



A Guide for Parents

Updated for 18th November 2021





School life



Trimley St Martin

continues to follow the guidance as set out
by the government to:

- ✓ **Keep everyone safe.**
- ✓ **Provide a calm and welcoming learning environment.**
- ✓ **Engage in high quality learning.**



As a partnership with parents and children we have procedures in place

- To continue to reduce risk
- To facilitate learning





To reduce risk, we only bring in...

- ✓ Reusable water bottle with sports lid clearly named
- ✓ Coat if needed, sun hat
- ✓ Snack for playtime

(Reception have all snacks provided by the school, Y1 & Y2 need snacks for afternoon breaks and Y3-Y6 for morning breaks; remember no chocolate or crisps for snack times).

- ✓ Packed Lunch (where required)

(School dinners for Y3 to Y6 need to be pre-booked and paid for via the ParentMail App).

- ✓ Book Bag

We do not bring in:

- X Any bags, toys etc. that are not necessary.





Changes remaining until further notice



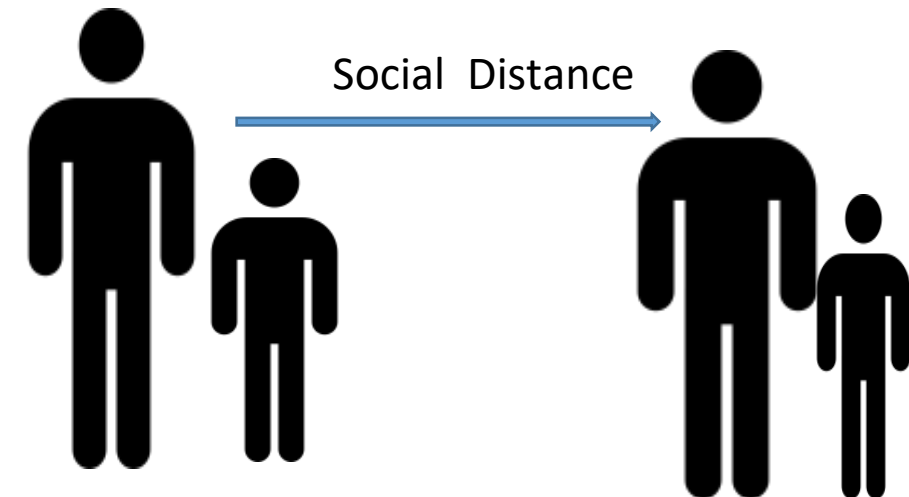
- ✓ **Drop off and pick-ups:** Reception- Reception door, Y1 & Y2- KS 1 door, Y3- classroom door, Y4- classroom door and Y5 & Y6- joint classroom door.
- ✓ The school gates will be unlocked from approximately 8.30am; Parents and Carers to supervisor children until 8.45am when classroom doors will be opened.
- ✓ Two members of staff will be on playground duty from 8.45am. Please be mindful that the playground will be unsupervised from 8.30am to 8.45am. (No ball games, tag, use of bikes or scooters when waiting in the playground).
- ✓ ALL parents/carers to wear masks when on the playground.
- ✓ We ask parents/carers to be mindful of social distancing (1m).
- ✓ All staff will wear a mask when in communal areas around the school and when on the playground.
- ✓ **Visitors:** we are restricting access into the school to all but essential visitors. Any appointments with teachers/SENDSCO etc. will be made virtually via telephone, Zoom or Teams.

To reduce risk

When dropping off/picking up from school...



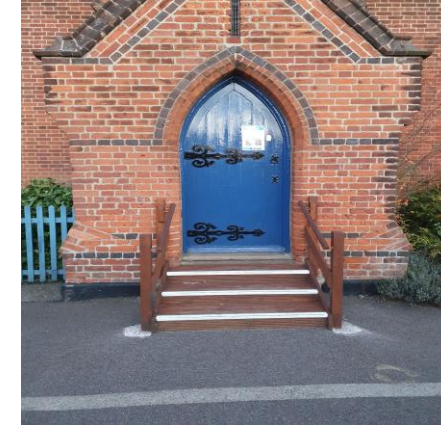
- ✓ **Reception & Key Stage 1 children enter and exit via the top gate** (near playground equipment) **and Key Stage 2 children enter and exit via the bottom gate** (near bike racks). **No access via the staff car park.**
- ✓ **Minimise close contact by continuing to social distance.**
- ✓ **Wear face masks/coverings when entering the school playground.**
- ✓ **Very quickly drop off and pick up**
- ✓ **Please keep your distance** from the school gates. Parents and children entering and exiting should not be restricted.



