



**REOPENING SCHOOL FOLLOWING  
COVID-19 CLOSURES  
(MARCH 2021)**

# **INFORMATION FOR PARENTS AND PUPILS**



School re-opening following COVID-19 closures.

Monday 1<sup>st</sup> March 2021

Dear Parents and Carers,

Firstly, I hope that you are all safe and well. As you are now all aware, following a lengthy period in lockdown, we have been tasked with reopening school to ALL pupils from Monday 8<sup>th</sup> March.

I want to begin by saying that I know there will be a wide variation in thoughts and feelings about school reopening. We find ourselves in a continually evolving situation. However, the most recent announcements signal hope and that a return to some form of 'normality' is on the horizon.

We have been navigating this situation together for almost a year now and our approach as a school remains the same: we are here to support our families in any way we possibly can. We know there will be some anxieties around school returning and we will do all that we can to mitigate the risks, welcome pupils back and re-establish routines.

Following the government announcement and release of updated guidance on Monday 22<sup>nd</sup> February, the Prince Albert Community Trust have been planning for the full reopening of our five schools. This process has included the updating of risk assessments, review of control measures previously in place and in-depth reviewing of guidance.

What follows in this information pack is the important information for you as parents. It is being shared to give you a complete overview of:

- what school will be like for pupils,
- what is expected of you as members of our community
- what you can expect from us as a school.

**It is extremely important that we continue to work together to ensure the safety of our pupils, staff and parents on site, so I thank you in advance for your support with the measures and logistics outlined. The control measures in place depend on us all doing our bit to reduce the risk.**

The past 8 weeks of home learning have been a testament to our school and how far we have come. The positive feedback we have received has meant the world to staff and we continue to be so unbelievably proud of our pupils for their resilience, efforts, and determination. We are very much looking forward to greeting you all with huge smiles on Monday 8<sup>th</sup> March.

If you have any further questions about any of the content of this information pack, please do not hesitate to email us via [schoolclosure@suttonparkprimary.co.uk](mailto:schoolclosure@suttonparkprimary.co.uk)

Take good care and we will see you soon,

Mrs Middleton and all the Sutton Park Primary team

We know that there may be some changes of circumstance or key information that you want us to be aware of ahead of your child returning to school. If this applies to you, please follow this link, and complete a short survey to share this with us: <https://is.gd/SPPparentsurvey> (by 3:30pm on Wednesday 3<sup>rd</sup> March)

### DfE Guidance on reopening school:

Published guidance states school must act under two categories: 'prevention' and 'response to any infection'. These categories inform schools of how to reduce risk and how to 'create an inherently safer environment'.

Under the **PREVENTION** category, school will be enforcing the following:

- Minimising contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- Ensuring we act quickly and appropriately if someone in the school community becomes unwell during the school day.
- Ensuring face coverings are worn by adults in recommended circumstances.
- Ensuring everyone in the building cleans their hands thoroughly and more frequently than usual.
- Ensuring good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
- Maintaining enhanced cleaning, including cleaning frequently touched surfaces often, using appropriate detergents.
- Minimising contact across the site and maintaining social distancing, wherever possible.
- Keep school spaces well-ventilated.
- Engaging with twice-weekly LFD testing for adults working in school.

Under the **RESPONSE TO ANY INFECTION** category, school will:

- Promote and engage with the NHS test and trace service.
- Manage confirmed cases of Coronavirus amongst the school community, ensuring all necessary steps/actions are taken.
- Contain any outbreak by following PHE local health protection team advice.

### **Staff members, parents and carers will need to:**

- Book a test if they or their child has symptoms - the main symptoms are:
  - a high temperature
  - a new continuous cough
  - a loss or change to your sense of smell or taste.
- Self-isolate immediately and not come to school if:
  - They develop symptoms or they have been in close contact with someone who tests positive for coronavirus (COVID-19)
  - Anyone in their household or support or childcare bubble develops symptoms of coronavirus (COVID-19)
  - They are required to do so having recently travelled from certain other countries.
  - They have been advised to isolate by NHS test and trace or the PHE local health protection team, which is a legal obligation.
- Provide details of anyone they have been in close contact with, if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace

