



NEWBOTTLE & CHARLTON CEVA PRIMARY SCHOOL

Every person matters, every moment counts "I can do all this through him who gives me strength"

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Headteacher: Mrs Sarah Smith

Chair Of Governors: Lady Hayter

Thursday 21st May 2020

Dear Parents and Carers,

INFORMATION REGARDING THE POTENTIAL WIDER RE-OPENING OF SCHOOL – Monday 1st June 2020

As you know on Sunday 11th May the Prime Minister announced the plan to have schools reopen from 1st June. At Newbottle and Charlton CEVA Primary School we have worked very hard since this time with the staff and governors, looking at guidance from the local authority, department of education and education unions. We also took feedback from an initial poll sent out to relevant parents and all this helped guide us on ensuring the reopening can be as safe as possible for all involved in our setting. If the government announces that they are satisfied that the criteria has been met for reopening, then the school will reopen for reception, year 1, year 6 and continue to operate for the key worker children.

'As a result of the huge efforts everyone has made to adhere to strict social distancing measures, the transmission rate of coronavirus has decreased. We therefore anticipate, with further progress, that we may be able, from the week commencing 1 June, to welcome back more children to early years, school and further education settings. We will only do this provided that the five key tests set by the government justify the changes at the time, including that the rate of infection is decreasing. As a result, we are asking schools, colleges and childcare providers to plan on this basis, ahead of confirmation that these tests are met.'

From DfE guidance document

For all parents we do understand what a difficult decision it is, to know whether or not to send your child. That said, I am confident we have worked very hard to ensure that what we have in place minimises many of the potential factors that could cause concern. Safety and welfare in this process for children and adults have been our main priority and focus. The following letter documents what plans have been put in place for your child if they were to return. School won't be able to operate as it did before the lockdown, so please read this carefully to become familiar with all the key changes.

Is attendance compulsory?

'Eligible children – including priority groups – are strongly encouraged to attend their education setting, unless they are self-isolating or they are clinically vulnerable.

No one with symptoms should attend a setting for any reason. If someone in their household is extremely clinically vulnerable, children should only attend if stringent social distancing can be adhered to, and the child is able to understand and follow those instructions.

Families should notify their nursery, school or college as normal if their child is unable to attend so that staff can explore the reason with them and address barriers together.

Parents will not be fined for non-attendance at this time'

From DfE guidance document

Key things we have put in place to support the wider reopening of the school:

- 1) Detailed Risk assessment written (shared with Governors) which will be regularly reviewed once reopened
- 2) Deep clean over half term and clear cleaning protocols in place
- 3) Signage and processes in place for regular handwashing throughout the day including as they enter the school building.



- 4) Children to be in bubbles of no more than 15 children which they remain in all day this includes eating lunch. They will have their own set of toilets and own 'zone' in the playground for outdoor breaks. Year 6 in one bubble, Year 1 in one bubble, Reception will be in one bubble with extension facility available for when all 20 return a key worker bubble with also no more than 15 too, although not age/year group defined.
- 5) Children in all bubbles will have their own equipment to use when in the classroom. This will be stored in their own zippy wallet named and again is not to be shared.
- 6) To minimise contact within the classroom we will maximise distance between tables using space available (this may not be 2m but will be as far away as we can manage) with one child sat at each table in Key stage 1 and 2.
- 7) Items that are likely to be shared largely toys and other equipment will be cleaned regularly and any soft furnishing will be removed and stored elsewhere.
- 8) No equipment to be taken home or brought in from home - only a lunch if required and a hat.
- 9) Entrances and exits from school are to be clearly defined for each 'bubble' as well as start and finish times- See appendix 2 for specific information.
- 10) Outdoor learning will be regularly included for all bubbles as part of daily lessons.
- 11) Dedicated First Aid / isolation room in place with PPE equipment available (see information below about Covid Symptoms).

'One of the protective measures we can take to reduce transmission is to have smaller group and class sizes. We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account. Schools should therefore work through the hierarchy of measures set out in our guidance:

- *avoiding contact with anyone with symptoms*
- *frequent hand cleaning and good hygiene practices*
- *regular cleaning of settings*
- *and minimising contact and mixing*

It is still important to reduce contact between children and staff as far as possible, and settings can take steps to achieve that and reduce transmission risk by ensuring children, and staff where possible, mix in a small group and keep that small group away from other people and groups.'

Dfe Document

As it stands we have **catered for each child in Reception, Year 1 and Year 6 a space** to return although we know in our early poll that some will not be returning. You can of course at any point change your mind on your decision and ask that you contact the office about this. You will receive a map with regard to the bubble your child has been allocated whether you choose to send them back or not. To minimise mixing of adults, Mrs Hemsley will be now working full-time in Ash class with Year 1, while Mrs Thomas will be working 3 ½ days a week with Birch class. I will be teaching one day in Birch due to my new role as acting head teacher. We will both be taking part in live lessons to keep in contact with our usual classes.

