

Following the outbreak of COVID-19 in March 2020, weekly newsletters were replaced with ongoing ClassDojo messages sent directly to parents. Many communications were sent to parents from teachers, but whole school messages have been copied here for information:

11/8.

Dear Parents and Carers,

This is a quick message to let you know that we now have a new school website, which can be found at the same address as before: <https://rolphcofeprimary.co.uk/>

Whilst some of the content will be updated in September, I thought you may like to have a look in the meantime.

I hope that you are enjoying the lovely weather we are experiencing at the moment, and I look forward to seeing you all back on Thursday 3rd September.

Best wishes,

Mr Ashley

24/8

Dear Parents and Carers,

For information:

Barnardo's 'See Hear Respond' service is a service provided across England by Barnardo's and other national and local community-based organisations in response to the coronavirus (COVID-19) outbreak.

The programme has been created to help children and young people in England who are experiencing harm and increased adversity during this period by providing support to those who are not being seen by social care or other key agencies.

Working with its partners, Barnardo's aims to reduce the likelihood of harm and ensure other support and protective networks are in place.

See Hear Respond accept referrals from any source either through the Freephone number 0800 151 7015 or via the online referral hub.

24/8

Dear Parents and Carers,

Firstly, apologies for the length of this message, but as it is just over a week until we all

return to school, I wanted to send an update to confirm that, to date, there have not been any major changes to the government guidance for the return of all pupils to school in September.

I sent the school Action Plan to you all via ClassDojo at the end of last term, but have re-attached it to this message, with a few minor changes, which are shown in green. This document should outline all the expectations for the return to school. Can I please ask that you talk this over with your child(ren) in advance and can I also please ask that you ensure you then follow the plan, particularly in relation to the arrival and departure times and procedures, in order to make it a smooth re-start for everyone. A reminder that the full Risk Assessment and Action Plan can be found on the school website, which, following the new site being launched, can now be found as a link on the front page, on the Covid-19 scrolling banner. In addition, if you wish to view the DfE information for parents and carers, this can be found at: <https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

We are looking forward to welcoming your child(ren) back to school on Thursday 3rd September, and as outlined by the government communications to all parents and carers, it is really important that all pupils return to school from that day, particularly as the first two days here at Rolph will be used for orientation into new classes, outlining new expectations etc. If your child is unable to return to school for medical or self-isolation reasons (i.e. having returned from one of the listed countries that requires a quarantine) could I please ask that you email admin@rolph.essex.sch.uk in advance, and include any evidence for absence (i.e. doctors notes or holiday booking details etc).

I appreciate that some children will find it difficult to return to school, particularly if they have not attended since March, but we would ask that you talk this over with them beforehand and re-assure them that everything will be fine. The government have recommended an e-book to help with these discussions, which can be found via this link, along with other useful information: https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus. I can also assure you that I will arrange as many supporting adults to be on the gates on the first days back as possible, with the teachers welcoming the children in the classrooms.

I can confirm that we are still hoping to make Breakfast Club available from Monday 7th September. The club will be held in the hall as usual (or outside if the weather permits) but year group 'bubbles' will be in place around the hall as much as possible. A full Risk Assessment for this will be completed during 3rd and 4th September and will be sent out to parents and carers for information. If you wish to use Breakfast Club from 7th September, can I please ask that you email the school office (admin@rolph.essex.sch.uk) by Wednesday 2nd September, confirming which days you wish to book (I am aware that you may have already expressed an interest previously, but could I please ask that you confirm again via the email in order that we can have accurate numbers to feed into the Risk Assessment).

Finally, if you have any specific questions that you feel are not answered above or in the Action Plan, please do not hesitate to send me a Classdojo message.

I now wish you all the best for what is left of the holidays, and look forward to seeing you on

the 3rd September, although I will of course send updates should anything change in the meantime.

Best wishes,

Mr Ashley.

31/8

Dear Parents and Carers,

Firstly, apologies for sending a message during a Bank Holiday, but I wanted to ensure you were kept up to date as early as possible about the return to school on Thursday.

Further to the previous update to the Risk Assessment and Action Plan sent out last week, I am now sending the Action Plan again as updated today (as always the full document can be found on the school website under the COVID-19 sliding banner). This now includes further guidance on what to do if a COVID-19 case is suspected, with further actions being taken as necessary under advisement from Public Health England (see Appendix B for flowchart of actions). I have also added an update to the behaviour policy (Appendix C) to remove children being sent to paired classes and to confirm changes to parents being contacted for serious breaches of the behaviour expectations.

