



**Norton Sub Hamdon
C of E Primary School
Information for Parents
September 2020**

Dear Parents/Carers,

We are really looking forward to welcoming the children back to school on **Monday 7th September 2020**. Please find enclosed information to prepare you for your child's return. Do take time to read this guidance carefully and email us if you have any queries (NortonSH@educ.somerset.gov.uk).

In planning for the return to schools, our focus is on the safety and well-being of pupils, staff, parents and the community as well as ensuring the highest standards of education.

Children will be in four class 'bubbles'. **Class 1, 2, 3 & 4**

The measures set out in the Government guidance provide a framework for schools to put in place proportionate protective measures for children and staff, which also ensure that all pupils receive a high quality education that enables them to thrive and progress.

In welcoming all children back this autumn, we have been asked to minimise the number of contacts that a pupil has during the school day as part of implementing the system of controls which together reduce the risk of transmission.

Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

We have also been asked to further reduce contacts by:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

Stay at home if ill

To keep staff, children, parents and the wider community safe it is essential that if any individual is unwell with coronavirus symptoms, or have someone in their household who is, that they do not attend school. There is more information on what the systems are on this website

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

This is everyone's responsibility.

It is imperative that you notify the school if your child or anyone in the household tests positive for COVID 19 or if they or any member of your household has symptoms.

Robust hand and respiratory hygiene

Children will wash their hands on arrival, at key moments throughout the day (such as before eating) and also just before they leave.

The message is to wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.

Here is a link to handwashing guidance, please can you go through this with your child before they return.

<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

For our Junior children (Years 3 – 6), we are happy for them to bring in their own hand sanitiser which can be kept at their desk area. We also have hand santiser and hand wash for each bubble.

Hands may become drier and using a good moisturiser is also an important part of maintaining good hand hygiene, so we recommend children moisturise their hands after washing them when they are at home.

We are promoting good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach for everyone at school and have ordered more bins with lids for safe disposal of tissues.

Information on the science behind infection for children can be found on this site

<https://e-bug.eu/>

Enhanced cleaning arrangements

Staff will be sanitising surfaces and contact points such as handles throughout the day. At the end of each day spaces will be thoroughly cleaned.

Active engagement with NHS Test and Trace

The Government has asked schools to ensure that parents/carers understand that they will need to be ready and willing to:

- book a test if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. 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
- provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace to self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)
- Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.
- The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient.

Reducing contacts, maximising distancing and staffing

Whilst the guidance makes clear that it is not always possible for younger children to distance from each other, there are several measures that we can take to reduce contacts and maximise the distance between individuals and groups.

Class 1 will be using the Reception classroom. The children will have easy access to their own toilet, hand-washing facilities and outdoor space. Their learning will be planned and taught by Mrs Jaggard. Teaching Assistants will be Miss De La Hey and Miss Brown.

Class 2 will be based in the class 2. We have earmarked a toilet specifically for their use and they have good access to hand-washing facilities and outdoor space. Their learning will be planned and taught by Miss Guest. Teaching Assistants will be Miss Brown and Mrs Corner.

Class 3 will be based in class 3. To maximise space, the teachers will be making use of the large central area of the school where teachers have set up an area for children to work in. The class has a specific toilet, several hand-washing facilities and good access to the outdoor space. Their learning will be planned and taught by Mrs Parkinson and Mrs Merrett. The teaching assistant is Mrs Fox.

Class 4 will be based in class 4. To maximise space, the class will also be making full use of the Group Room and has a specific toilet for their sole use. There are several points for hand-washing and easy access to outside. Their learning will be planned and taught by Mrs Byrne. The Teaching Assistant will be Mrs Brimble. Mr Caswell will be covering the class during the teacher's planning and preparation time.

Grouping children together in bubbles

Schools are asked to avoid large gatherings such as assemblies or collective worship with more than one group. Therefore, we are making other arrangements to celebrate our successes and worship in classes or remotely.

Different 'bubble groups' should be kept apart and movement around the school site kept to a minimum. While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits.

Staggered break and lunchtimes

We will be staggering and/or using zones for each 'bubble' for our break and lunchtimes to further minimise contact between groups.

Measures for arriving at and leaving school

From September we are introducing a 'flow' system for arrival and departure from school. Our approach is to make drop off and pick up as smooth as possible, supportive for pupils and parents and mitigate the risks associated with busy entrances, exits and gatherings. If a queue does form, please ensure that you are maintaining a 2 metre distance from others.

Please arrive and collect your child at the times allocated for your child's **surname** in the table below.

Parents of children in Year R – please stick to the times sent to you in the letter in July as part of the phased entry into school over the next few weeks. If you have a child in another year group, you may choose to arrive to coincide with the drop-offs tabled below.