Pick Up and Drop off:



Y4



Y3



Y1 & Y2



YR

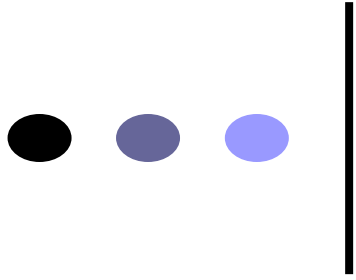


Morning drop off- children and parents/carers to stand within the playground close to the class doors if arriving before 8.45am. This will naturally provide social distancing between classes.

Afternoon pick up- we kindly ask that parents/carers continue with social distancing and leave in a timely manner.



Y5 & Y6



Uniform



- ✓ Uniform code:
- ✓ to include all black trainers and charcoal grey jogging bottoms for daily uniform. (Trainers with white soles, coloured logos etc. to be kept for PE days only!).
- ✓ PE: white top (no logos unless school logo) & royal blue shorts. Track suits/joggers to be either black, royal/navy blue or charcoal grey (Plain tracksuits only please).
- ✓ Children to wear P.E. kit to school on their PE days.
- ✓ Watches and stud earrings allowed only.

Classes:



Class	Support Staff
Reception- Mrs Campbell & Mrs Haslam (Jan 2022- Mrs Lawrence)	Mrs Smith/Mrs Goodhand/Miss Holliman/Miss Hewett
Year 1- Mr Philpot	Mrs Allen/Mrs Turner/Mr Ainsley
Year 2- Mrs Tubby	Miss Boggis/Miss Henson
Year 3- Mrs Thompson & Mrs Wray	Mrs Pelling
Year 4- Mrs MacFarlane & Mrs Cumming	Mrs Calver/Mrs Ostler/Ms Gillings
Year 5- Mrs Cockerill	Mr Barnard/Mrs Hammond
Year 6- Mrs Hayter & Mrs Matthews	Ms Gray

To reduce risk In classrooms...



- ✓ There is a separate first aid kit for each class.
- ✓ PPE is available to staff who need to give first aid.



- ✓ Children have been given their own equipment and packs to use.



To reduce risk At lunchtimes...



FOOD:

- ✓ Lunches are staggered in the hall- all tables, chairs and touchable areas are disinfected between each class.
- ✓ Children sit at tables within their class groups.

