

# St Paul's

C of E Primary School



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Friday 28<sup>th</sup> August 2020

## School Reopening in September

Dear Parents and Carers,

First of all, I hope you have all had a lovely summer. I would like to again thank everyone for all the support last academic year, we were so proud of the children's resilience and attitude during this difficult time and we are very grateful for the support from parents with both home learning and for all staff in school. We are all really looking forward to opening and seeing all of the children again.

We have had some wonderful news over the summer. Congratulation to Miss Brookes who went ahead with her wedding during the summer and is now Mrs Severn, although the staff couldn't be with her we were very lucky to be able to watch the wedding online! Also a huge congratulations to Miss Crockatt who is pregnant and is expecting her second child early next year!

As you are aware from our previous letter in the summer term, under the current guidance, the government has informed schools to open fully, but have asked us to consider a variety of different strategies to minimise risks of infection and how to respond to any infection.

This letter outlines our plans for September, some information is repeated from the letter sent out in July due to the guidance remaining the same. The risk assessment will shortly be available on the website in the Covid 19 section under Key Policies on the website.

Please take the time to read through this letter in full and get back to us with any questions as soon as possible. I have added a contents section so that you can clearly find the information you need throughout this letter. This letter will also be available on the website in the letters section.

Yours sincerely

Christie Waite

Acting Headteacher

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## Reopening St Paul's C of E Primary

### General Information

We will be opening for Year Groups 1 - 6 on **Tuesday 8th of September 2020**.

Please note that the 7th of September is a training day.

Children will move straight into their new class to avoid another transition mid term. Staff have all completed 'handovers' and have discussed their current cohort with the next class teacher, ready for starting school. There are some parts of the government guidance that we have already put in place ready for September:

- Children will be kept in phase group 'bubbles'; they will only work with students in their own phase and as far as possible will have social times and lunchtimes with their phase only, with social distancing measures in place.
- Children will receive full timetabled lessons of the full curriculum but there will be some small changes to the school day to allow some staggering of entrances, exits, playtimes and lunchtimes.
- Handwashing/hand sanitising will take place during the day at regular intervals and we will work with the children about good respiratory hygiene: Catch it, Bin it, Kill it.
- Where possible we will maintain 1 metre social distancing, but this is not always possible in our small classrooms. Teachers will try to maintain 2 metres distancing from the children, where possible.
- There will be a one-way system where possible around school to try to alleviate the challenges of busy corridors and the new timetables for the school day will help with this.
- Enhanced cleaning will take place every day and throughout the day.
- Windows and doors will remain open, where safe, for ventilation, this does not include the front door.
- There will be a home-school agreement issued for parents/carers to sign that establishes our expectations of your child in school and our expectations of families where a member of a family displays symptoms - it is essential that all families comply with this to protect our community.
- We will engage with the Test and Trace system and work with our local health protection team if there is a confirmed case and we will communicate any confirmed cases to all parents.
- Parents are still not able to come into the school building and therefore children must be dropped off at the correct entrance and time. Multiple groups may be using a certain entrance and therefore it is important children arrive on time. Please see attendance section regarding lateness.

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## Home/School Agreement

Attached to this email and available on the website is our home/school agreement regarding the reopening of St Paul's C of E Primary School. We would be grateful if you could read this carefully and bring back to school signed by Friday 11<sup>th</sup> September. If you would like a paper copy, please email the office and we will send your child home with a copy.

## Phase Bubbles

We have decided to plan in phases as we are unable to manage seven separate playtimes and lunchtimes. We also usually work in phases and therefore we will be able to offer our usual curriculum following our long term plan.

Although children will be in phases, we will still teach classes separately with occasional full phase activities if required and for break times. We will make sure some social distancing measures are maintained between the classes, for example, we will put cones down the middle of the playground to ensure the classes don't mix fully and classes will have ten minutes between their start and finish times to ensure they are not together in the corridors.

Our Phases are as follows:

- EYFS
- KS1 - Year 1 and Year 2
- LKS2 - Year 3 and Year 4
- UKS2 - Year 5 and Year 6

The guidance talks about sitting children facing the front of the classroom. We have tried to ensure children are as far apart as possible, however, we do not have enough space in some of the classrooms to sit children forward facing with enough room for the fire exits, we also know that one thing children have missed is the social aspect of school with their friends and therefore we are conscious that sitting facing forward may not support this social interaction.

