negative test result.



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The table below shows how we plan to roll out the testing. The key information here is to show how the three tests will be administered across nine days of testing.

For example: T1A - test 1, T2A - test 2, T3A – test 3.

		3/3/21	4/3/21	5/3/21		8/3/21	9/3/21	10/3/21	11/3/21	12/3/21		15/3/21
		T1A	T1B	T1C		T2A	T2B	T2C	T3A	T3B		T3C
<b>Year 5 (number of tests)</b>	Hour 1	40	40	40		40	40	40	40	40		40
<b>Year 6 (number of tests)</b>	Hour 2	40	40	40		40	40	40	40	40		40
<b>Year 7 (number of tests)</b>	Hour 3	30	30	30		30	30	30	30	30		30
<b>Year 8 (number of tests)</b>	Hour 4	30	30	30		30	30	30	30	30		30
<b>Total Tests per Day available</b>		140	140	140		140	140	140	140	140		140

**IMPORTANT:** you will be provided, through ParentMail, a test slot time for the first test next week. Please arrive on time. Parents are to wait off campus to allow us to organise the pupils. They do not need to wear school uniform and should wear a coat for waiting outside.

Please ensure that you have provided consent for your child to take part in Lateral Flow testing if you wish them to be tested. Alternatively, you must inform the office ([office@emmanuel.dorset.sch.uk](mailto:office@emmanuel.dorset.sch.uk)) if you do not wish your child to be tested.

Our plans for re-opening have been made after careful review of the recently published Government guidance that you can access using the link below.

<https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

At Emmanuel Middle School, a full risk assessment has been produced to reflect this guidance. This has been reviewed by external Health and Safety advisors and Wimborne Academy Trust's Executive Team before being approved by our Trust Board. Our wider principles for re-opening reflect the approach being taken by all Wimborne Academy Trust Middle Schools.

I very much hope that the following information will reassure all of our families of the steps that we have taken ahead of welcoming all children back to school on 8<sup>th</sup> March.

I remain confident that our careful planning ensures that we are well placed to open as safely as possible, whilst meeting Government guidelines.



The following pages provide a guide to children's return to school, whilst much of this information reinforces the control measures we have had in place previously **please do take time to review this guide alongside your child before their return.**

After another long period away from the classroom for our children, our shared focus must return to prioritising our children's well-being and education. As ever, we are excited by the prospect of welcoming your child back to school. Your support for our school throughout the past year has been tremendous and as we take these next steps together your support to ensure that we all play our part in keeping our community safe is so very much appreciated.

Yours faithfully,

**Mr Rob Christopher**  
**Headteacher**



## A Guide to children's return to School – March 2021

### Facemasks

**All Children will be required to wear a face mask at all times when in school** with the exception of when outside at break and lunchtime. This requirement will be reviewed at Easter. It is **essential that all children arrive at school each day wearing their mask.**

Children will require a small plastic bag such as a sealable sandwich bag to store their mask in when not in use. Alternatively, these should be disposed of in line with guidance. We suggest that children have a clean spare mask in their school bags at all times. **Reusable masks should be washed regularly - ideally after each day's use.**

Please note that masks must be plain in appearance, and must be worn appropriately and sensibly. Any intentional misuse of their mask will be treated as a serious breach of the behaviour policy. Procedures for removing and storing any facemasks that they bring to school will be explained to pupils when they return to school.

I understand wearing a face mask in class is not universally popular. I urge you to support this as part of reducing risk as far as possible. I anticipate this being a temporary measure for 18 school days. This measure supports our whole community in addition to the individual.

### Live Lessons

**Live lessons will finish at the end of Tuesday 2nd March** with work being uploaded to Google Classroom for completion across the remaining days prior to children's return. This allows me to divert my workforce to testing and bringing all pupils back on the 8th of March. **However, live registrations will continue up to and including Friday 5<sup>th</sup> March.**

Pastoral calls will also cease next week to add capacity to the testing teams.

### Attendance

From Monday 8<sup>th</sup> March our normal procedures for attendance will resume. We expect our children to maintain good attendance and encourage families to work with us to ensure that our children quickly establish good attendance as this will support their well-being. We understand that some pupils may be anxious about their return to school and we will provide appropriate support. It is important that we now work together to support our children's education after a long period away.

