REOPENING SCHOOL FOLLOWING COVID-19 CLOSURES (SEPTEMBER 2020)

INFORMATION FOR PARENTS AND PUPILS

Part of the PACT Prince Albert COMMUNITY TRUST

Sutton Park PRIMARY SCHOOL

Part of the PACT Prince Albert Community Trust

School re-opening following COVID-19 closures

Monday 13th July 2020

Dear Parents and Carers,
Firstly, I hope that you are all safe and well. The academic year ends this Friday and what a year it has been! The unexpected closure of school in March and the continuing Covid-19 situation has brought about many challenges for us all. Under government guidance, we reopened school to specific year groups in a staggered approach from mid-June and now, we have been tasked with reopening school to ALL pupils from September.

I understand that there will be many questions and queries that parents have about this. I myself am in the position of my little girl starting her own Nursery School in September. For the first time, I am experiencing things from the 'other side' and have been keen for her school to communicate clearly and effectively their September plans to help alleviate my worries.

Following DfE guidance released on Thursday 2nd July, the Prince Albert Community Trust have been planning for the full reopening of our schools in September. The late release of this information has meant a really tight turnaround of action-planning and risk-assessing. This process will continue throughout the summer break and we will, at all times, link our plans to government expectations/guidance.

What follows in this information pack is as much information as I can possibly provide at this time. I feel it is extremely important to share this with you ahead of September so that you can appropriately prepare your child for their return. When September comes, some children will have been away from our school building for just over 6 months. They may have questions or anxieties around returning to school and we want to support you with this in any way that we can.

For the wider reopening in June, a letter to pupils and a supporting video were created and shared via our school website. This was extremely well-received by parents of children returning, so a new video has been created to prepare children for September and a letter for pupils is included in this information pack. With regards to transition and new teachers, videos have also been shared on the school website for pupils to be introduced to them ahead of the new academic year. These videos can all be found on our website: www.suttonparkprimary.co.uk I hope that all of these resources are useful and supportive during this time of change.

Should the plans outlined in this booklet change significantly at any time during the six weeks holiday, this will be communicated via our website and school Twitter page.

Thank you for your continued support – we very much look forward to welcoming you back into school in September. Have a wonderful summer,

Mrs Middleton
Head of School

Calendar dates for September 2020:

- **Tuesday 1st / Wednesday 2nd September 2020** – Teacher training days.
  School will be closed to all pupils to allow for annual, statutory training of all staff.
- **Thursday 3rd September 2020** – School opens to all pupils in Years 1-6.

Specific dates for our EYFS children:

All invites have now been sent via post. If you have not received yours by Wednesday 15th July, please contact enquiry@suttonparkprimary.co.uk

- **Thursday 3rd / Friday 4th September** – All Reception children and their parents will receive an invite to come into school to meet teachers, share information and complete important paperwork during an allocated time.
- **Monday 7th /Tuesday 8th September 2020** – Reception children begin to attend school (staying until midday) / Nursery children and their parents will receive an invite to come into school during one of these afternoons to meet teachers, share information and complete important paperwork.
- **Wednesday 9th / Thursday 10th September 2020** – Reception children attend school all day.
- **Friday 11th September 2020** – Nursery children also attend school from 8:45-11:45
- **Monday 14th September 2020** – Nursery children begin to attend school for their full allocated hours (8:45-11:45 for part time places/ 8:45-3:15 for full-time places)

Procedures for dropping off and collecting children from September:

Year group:	Morning drop off:	Afternoon collection:
EYFS, Y1, Y2, Y3	8:40-8:55	3:00-3:15
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 a 15 minute window at the start and end of school.
- This has been separated by key stages to prevent large footfall at the school gates in a concentrated 10 minute window (the pre-COVID approach)
- 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.
- Please minimise the number of family members dropping off children to prevent congestion. 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.
- Any face coverings worn by children to get to school must be removed before entering the school building and taken home by the adult who is dropping them off. We cannot store or dispose of face coverings in school.
- Pupils will no longer be temperature-checked on entry to school.

Social distancing and bubbles within school:

You may have read lots of information about the 'bubble' system during recent weeks. To minimise the number of individuals that pupils and staff are exposed to during this ongoing Covid-19 situation, bubbles will be used in school.

This means that a class of children become a 'bubble' They 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.

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.
- All teachers in school must continue to have their statutory entitlement of PPA time each week. This means that for a 2.5 hour period, the class bubble has to be covered by a different staff member.
- Year 6 will be taught as 'target groups' during the morning for their core subjects. This is an essential part of their preparations for the year ahead and the challenge of Y6 SATs.