## New Reception Starters

In July a letter was sent out to our new starters about their staggered start times, these dates remain the same but the information on this letter will also be helpful for new parents for information such as uniform and PE kits. During the holidays Miss McEnaney has sent out 1:1 appointment times to discuss your child starting, these will be held over Google Meet, please get in touch if you cannot make this appointment.

Please get in touch if you have any queries and we will do our best to get back to you in the next few weeks.

Please find the previous letter on our website by following this link:

<https://stpaulsprimaryyork.com/letters/>

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## Staggered Start Timetable

We are planning for staggered start times and finish times, as well as different entrances for each 'bubble'.

Arrival		Finish
<b>EYFS</b>	8.45am Arrive Reception outdoor area	3pm Depart via Reception outdoor area
<b>Year 1/2</b>	Y1 8.45am	3.00pm
	Y2 8.55am Arrive via playground	3.10pm Depart via playground
<b>Year 3/4</b>	Y3 9.00am	Y3 3.15pm
	Y4 9.10am Arrive via front door	Y4 3.25pm Depart via Front Door
<b>Year 5/6</b>	Y5 9.10am	3.15pm
	Y6 9.00am Arrive via Playground - Up Y5 Stairs	3.25pm Depart via Playground come down Y5 stairs

We appreciate that for those with siblings using different entrances may be tricky and we will have a designated waiting zone for siblings on the playground. We would really like families to ensure children go to the right entrance at the right time to ensure there is no crossover of groups in school and therefore we have ensured that there is enough time to move from one entrance to the other. This is the only way we can safely manage the start and finish to the school day.

You will be given a copy of your child's timetable during the first week back in September as well as 'Meet the Teacher Information' which we would normally present to you during the first week.

Each class timetable will look slightly different to normal due to the staggered day in order to keep bubbles apart but it will remain as similar to our usual timetable as possible to ensure children have routines in school. The timetable will also include planned toilet time to ensure that children are not passing other groups in the corridor. If children need the toilet during their scheduled time, a Phase Teaching Assistant will take them to the toilet to ensure they do not mix with another bubble.

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## Attendance

In order to ensure safety and make sure all groups can get into school in their 'bubble', it is vital that children arrive at school on time and no earlier, with their class. Groups will be arriving at different entrances at various times and therefore if children are late they may end up mixing with the wrong group.

If you are late the back gate will be reopened at 9.30am and locked again at 9.35am. You will be asked to sign your children into school, including adding the reason why you are late.

Please note that due to the staggered start time, the office may not be manned as staff will be used to support classes coming into school and therefore children cannot come late to the front door. If you need support during this time, please email the office or leave a voicemail and we will get back to you as soon as possible.

Parents and children should walk to school where possible. We will not be using the bike sheds for any year group due to the staggered entrances and therefore please do not bring bikes or scooters to school. As we are not allowed parents in school, where possible please leave your children at the gate where staff will be ready to support the children on the playground and take them into school.

Parents should social distance on the way to school and after dropping their children off.

The government have said that all children should return to school, the following is a statement from the new guidance.

*'Parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct'*

Year 6 can walk to and from school on their own if we have written permission and you are confident your child can social distance on the way to and from school. If we hear that children are not social distancing, we may speak to you and ask you to bring your child to and from school.

All should follow the government guidance on how to travel safely. Please click on the link below.

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

## Government Guidance – Returning from Abroad

Please see the below link for a list of countries where all will need to quarantine on their return.

<https://www.gov.uk/guidance/travel-advice-novel-coronavirus>

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If you have been abroad and need to quarantine, which results in your child being unable to start on Tuesday 7<sup>th</sup> September, please let us know as soon as possible. Please ensure that you adhere to the government guidelines in relation to this.

## Transition

We understand that children may be feeling worried or anxious about the return to school and we want to support you at all possible with this return. We hope your children have enjoyed looking at the 'All About Me' documents made by class teachers for the children in their next class. Please use these now at the end of the holidays to talk to your child about returning to school and their new teacher/s. There will be a transition activity available in the last week of the Summer Holidays on Google Classroom that you and your child may find useful.

It is really important that you discuss the return to school with children as, following the government guidance, parents will not be allowed in the school building and therefore will need to leave you at the entrance. If you have any questions or worries about transition, please contact us as soon as possible and we will support families with transition back to school in any way we can.

In September we are going to focus on children's wellbeing and transition back to school. We will be providing children with support on relationships, where children can build on both relationships with friends and adults in school but are also given a safe space to discuss things that have happened outside of school and the impact not being able to see people has had on them.