Please report any absence using our normal procedures to ensure that we safeguard our pupils at all times. Work will not be provided for children who do not attend school unless exceptional circumstances and medical advice can be evidenced.

I must remind you however that **you must not send your child to school or allow them to visit our school site, if they or anybody else in their household, displays any symptoms of illness:** a new, persistent cough, a raised temperature or a loss or change to their sense of



smell or taste. They should stay at home to self-isolate. You should also arrange for them to be tested and ensure that you notify the school office immediately.

Please ensure that you contact the school office (01202 828100) as soon as possible to notify us of your child's absence from school providing full and clear reasons for this absence.

### Possible Coronavirus Diagnosis in School

Should your child present possible symptoms of Coronavirus, a first aid trained member of staff will take them to our designated medical room. This member of staff will put on a pair of gloves, apron and full face mask. We will take care to make sure this happens in a careful, kind and compassionate way. Should we have concerns that a child has symptoms we will call you to ask you to collect your child immediately.

**A primary contact for each of our pupils must be on standby to collect their child from school if they become unwell during the school day.**

We have an isolation room in place if required. Parents will need to book a test immediately and notify school of the outcome as soon as a matter of urgency. These rooms will be cleaned as per guidance before another child uses this space. If a pupil in your child's Year Group Bubble develops symptoms and is sent home, Government advice is the rest of the Year Group remain in school until a positive result is confirmed.

### Pupil hygiene

We will explain routines carefully to pupils as they return to ensure that they are familiar with our expectations. Children will follow the same routines for personal hygiene as they did in the Autumn term for use of the toilets, social distancing and regularly washing hands and using hand sanitiser stations.

### Year Group Bubble

We will continue to operate **Year Group Bubbles**. Each Year group will have its **own playground area and toilet facilities**. For the majority of the teaching week, pupils will be **taught in their allocated teaching room with teaching staff moving to deliver lessons**. Staff will socially distance themselves from children when teaching lessons. Classrooms will all be set up in rows. **Pupils will not be allowed to interact with children from other year groups at any point across their day in school**. Equipment will not be shared across year group bubbles until it has been cleaned. Regular hand washing will remain an important feature of our school day.

### Behaviour and expectations of your child

**It is imperative that pupils returning to school maintain the same high standards of behaviour and conduct that we would always expect from them.** We will ensure a well-supported return for pupils supported by our school's values and ethos. However, **any pupils who are unable to follow our rules, keeping themselves and others safe, will not be able to remain in school** and parents/carers will be expected to collect their child immediately.



### A Broad and Ambitious Curriculum Offer

We value our **broad and ambitious curriculum offer** at Emmanuel Middle School and Government guidance supports us in prioritising learning across the full curriculum from September 2020.

Our **planned timetable will continue to be delivered to all pupils by our specialist teaching staff**. This will be achieved by staff moving to your child in their classrooms. In addition to this, **children will have the opportunity to use specialist teaching facilities across the teaching week**. This will be achieved by ensuring that appropriate cleaning takes place or specialist areas only being used by children within a year group bubble during any one day before a thorough end of day cleaning is completed.

- **Pupils will be required to provide a clear pencil case containing their own stationery and this should not be shared at any time.**
- **Equipment required by all pupils:** a blue handwriting pen, a green pen, a pink pen, pencils, enclosed pencil sharpener, eraser and ruler.
- We will provide a mini-whiteboard, WB pen and WB eraser.
- **Homework** will be set using Google Classroom, Hegarty maths, Accelerated Reader and Tassomai.
- **Workbooks** will remain in a child's Year Group Bubble at all times.
- **Feedback** will be provided in accordance with our school policy. In order to reduce the risk of transmission teachers will rarely be handling pupils' work.
- Pupils will be **permitted to bring a Library book home** as clear procedures for using these will be in place.
- **Peripatetic music lessons - we will update you as soon as we receive guidance from Dorset Music Service.**
- Clubs will begin to start after Easter. It will be restricted depending on Year group bubble requirements and updated guidance.
- **We are now in a position to hold weekly Year group assemblies in the hall.**

### Uniform and P.E. Kit

We expect all **pupils to return to school wearing their full school uniform**. Children should **wear their P.E. Kit on the two days that they are timetabled to have a P.E. lesson**. This will remain under review and the use of changing rooms will be reintroduced at an appropriate time.

