

North Elmham CEVA Primary School  
Stibbard All Saints CEVA Primary School  
Flourish Federation



Executive Head Teacher: Ms P Jones  
Deputy Executive Head Teacher: Miss S Tobin

Fulmodeston Rd, Stibbard, Norfolk,  
NR21 0LT  
Tel: 01328 829228,  
Email: [office@stibbard-allsaints.norfolk.sch.uk](mailto:office@stibbard-allsaints.norfolk.sch.uk)  
website: [www.stibbardallsaints.com](http://www.stibbardallsaints.com)

Holt Rd, North Elmham, Norfolk,  
NR20 5JS  
Tel: 01362 668318,  
Email: [office@northelmham.norfolk.sch.uk](mailto:office@northelmham.norfolk.sch.uk)



Wednesday 3rd June 2020

Dear Parents/Carers

I hope you have enjoyed the wonderful weather during half term.

We have been making plans and preparing for the wider opening of school next week. I am writing to confirm we will be following the agreed plan sent to you before half term about the 'bubbles' and to reassure you that we have done all we possibly can to make this as safe as possible. If any significant changes happen to the arrangements previously outlined, we will keep you informed about them.

**Some additional information:**

We have been preparing both the outside and the inside of our school and we have organised classrooms to enable us to support the children as they get used to new routines and hygiene expectations. We know you will do all you can to support us in this as well. We will be in touch with you if we are expecting your child to return to school next week from Monday 8th June, for the mornings only.

You will be contacted about what 'Bubble' your child is in, where this bubble will be located and which teacher will lead this bubble. We must stagger times so please can you arrive for and also collect your child promptly at the times you will be given. If you don't hear from us this week it is because you did not elect to return your pupil for years Reception, One or Six.

We continue to follow guidance from the DfE and PHE in line with information and direction from the Norfolk County Council Health, Safety and Well-Being team. There is a lot of information in the public domain which has caused some anxiety, so we are ensuring our response is appropriate.

**What we know about COVID-19**

Based on current evidence, COVID-19 affects children fairly mildly in most cases. There are two routes by which COVID-19 can be transmitted:

- infection can be spread to people through close contact with infected individuals and respiratory droplets generated during coughing and sneezing.
- direct contact with infected tissues, body fluids or indirect contact with contaminated surfaces such as door handles and then touching the mouth, nose, or eyes.

To reduce transmission a combination of approaches is needed: minimising face to face contact with other people, applying social distancing measures as much as possible, keeping close contact to short durations and maintaining excellent universal hygiene measures. We are implementing all of these measures. Please socially distance yourself in the queue when dropping off and equally when collecting your child. We cannot accommodate parents in the school building.

We have also completed extensive risk assessments and checks to cover all aspects of school routine, process and procedure in order to ensure that, as far as possible, we have made school as safe as possible.

## **What we are doing to protect and support pupils and staff**

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### **Social distancing**

We have changed activities and timetables to ensure we follow all requirements. We will carry out activities outside where we can and we will open windows to increase ventilation inside the building.

With all children, but particularly where close contact will still happen, for example with our Reception children, we will maintain excellent universal hygiene standards by handwashing very regularly and following the arrangements detailed in this letter.

Only essential visitors by appointment will be allowed on site, for example, to carry out essential maintenance for the safe running of the school; and we will only permit this if it is safe for the children, staff and the visitor.

### **Universal hygiene**

Staff are implementing these universal hygiene measures and encouraging pupils to do the same:

- Washing hands thoroughly and often with soap and water, following the [NHS guidance](#)
- Using alcohol-based hand sanitiser gel if soap and water isn't available. Everyone will be required to wash their hands, on arrival, before eating, after coughing or sneezing, after visiting the toilet and at regular intervals throughout the day
- [Catch it, Kill it, Bin it](#) - covering the mouth and nose with a tissue or sleeve when sneezing; putting used tissues in the bin straight away; always washing hands afterwards
- Avoid touching the eyes, nose or mouth if they haven't washed hands

### **Cleaning**

We have put additional cleaning measures in place; this includes disinfecting all contact points which are touched regularly such as tables, door handles, toilet flushers, educational equipment and taps. Any items we use for education which are difficult to disinfect will not be used at the moment. An allocated member of staff will be cleaning toilets and bubble rooms..

