

Colman Junior School  
South Park Avenue  
Norwich NR4 7AU



Colman Infant School  
Colman Road  
Norwich NR4 7AW

Mrs Julie Sandford  
Headteacher

16<sup>th</sup> July 2020

Dear Parents and Carers

### COVID-19 ARRANGEMENTS FOR SEPTEMBER (COLMAN INFANT SCHOOL)

Following the release of government guidance on the return of all pupils to school in September, we have been planning for this and can now share with you our arrangements. We are really looking forward to seeing all children back in school in September. The arrangements below are necessary to comply with government guidance and for the health and safety of the whole school community.

#### Start of Term

The first day of the Autumn Term will be Monday 7<sup>th</sup> September 2020 for all children apart from the oldest children coming into Reception. The first day of the Autumn Term for Reception children with birthdays between September and February will be Monday 14<sup>th</sup> September 2020.

#### Groupings/Bubbles

Children will be arranged in year group bubbles. This will mean that they can interact with members of their year group only and that we are able to deliver our full school curriculum.

#### Start of the School Day

In order to manage the arrival at school safely, each year group will be using separate entrances for the foreseeable future. All entrances will be clearly signposted so you know where to go.

- **Reception** children should enter the school site from the pedestrian entrance on Colman Road. **Holly Class** children will enter the school building via their external classroom door. **Willow Class** children will enter the school building via the courtyard door to the Reception corridor. Staff will be available at both doors to welcome your children.
- **Year 1** children should enter the school site from the pedestrian entrance on South Park Avenue. Please take care to socially distance on the pathway and make use of the grass where necessary. **Beech Class** children will enter the building via the outside classroom door by the orange and purple benches. **Maple Class** children should enter the building via the main door onto the playground by the bike stands. Staff will be available at both doors to welcome your children.
- **Year 2** children should enter the school site via the pedestrian gate on Colman Road that leads onto the staff car park. This gate is to the side of the car park entrance. Children should then enter the building via the main front entrance. Staff will be available at the main entrance to welcome your children.

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- **Parents with children in multiple year groups** should access the school site through the entrance for their youngest child and can then use the doors onto the main corridor from either the courtyard or the playground for older children. All access points will be clearly signed and staff will be available to help.

Please remain socially distanced at the school gates and entrances.

Please do not enter the school building for any reason without a prior appointment. If you need to speak to a member of staff, please contact the school office by telephone or email [office@colmanfederation.org.uk](mailto:office@colmanfederation.org.uk) and we will contact you as soon as possible.

Please ensure that children do not bring any toys or additional items into school at this time.

### **End of the School Day**

The children will exit the building in the same way as they arrive in the morning.

### **Lunches**

Lunchtimes will be staggered and each year group will eat lunch in their classroom. Lunches can be ordered from the school or children can bring in their own packed lunch. Hot food will not be available at this time. Please see the attached new menu. School water fountains have been switched off and your child will need to have access to their own named water bottle every day. Fruit will be provided for a snack every day.

### **School Uniform**

Normal school uniform rules apply.

### **Face Masks**

Currently the guidance for schools is that face masks should not be worn by children. If your child will be wearing a face mask whilst travelling to school, they will not be permitted to wear it on school premises and should be removed before entering the school site. Details for the safe use, removal, storage and disposal of face masks are attached.

### **Handwashing and Respiratory Hygiene**

These will be strictly followed in school according to government guidance. Please help your child by reinforcing healthy routines for handwashing, coughing and sneezing. Further guidance about handwashing are attached.

### **Contact Details**

Please make sure that the school office has your latest contact information. You may have changed your mobile phone number and forgotten to inform us. Your contact information is really important to us, particularly in the event of COVID-19 within your child's year group. We may need to contact you urgently to minimise the risk to your child and other members of the school community.

### **Medication**

Please make sure that any medication your child needs, such as an epi-pen or asthma inhaler, comes into school on the first day of term and that it is in date. Any questions or issues you may have around medication can be addressed by the school office or

Mrs. Morley at [kmorley@colmanfederation.org.uk](mailto:kmorley@colmanfederation.org.uk)

### **Attendance**

Attendance at school is compulsory for all children from September. If you think that your child is likely to have an issue with returning to school, please contact our pastoral team as soon as possible. Geraldine Preston, our Parent Support Adviser, can be contacted at [gpreston@colmanfederation.org.uk](mailto:gpreston@colmanfederation.org.uk) and Tracey Mitchell, our Pastoral Support Worker, can be contacted at [tmitchell@colmanfederation.org.uk](mailto:tmitchell@colmanfederation.org.uk) or by phone via the school office. We can then work with your child to ensure that they are ready to return to school in September.

If your child is unable to attend school because they are complying with clinical and/or public health advice, please get in touch with us as soon as possible.

If you will be taking a holiday abroad during the Summer, please make sure that you have sufficient time left within the school holiday to follow any quarantine requirements. Absence from school for quarantine following a holiday abroad will not be authorised.

### **If your child is ill and showing signs of coronavirus**

If your child has symptoms compatible with coronavirus they should not attend school.

If they develop symptoms while attending school, they will be sent home and told they and their households must follow the <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>.

Anyone with symptoms should self-isolate for 7 days.

Their fellow household members should self-isolate for 14 days.

Everyone has access to a test so if your child or a member of your household displays symptoms of coronavirus you should follow the <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/> or contact NHS 119 via telephone if you do not have internet access.

If your child tests positive, you should inform the school immediately.

You should follow the <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection> and your child must self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste (anosmia). This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.

If your child tests negative, other members of the household can stop self-isolating. If your child feels well and no longer has symptoms similar to coronavirus, they can stop self-isolating. They could still have another virus, such as a cold or flu - in which case it is still best to stay at home and avoid contact with other people until they are better.

If you have any further questions, please do get in touch. The federation's full risk assessment will be available via the federation website shortly. If there are any changes to government guidance, I will be in contact with you as soon as possible so you have time to make plans for your family.

Thank you so much for your continued support during the last few months and for your co-operation with keeping everyone safe. I wish you all a safe and happy Summer holiday and look forward to seeing you all in September.

With best wishes

A handwritten signature in black ink, appearing to read 'Julie Sandford', written in a cursive style.

Julie Sandford  
Executive Headteacher  
The Colman Federation



World Health  
Organization

# How to **put on, use,** **take off and dispose** of a mask

1



Before putting on a mask, wash hands with alcohol-based hand rub or soap and water

2



Cover mouth and nose with mask and make sure there are no gaps between your face and the mask

Avoid touching the mask while using it; if you do, clean your hands with alcohol-based hand rub or soap and water

3



Replace the mask with a new one as soon as it is damp and do not re-use single-use masks

4



To remove the mask: remove it from behind (do not touch the front of mask); discard immediately in a closed bin; wash hands with alcohol-based hand rub or soap and water





## Clean Care is Safer Care

### Clean hands protect against infection

#### Protect yourself

- Clean your hands regularly.
- Wash your hands with soap and water, and dry them thoroughly.
- Use alcohol-based handrub if you don't have immediate access to soap and water.

#### How do I wash my hands properly?

Washing your hands properly takes about as long as singing "Happy Birthday" twice, using the images below.



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