



BOURNMOOR PRIMARY SCHOOL

Headteacher: Mrs Laura Snowdon

Lambourne Close

Bournmoor

Houghton-le-Spring

DH4 6HF

Tel: 0191 385 4291

Email: bournmoor@durhamlearning.net

Web: www.bournmoor.durham.sch.uk

25th August 2020

Dear Parents/Carers

We look forward to welcoming pupils back to school and starting our new academic year when gates open on Wednesday 3rd September from 8.50am. We will not gather on the yard as we normally do at the start of term, but children will go straight into their classes as they move to their next year group. The teachers look forward to welcoming the children and settling them back to school. To ensure we follow our Durham County Council risk assessment I would like to remind you of the following procedures in place:

Year 1 to Year 6:

- We will continue to welcome children through the side gate with **one adult only per family** and ask parents to leave by walking up the ramp and out the top gate. We ask that parents follow social distancing guidelines.
- To collect your child(ren) you will also enter through the side gate and leave via the top gate.
- No staff will be on the yard at the start or end of day to talk to. We need to get every child out safely and ensure parents stay apart.
- Communication with school needs to be via the telephone or email and visits to the school hatch should be kept to a minimum and for essential reasons only.
- Children need to return to school wearing uniform and appropriate school shoes.
- They can only bring in essential items such as a named water bottle for water only (no juice), packed lunch (if your child brings one) and their PE kit.
- All stationary items will be provided to ensure children bring in the minimum, essential items to school.
- No snacks from home may be brought in.

Reception and Nursery:

- As children in Reception and Nursery have been unable to come in for transition visits, we will be staggering their starts this year.
- Reception children will attend for mornings only for the first 2 weeks. We hope this will allow them to settle into their surroundings, building up to full time days by week 3. Their times will be 9.00-11.00 for week 1 and 9.00-12.15 on week 2, allowing the children to stay for lunch by the second week before being collected from the side gate by a parent/carer.
- Our Nursery children will also have 2 weeks transition to allow them to get to know staff and settle in. All Nursery children are invited in for afternoon sessions for the first 2 weeks to get to know the staff in Early Years. A letter with their start times has previously been sent home.

Yours sincerely,

L A Snowdon

Mrs Laura Snowdon (Headteacher)

Dear Parents/Carers,

The following guidance has been provided to ensure you are aware of the steps to be followed in case of a suspected case of Coronavirus:

Covid-19 – Guidance on Dealing with a Suspected Case

Staff are aware of the symptoms of COVID-19. 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.

You must **Self-isolate** if you have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19).

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 are sent home and 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 7 days** and should **arrange to have a test** to see if they have coronavirus (COVID-19).

- Other members of their household (including any siblings) should **self-isolate for 14 days** from when the symptomatic person first had symptoms.
- The school have advised staff and parents/carers that they will need to be ready and willing to **Book a test** if they are displaying symptoms.
- Staff and pupils **DO NOT** come into the school if they have symptoms of COVID-19 and **WILL BE** sent home to self-isolate if they develop them in school.
- The school are aware that 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. **You can arrange a test through: <https://www.nhs.uk/ask-for-a-coronavirus-test> or you can call 119 and book over the phone.**

Where a possible case has been identified in school the following procedures must be followed:

- If a pupil/member of staff are awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the pupil, with appropriate adult supervision if required. Windows are opened for ventilation.
- Where it is not possible to isolate staff/pupils, they are to be moved to an area which is at least 2 metres away from pupils and staff.
- Where staff /pupils need to use toilet facilities a separate toilet is to be accessed if possible.
- Following access to the toilet area, the area is cleaned and disinfected using standard cleaning products before being used by anyone else.
- Staff who have helped a pupil/staff member presenting COVID-19 symptoms and any pupils who have been in close contact with them **DO NOT** need to go home to self-isolate.
- Parents/carers and staff to inform school immediately of the results of a test.