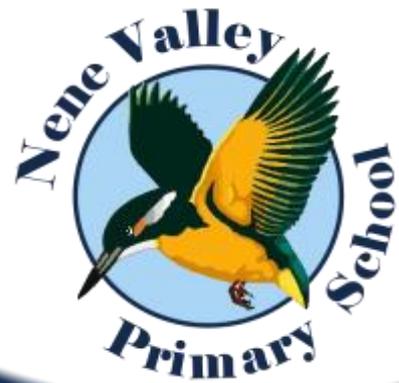


# Success for All



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Deputy Headteacher: Mr Nicholas File, B.Sc. (Hons)

01 September 2020

Dear Parents

'Welcome back to everyone in September – A few details!'

As you are aware, the government has announced its plans for a full return to school, and we begin this next week (starting 7<sup>th</sup> September). As not everyone will be returning on the same day or time, it is very important that you read through this document, to see how the return will apply to your child. A brief summary has been provided for easier reference at the end, but it is important that you take the time to read through the full details and retain them for future reference. There are many changes to how school will have to operate and we know that we can depend on the co-operation of everyone to ensure that we can remain open. We want to avoid the situation where whole classes or more have to self-isolate, just because our arrangements have not been adhered to; that would be a huge inconvenience to everyone at home and even more damaging to the children.

There have been no changes to the plans (on the following page) that were sent out at the start of summer. These were sent as early as possible in order for you to make appropriate childcare arrangements. The phased return and staggered start/end times will be inconvenient for many, but we assure you that we have thought very carefully about how to make the safest and most suitable arrangements that we can. We will keep these under constant review and adapt/improve them as soon as it is clearly safe to do so.

A full risk assessment was delivered to Trustees for approval, despite the government's decision to provide new and updated guidance as late as last Friday evening. We believe that our risk assessment was robust enough to accommodate the latest guidance and a copy will be placed on the school website for your information at the earliest opportunity. Needless to say, this is a constantly changing situation and we will be reviewing our procedures and risk assessments at least weekly.

All the staff have worked extremely hard to be ready and are really looking forward to seeing everyone next week. We are confident that we can keep everyone as safe as possible and get back to some sort of normality for the children at Nene Valley.

Stuart Mansell  
Trust Leader

Nick File  
School Leader



## **First week - phased return and drop off/pick up times**

Plans for the return next week are provided here. We are deliberately trying to keep classes from the same phase apart, to avoid the temptation for them to mix together. When entering school, children from different classes should do so separately. Extra care needs to be taken when 2 classes are using the same gate at the same time

We also considered parents being able to drop siblings off at the same time to avoid waiting around, but this would have created even larger numbers at specific times.

The times provided are a 'window' for arrival. Parents and children **must not arrive early**, but between the times stated for their child's class, thus avoiding congregating outside the gates. This also applies to collection times, where parents should not arrive early or be tempted to stand together in groups outside the gate. If you need to drop off/collect siblings at different times it would be helpful if parents could avoid waiting outside the gate. A 5/10 minute walk instead, would reduce the number of adults and children congregating at entrances.

Return start dates	Puffins Gate (Front of school, right of the foyer)	Front Gate (Main Entrance)	Rear Gate (Near EYFS and Kingfisher Kids)
Monday 7 <sup>th</sup> September	Cuckoos*	Doves / Skylarks	Ravens
Wednesday 9 <sup>th</sup> September	Puffins	Swallows	Owls
Friday 11 <sup>th</sup> September		Nightingales/ Swifts	

Please arrive <b>between</b> these times.	Puffins Gate (Front of school, right of the foyer)	Front Gate (Main Entrance)	Rear Gate (Near EYFS and Kingfisher Kids)
8:45 -8:55	Cuckoos*	Doves / Skylarks	Ravens
8:55-9:05	Puffins	Swallows	Owls
9:05 -9:15		Nightingales/ Swifts	(EYFS)**

Please collect promptly to avoid clashing with other groups.	Puffins Gate (Front of school, right of the foyer)	Front Gate (Main Entrance)	Rear Gate (Near EYFS and Kingfisher Kids)
3:00-3:10	Puffins	Doves / Skylarks	Ravens
3:10-3:20	Cuckoos	Swallows	Owls
3:20-3:30		Nightingales/ Swifts	(EYFS)**

\* Cuckoos' class will go straight through Puffins into their own classroom to avoid the other 2 classes at the main gate. The information regarding Puffins and Cuckoos class may seem odd, but is correct, as Puffins will have to enter class after Cuckoos have passed through and leave before them at the end of the day.

\*\* EYFS start and collection times will begin once the EYFS phased start has been implemented (see separate information from EYFS).

Unfortunately, parents will not be able to come onto the school site and children will need to enter classes under the guidance of their teacher or class assistant.

Please ensure your child is appropriately supervised on the way to school, and does not congregate with other children outside of their class bubble. If your child is coming to school alone, please also remind them of the need to keep separate from children in other bubbles.