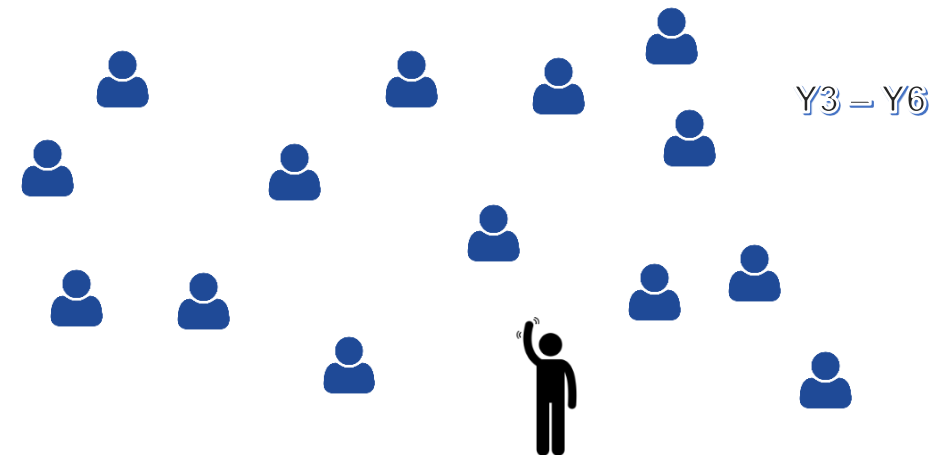
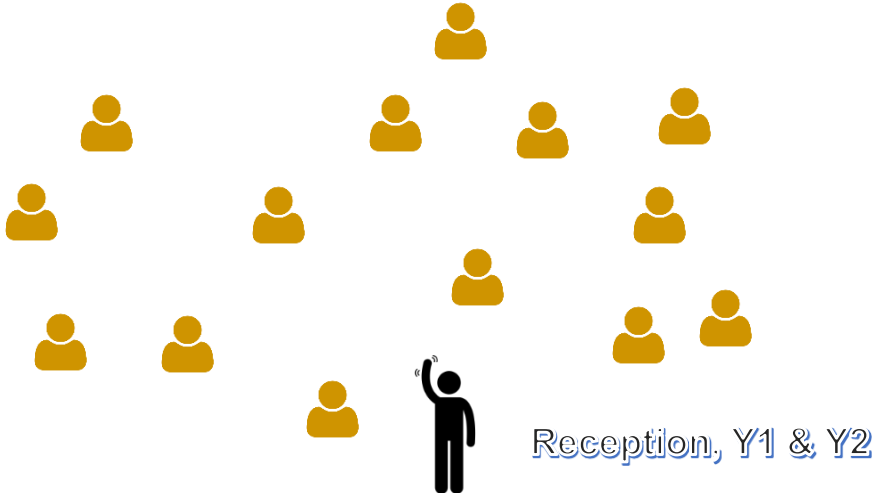


To reduce risk At lunchtimes...



PLAY:

- ✓ Reception & KS 1 use the playground.
- ✓ KS 2 use the field. Children from Year 3 to Year 6 need to bring & leave an old pair of trainers to change into daily for playtimes and lunchtimes.



To reduce risk

Toilets...



Use of toilets:

- ✓ Each Key Stage have designated toilets.
- ✓ Toilets are cleaned regularly.

Age	Toilet
Reception	Reception Classroom
KS1 pupils	Key Stage 1
KS2 pupils	Key Stage 2
Vulnerable pupils	First Aid Room

To reduce risk

Also...

We ensure that all adults and children:



- ✓ frequently wash their hands with soap and water for 20 seconds and dry thoroughly.
- ✓ clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing.
- ✓ are encouraged not to touch their mouth, eyes and nose.
- ✓ use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').
- ✓ all visiting adults are asked to scan the school Track & Trace Q-code.

To reduce risk

If someone is showing symptoms of COVID-19



- ✓ We have a **separate room for isolation with an adult.**
- ✓ We call all listed adults until contact is made – please ensure your phone number is up to date and available.
- ✓ **We use PPE** if we need to be within 2m to help your child.
- ✓ There are **separate toilet facilities (where possible)** for a child who is showing symptoms.
- ✓ We will ask that a test is booked for a child who is showing symptoms.

To reduce risk



Pupil shows symptoms

Teacher/staff member to send/bring the pupil to first aid room and to tell the pupil to keep 2 metres away from anyone they pass and not to touch anything



Teacher/staff member to inform office staff and Headteacher so they can arrange for the pupil to be picked up. Pupil should be left alone in a ventilated room if possible and safe to do so. If a 2-metre distance isn't possible, the supervising staff member will wear a face mask. If contact is necessary, they'll also wear gloves and an apron. If there's a risk of fluids entering the eye, they'll also wear eye protection



Staff member shows symptoms in school **or** gets a positive lateral flow test result at home

Staff member to inform Headteacher/school business manager before leaving the school premises, avoiding contact with others (if at school. If at home, they must not come in to school)



If teaching in school, staff member to wait until supervision has arrived for their class before leaving



Headteacher to tell the pupil/staff member:

- To start self-isolating
- That members of their household should also start self-isolating, unless they are any of the following: fully vaccinated, below the age of 18 years and 6 months, not able to get vaccinated for medical reasons, or are taking or have taken part in an approved COVID-19 vaccine trial
- (If the staff member has a positive lateral flow test result:) To report the test result to NHS Test and Trace
- To take a 'standard' **PCR test** (this **must** be taken **within 2 days** of a positive lateral flow test result) and report the test result to NHS Test and Trace. If a home testing kit is available in school, you can give it to them to take home if you think they may have barriers to accessing testing elsewhere. See below for what to tell them to do, depending on their PCR test result