## Calendar dates for Spring/Summer Term 2021

- **Thursday 4<sup>th</sup> and Friday 5<sup>th</sup> March** – School will be closed to all pupils (including critical worker provision) to enable us to prepare the school building for reopening and complete all risk assessment training with staff. Home learning will still be set by class teachers and link to World Book Day. Live registration sessions will also continue as normal.
- **Monday 8<sup>th</sup> March** – School opens to all pupils.
- **Thursday 25<sup>th</sup> March** – Parents Evening (specific details TBC – this is a preliminary date and subject to change dependent upon COVID-19 restrictions)
- **Thursday 1<sup>st</sup> April** – Final day of term. Break up for Easter holidays.
- **Monday 19<sup>th</sup> April** – Teacher training day.
- **Tuesday 20<sup>th</sup> April** – Summer term begins. School reopens to all pupils.
- **Thursday 6<sup>th</sup> May** – Teacher training day (polling)

## Procedures for dropping off and collecting children:

Year group:	Morning drop off:	Afternoon collection:
EYFS	8:40-8:55	3:05-3:15
Y1, Y2, Y3	8:40-8:55	3:10-3:20
Y4, Y5, Y6	8:50-9:05	3:15-3:25

- We appreciate that there are parents with multiple children across multiple year groups.
- To prevent the need for staggered drop off/collection times by year group and enforcing specified gates too, we have planned for an extended window of time at the start and end of school.
- This has been separated by key stages to prevent large footfall at the school gates.
- Parents can choose the most appropriate and convenient gate for drop off (Lewis, Rowling and Dahl gates will all be open)
- Please drop off your child/children in the relevant time slot shown above. ***If you have multiple children across the key stages, you should aim for an 8:50-8:55am drop off and a 3:15 collection.***
- Please do not arrive before the allocated times – your child will not be able to enter school early and this will lead to unnecessary congestion/gathering on school grounds.
- Please minimise the number of family members dropping off children to prevent congestion. One family member only please.
- ***Social distancing must be maintained at all times on the school site and there can be no congregation of different households and families.***
- Senior Leaders will be on gate duty every day to ensure the safety of our school community. Staff will also be on duty on playgrounds and across the school site to ensure social distancing and the swift drop-off/collection of pupils.
- Children are not permitted to wear face coverings. We ask that parents continue to wear face coverings whilst on our school site (unless medically exempt).

### Curriculum and the terminology we will be using:

We are all very aware of the amount of time children have missed due to the impact of Coronavirus over the past year. As a school, we know our pupils well and value the whole child. Our number one priority is returning them to school safely and in a supported way. In our parent's evening for the Spring term, we will focus purely on the social, emotional, and mental health of our pupils and how well they have developed their learning behaviours when returning to school.

With regards to curriculum content, staff will spend the four weeks leading up to Easter settling children back into school routines and assessing their current attainment.

### In **EYFS**, assessment will focus on:

- Emotional wellbeing
- Involvement
- Prime curriculum areas

### In **Years 1 to 6**, assessment will focus on four areas:

- Learning behaviours and emotional health
- Writing
- Mathematics
- Reading

All assessments will be based on teacher knowledge, observations of the child learning and the work produced in school. We will not be using any tests to assess gaps in knowledge as this puts un-necessary pressure on our young people.

The summer term will focus on key areas of learning to prepare our pupils for the next academic year and address any gaps in understanding. You may have heard terminology such as 'catch-up' used in the press. ***We will not be using this terminology with children and will not be discussing with them any of the following: gaps, work missed, missed time and behind.***

Our pupils will be back at school and learning – this is all that they need to know. As professionals, we will ensure they succeed.



Secret Headteacher  
@secretHT1

Don't tell me I'm behind.  
Don't tell me I'll be held back for ever.  
Don't tell me I need longer at school.  
Don't tell me I'm lost.

Tell me I can do it.  
Tell me you'll help me.  
Tell me you believe in me.  
Tell me we'll do it together.

Yours sincerely,

The children.

### Social distancing and bubbles within school:

You are all familiar with the 'bubble' system now as it was used in school throughout the Autumn term. Classes being treated as a single 'bubble' minimises the number of individuals that pupils and staff are exposed to.

In their bubble, pupils will learn together in the classroom, play together outside and access lunchtime provision together too. As much as possible, the school adults in the bubble will also remain consistent.

Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and also assists in keeping the number of affected people to a minimum.

Under the robust risk assessment in place, every possible measure has been taken to reduce the opportunity for bubbles to mix. However, there are some instances where children will be in a larger bubble due to the logistics of ensuring all 330 pupils at our school receive their curriculum and lunchtime entitlements across the school week.

### *For example:*

- During lunchtime 2 class bubbles will be out on a playground at the same time but they will be in separate coned off areas of this space and have separate adults to support them.
- Year 6 may be taught as 'target groups' during the morning for their core subjects as the term progresses.

### Friday afternoon closures:

Since October, school has closed at 1pm on Fridays. This additional control measure has been well received by parents. Due to the continuing Covid-19 pandemic, school will still close at 1pm on Fridays to most pupils. This enables teachers to take their statutory PPA time without exposing pupils to a number of additional adults.

We will continue to offer 'Friday Enrichment' provision via Junior Jam for children who meet the criteria set out below:

- Both parents/ single parent working.
- Both parents/ single parent in full-time education.
- One parent working, one in full-time education.
- Children with EHCPs.
- SEND children who are on the SEN register with a specific, identified learning need (e.g.: Hearing impairment)
- Children with Social Services or Family Support Worker involvement
- Children with specific pastoral need as identified by school.
- There will be a small number of additional places that can also be used. If a problem arises, which means your child has to stay in school for a Friday afternoon then this will be by arrangement with the Head of School and the school must have at least 7 days' notice.
- There is no charge for accessing Friday Enrichment.
- Smart Start will continue to provide afterschool care on Fridays (this is chargeable at their standard rates)

If you require a place for your child, please email [enquiry@suttonparkprimary.co.uk](mailto:enquiry@suttonparkprimary.co.uk) to ensure their name is added to the register for this provision. This applies to all children as we will not be using previous registers as we know some parent's circumstances have changed. Thank you.

### Social distancing within the classroom:

A poster with a black border. At the top left is the 'SP' logo. To its right is the text 'WORKING TOGETHER TO MINIMISE THE RISK'. Below this is the title 'SOCIAL DISTANCING' in green. Underneath is the instruction 'PLEASE FOLLOW THIS ADVICE:'. There are three rows of icons and text: 1. An icon of two people with a double-headed arrow between them labeled '2m', followed by the text 'KEEP YOURSELF 2 METRES AWAY FROM OTHERS WHERE POSSIBLE.' 2. An icon of three people with red 'X' marks over them, followed by the text 'RESPECT THE PERSONAL SPACE OF OTHERS.' 3. An icon of a hand being washed with soap and water, followed by the text 'LIMIT TOUCH WHERE YOU CAN AND WASH HANDS REGULARLY.' At the bottom right of the poster is a small logo that says 'Part of the PACT'.

Current DfE guidance accepts and acknowledges that social distancing in a class size of up to 30 children is not possible.

Instead, children will be encouraged to keep their distance from each other wherever possible e.g. when playing outside, walking in their house corridor, or using the bathroom facilities. All pupils will be reminded about social distancing in their first days back and posters are displayed all around school to remind them of this.

Whilst seated in the classroom, pupils will sit next to each other (with the tables in rows and all pupils facing the front.) To avoid being directly opposite others, pupils will not sit in usual group table arrangements. This is the same approach as used in the Autumn term so pupils are used to this.

### Break times:

To further limit the opportunities for bubbles to mix, the normal morning and afternoon break times will not continue at present. Instead, class bubbles will have time outside with their teacher when needed and this will be timetabled on their house corridor to ensure no one else is using the outdoor space at this time. (EYFS children will continue to have open and free access to their outdoor classroom throughout their learning time.)

Please continue to send a **healthy snack** in with your child each day for their breaktime (for example, a piece of fruit or a cereal bar) Crisps and chocolate bars should not be sent into school.

Classes will be encouraged to take additional physical activity/outside breaks to support children in transitioning back to the full school day and increasing their learning stamina following long periods at home.

