



HEREFORDSHIRE COUNCIL

Wellington Primary School, Wellington, Hereford HR4 8AZ

Telephone (01432) 830264

Mr T Mamak: Executive Headteacher

Email: admin@wellington.hereford.sch.uk

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.

We are planning for all children to start on Monday 8th March at the times stated in this letter.

Entry to school

Pupils and adults **must not come** into school if:

- they have one or more coronavirus (COVID-19) symptoms
- a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms
- they are required to quarantine having recently visited countries outside the Common Travel Area
- they have had a positive test
- they have been in close contact with someone who tests positive for coronavirus (COVID-19)
- they have been advised to isolate by NHS test and trace or the PHE local health protection team, which is a legal obligation

They must immediately cease to attend and not attend for at least 10 days from the day after:

- the start of their symptoms
- the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test)

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

- high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- 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)
- 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

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 .

Parents must be prepared to provide details of anyone they have been in close contact with, if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace

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 to speak to staff or for any other purpose.

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

01432 830264

Alternatively, please email the office at admin@wellington.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.

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.

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.

If you are coming by car, only use the entrance to the playground through the car park and follow the one-way system along the fence; please follow the 2 metre makers and when safe, send your child to their line. Continue to follow the 2 metre markers towards the gate by the hall and exit right, into the car park.

If you are walking to school, please use the entrance through the **staff car park**. You will be in a one way system that will lead you past the classrooms and into the playground next to the old Busy Bees building; please follow the 2 metre makers and when safe, send your child to their line. When your child has left you to line up, you will continue to follow the 2 metre markers along the playground towards the hall and out through the gate next to the hall. As the two parent lines will join up, please ensure that you remain vigilant at the meeting point and take it in turns to move to the 2 metre marker that comes immediately after the point the lines come together. Then turn left and follow the pedestrian path past the community room towards the main road.

At collection time, please enter in your allotted time slot through the relevant entrances for pedestrians or car drivers for drop-off, follow the same one-way system and follow the same social distancing routines. Wait on the 2 metre markers next to the fence by the car park and your child will be sent to you.

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.

Drop off and collection times are as follows;

Class	Drop off	Collection
N	9am	3pm
R/1	8:50am	3:10pm
2/3	8:40am	2:55pm
4/5/6	8:30am	2:45pm

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 late at school please call the office before you enter school premises so that they can organise the handover in a safe manner.

If your child is in 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.

If you have more than one child attending the school or nursery they will need to be dropped off at the siblings earliest drop off time and collected at the latest siblings drop off time. For example, if you have a child in Badgers and a child in Rabbits you would need to drop them off at 8.30 am and collect them at 3.10 pm.

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 and please watch for people using the public footpath at the entrance to the carpark.

Where possible, try to maintain social distancing when travelling, for example when approaching or passing other pedestrians; 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.

Safety measures

For comprehensive details about the school's safety measures, please look at the Risk Assessment that will be on the school website shortly; this will be updated on a regular 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 advised to follow '[guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', must self-isolate (the isolation period includes the day the symptoms started and the next 10 full days) and should arrange to have a test to see if they have coronavirus (COVID-19).

Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days. If a member of the household starts to display symptoms while self-isolating they will need to restart the 10 day isolation period and book a test.

If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms.

Please inform the school immediately of the results of a test and we will discuss the return date.

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 advise the school which must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate immediately and for the next 10 full days counting from the day after contact with the individual who tested positive.

Breakfast Club/ After School Club

Breakfast Club and After School Club will not operate currently due to staffing considerations.

We are working to open provision as soon as we can and shall inform you when we are in a position to do so.

Wraparound providers

Government guidance states that where parents are using external childcare providers or out of school extra-curricular activities for their children, they should:

- limit their use of multiple out-of-school settings providers, and only use one out-of-school setting in addition to school as far as possible.
- check providers have put in place their own protective measures
- Please check our website for more guidance on wraparound care, [‘Guidance for parents and carers of children attending out-of-School settings during the coronavirus outbreak’](#)

Lunchtime

For the rest of term the children who order school meals will receive packed lunches and we hope to be serving hot meals after that.

We hope to be able to move the lunchtimes to the hall in due course but need to first ensure that we can maintain social distancing within the hall and seat the children safely.

Uniform

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 black leggings or joggers and a school jumper will be acceptable on those days as all 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, and books; bags are allowed.

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.

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 and has not expired.

Further Information

In addition to the Risk Assessment on the school website, you can refer to the government’s guidance for schools ([Schools coronavirus \(COVID-19\) operational guidance](#)); please note that government guidance is often updated.

I look forward to seeing you soon.

Yours sincerely,

Mr T Mamak

Executive Headteacher