Social distancing within the classroom:

When school reopened in June, many procedures and protocols were put in place to ensure 2m social distancing throughout the school day, including in the classrooms. This meant the removal of furniture and a maximum group size of 9 pupils per bubble. This was in line with DfE/Government guidance at that point in the pandemic.

New guidance for September, accepts 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 taught 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 reflects DfE guidance for September.

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.)

We will no longer be able to provide the morning toast provision in school.
Please send a healthy snack in with your child each day to replace this (for example, a piece of fruit or a cereal bar)

Lunchtime Arrangements:

School dinners:

- Our daily hot school meal offer will return in September.
- 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 £2.20 per day is required via SchoolMoney. (£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 and plastic reusable lunchboxes, instead of fabric ones please, as these are easier to clean/anti-bac in the current situation.

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.

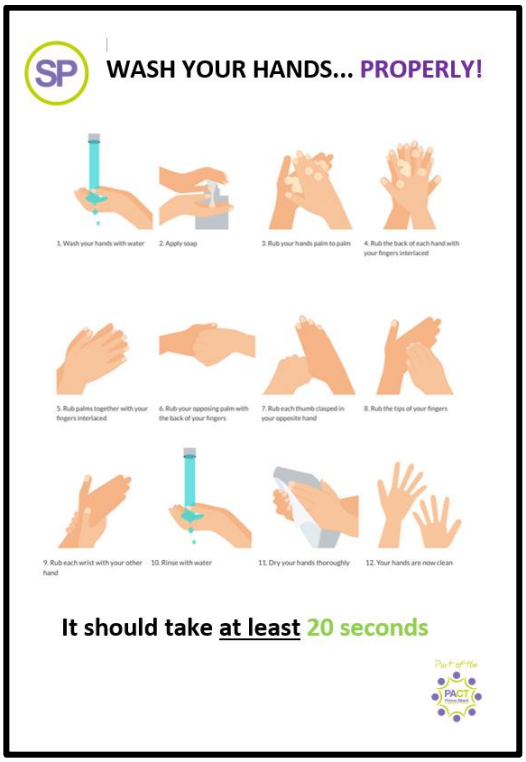
Is there anything else children should bring?

- 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 <u>water only</u> (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 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 from September (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 as part of the curriculum in the first 2 days.
- 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 taught the 'Catch it, bin it, kill it' approach within their first 2 days in school as part of their curriculum.
- 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 can't come into school?

In the June reopening of school, risk assessment actions were in line with DfE guidance at that time and strict preventative measure were in place. These were outlined in the 'parent code of conduct' shared with, and signed by, all parents accessing provision.

The new guidance for September differs slightly and as a result, the PARENT CODE OF CONDUCT has been updated to reflect this. You will find a copy of this on the next page. Please read it carefully as it outlines important rules and procedures which must be followed for the safety and wellbeing of everyone.

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.
Home learning from during school closure	NO	We asked for this to be shared via the schoolclosure@ email address or school Twitter page throughout the time school was closed.
Coats	YES	Cloakrooms will be accessible and in line with the most recent guidance, it is no longer essential to wash all items of clothing worn each day.
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	The sharing of any resources including stationery is not allowed under current guidance. All pupils will be issued with an A4 zipper wallet containing all of the items they need for learning. These will be for their use only and not shared with others.
PE Kits in drawstring bags/ rucksacks	NO	You will be informed of your child's PE day once they have settled into their new class in September. They should come to school in their PE kit on their PE day each week, not their usual school uniform to prevent the need for changing. (See below for more info)

School Uniform:

As explained in previous communication, 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

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

For PE, the compulsory uniform will be:

- Burgundy sports t-shirt (must have SP logo)
- Black shorts (shorts with SP logo are available and preferred)
- Black PE pumps/trainers for outdoors

NB: In the winter months and because pupils will be wearing their PE kit all day, they should wear a plain tracksuit (preferably black) over the top of their SP t-shirt and shorts. (These are available from most supermarkets)

WORKING TOGETHER TO MINIMISE THE RISK

Parent Code of Conduct for AUTUMN TERM 2020 – following school closures for Covid-19

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

- We have to minimise the number of people on school grounds and reduce the opportunities for different classes/children to encounter each other.
- We expect all parents and family members 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
- 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.
- Please limit the number of family members coming to drop off/collect children wherever possible to help reduce congestion.

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 14 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.***

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 currently – please email enquiry to arrange for a phone call appointment.

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:

The government have been very clear in their expectation that **ALL** pupils of primary school age will return to school in September. Miss Akay, our Pastoral Leader, will continue to monitor attendance closely in September. Any pupils who are absent will receive phone calls home to establish why they are not in school.