## Lunchtime Arrangements:

### *School dinners:*

- Our daily hot school meal offer will continue.
- Children in Reception, Year 1 or Year 2 who access the universal free meal, along with children who are free-school meal eligible from across school, will receive a hot school dinner each day.
- Dinners are also a payable option for all other pupils. Payment of £2.25 per day is required via School Money. (£1.80 for Nursery children)

### *Packed lunches:*

- If you prefer, a packed lunch can be provided each day.
- This should not contain any nut-based products as we are a nut-free school.
- It should also contain a healthy selection of food from across the food groups.
- Lunchboxes should be clearly named. We continue to ask for plastic reusable lunchboxes, instead of fabric ones please, as these are easier to clean/anti-bac daily.

### *One hour lunch period:*

- Regardless of whether your child is a hot school dinner or a packed lunch, they will be eating in the school canteen/junior hall and will be accompanied by the other children in their bubble.
- They will also have an assigned member of staff to supervise them during lunchtime – this person will remain consistent to reduce contact with multiple staff members across a week.
- They will have a period of time outside and a 20-minute period inside for eating their lunch.
- A robust cleaning schedule is in place to ensure that this dining area is cleaned with anti-bacterial spray after use by each bubble.

### *Is there anything else children should bring?*

- A named water bottle should come with your child to school each day and can be accessed at any time throughout the day, including during learning time.
- This should contain water only (no squash or flavoured water)
- It will come home each evening to be washed thoroughly ahead of the next day.

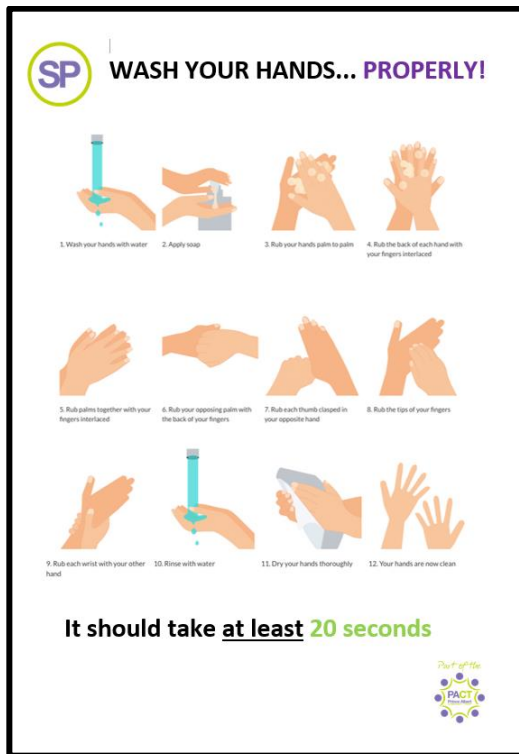


### Cleaning and Hygiene Procedures:

All classrooms will continue to have access to cleaning materials which will be used throughout the day to wipe down surfaces, door handles and other touch points.

To prevent possible spread, an enhanced cleaning schedule from our external providers and PACT site team is also in place (including additional cleaning of bathroom facilities during the school day and regular cleaning of touch points such as internal and external doors)

### Hand washing and hand sanitiser:



Hand washing remains a vital part of the fight against Covid-19 spreading and is an essential cog in the school risk assessment measures.

- Pupils will be given hand sanitiser on entry to school each morning and asked to rub this in before making contact with any school property/doors.
- They will continue to wash hands regularly and correct hand washing will be taught on their return to school.
- Hand wash and paper towels are available in all bathrooms and classrooms.
- Hand gel will also be used at regular intervals throughout the school day (this contains minimum 70% alcohol in line with WHO/NHS advice)
- Handwashing posters are on display in classrooms and bathrooms to remind children of how to wash their hands properly.

### Good Respiratory Hygiene:

The 'Catch it, bin it, kill it' approach also continues to be very important:

- All classrooms have supplies of tissues for children to access.
- All classrooms and learning spaces also have lidded bins for used tissues to be disposed of safely.
- Pupils will be re-taught the 'Catch it, bin it, kill it' approach.
- Where needed, younger pupils will be supported to understand and follow this guidance.
- Supportive posters are displayed all around school to remind children of this important rule.



### What can and cannot come into school?

In September, we asked for a minimal number of items to be brought in to school each day to minimise the risk. We know that the virus can be spread via touchpoints and surfaces.