Note: close contacts or members of their household should also start self-isolating, unless they are any of the following: fully vaccinated, below the age of 18 years and 6 months, not able to get vaccinated for medical reasons, or are taking or have taken part in an approved COVID-19 vaccine trial. If any of the above applies, NHS Test and Trace will contact them to advise them to take a PCR test. Children aged under 5 years old who are identified as close contacts will only be advised to take a PCR test if the positive case is in their own household

To reduce risk



Once the individual has left the premises (or if they're at home, immediately): areas they've come into contact with in school to be closed, so these can all be cleaned and disinfected. If the individual is part of a class group, the rest of the group to be moved into an alternative location. All staff and pupils who've come into contact with the individual to be asked to wash their hands thoroughly for 20 seconds



If the symptomatic individual's PCR test is negative

Pupil/staff member, and members of their household and close contacts who are not exempt from self-isolating, will be told by NHS Test and Trace that they can stop self-isolating as long as they have no symptoms

Pupil/staff member can return to school

If the asymptomatic individual's PCR test is negative

Staff member, and members of their household and close contacts who are not exempt from self-isolating, will be told by NHS Test and Trace that they can stop self-isolating as long as they have no symptoms

Staff member can return to school



If the symptomatic or asymptomatic individual's PCR test is positive

Symptomatic individual to:

- Continue self-isolating for **at least 10 days**, counting from the day after their symptoms started (members of their household and close contacts not exempt from self-isolating must also continue to self-isolate for 10 days, counting from the day after contact with the person who tested positive)
- Then only return to school if the only symptoms they still have after the isolation period are a cough or loss/change of smell/taste (these symptoms can last for several weeks once the infection has gone) – they should **not** return until their temperature has returned to normal, or if they are otherwise unwell

Asymptomatic individual to:

- Continue self-isolating for **10 days**, counting from the day after the positive lateral flow test (members of their household and close contacts not exempt from self-isolating must also continue to self-isolate for 10 days, counting from the day after contact with the person who tested positive)

Close contacts or household members of a positive case are exempt from self-isolating if any of the following applies:

- They're fully vaccinated
- They're below the age of 18 years and 6 months
- They've taken part in or are currently part of an approved COVID-19 vaccine trial
- They're not able to get vaccinated for medical reasons

What happens with a positive case at home for staff.....

- Staff who are fully vaccinated and who are household contacts of a positive PCR-confirmed case (e.g., parent, sibling, partner)¹⁶ or identified by NHS Test and Trace as close contacts of a positive case¹⁷ – continue to attend the setting, ask to do daily LFD testing and take a PCR test on day 5 from first contact with the symptomatic positive case (if the case was asymptomatic, from their swab date). If PCR negative, continue attending setting. Staff are exempt from this advice if already tested positive via PCR in past 90 days. Unvaccinated staff who have been identified as close contacts should isolate as per [national guidance](#).

What happens with a positive case at home for children.....

- Primary aged pupil daily testing is at parental discretion. Pupils who are household contacts of a PCR-confirmed positive case (e.g., parent, sibling has tested positive) or identified by NHS Test and Trace as close contacts of a positive case - are also advised, where possible, to continue to attend the setting, undertake daily LFD testing while awaiting the results of a PCR (exempt if already tested positive via PCR is past 90 days). The PCR should be taken on day 5 from first contact with the symptomatic positive case (if the case was asymptomatic, from swab date).

3. Levels and proposed additional control measures advised by Suffolk County Council

3.1 Objectives of additional control measures

1. To ensure face-to-face education is maintained as far as possible across all educational settings and minimise disruption to students' education
2. To protect the health and wellbeing of children and staff in the context of emphasising the importance of face-to-face education
3. Measures should affect the minimum number of children for the shortest time

3.2 Proposed additional control measures from 15 November

The table on the next page summarises the additional control measures advised for educational and childcare settings in Suffolk, depending on their 'level'. Please see [Appendix 2](#) for a simple flowchart to support school and setting leaders to identify which level they are on. Please also see the accompanying more detailed definitions of the [thresholds](#) (section 4) and the [control measures \(section 5\)](#). If there are any questions about this guidance or your setting doesn't meet setting types by early years, primary, secondary school or above, please email CYP19@Suffolk.gov.uk

This is Suffolk County Council Public Health advice and cannot be mandated and will be reviewed every two weeks.

