

**Mr T Mamak**  
(Headteacher)  
Tel: 01568 616919



Hereford Road  
Leominster  
Herefordshire  
HR6 8JU

Email: [admin@lps.hereford.sch.uk](mailto:admin@lps.hereford.sch.uk)  
[www.leominsterprimaryschool.co.uk](http://www.leominsterprimaryschool.co.uk)

28<sup>th</sup> August 2020

Dear Parent/ Carer,

As we welcome you and your children back to school, I would like to remind you about risk control measures and practical matters for next term, some of which has changed since my last letter in light of revised guidance.

A video explaining the new arrangements will soon be available on the school Facebook page.

### **Entry to school**

If you, your child or anyone in your household display any coronavirus (COVID-19) symptoms or have tested positive in the last **ten days**, please do NOT enter the school premises.

The most important symptoms of coronavirus (COVID-19) are:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)

Please inform the school office if you believe that your child or any member of your household has been exposed to coronavirus and please inform the school office of the results of a test.

If you have returned from a holiday abroad, please follow any quarantine requirements before returning to school.

### **Meeting staff**

Parents and Carers are asked to NOT ENTER the school lobby to speak to school staff in the office or to any other school staff.

Parents and Carers cannot enter classrooms or any part of school premises from outside to speak to staff or for any other purpose.

If you have anything that you wish to discuss, please call the office on: 01568 616919

Alternatively, please email the office at [admin@lps.hereford.sch.uk](mailto:admin@lps.hereford.sch.uk)

Staff will get back to you as soon as possible.

In exceptional and unavoidable circumstances, an appointment for a meeting may be arranged by 'phone and then you will be given details of the protocol to be followed when meeting.

Please always maintain social distancing of at least 2 metres from staff and each other.



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Please only come onto the school site at your allotted times; if you need to be on the school site at any other time, you must book an appointment through the school office prior to arriving.

### **Start of day and collection of children**

As the start and end of the day are key moments for infection control, it is essential that you follow the school's procedures and only attend at your allotted staggered times; Mrs Rees will be informing you of a change to the procedure to assist families with siblings in the school shortly.

Please ensure that only one parent accompanies their child to school.

Parents and staff must not congregate at school gates or within school premises and should always maintain social distancing of at least 2 metres for themselves and their child.

Parents must only come to school within their allotted time slots to help with social distancing as outlined for schools by the government and health bodies.

On entry, you will be in a one way system that will lead you into the Key Stage 2 playground; please remain standing on the green marker until the marker ahead of you becomes available to move to as each marker is 2 metres apart, thereby helping with social distancing.

As you move through the one-way system, there will be 2 points where the two lines from the two entrances converge so please pay close attention to social distancing at these points. There will be junction boxes at these points so please wait outside the junction box until the marker on the other side of the junction box is free before you move.

As you move along the line, please send your child to either their class entrance when you are opposite it or to the designated entry point.

At collection time, please enter in your allotted time slot through the same gate that you were allotted for drop-off, follow the same one-way system and follow the same social distancing routines and wait opposite your child's class door or the designated point and the staff will send your child to you.

If you need to collect your child early, please call the office before you arrive so that they can organise the early collection in a safe manner.

If you are going to arrive at school after 9.30am, please call the office before you enter school premises so that they can organise the handover in a safe manner.

If your child has difficulties separating from you, staff are unable to take the child off you but will try to encourage your child to come in verbally.



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If you need to bring a pram or buggy onto school premises, please use the Hereford Road entrance, follow the one way system, leave the pram or buggy at the bike sheds, re-join the one way-system and then collect the pram or buggy on the way out, re-joining the one way system; please ensure you follow social distancing requirements in the bike shed area and when re-joining the one way system.

Please note that in order to ensure a smooth introduction of the new entry arrangements, we are planning for children in Year 3, Year 4, Year 5 and Year 6 start on Thursday 3<sup>rd</sup> September and children in Year 1 and Year 2 will start on Friday 4<sup>th</sup> September; Reception children have their own start times.

If your child is in Year 5 or Year 6 and you want them to walk to and from school on their own, please complete the previously sent consent form or contact the school office if you do not have the form. Also, please talk to your child about safety and social distancing on the journey and the need to follow the school's systems outlined above.

### **Transport to school**

Parents are encouraged by government guidelines to walk or cycle to school and to avoid public transport if possible.

Consider carefully the route you follow and if you are using the Hereford Road school entrance, please watch for people using the public footpath at the top of the outside carpark.

Where possible, try to maintain social distancing when travelling, for example when approaching or passing other pedestrians or waiting at crossings and traffic lights; avoid physical contact and face away from others.

Where using bikes, wash your hands for at least 20 seconds with soap and water or sanitise your hands before and after cycling.

Please also note that in order to have a one-way system in place for entry and exit into the school, **the school car park is closed** so cars cannot enter or be parked in it. This is necessary to ensure that parents and children can be kept safe as they walk from the school.

### **Safety measures**

For comprehensive details about the school's safety measures, please look at the Risk Assessment that is on the school website; this will be updated on an on-going basis.

### **What happens if a child becomes unwell at school?**

If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and



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advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms.

Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

Government guidance states that parents need to understand that they will need to be ready and willing to:

- book a test if they or their child are displaying symptoms. Pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19) or if anyone in their household develops symptoms of coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

Please inform the school immediately of the results of a test.

If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), 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 avoid contact with other people until they are better. Other members of their household can stop self-isolating.

If someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 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. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-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. Other members of their household should continue self-isolating for the full 14 days.



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### **What happens if there is a confirmed case of coronavirus (COVID-19) in school?**

If someone who has attended the school has tested positive for coronavirus, the health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. The health protection team will work with the school to guide us through the actions we need to take. Based on the advice from the health protection team, the school must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.

If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform the school immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'

### **Breakfast Club**

Breakfast club will not operate for the first two weeks due to staffing considerations.

We hope to open it in the third week and shall contact you shortly about the arrangements.

Government guidance states that parents should limit the number of different wraparound providers they access, as far as possible. Where parents use childcare providers or out of school activities for their children, parents are encouraged to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this.

### **Lunchtime**

For the first three weeks the children will eat their lunches in their classrooms and the children who have school meals will receive packed lunches as we put in place the arrangements for the safe use of the lunch hall which is a common area and therefore requires very specific measures.



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We will contact you soon to inform you of the new arrangements.

### **Uniform**

The children are expected to wear their school uniform on their return and government guidance says that, "Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal".

PE kit: The children will be allowed to wear their PE kit to school on the days that they are timetabled to have PE to reduce items coming into school. Plain leggings or joggers and a school sweatshirt will be acceptable on those days as PE will be taking place outside in line with COVID guidance.

### **Items from home**

Pupils must limit the amount of equipment that they bring into school each day to essentials such as lunch boxes, drinks bottles, hats, coats, books and mobile phones; bags are allowed.

If your child brings a pencil case into school, please ensure that it is not made of fabric but is easily cleanable and it will be kept in school for your child to use.

Please clean these items and any resources that are sent from school and please wash your hands when handling items that come into school or from school.

Please note that only children in Year 5 and Year 6 can bring in a mobile phone if a form has been filled in and the 'phone must be handed in to the class teacher; if you do not have a form, please contact the school office.

### **Medical Needs**

Please ensure that if your child requires an asthma pump or epipen, it is provided to the school on the first day back in September and has not expired.

### **Further Information**

In addition to the Risk Assessment which is on the school website, you can refer to the government's guidance for schools (Guidance for full opening: schools); please note that government guidance is often updated.

I look forward to seeing you soon.

Yours sincerely,

Tim Mamak  
Headteacher