Child's Surname	Drop off between these times	Pick up between these times
A, B, C, D, E, F	8.45am-8.50am	3.00pm-3.05pm
G, H, I, J, K, L, M, N	8.50am-8.55am	3.05pm-3.10pm
O, P, Q, R, S, T, U, V, W, X, Y, Z	8.55am-9.00am	3.10pm-3.15pm

As you will understand, in order for things to run smoothly we need children to arrive and be collected on time. We will make direct contact with local childminders so that these children may be dropped off and collected at the same time.

The new arrangements do mean that the overall school day is slightly shorter. In order so we do not lose valuable learning time, we will recoup time at breaks and through the time saved by minimising the movement around the school for events such as collective assembly and lunchtime.

Flow system

The general principle for entering and exiting the site is to **keep left** and to maintain **social distancing**. During drop off and pick up times the main steps/ramp are for the exit of Infant parents only.

Entrance to the site will be through the black double gates (at the bottom of the staff car park) or through the gate at the top of the trim trail.

Infants (Class 1 & 2)

After entering the school site (as above), parents and children should turn left through the gate by class 2. To avoid congestion at the gates, this will be a **one-way system** so that once children have been dropped off at the door, parents carry on through and exit by walking up the main steps or ramp.

A member of staff will be waiting to greet the children and direct them into the cloakrooms.

Juniors (Class 3 & 4)

After entering the school site (as above), parents and children cross the playground to the classroom entrances. Once children have been dropped off at the door, you may make your way back out across the playground (keeping left of others). You may exit the site by the same gates that you come in but please do **keep left**.

A member of staff will be waiting to greet the children and direct them into the cloakrooms. We kindly ask that any parents (Year 5 and 6 only) wishing for their child to walk to and from school or car themselves, that you have returned the form in the Walking Home Policy (which is available on request from the office).

If you have a Junior and Infant child, please drop off and collect the Junior child first.

Flow for breakfast club

Breakfast club will be held in the hall. If you are using the breakfast club, please enter the school down the main steps. Turn left and walk around to the back of the hall where children will enter via the back double door. You may walk back the same way but please do **keep left** if you meet someone coming the other way.

We do recognise that the first few days will involve new routines and adjustments that may take a few days for children to get used to.

During the first day, children will become familiar with their bubble's 'flow' in and around the school to ensure safety and further minimise contact points. They will also be made aware of fire safety procedures.

The DfE makes clear in its guidance to schools that, in the current circumstances, gathering at the school gates and otherwise coming onto the site without an appointment is not allowed. We understand that this is different to our usual "open door" ethos but would encourage you if you have anything you wish to discuss please email or telephone the school and we will make an appointment with your child's teacher.

Measures for the removal of face coverings

We are required to have in place a process for removing face coverings when pupils and staff who use them arrive at school. If you do decide to wear a mask, please remind children not to touch the front of their face covering during use or when removing it. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.

In primary schools where social distancing is not possible in areas outside of classrooms between members of staff or visitors, Headteachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances.

Based on current evidence and the measures that the school is already putting in place, such as the system of controls and consistent bubbles, face coverings will not be necessary in the classroom even where social distancing is not possible.

Learning and Curriculum

You will receive information from your child's teachers by the end of the first week in a curriculum letter which sets out the learning for the term including topics and timetable information. This will also include details about when to bring in/wear PE kits.

All staff fully recognise that children have been away from school for a long period and will need time and support to adjust to being back at school. We are committed to the children's well-being and will work with you to ensure children settle in happily.

Extra-curricular provision

Recently we received feedback about our decision to there being no after school clubs running in September and how this message was conveyed. We would like to apologise that the message was briefly put to you and understand that more of an explanation is needed as to why this decision has been made.

Before the Summer holidays, local Primary Headteachers met (as we regularly do) to discuss the measures we would need to put in place in September. All agreed that schools would need time at the start of term for staff, parents and pupils to get used to the new routines. The consensus among Headteachers was that schools would focus on safely opening during normal school hours in the first few weeks.

In many schools, especially bigger ones, there is also the issue of clubs being a potential for 'bubbles' to mix as well as ensuring safe pick-up and other safety arrangements. There is also the fact that many of our clubs rely upon volunteers for whom there is specific guidance to follow.

Our aim is to get clubs up and running as soon as we possibly can. We know how much children look forward to this and as soon we have more information, we will be in touch with more details.

Breakfast club

Breakfast club will be running from the first day. Start time is from 7.45am. The cost is £4 with breakfast or (£3 without food). Please let us know by email your requirements.

Guitar Lessons

These will be starting next week with Stuart ensuring that we follow the latest guidance on distancing. If this is something you would be interested in, please let us know. We are also looking at how to welcome back other peripatetic teachers and will update you as soon as we know.