Table 1: Recommended control measures in educational settings in Suffolk from 15 November

Threshold	Criteria to revoke measures	Early Years (children aged 0-4)	Primary (pupils aged 4-11)	Secondary, colleges and further education (students aged 11-19)
Level 1 – applies to all Suffolk settings whether or not there are any COVID-19 cases at the setting	When the Suffolk COVID-19 case rate amongst 10–19-year-olds is either at or below the regional <u>and</u> national rates, it will be reviewed which measures still apply to all Suffolk settings and which move to level 2.	<p>All routine control and IPC measures, e.g., hand washing, ventilation, cleaning, excluding symptomatic individuals from the setting, promotion of vaccination to eligible staff.</p> <p>Essential visiting only Visitor face masks whilst on-site (unless exempt for medical reasons) Staff face coverings (in communal areas outside of the classroom, unless exempt for medical reasons)</p> <p>Twice-weekly LFD home testing for asymptomatic staff Settings are encouraged to ask for evidence of test results.</p> <p>Daily LFD testing of vaccinated staff who are household or close contacts of cases – ask staff to continue to attend the setting, undertake a daily LFD test, and take a PCR test on day 5 from first contact with the symptomatic positive case. Settings are encouraged to ask for evidence of test results.</p>	<p>All routine control and IPC measures, e.g., hand washing, ventilation and CO2 monitoring, cleaning, excluding symptomatic individuals from the setting, promotion of vaccination to eligible staff.</p> <p>Essential visiting only Visitor face masks whilst on-site (unless exempt for medical reasons) Staff face coverings (in communal areas outside of the classroom, unless exempt for medical reasons)</p> <p>Twice-weekly LFD home testing for asymptomatic staff Settings are encouraged to ask for evidence of test results.</p> <p>Daily LFD testing of vaccinated staff and primary aged pupils (at parental discretion) who are household and close contacts of cases – ask staff and pupils to continue to attend the setting, undertake a daily LFD test, and take a PCR test on day 5 from first contact with the symptomatic positive case. Settings are encouraged to ask for evidence of test results.</p>	<p>All routine control and IPC measures, e.g., hand washing, ventilation and CO2 monitoring, cleaning, LFD testing for staff, excluding symptomatic individuals from the setting, promotion of vaccination to eligible staff and students</p> <p>Essential visiting only Visitor face masks whilst on-site (unless exempt for medical reasons) Staff face coverings in communal areas outside of the classroom, unless exempt for medical reasons Student face coverings in communal areas outside of the classroom and on both school transport and public transport, unless exempt for medical reasons</p> <p>Twice-weekly LFD home testing for asymptomatic staff and secondary aged students Settings are encouraged to ask for evidence of test results.</p> <p>Daily LFD testing of vaccinated staff and secondary aged pupils who are household and close contacts of cases – ask staff and students to continue to attend the setting, undertake a daily LFD test, and take a PCR test on day 5 from first contact with the symptomatic positive case. Settings are encouraged to ask for evidence of test results.</p>

