



The Dove Federation

Executive Headteacher: Mrs Sarah Disney



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1st June 2020

Dear Parents/Carers

Today the staff have been preparing the school site for more children to potentially return on Wednesday 3rd June 2020. We will notify you via text message on the afternoon of Tuesday 2nd June if we have had to make the decision that in the interests of staff and pupil's health and safety we are **unable** to return.

Our updated risk assessment based on government guidance and Norfolk County guidance (which is available on our school website under the policies section) is available on the school website. Please note the layout of this document has changed and some extra information has been added but any content from the old document remains the same.

Key Points

- Children will be taught in a bubble where they will be encouraged to socially distance. The same members of staff will remain with this bubble unless there is an emergency. If a member of staff is unwell they may be replaced with a member of staff or supply teacher who has not had contact with another bubble. If we are unable to staff this bubble due to staff sickness we may be unable to cater for the children until the staff member returns. In this case we will always aim to let you know as early as possible via a text message.
- Generally staff will not be wearing PPE, unless a suspected case arises and they are supervising the isolated individual. Some staff may wear a face shield and gloves within school.
- Norfolk County Council and Department for Education guidance states that children should not wear a face mask as this could prove to put children at more risk. If your child wears a mask to come to school I kindly ask that this is removed when you drop them off and it is taken home. I apologise to those who had planned to send children to school with a mask but I believe that following this guidance is safest for all children.
- We will be encouraging any family or member of staff who has suspected symptoms to seek a test to confirm if they have the virus or not. Whilst awaiting confirmation the child/adult in question will be required to self-isolate and if there is a positive test result then the whole of that group (adults and children) will be required to isolate for 14 days.
- All children attending will be expected to bring to school their own named water bottle, if a bag is required we recommend that this is one which can be easily wiped down.
- We will not be allowing any toys or pencil cases to be brought in during this time.
- Please apply sunscreen and provide a hat if it is sunny as where possible we will be teaching children outside where it is considered the safest.
- There is no requirement to wear school uniform. Ideally, we would like the children to wear either a school jumper and t-shirt or sports top. Home clothes suitable for PE should be

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worn on the lower half, with trainers ready for outdoor activities e.g. PE (we will not be getting changed).

- Good practice states that all children and adults should go straight home, shower and clothes should be washed and clean clothing should be worn every day to minimize the spread of the virus. If we suspect that children are not coming to school in clean clothes we will contact you about this.
- Please enter the school playground at your allotted time, unless you have children in different year groups. In this case, we ask you to tell us, which time slot you will be dropping off and collecting in. Please do not enter the premises at any other time, as you will be asked to leave.
- You will come in to school through the usual gate and take your child to their outside classroom door. At pick up time, you will collect them from their outside classroom door.
- Group 3 are to come in to school via driveway to front of the school and use small gate to the side of the classroom.
- When leaving the site we will be directing you through an alternative gate to limit the number people using a gate at any one time.
- We ask that only one adult comes on to the school site when dropping off and picking up children.
- If you have any questions or need to speak to a member of staff we are asking that you contact the school through the office email or phone and we will then contact you back as soon as it possible.

Following on from this letter you will receive an email telling you which bubble your children are in.

Please find below the members of staff who will be working in each of the bubbles and the start and finish times for each bubble.

Group	Staff Members	Start Time	Finish Time
Group 1 (Reception and Year 1)	Miss Lindop and Mrs Machell Ms Downard (MDSA)	8:45	2:45
Group 2 (Year 1 and Year 2)	Miss Reynolds and Miss Cavanaugh Mrs Ball (MDSA)	8:55	2:55
Group 3 (Year 3, Year 4 and Year 5)	Mr Halmshaw and Mrs Dunnett Mrs Dunnett (MDSA)	9:05	3:05
Group 4 (Year 6)	Miss Gooda and Mrs Lancaster Mrs Cook (MDSA)	9:15	3:15

Should you have any further questions please do not hesitate to contact the office via email. They will then pass this on to a member of staff who will be able to answer these questions for you.

Kind Regards

Mrs Disney and Mrs Adshead (Chair of Governors)

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