Volunteers

Our volunteer policy is due to be finalised and agreed with Governors this term. Understandably, it has been a long time since we have been able to welcome volunteers to the school. Part of this means ensuring that our DBS and central record system is up to date.

If you would like to volunteer to help run an after school club (football for example), and/or help with weekend or after school tournaments please email or call the school office for more information.

Attendance

In March, when the coronavirus (COVID-19) pandemic was increasing, the guidance made clear that no parent would be penalised or sanctioned for their child's non-attendance at school.

Now the circumstances have changed, it is vital for all children to return to school to minimise, as far as possible, the longer-term impact of the pandemic on children's education, wellbeing and wider development.

Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. School attendance will therefore be mandatory again from the beginning of the autumn term.

Please bear in mind that if you have been abroad, there are several countries where individuals would need to self-isolate for 14 days.

Uniform

For the first half-term we have relaxed the uniform policy to give you all a bit more time to adjust to the return to school.

We would encourage you all, however, to return as soon as possible to usual school uniform. The latest advice is that uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.

Please do not send your child in school with laces unless they can confidently and easily tie them. This will help us reduce the need for staff members and children to be in very close contact with each other.

As the weather gets colder/wetter, please ensure that children have coats. We plan to get outside as much as possible!

Lunches

Children need to bring in a packed lunch and snack from home which will be eaten in bubble groups. We will let you know about the return to hot school lunches as soon as possible. Children in Years R, 1 and 2 will all receive a free lunchtime meal (which at the moment will be a packed lunch). Sandwiches come with a selection of fruit and yogurt/milkshake. This is also available to children in KS2 entitled to Free School Meals and other KS2 children who would like a meal provided at the usual cost.

Our normal ordering system will be up and running as soon as possible. **To help with our planning for the coming week, please send a quick email to the school office with your lunch requirements including choice of sandwich filling (cheese, ham, tuna or marmite).**

Water bottles

Please ensure your child has a named water bottle and that it is washed at home each day.

Items to and from home

We will be providing children with the equipment children need so there will be minimal transfer of items into school from home and vice versa.

Online learning

We have been asked to plan for the possibility of a local lockdown and how to ensure continuity of education. As part of our INSET days this week, we will be reviewing our online provision with teachers. In due course, we will be asking for your feedback too. This is important as we want to make sure our offer to you is as good as it possibly can be (should we ever have to revert back to home learning again).

Teachers will continue to be setting homework tasks on Google Classroom. We are also working with our IT support team to set children up with their own logins for safe use at school and at home.

When the schools were originally closed in March, throughout the period of lockdown and in the Summer Term many decisions were made to provide for and keep the teaching and learning of all children going. Each decision was made focusing on all children and what was operationally viable at that time with our staffing levels and safety protocols in place and following DFE guidance.

However, we recognise that some decisions and/or communications may have caused you some uncertainty and unease. Please be reassured that for every decision made, it was made in good faith at that particular time for the teaching and learning of all our children with the resources and safety processes involved. If you wish to discuss any matters in more detail during this time, please do contact the school and we will arrange a time to talk it through.

Parental involvement

Looking ahead we are looking forward to the Parent Forum (an access point for parent representatives to provide ideas, raise general concerns or give feedback to the school). There will be time before each meeting for you to pass any suggestions, ideas, queries, concerns and feedback to the parent representatives to bring to the forum to be considered, discussed and addressed. The first date for this will be during the week beginning 5th October 2020.

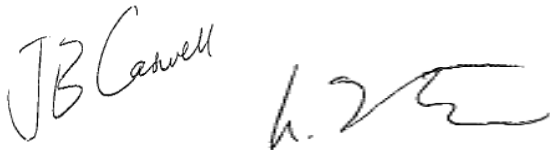
We acknowledge that many things have changed during this time and we are hopeful that we can continue to positively adapt to these changes to provide a forward thinking environment.

Unfortunately, some things have also suffered for example, Church Services, performances and information sessions and we are looking at ways to maintain these. For class services, we are exploring live streaming to the Church or a village hall and holding information evenings in a larger area and consider the wearing of masks. All this we will need to review in the light of current guidance and in discussion with you as parents.

We will communicate as much as possible about our plans and changes and understand that these may raise more questions and you are welcome to contact the school to find out more if you wish to.

We, and all the staff, are very much looking forward to welcoming all children back to school next week. Thank you for your continued support and understanding.

Yours sincerely,

The image shows two handwritten signatures in black ink. The first signature on the left is 'J B Caswell' written in a cursive style. The second signature on the right is 'L Stiddard', also in a cursive style, with a large, sweeping flourish at the end.

Mr J Caswell & Ms L Stiddard
Co-Headteachers