



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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Interim Headteacher: Mr Peter Smith

Chair Of Governors: Lady Hayter

Updated Procedures

Friday 26th March 2021

Dear Parents and Carers,

Below you will find the updated procedures for Term 5. As the lockdown starts to lift, we will hopefully be able to follow some of our normal procedures that were carried out before the pandemic started and we will continue to update you with any changes. Thank you for supporting us with this.

School Organisation

We will continue to keep the classes separate for the majority of the time, but in order for school to offer a curriculum that is best-placed to support the children we will be widening the bubbles again to have two bubbles of **EYFS/KS1 (Oak and Ash) and KS2 (Elm and Birch)**.

Timings

We will continue to offer the same drop off and pick up times as this term, as we think the last few weeks have worked well. Can I remind parents that children need to be supervised on the playground and not to use the play equipment, especially the new fitness equipment (which has to have staff supervision) while waiting for your children.

Drop-Off	Between 8:45 and 9am	Oak and Ash (Side entrance) Elm and Birch (Front entrance)
Pick-up	3:10	Oak and Ash (from playground)
	3:25	Elm (from playground) Birch (front entrance)

Equipment and Uniform

Items that children can bring into school include- lunch box, coat, sun hat and **book bag**. Books can be brought in and swapped every Monday and Thursday. Many schools are continuing with wearing PE kits on PE days and we feel having one less set of bags in school helps to keep things clean and tidy. For Term 5 Oak and Ash will have their PE days on Monday and Tuesday, while Birch and Elm will have their PE days on Wednesday and Thursday. Proper uniform is required following our school uniform policy (see website), with the additional of wearing trainers every day. If you are struggling to provide full uniform for your child, please contact the office.

Wrap-around and Clubs

- We will be able to continue to provide wrap-around care until 6pm Monday to Thursday each week.
- We will keep children apart as far as we can in the hall using minimal equipment which will be cleaned regularly following national guidance.
- We will be able to offer some other extra-curricular sports clubs for term 6. We have provisionally booked coaches in Tennis and football. More details will follow next term.



Safety Measures

Essential measures include:

Prevention and response to any infection:

- 1) a requirement that people who are ill stay at home (*see below for further information*)
- 2) robust hand and respiratory hygiene (*regular cleaning of hands through the day/ hand sanitiser, soap, tissue and PPE in each classroom*)
- 3) enhanced cleaning arrangements (*regular cleaning throughout the day and quarantining of some resources*)
- 4) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 5) enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 6) minimise contact between individuals and maintain social distancing wherever possible
- 7) Always keeping occupied spaces well ventilated.

In specific circumstances:

- 8) Ensure individuals wear appropriate personal protective equipment (PPE) where necessary.
- 9) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 10) contain any outbreak by following local health protection team advice

Covid-19 Procedures and Links

A small number of children and young people may be unable to attend in line with public health advice to self-isolate. You should not send your child to school if they:

- have [coronavirus \(COVID-19\) symptoms](#) or live in a household with someone who has symptoms
- have tested positive themselves, even if they do not have symptoms
- live in a household with someone who has tested positive, even if that person does not have symptoms
- are a close contact of someone who has coronavirus (COVID-19)
- are required to self-isolate for travel-related reasons

Please email the office over the first week of Easter Holidays if your child tests positive with covid-19 so that we can assist with contact tracing where needed.

Other important links: [What parents need to know about early years providers, schools and colleges during COVID-19 - GOV.UK \(www.gov.uk\)](#)

[Making a childcare bubble with another household - GOV.UK \(www.gov.uk\)](#)

Safeguarding

Our policy and new appendix has been updated in accordance with 'Keeping Children Safe in Education' (KCSIE) 2020 and a reminder that Miss Melanie Hirst is deputy designated safeguarding lead, while I am your designated safeguarding lead. The safeguarding governor for the school is Lady Deborah Hayter.

If you have any questions, don't hesitate to contact the office.

Kind regards,

Peter Smith Interim Head Teacher