### The School Day

We will be operating a staggered start and end to our school day as explained below. Staff will escort children to their exit gate as the school day ends. Children will arrive in key stage time slots but leave in year group time slots.

#### Arrivals:

Key Stage 3: 08.15 (Year 7 and 8)

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### Departures:

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Year 6: 3.15pm

Year 5: 3.20pm

Reducing potential contact between pupils is an important part of reducing risk. We expect parents to play a full role in ensuring these expectations are met. If you are liaising with another family to manage drop off arrangements, please be mindful that one of our main strategies to reduce risk is to reduce contact between year groups.

It remains very important for pupils to arrive on time for school each day.

**Parents/careers are responsible for ensuring that their child does not mix with pupils from other Bubbles, or adults, on their journey to and from school.**

### Break and Lunchtime Zones

Four playground zones will be established and each year group will use these at all times.

### Medicines

If your child normally has medicine in school then please provide this in a clear and labelled plastic bag to the class teacher on the first day back. All medicines require a parental consent form for administration which can be found on the school website. **Please ensure that all medication is in date. This is particularly important if your child uses an epi-pen or inhaler.**

### Lunch Arrangements

Lunch will be eaten in the classroom. Hot school meal provision will continue for all pupils from Monday 8<sup>th</sup> March. Those receiving a Free School Meal will be provided with a school meal.

### School Bags

**Children are asked to bring only essential items to school each day using one bag containing their filled water bottle, lunch, reading book and pupil diary.** Bags will be kept on a peg in a year group area.

**Mobile phones must be turned off and kept securely in year group phone boxes at all times. The school cannot accept responsibility for the security of these items at this time.**

### Toilets

Each Bubble will have an allocated set of toilets to use.

### Communication and visiting the school site

Please avoid all face to face communication with staff and instead share communications through the school office using the [office@emmanuel.dorset.sch.uk](mailto:office@emmanuel.dorset.sch.uk) e-mail address or by calling the school telephone number that will be staffed from 8:00am to 4:00pm daily. Our



**school office remains closed to public access.** Please make phone or email your primary method of communicating with the office team. Any items delivered to school must be left outside of the school reception entrance to be collected by a staff member. **Any parents/carers or visitors to our site should only attend when an appointment has been agreed in advance.**

During the transition to full school opening we respectfully ask that you keep communications with the school to that which is essential. We are opening for all pupils at the earliest possible opportunity and this will require all staff not teaching to support with testing. Essential communication March 3rd - 15th inclusive should be made through the COVID email address ([covid@emmanuel.dorset.sch.uk](mailto:covid@emmanuel.dorset.sch.uk)).

#### **Cleaning and site organisation**

Regular cleaning will remain a feature of our school day, with regular deep cleaning across all the school. In every classroom, there will be antibacterial sprays, gloves and tissues and staff will clean desks and door handles throughout the day. Appropriate signage has been put in place and hand sanitiser stations will be set up in key areas around our school.

#### **Drop off and Pick Up**

It remains important that parents/carers support us by making pick-up and drop-off as safe as possible.

- a. Where possible please cycle, walk or scoot to school.
- b. Unless it is unavoidable due to exceptional circumstances, **children should be dropped off and picked up by just one adult** without siblings.
- c. Please do not congregate on or near the school site for longer than 5 minutes before the designated school start time for your child.
- d. Staff will be present at the school gate and supported by colleagues but at a safe distance. Please respect our safety by staying at least 2m from staff at all times.
- e. When dropping off there will be clear markers on the entrance paths. Children must use these to help them remain 2m apart from others at all times.
- f. **At the end of the day staff will accompany children to the exit point** and parents are asked to remain behind the drop off markings and outside of the school gates.

**Review:** *These arrangements will be kept under ongoing review and remain subject to change.*