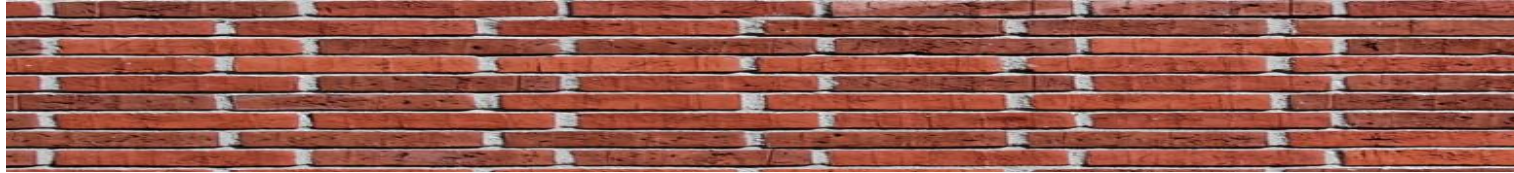


Threshold	Criteria to revoke measures	Early Years (children aged 0-4)	Primary (pupils aged 4-11)	Secondary, colleges and further education (students aged 11-19)
		Staff/children admissions to hospital from COVID-19 - SCC will set-up appropriate structures to support the school and wider community.	Staff/pupil admissions to hospital from COVID-19 - SCC will set-up appropriate structures to support the school and wider community.	Staff/student admissions to hospital from COVID-19 - SCC will set-up appropriate structures to support the school and wider community.
<p>Level 2 - setting has met national threshold, but below level 3 threshold</p> <p><i>For most education and childcare settings (whichever criteria is reached first):</i></p> <p>5-14 children, pupils, students, or staff who are likely to have mixed closely, test positive for COVID-19 within a 10-day period</p> <p>OR</p> <p>10-29% of a defined group of children, pupils, students, or staff who are likely to have mixed closely¹ test positive for COVID-19 within a 10-day period</p> <p><i>Special schools and residential settings, and settings with 20 or fewer children, pupils, students, or staff:</i></p> <p>2-5 children/staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period</p>	Setting falls below Level 2 threshold definition	<p>As per Level 1</p> <p>+</p> <p>Any measures agreed at an Incident Management Team meeting or with Suffolk County Council's CYP COVID Support Team to deal with setting-specific COVID-19 incident</p> <p>Consider² re-introducing 'bubble' arrangements indoors</p> <p>Consider³ staggered start and end times to reduce mixing</p> <p>Whole-genome-sequencing of an identified group - UKHSA will be approached to support, as deemed necessary by SCC.</p> <p>Please contact CYP19@suffolk.gov.uk for support if required</p>	<p>As per Level 1</p> <p>+</p> <p>Any measures agreed at an Incident Management Team meeting or with Suffolk County Council's CYP COVID Support Team to deal with setting-specific COVID-19 incident</p> <p>Consider⁴ re-introducing 'bubble' arrangements indoors</p> <p>Consider⁵ staggered start and end times to reduce mixing</p> <p>Consider⁶ re-introducing Internal Contact Tracing with close contacts strongly advised to undertake daily LFD testing and seek PCR test on day 5 (as described in level 1 recommendation).</p> <p>Whole-genome-sequencing of an identified group - UKHSA will be approached to support, as deemed necessary by SCC.</p> <p>Please contact CYP19@suffolk.gov.uk for support if required</p>	<p>As per Level 1</p> <p>+</p> <p>Any measures agreed at an Incident Management Team meeting or with Suffolk County Council's CYP COVID Support Team to deal with setting-specific COVID-19 incident</p> <p>Consider⁷ introducing the following measures:</p> <p>Face-coverings for staff and students <u>in classrooms</u> as well as communal indoor areas.</p> <p>Internal Contact Tracing (where possible) with close contacts strongly advised to undertake daily LFD testing and seek PCR test on day 5 (as described in level 1 recommendation).</p> <p>Group/cohort⁸ LFD testing - daily in secondary schools or colleges where case numbers are very high. This should be done for a minimum of 5 days, increasing to 7 days as necessary to ensure the final test is taken on a school day. Or a one-off round of LFD testing for a wider group or cohort in a secondary school. Settings are encouraged to obtain proof of test results / implement a monitoring process. SCC may be able to support on-site testing on a case-by-case basis.</p> <p>Whole-genome-sequencing of an identified group - UKHSA will be approached to support, as deemed necessary by SCC.</p> <p>Please contact CYP19@suffolk.gov.uk for support if required</p>

