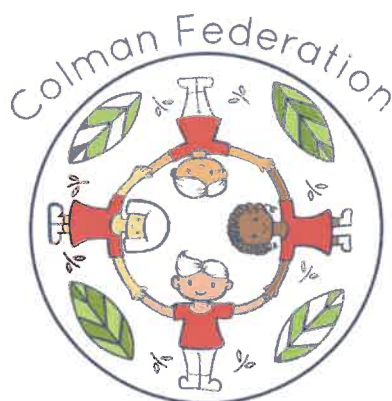


Colman Junior School
South Park Avenue
Norwich NR4 7AU



Colman Infant School
Colman Road
Norwich NR4 7AW

Mrs Julie Sandford
Headteacher

1st March 2021

Dear Parents and Carers

COVID-19 ARRANGEMENTS FOR ALL CHILDREN RETURNING TO SCHOOL (COLMAN INFANT SCHOOL)

Following the release of government guidance on the return of all pupils to school on 8th March, 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. The arrangements below are necessary to comply with government guidance and for the health and safety of the whole school community.

8th March

The first day of the full reopening of school will be Monday 8th March 2021 for all children.

Groupings/Bubbles

Children will be arranged in year group bubbles as they were in the Autumn term. 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. Please note that these are the same as we used in the Autumn Term:

- **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. **Laurel Class** children should then enter the building via the main front entrance. **Sycamore Class** children should enter the building via the external hall doors to the front of the building. Staff will be available at both entrances 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 older children can then use the doors onto the main corridor from either the courtyard or the playground. All access points will be clearly signed and staff will be available to help.

Please remain socially distanced at the school gates and entrances. Masks are required for all parents and carers whilst waiting for children on school premises.

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 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

We are delighted to let you know that hot dinners will be available from 8th March. Please see the attached new menu. Lunchtimes will continue to be staggered to keep each year group bubble intact. Children in Reception will eat their dinner every day in the school hall. Children in Years 1 and 2 will eat their lunches in their classrooms. 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.

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.

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 a case 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 8th March 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

Attendance

Attendance at school is compulsory for all children from 8th March. 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 and Tracey Mitchell, our Pastoral Support Worker, can be contacted at 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 next week.

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 are planning on taking a holiday abroad at any point within the school holidays, please make sure that you have sufficient time left within the school holiday period to follow any quarantine requirements. Absence from school for quarantine following a holiday abroad will not be authorised.

Contacting the school by phone

From Tuesday 9th March, we are changing our phone system and moving to one telephone number for both federation schools. Our federation phone number will be 01603 508530 and if you need to contact the infant school by phone, you should use this number. Please bear with us during the first week or so of this new way of working as we get used to our new phone system.

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, we 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. We know how challenging this has been for everyone. We look forward to welcoming all children back into school next week.

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