### **Educating and supporting**

We want to help children become advocates in infection prevention at home and in the community by talking to others about how to prevent the spread of viruses, educating in an age appropriate way.

We are very mindful about the anxiety children may experience. We will encourage them to talk. It is normal that they may have different reactions and some may need to talk to adults in school and you about how they are feeling. We will teach them a socially distancing song and a handwashing song to help them remember.

### **First aid**

We will have a first aid station for minor injuries. We will always have qualified first aiders on site for advice and support and we will review our first aid arrangements regularly to ensure that they are still suitable.

### **Reporting absence**

Please continue to report absences by phoning the school office if we are expecting your child in school on any day.

## **What happens if someone has symptoms while they are at school?**

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It is unlikely that this will happen suddenly. It is more likely that a child will exhibit symptoms at home and therefore should not be brought to school, however:

- We will make sure we are vigilant and look for any signs of a change in behaviour or health
- We will encourage all pupils to tell a member of staff as soon as they feel ill and particularly if they have a new cough or start to feel they have a temperature.

- If a pupil feels ill we will keep them safe and away from others in a designated room while they wait to be collected. We will not leave a pupil who is ill anywhere they are not safe to be, and we will stay with them at a safe distance. In an emergency we will call the emergency services, and we will continue to provide first aid for emergencies as we normally do.
- Please come and collect your child straight away, if we ask you to (we'll contact you if they become ill with either a temperature or a new, continuous cough).
- Staff will go home immediately if they become ill at work with symptoms, no matter how mild.
- We will follow PHE guidelines for enhanced cleaning if someone becomes ill at the school.
- If someone becomes ill at school, others at school do not need to self-isolate (other than their own household). Please ensure your household follows self-isolation guidelines if this happens.
- If one person becomes ill at school, it does not mean that the illness has been caused by the school; COVID-19 is widespread in communities. This is why it is important for us to follow PHE guidelines and for everyone to follow the stay at home guidance too.

Norfolk has been identified as one of 10 pilot authorities for the roll out of Track and Trace. The Local Authority will be working with Public Health colleagues and others from within the council to determine an approach that sees the roll out of the Track and Trace system across Early Years providers, all schools and colleges. As Vice Chair of the head teacher association for Norfolk, Educate Norfolk, I will hear of any daily discussions tracking the progress of this system.

### **What happens if a pupil or staff member becomes ill while they are not in school**

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- Any pupil or member of staff who has either a new continuous cough or a temperature must not come to school and must follow self-isolation guidelines for 7 days. The rest of their household must also self-isolate for 14 days.
- Please ask your child how they are feeling before they come to school.

### **Existing health conditions**

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If anyone in your household has received a letter to say that they need to be [shielded](#) and stay at home, they must follow the information they have been given by their GP. Some people have been identified as being at an [increased risk](#) by Public Health England. This does not automatically mean they have to stay at home; we will work with you to look at the specific circumstances and help to arrange something suitable for your family.

### **Supporting each other**

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Your support in helping us achieve these standards in school is vital. Please model the hygiene behaviours that apply when you are at home and encourage your children to follow them.

Also please ensure that:

- You/ your household self-isolate if anyone develops symptoms for community and school safety
- You follow guidance relating to travel and meeting with others when you are outside the school

Class teachers will be working across the school from 8th June with those children returning. They will do their best to maintain the phone calls to families who have requested this and they will also be using the afternoons for setting and monitoring home learning for those year groups not in school. For all other correspondence or queries relating to school or for specific information relating to your child or family please contact the school via email on: [office@stibbard-allsaints.norfolk.sch.uk](mailto:office@stibbard-allsaints.norfolk.sch.uk) Please do not come to the school office; you must either email or telephone the school.

We are looking forward to seeing more of you in school in the next week or so.

Please do stay in touch with all that you are doing at home and look out for the additional communications and changes to our home learning that are happening over the final half term.

Stay safe.

Best wishes to you all.

Ms P Jones  
Executive Headteacher of Flourish Federation