Threshold	Criteria to revoke measures	Early Years (children aged 0-4)	Primary (pupils aged 4-11)	Secondary, colleges and further education (students aged 11-19)
Level 3⁹ Where despite level 2 actions, chains of transmission are not broken. <i>The likely¹⁰ threshold for most education and childcare settings (whichever criteria is reached first):</i> 15 children, pupils, students, or staff who are likely to have <u>mixed closely</u> , test positive for COVID-19 within a 10-day period OR 30% of a defined group of children, pupils, students, or staff who are likely to have <u>mixed closely</u> ¹¹ test positive for COVID-19 within a 10-day period <i>The likely¹² threshold for special schools and residential settings, and settings with 20 or fewer children, pupils, students, or staff:</i> 6 children/staff who are likely to have <u>mixed closely</u> test positive for COVID-19 within a 10 day period	Setting falls below Level 3 threshold definition	As per Level 2 + If chains of transmission are not broken by all above measures, consider ¹³ attendance restrictions as last resort - Affected class or group to move to home learning for as short a period of time as possible, but with on-site provision remaining for vulnerable children and key worker children. <u>If you consider your current situation is Level 3, please contact CYP19@suffolk.gov before taking any action</u>	As per level 2 + If chains of transmission are not broken by all above measures, consider ¹⁴ attendance restrictions as last resort - Affected class or group to move to home learning for as short a period of time as possible, but with on-site provision remaining for vulnerable children and key worker children. <u>If you consider your current situation is Level 3, please contact CYP19@suffolk.gov before taking any action</u>	As per level 2 + If chains of transmission are not broken by all above measures, consider ¹⁵ attendance restrictions as last resort - Affected class or group to move to home learning for as short a period of time as possible, but with on-site provision remaining for vulnerable children and key worker children. <u>If you consider your current situation is Level 3, please contact CYP19@suffolk.gov before taking any action</u>

Health and safety procedures

- Fire Procedures remain in place and in the event of the an alarm, children and staff leave through their nearest fire door and line up in their classes.



School



YR



Y1



Y2



Y3



Y4



Y5



Y6

Gate

Trimley St Martin Curriculum:



- ✓ We **offer a full broad and balanced curriculum.**
- ✓ We plan to address gaps in **reading, writing and maths.**
- ✓ **We do PE** – children will be outside as much as possible and all equipment will be disinfected before and after use.
- ✓ We focus on **children's mental health and wellbeing.**
- ✓ We have introduced **additional support** using the funding provided by the government.

PE Timetable:

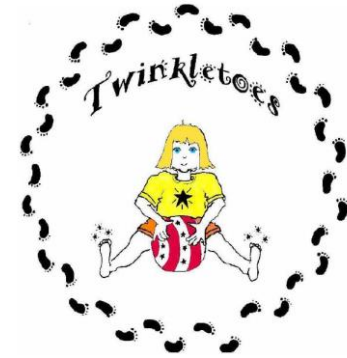
Days to wear your PE kit to school-



Trimley St Martin – Weekly Timetable (Physical Education) September 2021

8:45 - 9:00	9:05	9:30-10:30	10:30	10:45 - 12:00	12:00 - 1:00	1-1:30	1:30 - 2:30	2:30 - 3:30
M		Forest school & Class Teacher		Forest School & Class Teacher	Lunch (Sports Leaders & Mini Clubs)	Ton's lunch break	Donaldson YR	Attenborough Y3
8:45-9:00	9:05	9:30-10:30		10:45 - 12:00			1:30 - 2:30	2:30 - 3:30
T								
8:45-9:00	9:05	9:30-10:30		10:45 - 12:00			1:30 - 2:30	2:30 - 3:30
W		Irwin Y5 Forest school (YR)	Playtime	Swimming Mandela Y6 Forest school (YR)			Earhart Y1	Nightingale Y2
8:45-9:00	9:05	9:30-10:30		10:45 - 12:00			1:30 - 2:30	2:30 - 3:30
T		Donaldson YR		Hamilton Y4			Mandela Y6	Irwin Y5
8:45-9:00	9:05	10:00 - 11:00		10.45 - 12:00			1:30 - 2:30	2:30 - 3:30
F		Earhart Y1		Nightingale Y2			Hamilton Y4 Forest school (Y1)	Attenborough Y3 Forest school (Y1)

Breakfast Club: Twinkletoes



Breakfast and afterschool club operate from 7.45am and 3.30pm

For all enquires, prices and booking please contact Twinkletoes on
07763 816224



<https://twinkletoespreschool.weebly.com/>

Next steps:



We will contact you to:

- Keep you informed through our website, Parentmail, Tapestry (YR only) and Seesaw.



Thank you

