

## Long Melford Church of England Primary School

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Headteacher: Mrs Amanda Woolmer

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1<sup>st</sup> January 2021

Dear Parents and Carers,

### Wishing you a Happy and Healthy New Year!

I hope that you have all had an enjoyable Christmas and I look forward to seeing everyone back in school on **Monday 4<sup>th</sup> January**.

As Long Melford is situated within a Tier 4 area we have reviewed the school's Covid Risk Assessment alongside the new guidance that has been published by the DfE. This letter aims at reminding parents of our Covid protocols and how we can help each other to stay safe.

I have been asked to remind you that if you, or anyone within your household has shown one or more symptoms of Coronavirus within the last 10 days, you should be self-isolating and your child(ren) should not return to school.

### Symptoms of coronavirus

If you have any of the main symptoms of coronavirus (COVID-19), get a test as soon as possible. Stay at home until you get the result.

#### Main symptoms

The main symptoms of coronavirus are:

- a **high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a **new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a **loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least 1 of these symptoms.

### Social Distancing

In school, social distancing guidelines are about minimizing opportunities for the children to mix and have minimal contact with other children outside their class.

Each class will be based in their classroom and will enter and leave through their external classroom door. The children will not be moving between classrooms or to the office. Use of shared resources such as the Chrome Books will take place, but will be sanitized before and after children use them. Children will also wash their hands thoroughly before and after use.

Our bubbles will continue and each class bubble will have their own toilets and sinks.

### **Cleaning and Hygiene**

We will continue with the increased cleaning procedures that we put in place in June. During the day staff will spray and wipe resources and tables continuously. Door handles, taps and other touch points will also be wiped regularly with an anti-bacterial cleaning agent.

Teachers control the resources that the children have access to during lessons. When the child has finished with them they will be cleaned before anybody else has access to them.

Children will be made to wash their hands regularly. They will also use hand sanitizer. Paper towels and hand driers are available to dry their hands. We know that washing hands as frequently as we have to in school, as well as using alcohol based sanitizer, will dry out the skin on your hands. We recommend that children use hand cream at home.

### **Ventilation**

Good ventilation reduces the concentration of the virus in the air and therefore reduces the risks from airborne transmission. This happens when people breathe in small particles (aerosols) in the air after someone with the virus has occupied an enclosed area. Windows in the classroom will be opened to ensure natural constant ventilation; outside doors will be opened during breaks to enable children to access class toilets.

To balance the need for increased ventilation, children will be able to wear suitable indoor clothing such as gilets and fleeces, enabling children and staff to add layers to their normal uniform. Since October we have extended the length of heating periods as necessary to ensure comfort levels are maintained.

### **PE Kit**

From the beginning of term, all children need to bring their PE kit into school and it should be hung on their pegs.

**IT IS EXTREMELY IMPORTANT THAT ALL UNIFORM ITEMS ARE NAMED.**

**WE WILL BE UNABLE TO RETURN FOUND UN-NAMED ITEMS TO CHILDREN.**

### **Drop Off and Pick Up**

Entrance to the school site is via the drive gate. We will continue with our one-way system around the outside of our school to ensure social distancing during Drop Off and Pick Up times.

From Monday 4<sup>th</sup> January I would ask that all children in Years 4, 5 and 6 are dropped at the drive gate by their parents in the mornings. At the end of the school day, parents can wait on the grass by the other top gate for their children. Year 3 parents are welcome to drop their children at the drive gate and to pick their children up

Parents of children in Nursery, Reception, Year 1, 2 and 3 are welcome to drop their children off at the classroom doors and to collect them from there at the end of the school day.