## General Guidance and principles:

### 'Best Endeavours'

Whilst we know that many strategies are put in place to maintain bubbles and keep children separate, in reality there will be occasions outside of school when they will be mixing. Siblings will obviously mix when at home, out of school activities with families and groups will take place, and once clubs are up and running they may well involve children from different bubbles. This is particularly the case with Breakfast Club and Kingfisher Kids, or any other childcare provision. Government guidance is clear that each situation will need to be considered in terms of aspects such as frequency of activity, numbers of children in attendance, the environment (e.g. indoors or outdoors) and how groups are managed etc. 'Best endeavours' must be made to restrict the number of networks developing and to make appropriate adjustments when weighing up each situation. There is no 'one size fits all' solution.

### Drop off and pick up at school

- Parents will be unable to enter the school grounds, but will drop and collect their children at the identified gate;
- If you need to bring your child to school, they should only come with one parent, not two, and avoid bringing pre-school children or siblings unless unavoidable;
- We will operate a staggered start and finish to the school day as detailed above
- Parents/adults should adhere to the safe distancing guidelines of 2m between adults when arriving or waiting outside of the school gates;
- Children should remain separate from children in other bubbles;
- Although social distancing within bubbles will not be entirely possible, to opportunities for direct or close contact should be minimised;
- It will not be possible to park bikes and scooters on the school site;

What if I have children in different Bubbles?

- You should drop off your first child and then wait away from the entrance gate, at a safe distance, until your other child's start time;
- At the end of the day, pick up your first child and then wait at a safe distance away from the appropriate gate for your other child's collection time.

Children coming to school independently.

We know that many of our older children come to school on their own.

- If you choose to allow them to do this, they should come straight to school and not mix with children from other Bubbles.
- Children who do not adhere to safe distancing on the way to school (i.e. are clearly mixing with children from other bubbles, gathering in Budgens etc.) will be more likely to be sent home should cases of Covid be identified due to the increased close contact that they have had. It is in your interests to encourage them to maintain distance.

### Bubbles

- Children in Y1 to Y6 will be in class bubbles;
- Reception will operate a year group bubble;
- Contact between bubbles will be kept to an absolute minimum

## What about things that travel between home and school?

Minimal belongings may come from home as **lockers in cloakrooms will not be used**. Children will keep belongings at their own desk throughout the day, so space is of a premium.

- P.E. kit will not be needed at this point. Teachers will inform classes when P.E. will take place and children will need to wear it to school on those days instead of changing in and out of school uniform. An updated kit list for colder weather will be provided as P.E. will almost always take place outdoors;
- Reading books and book bags will be used, but children will have limited access to books to choose from as they will not be able to browse through the boxes in the corridor;
- Each child will need to bring his/her own water bottle (clearly named) as the water fountains will be closed. Children may fill up their bottles from taps as long as appropriate hygiene procedures followed;
- Y6 may bring snack as usual, KS1 children will be provided with a piece of fruit;
- Large bags/rucksacks are discouraged as these will take up space in your child's work area and impact on their learning space.

## What about lunchtimes?

- The school kitchen will be operating as normal, but we will not be able to use the servery in the hall for all children and this will limit what can be offered. Meals will be delivered to classrooms for those children that cannot access the hall;
- 3 bubbles will access the hall for 30 minutes on a rotational basis, with tables etc. cleaned between bubbles;
- Mrs. Donner (School Caterer) and the kitchen staff are working hard to create an appropriate menu so that it is not just sandwiches every day, but will not be able to offer the usual choices via the servery. They would really like children to have school meals where possible as the viability of the school kitchen is dependent upon numbers of children accessing school meals;
- School meals (as described above) will be provided free of charge for children whose families are in receipt of Free School Meals related to income/benefits. The e-code/voucher system that ran through lockdown has been ended by the government and the free meals will only be provided when children are in school, or are forced to stay home due to Covid.
- Universal Free Infant School Meals (not benefits related) are available to all children in Reception, Year 1 and Year 2 when they are in school.
- Parents of Key Stage 2 children, not entitled to Free School Meals, will need to pay in advance as usual (£2.30 per day).
- Children may bring a packed lunch if they wish, but this will be kept at your child's place of learning throughout the day;
- It would be extremely helpful if children could stick to at least the same weekly pattern (always packed lunch or always school meal) as the logistics of swapping on a daily basis will be very difficult to manage
- Bubbles will be kept apart, with most children eating in classrooms for a 30 minute period;
- Children will be allowed outside for 30 minutes, but will use separate areas of the grounds to other bubbles and they will not mix together;
- Climbing equipment and play equipment will be restricted and cleaning managed appropriately if used.

## What do children need to wear?

- The children will need to wear school usual school uniform. If you have been unable to source uniform due to problems with suppliers, please provide your child with a letter informing us when you expect uniform to arrive (this will avoid teachers constantly questioning children);
- As school will need to ensure greater ventilation to reduce the risk of transmission of COVID-19, we advise making sure children have school jumpers available at all times to wear in class on colder days;
- P.E. Kit should not be sent in, but worn to school on P.E. days due to restricted storage and issues with space for changing for older children'.

