



Gipsy Hill Federation

Headteacher

Mrs Charles BA (Hons)
MA Policy and Management in Education

Executive Headteacher

Mrs Holt BSc (Hons), PGCE

4th March 2021,

Dear Parents/Carers,

We have reviewed our risk assessment in order to ensure that the protective measures we take to keep our school community safe are robust and rigorous.

We all have a responsibility towards each other to be COVID-19 secure. To reduce the risk of transmission please note the following system of controls. If we follow the system of controls, we will effectively reduce risks in our school and create an inherently safer environment for our pupils, staff, and families.

SYSTEM OF CONTROLS

You must not come to the school

- If you or someone in your household, your support bubble or childcare bubble are displaying any symptoms of coronavirus (COVID-19) symptoms, **however mild**.

These symptoms 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 have noticed you cannot smell or taste anything, or things smell or taste different to normal

If you or someone in your household are experiencing any of these symptoms, you/they **MUST** stay at home for up to 10 full days and get a test to check if you/they have coronavirus. You/they **MUST** stay at home for up to full 10 days or until you/they receive a negative test result.

Please let the school know as soon as possible if you or someone in your household, support bubble or childcare bubble develop any coronavirus (COVID-19) symptoms

- If you or any members of your household are required to quarantine having recently visited countries outside the Common Travel Area
- If you or any members of your household, support bubble or childcare bubble have had a positive test

We know that young children find it difficult to social distance we have followed government guidelines and will continue put in place a system of controls to reduce the risk of transmission. This includes:

Carnac Street, London SE27 9RR Tel: 020 8670 1621
Email: elmwood@ghf.london www.gipsyhillfederation.org.uk



- Frequent washing/sanitising of hands throughout the school day following the 20 second guidelines. All classrooms and intervention spaces will have hand sanitiser available.
- There will be enhanced and more frequent cleaning, in particular the routine cleaning of frequently touched surfaces throughout the day, and deep cleaning of all spaces at the end of every school day.
- Each classroom will have their own supply of cleaning products and disposable cleaning paper as well as tissues and hand soap.
- In all classes from year 2 upwards all desks will be forward-facing. Unnecessary furniture, loose and soft items have been removed from rooms
- There will be signage around the school reminding children and adults of expectations regarding social distancing and promoting good hygiene
- Windows and doors will be kept open where possible to maintain good ventilation
- There is a lidded bin in each classroom and intervention space for waste. Teachers and support staff will reinforce **catch it, bin it, kill it** guidelines.
- If your child arrives with a face covering, they must take it off as they enter the school playground. Disposable masks need to be put in the lidded bin, (these are in the KS1 playground), after which hand sanitiser must be used. If your child wears a fabric face mask to school, they must put it away in a named, plastic bag and then use hand sanitiser or wash their hands.

We value your support in always following the guidance during these unprecedented times and look forward to continuing to work in partnership with you to keep our school open and ensure our pupils, staff and families are safe.

Best wishes
Senior Leadership Team