In addition, I have now added the expected timetable for PE, which will come into effect from Monday 7th September. As previously advised, the children should wear full school uniform every day (including Thursday and Friday of this week) but with the exception of school shoes being replaced with trainers. The exception to this is on their PE days when full PE uniform should be worn throughout the day – please see the Action Plans for confirmation of these days.

By way of response to some parent/carer queries with regard to attendance, I forward the guidance being publicised by the government: “School attendance will be mandatory from the beginning of the autumn term and the usual rules on school attendance will apply. There may, however, be circumstances where pupils cannot attend school due to coronavirus (COVID-19), such as if they are required to self-isolate.” We therefore expect to welcome all children back to school from Thursday unless there are medical reasons for them not returning, which should be notified to the school as early as possible. I should remind parents that any absence for other reasons, including any term time holiday, will not be authorised and will be reported to county, with possible fines being issued. Should there be any changes to the attendance expectations, I will of course keep you up to date.

I now look forward to welcoming the staff back to school on Wednesday (please bear in mind that Wednesday will be whole staff training and therefore if you need to contact the school, a message should be left on the answerphone, or you can contact us by email at admin@rolph.essex.sch.uk, and we will respond as soon as possible). I then look forward to seeing all the children at their allotted times on Thursday morning. In the meantime, please enjoy what is left of the holidays and stay safe.

Best wishes,
Mr Ashley.

2/9

Dear Parents / Carers,

A final preparatory message before we welcome the children tomorrow.

A number of parents/carers have understandably queried about the use of bags. Large bags i.e. rucksacks, should not be necessary as the only items children should be bringing to and from school will be a water bottle, lunchbox (if appropriate) and their reading book and reading record. They may therefore want to bring a small bag in i.e. a book bag, which for most classes, will be kept in the classrooms (along with any coats) rather than using the corridor cloakrooms.

Apologies for not making this clear as part of the Action Plan.

I, along with the rest of the staff, are very much looking forward to seeing the children back in the morning.

Best wishes,

Mr Ashley.

4/9

Dear Parents and Carers,

I am pleased to be able to confirm that we are looking to re-open Breakfast Club from Monday. It is requested that at this time, this service is only used where there is absolutely no alternative provision available to you.

The procedures and expectations for this Breakfast Club can be found on page 6 of the attached Action Plan - please note that this is the only change to the previously communicated document. If you feel that you will need to use this service, please ensure you read the details, including how to book and the fact that we are limiting numbers.

Best wishes,

Mr Ashley.

4/9

Dear Parents and Carers,

Firstly, can I say a huge thank you to everyone for all their help in following the new procedures for drop-off and pick-up times. It has been so lovely seeing the children come in so confidently in the mornings – I will ensure that the additional adult help for this continues early next week, before then relaxing this allowing staff to be in classrooms.

Secondly, I have received a number of communications from both other parents/carers and people from the local community without children in school, with regard to lots of adults and children congregating outside of school. Can I please ask that you only arrive at school, wherever possible, during your ten-minute timeslot and not before. I appreciate that this may be difficult at times, but there have been serious concerns raised over social distancing not being able to be applied, putting others at risk. Please then ensure that you leave the area as soon as possible after drop-off or pick-up.

Finally, I was unfortunately not able to observe the end of day procedures yesterday, but again I have received feedback that there were too many parents waiting in the car park outside of their allotted timeslots, making social distancing difficult. The procedures have been developed on the basis that there may be up to 60 children being collected from the two gates, within 5-minute gaps. I will of course keep this under review, and should there be a need to extend the 5-minute gaps to ensure everyone's safety, then I will have to do so. I have also suggested to teachers that they may want to try bringing the children to the gates in alphabetical order, so it may be that if parents can also roughly be organised in surname order i.e. if you know your surname is towards the end of the alphabet, please wait towards the back of the queue. Hopefully this will speed up the handover process to make way for the next class.

As I'm sure you appreciate, putting all of the procedures in place has been a very difficult task, but hopefully going forward this will become the 'new normal'. I have put reminder notices on the gates in regard to only entering the premises in your child's allotted timeslot.

Many thanks for your continued support and I wish you all a lovely weekend.

Best wishes,

Mr Ashley.