Item:	Can this come into school?	Further detail:
Water bottle	YES	All children need a named water bottle in school each day. This will come home for washing each evening.
Plastic lunch box	YES	This should be taken home each day for washing/anti-bac spraying.
Coats	YES	Cloakrooms will be accessible to pupils. Hats, scarves and gloves should also be sent in on days where it is particularly cold.
Home readers	YES	School provided plastic popper wallets for these at the start of the academic year and books are returned to school for quarantining before being given to another child.
Items from home e.g. toys, holiday souvenirs	NO	These should not be brought into school as they could get lost or damaged. Classrooms and workspaces must be kept clutter free to allow for regular cleaning throughout the school day.
Pencil cases and personal stationery items	NO	All pupils have their own A4 zipper wallet containing all the items they need for learning. These will be for their use only and not shared with others. Please do not send in any stationery items from home.
PE Kits in drawstring bags/ rucksacks	NO	As during the Autumn term, pupils should come to school in their PE kit on their PE day each week to prevent the need for changing. (See below for more info)
Sweets for birthday celebrations	YES	However, they must be individually wrapped e.g. treat-size chocolate bars or mini bags of Haribo.

### School Uniform:

The compulsory uniform for Sutton Park Primary is:

- Sutton Park Primary sweatshirt/cardigan (with SP logo, no plain sweatshirts/cardigans)
- White polo shirt (SP logo embroidered is preferred)
- Grey trousers/skirt/pinafore
- Grey tights/socks
- Black school shoes (NO TRAINERS)

For PE, the compulsory uniform is:

- Burgundy sports t-shirt (must have SP logo)
- Black shorts (shorts with SP logo are available and preferred)
- Black PE pumps/trainers for outdoors
- Plain black tracksuits can also be worn due to children wearing their PE kits all day.

You can find further information about how to order school uniform on our website.

The ventilation of school is an important part of the risk assessment.  
**Windows and doors must be kept open, regardless of the weather conditions.**  
Please ensure your child wears appropriate layers on colder days.



# WORKING TOGETHER TO MINIMISE THE RISK

Parent Code of Conduct for SPRING TERM 2021 – following school closures for Covid-19.



## INFORMATION FOR PARENTS AND CARERS – COMMUNICATING WITH SCHOOL AND EXPECTATIONS ON SCHOOL GROUNDS:

- We must minimise the number of people on school grounds and reduce the opportunities for different classes/children to encounter each other.
- We expect all adults to adhere to current social distancing guidance at all times.
- The main school office is CLOSED to all parents.
- School is contactable via [enquiry@suttonparkprimary.co.uk](mailto:enquiry@suttonparkprimary.co.uk)
- Please only call the main school office if the matter is URGENT (01214647355)
- Please drop off and collect your child at the allocated time via their normal House gate (Dahl/Lewis/Rowling/EYFS)
- Please ensure you are prompt and on time in both dropping off and collecting your child each day.
- We ask that ONE family member drops off and collects please to avoid unnecessary gathering/congestion.
- Please wear a face covering at all times whilst on our school site (unless medically exempt).

### PLEASE DO NOT SEND YOUR CHILD INTO SCHOOL IF THEY, OR ANYONE LIVING IN YOUR HOUSEHOLD, IS DISPLAYING ANY SYMPTOMS ASSOCIATED WITH COVID-19

- *High temperature*
- *New and persistent cough*
- *Loss of, or change in, your normal sense of taste/smell.*
- *Please self-isolate for 10 days and inform school of this by calling and following our normal absence procedures.*
- *Please be very clear if you leave a voicemail message about whether your child has symptoms or not.*
- *If your child needs to be tested, please communicate this with school and inform us of results as soon as you receive them via [enquiry@suttonparkprimary.co.uk](mailto:enquiry@suttonparkprimary.co.uk)*

### YOU DO NOT NEED TO PROVIDE ANY HANDWASHING PRODUCTS

- All groups will have access to hand soap and warm water.
- All classrooms have bottles of hand sanitizer which the children will be asked to use at regular intervals throughout the day. This contains minimum 70% ethanol (in line with WHO advice)

### SPEAKING TO STAFF MEMBERS

- Senior Leaders will continue to be on gate duty each morning to answer any queries you may have.
- Face-to-face contact with teachers is not possible – please continue to use the class email address to contact your child's teacher.