If your child is in reception, we will share your bubble when we have confirmed numbers with most children working with Miss Dooley and some children working with Mrs Bray in the library to keep to the 15 children limit. Oak class will look very different and children will complete more project based tasks completed at tables with small group zones being available for some continuous provision to happen. There will be regular cleaning of toys. There will be at least one teaching assistant working in each bubble.

We also have **provision in place for keyworker children in year 2,3 4 and 5** and a separate poll will be sent to these families. Miss Hirst will lead this group as well as continuing remote learning with Elm class. Similar activities will be planned for the key worker children as we have been delivering during the lockdown.

We have had to think carefully about the timings of the day to reduce contact between different groups to minimise risk of spread of the virus. Therefore we will be having a staggered start and end time for the day and



we ask that you keep to these times so that bubbles can be protected. I know this isn't ideal but needs to happen to minimise the risk of mixing of adults and children. To also limit mixing of children breakfast club and afterschool **can only be available** to key worker families at this stage. The set up for this will be very different and children will work in the hall separated into their bubbles. This will be only available until 5pm so that we can ensure that we can clean and tidy effectively before the next day.

We are very conscious that as well as having children return to school we will also have families at home and want to do our very best for those children too. **Home (remote) learning** will still be set as it has been for all children not in school, but will need to be adapted to not make teachers workload unmanageable, as they will also be teaching all day. We will be planning more weekly challenges and will continue to host live lessons. We have also ensured that within the day teachers will have the time to communicate and feedback to their class as well as respond to emails sent.

The school itself will be receiving a thorough **deep clean over the half term break** (we will be fully closed this week) to again ensure a suitable level of hygiene and cleanliness. This will then be continued with tight management of cleaning to take place throughout the school on a daily basis.

It has also been agreed that the **school will be closed to all pupils every Friday afternoon from 1pm** to allow for staff to clear away from the week, get set up for the next and give teachers their PPA entitlement as we can't cover as we normally would due to adults remaining in separate bubbles all week. Again, however, we can be open for key worker children if there is a need.

Fresh Start have informed the school that they will be returning to operation when school's re-opening but with a minimal provision at this stage

Direct from Fresh Start - *In readiness, Meal Manager will be turned back on and will be able to take orders from Thursday 21st May 2020. Meal Manager will close on Tuesday 26th May 2020, at midnight, for orders for the following week commencing the 1st of June 2020. Parents will need to order as usual for a 'bagged packed lunch' offer from the 1st of June.*

There **will not be any free fruit** snacks provided for the children. Therefore, if you feel your child would benefit from a mid-morning snack, please provide them with one piece of fruit. This should be placed in a named sandwich bag.

Safeguarding reminders – We have written a revised safeguarding policy at this time which can be found in the website but ultimately the same message stands that our safeguarding principles in accordance with 'Keeping Children Safe in Education' (KCSIE) 2019, remain:

- the best interests of children will always come first
- if anyone has a safeguarding concern about any child they should continue to act and act immediately
- a DSL or deputy DSL is available
- unsuitable people are not allowed to enter the children's workforce and/or gain access to children
- Children should continue to be protected when they are online

So you are clear I am the **Designated Safeguarding Lead** and the deputy lead is Mrs Thomas.

There will be **First aid care** still provided with PPE worn if felt necessary. SEN and Care plans have been reviewed to ensure relevant staff know about individual children's needs and can we ask that any medication or medical equipment be sent into school when your child returns (inhalers/EPipens etc.)

We will be sharing any useful information and documents on the **school's website** and this will be placed on the 'Latest News' tab and tasks will continue being set on the class blogs. We will also be putting some virtual



tours on the website so your child can see how their classroom has changed and you can talk to them about what to expect and how to keep themselves and other safe while in school.

We request that **school uniform** is to be worn by all where possible although leniency will be given if items have been outgrown. When wearing replacement clothes can we request they are plain and suitable for school. PE kits will not be needed but all children can wear suitable footwear for PE to school on their PE days (See appendix for more information.)

Our initial **focus of work for children** on return will be exploring their well-being establishing new routines and expectations as well as getting into some general learning expected as the school day will be very different than before the lockdown. However initially it is important to emphasise that all of us have been through something quite big and want to get settled back into school. We know that some children will be anxious and we will put in PSHE lessons and give opportunity for children to speak to adults about their feelings and thoughts. I also have a plan in place for Year 6 leavers and some form of production (socially distanced), which I will talk through with the Birch class next term.

We have tried to factor in all possibilities in our planning and will continually review and modify our plans if needed.

How can parents help us?