## Face Masks

- In line with current guidance primary school children should not wear masks or gloves in school.
- If your child needs to wear a mask on the journey to school, they should bring a sealable plastic bag to keep it in throughout the day. Any masks would need to be removed before entering school; the front of the mask should not be touched; the mask placed in a sealable plastic bag until the end of the day; the wearer to wash/sanitise hands immediately on entry to school.

## What happens if a child or member of staff becomes unwell?

***Children (and staff) who are displaying symptoms of COVID-19 (described below), or who have received a positive test, should not be sent to school.***

Taken from the Government advice on full opening:

'If anyone in the school becomes unwell with a new and persistent 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 '[Stay at home: guidance for households with possible or confirmed coronavirus \(Covid 19\) infection](#)' which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).

Parents should then inform the school immediately of the outcome of the test and follow this government guidance.

1. If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
2. If someone tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10- day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

**Please note, that if advised so by Public Health England due to a positive case, it could be that whole bubbles have to self-isolate for up to 14 days. This could happen at very short notice, and so it is suggested that parents explore arrangements for childcare in advance, just in case.**

Staff and parents are expected to engage with the [Test and Trace](#) programme where necessary.

### **Break Times**

- Children will have rest breaks outside at appropriate times during the day. These will take place in bubbles, in separate areas of the school grounds so that bubbles do not mix.
- Tuck shop (Key Stage 2) will not be available at the start of term, but we will review this and inform parents as soon as we are able.

### **Physical education**

- P.E. kit will not be kept in school. You will be made aware of P.E. days and we advise that children arrive at school already wearing their kit. Note that most P.E. will happen outdoors and children will need appropriate clothing, particularly in inclement weather;
- Children who 'forget' their P.E. Kit will be expected to take part at a suitable level so that it is not seen as a way of avoiding physical activity.

### **Social distancing**

- Classes will be in their own bubbles (Reception in a year group bubble) and will not need to socially distance from the other children within their bubble.
- However, even within their bubbles, all children will be continuously encouraged to consider good practice in terms of social distancing; e.g. minimal physical contact, restricted sharing of resources, maintaining some distance where possible etc.
- Classrooms will also be operated with best practice in mind; e.g. children sitting side by side and not facing each other, restricted movement around the room, limited children accessing the toilets to 1 at a time etc.
- Adults may work with more than 1 bubble, but will maintain a higher level of social distancing;
- Assemblies will take place 'virtually' in class to ensure large groups are not gathering together.
- Year 1 to Year 6 will be allocated 1 of the toilets nearest their classroom and only 1 child at a time will be able to access them.

### **Behaviour**

- If a situation arises where a child is deliberately going against any of the additional measures put in place for managing COVID-19 (e.g. deliberately making physical contact with others or threatening to, coughing in the direction of others on purpose etc) then this will be regarded as a serious breach of school rules and will be dealt with appropriately.

### **School Office and Administration**

- Please restrict face to face access to situations that are unavoidable;
- No more than 2 people in the foyer at any time (except for those passing through);
- Cashless payments wherever possible (info. via the school office).



## **Potential for reduced staff in school (self-isolating, general illness, vulnerable dependents, limited availability of supply staff)**

- If there are insufficient teachers, children will be taught by teaching assistants under the supervision of a teacher

## **Contacting school or teachers**

- Unfortunately, it will be more difficult for parents to speak to teachers, so please contact via school email and they will endeavour to make contact when available. (Please note that teachers are not able to read emails during the school day when they are teaching.)
- If the message is of a more urgent nature, please telephone the school office or direct your email to the office address [office@nenevalleyprimary.net](mailto:office@nenevalleyprimary.net)

## **Breakfast Club**

- The club will operate for all those children booked, commencing from their return start date, and a small amount additional information will be sent to those registered;
- In line with government guidance, children attending out of school provision will be in bubbles. However, these cannot operate in exactly the same bubbles as during the school day (10 bubbles), so will be grouped together within phase bubbles (e.g. EYFS, KS1, Phase 3/4 and Phase 5/6) as much as staffing allows.
- If you have not requested a place, please contact the school office to check availability [office@nenevalleyprimary.net](mailto:office@nenevalleyprimary.net)

## **Kingfisher Kids Out of School Club**

Please remember that Kingfisher Kids is a separate organisation to the school and although based on the school premises, should be contacted separately

- The club will operate for all those children booked, commencing from their return start date, and a small amount additional information will be sent to those registered;
- In line with government guidance, children attending out of school provision will be in bubbles. However, these cannot operate in exactly the same bubbles as during the school day (10 bubbles), so will be grouped together within phase bubbles (e.g. EYFS, KS1, Phase 3/4 and Phase 5/6) as much as staffing allows.
- If you have not requested a place, please contact the school office to check availability [kingfisherkids@nenevalleyprimary.net](mailto:kingfisherkids@nenevalleyprimary.net)

Apologies for the amount of content provided here, but we also hope that we haven't missed anything vital. We will continue to review procedures and adjust wherever possible to make things simpler, yet remain as safe as we can.

