



# *Dolton Church of England Primary School*

*Dolton, Winkleigh, Devon, EX19 8QF*

*Tel: 01805 804315*

*Email: [dolton.sch@alumnismat.org](mailto:dolton.sch@alumnismat.org)*

*Headteacher: Mrs. Rachael Sharpe*

*'Together we nurture, love and learn whilst aspiring for excellence.'*

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Friday 28<sup>th</sup> August, 2020

Dear parents/ carers,

Please find attached Dolton Church of England Risk Assessment documenting the procedures we will have in place to ensure a safe return for pupils and staff from Monday 7<sup>th</sup> September. This is a large document, originally written by Devon County Council and then adapted to suit the needs of Dolton School.

As we work towards returning to school we are aware that there will be many questions, anxieties and some excitement. I hope that the risk assessment helps in answering any of your questions and below I have provided key information that you can refer back to where necessary.

When we return to school with all pupils we will also have 4 members of staff on site that sit in the clinically extremely vulnerable category and vulnerably category. As a school we will do all that we can to ensure children, staff and the local community are kept as safe as possible and I know as parents you will support us with this in all that you do too. It must however be highlighted, that despite all the hard work, dedication and safe working practices in place the risk cannot be completely eradicated – there will always be some risk.

If, after reading all documentation supplied, you still have questions or concerns, then please get in touch with the school office (number and email above) where someone will be in touch.

I wish you a happy, healthy and relaxed end to the summer holidays and look forward to seeing you all on Monday 7<sup>th</sup> September.

Kind regards,

Mrs. Rachael Sharpe

## **Supporting children's reintroduction to formal education post lockdown**

We are looking forward to welcoming pupils - new and current - on to school site, it's been a while! We are all looking forward to supporting you with your learning, and making it the best possible learning experience it can be. We are confident that if we work together and all play our part, we can make school a safe and enjoyable place for us all to be.

As we approach the start of term in September, we wanted to give you, an understanding as to how school will feel on our return.

We have put in place a range of measures to ensure you can safely return to learning, however, it is the responsibility of everybody to follow these, we cannot stress enough the role we all have in ensuring the welfare of the school community.

### **System of controls:**

#### **People who are ill with symptoms of COVID-19 are not allowed to come to school**

- Robust hand and respiratory hygiene routines must be maintained, these will be built into the daily routine and include:
  - as children enter the classroom.
  - any time they go to the bathroom.
  - before break time.
  - after break time when they return to class.
  - Before lunch time.
  - After lunch time when they return to class.
  - Any time they move between different spaces
- Enhanced cleaning arrangements must be in place with staff cleaning down frequently touched surfaces and completing the cleaning sheets available. A full clean happening at the end of each day.
- Active engagement with [NHS Test and Trace](#)
- Where necessary, staff will wear PPE, e.g. if looking after a child who is showing symptoms, first aid and intimate care. This will include a mask, a visor, gloves and an apron.
- \*Minimise contact between people and maximise social distancing, where possible.

#### **\*To minimise contact and maximise social distancing we will, where possible (this is not an exhaustive list)**

- Group children together - whole classes will form class bubbles.
- Avoid contact between bubbles where possible.
- Arrange classrooms with forward facing desks, where possible.
- Pupils to have individual stationary sets made available by school.
- Remove unnecessary furniture and clutter from classrooms and the school building where possible.
- Maintain distance between staff and children as much as possible, following the govt. recommendations as much as possible.
- Stagger start and finish times.
- Staggered break times and lunchtimes.
- Avoid large gatherings, e.g. whole school collective worship.



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## **Other information:**

- We will be operating wrap around care as of Monday 21<sup>st</sup> September, all being well. This will be a reduced timetable and more information will follow in coming weeks.
- There will be a clear system in place for dropping off and picking up.
- School uniform should be worn. School uniform requirements will be modified to allow for Daily physical exercise (this is different to PE lessons) without the need to change. (information about this has been sent prior to this document)
- **Attendance is mandatory and will be monitored.** If you are shielding or have concerns, please contact the school and ask to speak to Mrs. Sharpe.
- School lunches will be provided. Lunchtimes will be staggered.
- No trips have been planned for the Autumn term.
- The Trust have made the decision not to run extra-curricular clubs in the Autumn term.
- Schools are not permitted to use rotas, either daily or weekly for children.
- No parents or visitors are allowed on site without a prearranged appointment.

## **Drop off and pick up procedures.**

### **Little Otters Preschool:**

- **Drop off for Little Otters is 9.15am prompt and pick up is at 3pm prompt.**

### **Tigers class:**

- **Drop off for Tigers is 9am prompt and pick up is at 3.30pm prompt.**

### **Lions class:**

- **Drop off for Lions is 8.45am prompt and pick up is at 3.15pm prompt.**
  - If a parent and child arrive late at drop off and pick up they will not be allowed on site until other groups of children have entered and settled in class.
  - Children to be dropped off and collected at the main gate.
  - Only one parent to drop off and pick up.
  - A staff member will greet at the front gate wearing a visor. The visor will be worn in case any children need support with transition from parents.
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- All children will be expected to use the hand sanitizer available at the front gate as they enter.
- Parents cannot come beyond the front gate.
- Parents are asked to maintain distance from others using the markers set out.
- Parents are asked to leave swiftly and not gather to chat around the school premises.
- Please do not expect your child to be released without a handover to a parent/ carer.
- Please do not expect your child to be released to an adult unknown to school staff. THIS IS A SAFEGUARDING REQUIREMENT.
- Parents with children in different classes must still follow the drop off and collection procedures for each class.

### **Bringing items into school - Procedure**

We need to limit the items that children bring into school as much as possible. We will be providing children in KS2 and KS1 with a clear labelled pencil case to use in school with basic classroom resources and their books. Children will not be allowed to use their own pencil case in school. Any shared resources will be regularly cleaned throughout the day.

On PE days we will require children to arrive in school in their PE kit. Class teachers will send a welcome letter at the start of the term to inform you of your child's PE days.

Reading books will be sent home in a plastic zippy wallet. On return the school book will be put in a sealed container for 48 hours before other children are allowed to use it.

Please see below the list of items children will be allowed to bring into school -

- Prescribed medication
- If packed lunch - a packed lunch box with all food items in (It needs to be easily wipeable)
- A clearly labelled school water bottle.
- A small bag that can be easily wiped down (if required)
- Sun hat if required (clearly labelled)
- Sunscreen if required (clearly labelled)- please apply sunscreen to children prior to their arrival
- Coat (clearly labelled)

### **School Dinners**

- Parents to pre-book school dinners using the new school payment system.
- As previously informed, we will only be using the Online System from 7<sup>th</sup> September 2020. School dinners will be available from 7<sup>th</sup> September, a menu will follow.

### **Admin Office**

- Unfortunately, due to the restrictions, parents will not be able to access the school premises and therefore the admin office, unless an appointment has been given. Please call the school office 01805 804315 if you have any questions or if an appointment needs to be made.