- If you need to speak to the office, myself or your child's teachers, we do ask that if possible you ring or email to minimise contact but do understand that this isn't always possible. If you need to come to the office, please use the tape markings which will be marked 2m apart to socially distance appropriately.
- When dropping off the children please do not bring them into classroom doors but again there will be a 2m spot away from which we kindly ask you stand to see them in.
- We also request that as parents you do not congregate in the grounds but deliver/pick up your child. When waiting at the end of the day to collect we ask you stand a sensible distance apart from other parents and carers.
- If you do for whatever reason need a meeting about anything this will be by appointment only and with strict social distancing in place.
- If your child is ill in anyway then please do not send them in to school – if Covid symptoms present, then please see information below (appendix 1) on how this needs to be dealt with.
- We will send children home who are ill in any way and follow the Covid procedures below if necessary.
- If you do decide not to send your child back in, please ring/email the office every Monday if your child will be not in for that week just so we can keep track of where all our children are.
- Please keep communicating with us via email or phone as we want to work with you. This is new to all of us and not something anyone has had to face and we want what is best for our whole school community.

I appreciate this is a very lengthy letter but I wanted to share with you the many important aspects we have put in place to open the school as safely as possible when the government give their announcement.

Useful document on reopening from DFE can be found here-

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>

I look forward to working with you over the coming weeks, if you have any questions, don't hesitate to email.

Kind regards,
Mr Peter Smith

Acting Head Teacher (from 1st June 2020)



Written with all staff and agreed by Chair of Governors Lady Deborah Hayter.

Appendix 1- Covid-19 Symptoms Protocol

Appendix 2- Specific year group information

Appendix 1

IMPORTANT INFORMATION IF POSSIBLE SYMPTOMS OF COVID PRESENT

DEVELOPING COVID-19 SYMPTOMS PROTOCOL

If anyone in the school becomes unwell with a new, continuous 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 the [COVID-19: guidance for households with possible coronavirus infection guidance](#).

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

What happens if there is a confirmed case of coronavirus in a setting?

When a child or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All children and staff in that bubble will be at this point sent home.

Where the child or staff member tests negative, they and everyone else can return to their bubble and the fellow household members can end their self-isolation. Where the child or staff member tests positive, the rest of their bubble remain at home and advised to self-isolate for 14 days. The other household members of that wider bubble do not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme if other cases are detected within the cohort or in the wider setting, Public Health England’s local health protection teams will conduct a rapid investigation and will advise school on the most appropriate action to take. In some cases, a larger number of other children and staff may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

Staff and pupils in all settings will be eligible for testing if they become ill with coronavirus symptoms, as will members of their households. A negative test will enable children to get back to childcare or education, and their parents to get back to work. A positive test will ensure rapid action to protect their classmates and staff in their setting.



Appendix 2

This is specific information for Year 6 Children

Mrs Thomas will be teaching Monday to Thursday AM

Mr Smith will be teaching Thursday PM and Friday AM and will continue the live lessons.

You will be in Birch class and will enter and exit through Birch class fire exit door. Adults will need to wait outside the school car park gates socially distanced.

Start time- 8:40

Pick up time- 3:30

PE day- Monday (can wear suitable shoes for sport all day)

This is specific information for Year 1 Children (Both Ash and Oak year one children)

Mrs Hemsley will be teaching all week.

You will be in Ash class and will enter and exit through the normal door for exiting school and through the classroom fire exit. Please ensure you are socially distanced outside the school gates.

Start time- 8:50

Pick up time- 3:10

PE- Day- Monday (can wear suitable shoes for sport all day)

This is specific information for Reception children (details of bubble given nearer the start of June)

Miss Dooley will be teaching all week.

You will be in oak class and will enter and exit to oak fire exit door. No parents to bring in please. Please ensure you are socially distanced outside the school gates.

If class above 15 then some children will be taught by: Mrs Bray who will be teaching under the direction of Miss Dooley.

You will be in the library and will enter and exit up the ramp to the library fire exit door.

Start time- 9:00

Pick up time- 3:00

PE Day – Wednesday (can wear suitable shoes for sport all day)

This is specific information for Key Worker children in Year 2, 3, 4 and 5

Miss Hirst will be teaching all week.

You will be in Elm class and will enter and exit through the front entrance. Adults will need to stand outside the school office socially distanced. Please don't wait inside the main entrance.

Start time- 8:30

Pick up time- 3:20

PE Day- Wednesday (can wear suitable shoes for sport all day)

This is specific information for all key worker children

If needing breakfast club, please come to the front entrance between 7.40 and 8:15. If requiring afterschool club children will be taken to the hall from their classroom bubbles and kept within these bubbles in the hall. Collection is from the front entrance. Please make bookings in the normal way through the office.