From September 2020 school will be compulsory again for ALL school-age pupils.
The guidance states: **School attendance will be mandatory again from the beginning of the Autumn term.**

This means from that point, 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*

The guidance goes on to say:

- *shielding advice for all adults and children will pause on 1st August, subject to a continued decline in the rates of community transition of Covid-19*
- *some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment).*

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 14 days because a member of the household has tested positive, they will also be expected to engage with home learning.

We understand that this may be a worrying time for children and parents but rest assured we are doing everything we can to make school a safe place to be. if you have any concerns or queries, please contact school via phone or email and we will endeavour to answer these for you promptly.

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 won't 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 direct contact with them, will be sent home to self-isolate in line with government guidance.*

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

SPECIFIC INFORMATION RELATING TO TESTING FROM THE DEPARTMENT FOR EDUCATION STATES:

Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:

- book a test if they 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 have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for 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.

Extra-Curricular Activities and Breakfast Club

Breakfast Club:

Our Breakfast Club provision has been popular since it began earlier this year. We know that some parents rely on this for getting to work and as a result, are keen to make this provision available in September.

Reopening school on such a large scale during Covid-19 takes an immense amount of planning and preparation. As a result, Breakfast Club will not begin until Monday 7th September 2020. This will enable us to open school to pupils on Thursday and Friday of the first week - ensuring our risk assessments and procedures for the normal school day are successful – before extending the school day to include breakfast provision.

We are planning for Breakfast Club in line with the 'bubble' approach to reduce the number of pupils encountering each other.

Breakfast Club will be pre-booked in the usual way and paid for via SchoolMoney.
Specific information on this will follow when children return in September.

Afterschool Clubs:

At Sutton Park Primary, we pride ourselves on offering extra-curricular options for our pupils afterschool.

This academic year these have been a mixture of active clubs and creative ones too. We do intend to offer some afterschool options for children but will have to approach these differently as a result of the 'bubble' rules and procedures.

As with Breakfast Club, 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 cemented, we will look to widen our opening hours and offer at least one afterschool option for each year group to engage with.

Some clubs and activities may not be available due to the restrictions in place from the Government. We will at all times act in line with DfE/Government guidance and will revisit plans when updates are received.

Sutton Park PRIMARY SCHOOL

Part of the PACT Prince Albert COMMUNITY TRUST

Monday 13th July 2020

To the fantastic pupils of Sutton Park Primary,

It has been a long time since I have seen most of you. I remember waving you goodbye on Wednesday 18th March with a tear in my eye because I knew I might not be seeing you for quite some time. I never dreamt we would be away from each other for as long as we have but I hope you have enjoyed your time at home with your families and have been doing lots of home learning too.

Being in school with you every day is what makes my job worthwhile. The smiles, the laughter, celebrating the achievements, witnessing your fantastic learning... that's the stuff that keeps me and your teachers going day in and day out. We have really missed you!

Coronavirus has been around for several months now and sadly, there is no sign of it going completely just yet. It is a nasty virus that can make people feel very poorly so we must do all that we can to prevent it spreading amongst our school community. Soon, we will be welcoming you all back to school and the staff of Sutton Park Primary are very excited to see you!

Because of Coronavirus, things are going to feel and look a little different to how they did before we closed:

- Do you remember how much hand washing we were doing just before we closed? Well that is here to stay and we will be asking you to regularly wash your hands with some special hand sanitizing gel. You'll see staff doing this too because it's important we all keep our hands clean and away from our faces throughout the school day.
- You will be starting in your new classroom with your new teacher in September but please don't be worried about this. The majority of you will be in the same House as last year and therefore in the same corridor of school. Your new teacher is really excited to meet you and to begin getting to know you. All of our staff are trusted grown-ups who care a lot about you and will do all they can to make you feel safe and happy whilst you are in school.
- You will have a pack of your own stationery/resources waiting for you in school. I'm sorry but you are not able to bring your own pencil cases/resources in from home at the moment. Your pack will stay in school each night so it is ready for the next day of learning and it is purely for your use, not to be shared with anyone else.
- The rules for coming in and out of school, moving around school and our break/lunchtimes have also had to change slightly. It is really important that you listen carefully to the rules and follow them at all times. They have been written to protect us all.

To help prepare you for these changes, I've made a video to share with you. The link to this can be found on our school website and our YouTube channel too. It walks you through our new school routines and expectations during these different times. I hope it helps you to understand that although school may be different, it is still a place where you are valued, loved and supported.

Take good care and have a super summer! I can't wait to hear all about it and see how much you've all grown!

Mrs Middleton

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