

29th May 2020

Dear Parents and Carers

Below is an outline of the changes to the school routines that will allow us to reopen the school and meet the government guidelines. I must inform you that over the past weeks all schools have received many versions of these guidelines (over 14 in two weeks). Now, more than ever, as Cornwall reopens and visitors come to the area we must be alert and follow the steps put in place to safeguard the whole community.

Please be aware if you don't take up a place now we cannot guarantee you a place later this term because of space and staffing. You may need to go on a waiting list, or attend another setting.

It is important that you read the entire letter. At the bottom you will find the timetable for return and specific arrangements for your class.

Drop off and pick up routines

It is vital that no parents use the carpark in school or the medical centre as they are receiving patients who may be displaying symptoms and use that space for social distancing.

Changes to drop off and pick up routines will be in place.

There will be a one way system in place for drop off in the infant playground. Parents must use the double gates in the carpark to enter and the single gate by the school to leave.

There will be a queuing system and a process for staff to greet each child. On entering the building each child will be asked to wash their hands immediately and then go straight to the space allocated to them in the classroom. This will be in place to reduce the number of people on the school site in the interest of infection control. As it is customary for parents to gather in the playground we will have a queuing system on the playground and a perimeter of two metres round each door. We also ask that parents refrain from any gathering at the school gates to talk to other parents

If for any reason your child will not be attending, it is vital that you inform the school immediately.

Visitors

Visits to the school will be strictly limited during school hours. Parents should come into school buildings only when strictly necessary and only by appointment, and ideally only one (unless for example, an interpreter or other support is required). Any such meetings should take place at a safe distance (and so the use of small offices may not be suitable).

Classrooms

For younger children we will choose carefully the resources we provide. For example, resources, such as play dough, should not be shared. Children will be taught to wash their hands frequently, but particularly after using any equipment, movable toys, being outside or before eating. Children will be encouraged where possible not to touch their faces or to put objects in their mouths. We will teach these routines and expectations through stories and games where possible. It will help enormously if you discuss this with your child to help them to socialise and resettle into familiar everyday classroom routines. It will not be possible to allow pupils to hug or have contact with

any other children in their class or to socialise with pupils from other classes. We will introduce alternate greeting methods and displays of affection.

Year 6

The current guidance states that in year 6 it is unlikely that any of the end of term traditions will be able to take place, for example, whole year or class assemblies with parents, school journeys and trips. We will, of course, provide opportunities for children to discuss this as it may be a source of anxiety or sadness.

The secondary schools are discussing how to manage induction for Year 7. Current guidance says that visits to secondary schools for induction will not take place this year, some secondary schools may have capacity to undertake remote induction briefings or other types of sessions for pupils, for example to meet form tutors, heads of year, or other key staff, or have a tour of the school virtually.

Behaviour principles (Please refer to the new addendum to the Behaviour Policy on our website)

In light of the need for children to behave differently when they return to school, and the new systems we have put in place to support that, we have made changes to our behaviour policy. In brief they are outlined below:

- following any altered routines for arrival or departure
- following school instructions on hygiene, such as handwashing and sanitising
- following instructions on who pupils can socialise with at school
- moving around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing)
- expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands
- telling an adult if you are experiencing symptoms of coronavirus
- rules about sharing any equipment or other items including drinking bottles
- amended expectations about breaks or play times, including where children may or may not play
- use of toilets
- clear rules about coughing or spitting at or towards any other person
- clear rules for pupils at home about conduct in relation to remote education

Lunches

Our kitchen will be open to provide packed lunches for all pupils in key stage 1 and Year 6 as well as for pupils in receipt of Free school Meals. No hot meals will be available. If you wish to have a meal, please advise the school secretary via email and if you pay for your child's meal pay via parent pay. If you send your child with a packed lunch, please remind children that they must store rubbish and take it home with them.

Uniform

Staff are being advised to wear clothing that is washed every day after work. It is also advised that pupils follow the same procedure.

- On arrival at home immediately remove clothing.
- Put clothing directly and immediately into a washing machine.
- Shower and change.
- Pupils must remove all jewellery including watches etc.

This will help to prevent the transference of any infection. As a result, pupils may wear clothing that is easily washed and dried in the place of the normal school uniform.

Please do not send in PE kit. Children should wear either trainers or pumps that they can exercise in safely and comfortably.

Symptoms

If any pupils or member of staff displays symptoms (continuous cough, high temperature or loss of taste and sense of smell) they will be isolated and accompanied whilst we contact parents to collect them. It is expected that a test will then be carried out and the result of that test communicated to school. If the test is positive, guidance states that we should close the bubble group immediately at this point.

Staff

At certain times it may be necessary for staff to wear masks and PPE. It is up to staff's judgement as to how frequently they use this PPE. It will however be essential if they need to be in close proximity to care for any pupils or adult exhibiting any symptoms.

It is vital for all our children's safety and that of the staff that these routines and expectations are met by all attending the school.

If for any reason the school believes the routines and changes to the school are not adequate and that there is a heightened risk to pupils and staff we will introduce further measures or ultimately close the school for a period until such time as we feel that we can operate safely.

End of day – pick up and drop off

Wherever possible children should not walk home unaccompanied, however, if this unavoidable you must inform school. In order to prevent children walking in groups we will stagger the leaving times of these pupils by 5 seconds so that maintaining a safe social distance is possible.

No parent/carer will be able to collect or drop off pupils from another family.

Timetable for phased return to Mullion School.

In order to have a smooth transition back to school and ensure our child's safety the following timetable has been set for return.

Stage 1 Wednesday June 3				
Room	Age group	Drop off point	Time slot to drop off	Pick up time
Pebbles	Reception	Infant playground following one way drop off system	8.30 -8.45	2.45
Footprints	Years 2,3,4,5 of key worker families	Junior gate then to back entrance to classroom	8.45- 9.00	3.15- 3.30
Stage 2 Monday 8 th June				
Shells	Year 1	Infant playground following the one way system	9.00- 9.15	3.00
Stage 3 Wednesday June 10 th				
Surfers	Year 6	Junior gate then to back of junior classroom.	9.15- 9.30	3.30

If you have a child in two or more of the groups drop them off in the correct area at the earliest time indicated on the charts above. Key worker groups will continue to operate the same booking in procedures ie book by Thursday evening for the following week.

We will continue to communicate through the usual channels, email, website and where necessary phone calls. Please ensure that your details are up to date to avoid any delay in contacting you.

Please share as much of the contents of this letter with your child as you think is reasonable.

Thank you for your support in this matter.

Duncan Ratcliffe