## WE UNDERSTAND THAT YOU, AND YOUR CHILD, MAY BE FEELING ANXIOUS ABOUT THE RETURN TO SCHOOL.

- We will do all that we can to support them emotionally with the differences they will notice in school at this time. Pupil mental health and wellbeing remains a number one priority for us.
- All routines, procedures and protocols have been put into place to minimise the ongoing risk posed by COVID-19

**WE THANK YOU IN ADVANCE FOR YOUR SUPPORT AND CO-OPERATION**

### Attendance to School:

Attendance to school is mandatory. The government have been very clear in their expectation that **ALL** pupils of primary school age will return to school on Monday 8<sup>th</sup> March. Miss Akay, our Pastoral Leader, will continue to monitor attendance closely in the usual way. Any pupils who are absent will receive phone calls home to establish why they are not in school.

The guidance states: **School attendance will be mandatory for all pupils from 8<sup>th</sup> March.**

This means the usual rules on school attendance will apply, including:

- *parent's duty to secure that their child attends regularly at school where the child is a registered pupil and they are of compulsory school age;*
- *schools' responsibilities to record attendance and follow up absence.*
- *the availability to issue sanctions, including fixed penalty notices in line with local authorities' code of conduct.*

Clinically extremely vulnerable pupils: School will need a letter from a health professional to be able to authorise absence for shielding. Any child at home for this reason will be expected to engage in home learning.

If your child is absent due to isolating for 10 days because a member of the household has tested positive, they will also be expected to engage with home learning.

### Home learning:

In the event of self-isolation, pupils will be expected to engage with home learning. All pupils now have the relevant log-in details needed for this (MS Teams) and school have a small number of devices (iPads) available to loan to those isolating who need them. Paper packs may also be used.

In line with our remote learning plan, the content of this home learning will match that being covered in school as much as possible. Some school-based learning is resource dependent so where needed, government recommended resources, such as Oak National Academy, will be used. Our remote learning plan can be found here: <https://is.gd/SPRemoteLearning>

Pupils who are absent due to self-isolation must regularly submit their work to their teacher for feedback and to ensure understanding.

**If your child becomes unwell during their time at school:**

It is essential that school have up-to-date contact information for every pupil we care for at all times. However, in the current situation, this has even greater importance.

We hope that this will not happen, but clear procedures are in place should any child become ill or begin displaying Covid-19 symptoms whilst in school:

- Pupil will be removed from their bubble classroom and placed in a designated first aid room in school.
- They will be supervised by a trained first aider.
- Parents will be called and asked to immediately collect the child.
- You will be asked to engage with NHS testing to establish whether your child does have Coronavirus.
- If they test positive, then all children within their bubble and all staff who have been in close contact with them, will be sent home to self-isolate in line with government guidance.

**Close contact** is defined as:

- Anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19)
- Anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test:
  - Face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre.
  - Been within 1 metre for 1 minute or longer without face-to-face contact.
  - Been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
  - Travelled in the same vehicle.

**Communication between home and school is absolutely vital in these circumstances. We must work together; acting quickly and efficiently to protect all school community members affected.**

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## Extra-Curricular Activities and Breakfast Club

### **Breakfast Club:**

Our Breakfast Club provision has been popular since it began last year. We know that some parents rely on this for getting to work and as a result, are making this provision available from Monday 8<sup>th</sup> March.

Breakfast Club will continue to ask children to sit in their house bubbles to minimise contact with children from across school. To support our younger pupils, siblings from the same household are also allowed to sit together.

Breakfast Club will be pre-booked in the usual way and paid for via School Money. The cost for Breakfast Club is £1 per day.

### **Wraparound care:**

Smart Start Day Nursery provide a before and afterschool provision on site. They open at 7:30am for before school care and are open until 6pm for afterschool care.

You can find all the information you need about registering for this service on our school website or by following this link: <https://is.gd/wraparound>

### **Afterschool Clubs:**

At Sutton Park Primary and The PACT, we pride ourselves on offering extra-curricular options for our pupils afterschool. However, in current circumstances, our first priority is to get all children into school for their normal school day; ensuring maximum safety and wellbeing for all. Once these routines and practices are re-embedded, we will look to widen our opening hours and offer afterschool clubs for pupils if possible.