This, added to our staggered start and finish times, should ensure that the start and end of the school day runs smoothly and we can ensure that parents are able to social distance whilst on school premises.

|                  | <b>Start of the School Day</b> | <b>End of the School Day</b> |
|------------------|--------------------------------|------------------------------|
| <b>Nursery</b>   | 9.00am                         | 3.00pm                       |
| <b>Reception</b> | 8.40am                         | 3.10pm                       |
| <b>Year 1</b>    | 8.50am                         | 3.05pm                       |
| <b>Year 2</b>    | 8.50am                         | 3.05pm                       |
| <b>Year 3</b>    | 8.50am                         | 3.15pm                       |
| <b>Year 4</b>    | 8.40am                         | 3.15pm                       |
| <b>Year 5</b>    | 8.40am                         | 3.15pm                       |
| <b>Year 6</b>    | 8.40am                         | 3.15pm                       |

I will be at the gates along with Mr Aitken, Mrs Mason and Mrs Price to help guide people in the right direction and to take messages for class teachers.

At Pick Up time parents should wait outside the classroom door in order to meet their children. We would ask that you are considerate of social distancing whilst you wait for your child. If you are waiting with a pre-school child, please ensure that your child stays with you at all times and does not play with the equipment that is outside. Equipment on the playground will have been sanitized ready for Rainbow Club children. When it is touched by other children, staff will need to re-sanitize it ready for our children.

### **Punctuality at the Start of the School Day**

Punctuality at the start of the day is important. If children arrive after the school gates are locked we have to get them unlocked and take the children round to their classroom doors. This is difficult for us to do on a regular basis, so we would really appreciate your help in making sure that your child is in school at the appropriate time.

### **Rainbow Breakfast Club**

Rainbow Breakfast Club will run as normal – please ensure that you have completed a booking form and returned it to school by 4pm on the Friday of the previous week. There are new monthly booking forms for Rainbow Club that will be on the website. If you complete them, please email them to [office@longmelfordprimaryschool.co.uk](mailto:office@longmelfordprimaryschool.co.uk)

### **Rainbow After School Club**

Once again, there will only be Rainbow Club after school this term. To book a place, please ensure that you have completed a booking form and returned it to school by 4pm on the Friday of the previous week. There are new monthly booking forms for Rainbow Club that will be on the website. If you complete them, please email them to [office@longmelfordprimaryschool.co.uk](mailto:office@longmelfordprimaryschool.co.uk)

### **Lunchtimes and Playtimes**

Children are able to play with each other within their class bubbles. Until December we were using the field every day, but the weather means that we are unable to do this at the moment. Instead, the children will be using the playground – the playground is split in half and two classes at a time will be playing outside.

Playtimes and lunchtimes will be staggered so that everyone is able to play outside.

All the equipment will be cleaned before being used by a different group.

### **School Dinners**

Any dinner money should be placed in an envelope with Dinner Money and your child's name on it. The envelope should be given to Mr Aitken or to Mrs Woolmer on the way in to school in the morning.

### **Parents and Visitors**

To protect our school and everyone in it, parents and visitors will not have access to the inside of our building.

At Drop Off and Pick Up Mrs Woolmer will be at the front gates with Mr Aitken, Mrs Mason and Mrs Price will be on the EYFS gate and the playground. We will be able to take messages and answer questions; as we will be around the school, nobody will need to visit the school office.

### **Illness**

If anyone in your household shows symptoms of Covid-19, please self-isolate and stay at home. This is extremely important to ensure that we protect our pupils and staff and your families.

If your child is at all unwell, please do not send them to school. The 'rule of thumb' is that if your child needs Calpol to get through the morning they should not come in to school.

### **Absence**

Each day we take the registers - unless you have already told us that your child will not be in school, we will have to make an absence call to you to find out where your child is.

It will greatly help us if you can leave a message on the absence line.

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In the last two days I have received emails asking me if I can guarantee that I can prevent your children from getting Covid-19 – I cannot do that, instead I can reassure you that in school we will do all that we can to minimize the risk of spreading Covid-19.

The Risk Assessment will be available on the website and the Facebook page from next week and you are welcome to look at it.

In the meantime, Happy New Year, and I look forward to seeing you on Monday.

Kind regards

*Amanda Woolmer*