

LAVINGTON PARK FEDERATION

DUNCTON CE JUNIOR SCHOOL

Willet Close, Duncton, Petworth
West Sussex
GU28 0LB

Tel 01798 342402
office@dunctonjunior.org.uk



GRAFFHAM CE INFANT SCHOOL

Graffham, Petworth
West Sussex
GU28 0NJ

Tel 01798 867324
office@graффhaminfant.org.uk



Headteacher: Mrs. H. Martin M.A.(Ed)

15th July 2020

Dear Parents and Carers,

September full opening of Graffham CE Infant and Duncton CE Junior Schools

We are pleased to send you our plans for September full opening of Graffham and Duncton Schools. The Government guidance now tells us that the balance of risk is overwhelmingly in favour of a full return to school and so we are ready with our plans to support all children coming back into the school.

We need your help in maintaining safety and optimising learning in the Autumn term; our plans are written in summary below. Even though there are changes to the schools' usual logistics, we know you understand the importance of adhering to the Government Guidance, with our sole focus on keeping children and families as safe as possible.

The main mitigating support for all children and families is that we will all remain in class 'bubbles' at all times. This means that there will be staggered start and finish windows of time for all children and that all classes will stay separate from each other throughout the school day. These are some of the ways that this will happen in September:

- Children in each of our classes will stay in class bubbles all day.
- Even though we find this a challenge, as we have such an open door policy, **we are unable to welcome parents onto the school site at any time.**
- Playtimes and lunchtimes will be at separate times.
- Our hot school meal provision will restart, but at Graffham there will be two separate sittings in the hall, and at Duncton all children will eat lunch in their classrooms. Areas will be cleaned in between use.
- There will be separate toilets for each class, these will be cleaned throughout the day.
- We will still have our specialist teachers and they will ensure they teach from 2m distance, including Art, PE, Music, and Spanish at Duncton. We will ask staff who must keep their distance to wear a red name lanyard so children know who they are.
- Most of our learning will continue to be outside, and in the first instance will focus on friendships, English and Maths and wellbeing, in order to support all children's development.

In order to keep these class bubbles separate, we have spent considerable time working through our risk assessments. **Under the current Autumn term guidance, we cannot bring bubbles together on our minibus service. Unfortunately, the minibus will not be able to run in the Autumn term.** We know that parents need support in managing their mornings as so many of you have siblings at both schools and will now need to drive to both schools. To help families manage this, please see the plan below:

School	Time	Parent support
Graffham morning drop off 'window'	8.45-9.15	There will be Treetops Breakfast Club 7.45-8.45 at Graffham, for Graffham children only, Tues/Weds/Thurs only.*
Graffham afternoon pick up 'window'	2.45-3.15	There is no after school Treetops provision in the Autumn term but we will aim to start school clubs in a couple of weeks. Note that clubs will have to have separate after school sessions for different class bubble groups.
Duncton morning drop off 'window'	8.45-9.15	We will also have a morning club from 8.15-8.45, run by the teaching assistant in their class bubble. This will cost £1 a day.
Duncton afternoon pick up 'window'	3.00-3.30	There will be clubs after the school day at Duncton, maintaining and not mixing the bubbles. These will aim to start a couple of weeks into September.

*Following a conversation with Treetops, they are able to trial three days a week Breakfast Club provision only, in order to see if this is financially viable for them. Treetops pricing will be available on their website and in the flyer we will send home tomorrow. Treetops is not available in the Autumn term for any Duncton children, as it breaches the bubble system. This will start on Tuesday 15th September at Graffham. Please note that this price will include breakfast whereas the Duncton morning club is just childcare with no breakfast.

We have developed an easy to read document, on the next page, to help you to talk about September with your children. Your class teachers will also send you videos near to the beginning of the new term, to explain the start of the day to your child. We expect that there will be other areas that will come to light, and we will inform you of these as the term progresses.

A small school filled with curious minds, big hearts and happy voices

Children will:

1. Wash their hands thoroughly when they come in and regularly throughout the day.
2. Stay in their class bubbles and complete all activities and work within these class bubbles only, including all playtimes and lunchtimes.
3. Bring their own book bag and/or packed lunch, coats etc and look after these at school.
4. Wear their PE kit to school on their set PE days. This information will come to you in September.
5. Be kind to each other in their classes through their school day, understanding that everyone has had different experiences during lockdown and need to re-establish good friendships.
6. Make sure that they are keeping 2m distance from any member of staff wearing a red lanyard with their name badge on it, as these members of staff visit other classes at a distance too. eg. Mrs Martin.
7. Tell a member of staff if they are feeling unwell and need help.
8. Take their water bottles home every night and wash them, and bring them back full.
9. Wear their school uniform.
10. Never bring in toys and objects from home.
11. Use tissues to 'catch it, bin it, kill it' if they have a cold, sneeze or a runny nose.
12. Wear warm and rainproof clothes and shoes with our school uniform when the weather is rainy and chilly, so we can still learn outside.

Parents will:

1. Ensure that they do not come onto school grounds unless their class bubble drop off requires them to (Graffham Wren bubble)
2. Bring their children to school in a socially distanced way using the staggered drop off and pick up 'window'.
3. Bring their children to the correct gate for their class bubbles
4. Communicate through the school office email or phone only or through Class Dojo.
5. Ensure that their children DO NOT come to school if they are at all unwell. Please do not dose your child with Calpol and send them into school.
6. Be available at all times to pick up their child if they are showing symptoms. After they are collected, they must register their child for a Coronavirus test and inform the school immediately of the result.
7. Ensure that school is told immediately, and children kept at home, if any member of their close contacts, household bubble or support bubble has a positive test.
8. As we are now not in a position to tell parents what they can do about shared pick ups, we would kindly request your cooperation to maintain the bubble system, in order to minimise contacts. Siblings are obviously not included in this.
9. Engage with Track and Trace as required.
10. Maintain their contact details so they are up to date and make sure that they are getting all school communication.
11. Bring any medicines (anti-biotics, epipens, inhalers) to the class teacher in their bubble rather than the school office and sign a form for their use in school.
12. Ring the school office if they are going to be later than 9.15 and then bring their child to the correct gate to be collected by a staff member of the bubble, rather than to the office.

School staff will:

1. Maintain a distance of 2m from children who we are not in bubbles with, and with all adults that we are not working in a bubble alongside.
2. Wash our hands on arrival and regularly throughout the day.
3. Clean resources and high touch areas throughout the day, using the most up to date Government advice.
4. Provide clean and separate class toilets that only one child will enter at one time.
5. Provide safe playtime spaces and times for separate bubbles.
6. Be prepared for 'blended learning' of online and school based learning as required. This will be used if any children are self-isolating and well at home.
7. Continue to use Class Dojo as our main form of communication between class teachers and parents.
8. Plan and teach a supportive curriculum that will support emotional wellbeing and enable the basics of the curriculum.
9. Engage with Track and Trace.
10. Wear PPE when dealing with a child displaying symptoms or giving first aid that will mean they will be close to a child.
11. Keep a record of all contractors and visitors and contact them under the Track and Trace service if required.
12. Facilitate before and after school clubs that strictly maintain the bubble system.
13. Provide an operating procedure for key areas eg. a child who shows symptoms, visitors to the school and monitor these processes to ensure that they are effective and alter them as appropriate.
14. Facilitate hot school lunches and packed lunches in a well cleaned space.
15. Support the youngest children and their parents to settle at the beginning of their Reception year. This will happen in the outdoor learning area outside Wren classroom.
16. Not come into work if they show symptoms or are awaiting the result of a test.
17. Ensure that they are available for work by ensuring that they are not holidaying in areas where there is a 14 day quarantine, within 14 days of a return to school.
18. Ensure that if 2 cases are found within the school bubble all of that bubble will be asked to stay at home and self isolate for 14 days.
19. Ensure that they are not sharing staff room spaces with other adults they do not work alongside in their bubble, and clean the area after their use.
20. Support any member of staff who is in a vulnerable category.
21. Ensure that our focus on Outdoor learning and Forest School is maintained.
22. To communicate any new Guidance to parents in a timely manner.
23. To support the split Year 1 to maintain their friendships in creative and fun ways across the Graffham classes, eg. pen pals, show and tell on Class Dojo.

We realise that this is an unprecedented time for schools and families and that this guidance is new to us all. We are sure that these mitigating measures will ensure our families and staff safety and are confident that you will help us. This plan has been monitored and approved by our Lavington Park Federation Governors and also adheres to the West Sussex County Council advice.

We hope you have a lovely summer and we will look forward to welcoming you all back to school in September.

Kind regards,

Helen Martin (Headteacher)

Lucy Whiffin (Deputy Headteacher)