## Curriculum

We know that children have lost time with their learning and in order to assess children we will be planning some activities that allow us to assess and address any gaps, focusing on individual children.

During the first week back we will have a curriculum week which will be based on children's transition and wellbeing. We will focus our learning on a book called 'While we can't hug'. We will ensure that children are supported in school with the transition back to school and we will provide more support for individual children if necessary with their Phase Teaching Assistants.

Routine for many children is comforting and therefore, where possible, necessary that we continue to deliver timetabled lessons of the full curriculum, such as Early Bird Maths and English as usual. There will be small changes to the school day to allow some staggering of entrances, exits, playtimes and lunchtimes, which may mean the timetable is slightly different but children and parents will be informed and the timetable will be displayed in their classrooms.

PSHE and Wellbeing will continue to have a high profile throughout the curriculum and time will be given for children to discuss and think about a range of ideas and topics through the PSHE curriculum. We will also be holding a PSHE week on the 19th of October in order to focus on the curriculum and support children with their mental and physical wellbeing.

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## Clubs

We will not be able to run any after school clubs in the Autumn Term due to the amount of visitors in school and also the short time frame we have had to plan for September as the guidance was only released at the end of the summer term. We will get clubs up and running as soon as possible, following all government guidance in either Autumn 2 or the Spring Term.

## Resources

For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared, therefore we would be grateful if children could bring in their own small, clear, plastic pencil case which can be easily cleaned. Children should not bring fabric pencil cases. You can put in your own items if you wish but we will provide children with their own pencil/pens in September.

Pupils can bring essentials such as lunch boxes, hats, coats, books, bags and mobile phones (Year 6 only) into school. Children should not bring anything that is not essential for example, soft toys, key rings etc. Please make sure that children have a drawstring PE bag as we do not have enough room to store large rucksacks.

## Lunch

Due to the size of our hall, we cannot cater for all children in the hall with the time we have for lunchtimes. Children will be eating in their classrooms and will then have an allocated time slot outside for their playtime.

If your child has a pack-up, we may not be using the pack up room to store these during the day and children will be either putting them on their pegs or somewhere in their classrooms, which will be discussed with them on their return by their class teacher.

Our catering contract had been put out to tender, and was expected to be finalised during May. However, due to the Coronavirus pandemic this process has been paused, and the current supplier has been asked to extend the current arrangements for a further 12 months. With effect from 8th September, ABM, our school meal provider will be implementing a minor price increase. The cost of the meal price will rise from £2.20, to £2.25 per day, which is an increase of 25 pence per week.

Children in Class Reception, 1 and 2 will continue to receive a school meal under the Universal Infant Free School Meal, Government initiative. School meal charges only apply to pupils in Years 3 – 6.

This increase does not affect the status of children whose families have applied for and are entitled to receive a Free School Meal. These children shall continue to receive a meal free of charge if they choose to.

Under the guidance at the moment the school menu is reduced as the children will be getting their lunch in a bag, brought to the classroom as we do not have trays with lids in school. If this changes we will let you know before the return in September.



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For those children with special dietary requirements, there will be an alternative menu available for allergies but at the moment jacket potatoes are available in the grab and go bags for children to take to their classrooms.

Playtimes/lunchtimes are slightly shorter than usual, simply because we need to be able to ensure all children have a playtime, lunchtime and two opportunities during the week for PE with either their class teacher or Mr Rose. We will ensure children have breaks in the classroom when needed and we will plan in field slots for each class but this may be weather dependent.

## School Uniform

As all students should be in full school uniform when they return, the usual expectations will apply in September.

If your child has their ears pierced at the beginning of the holidays, please remove them before returning to school in September.

FOSP have started collecting unwanted uniform that will be given to school in September. If you would benefit from any donations, please let us know and we will do our best to provide you with any spare uniform in the Autumn Term. If you would like to donate any uniform, please speak to a member of the FOSP committee.

## PE

On PE days children will need to come dressed in their PE kits and they will remain in their kits for the full day. A list of PE Kit Uniform can be found on our school website.

Due to staggered breaktimes and limited hall space, PE lessons will be delivered outside and on Holgate Dock where possible. Please ensure your child has the relevant PE kit that includes a pair of shoes that you are happy to get dirty. Children should come to school in their school jumper, PE t-shirt, black or grey leggings, black or grey joggers and trainers. Also please ensure your child has an appropriate waterproof coat, you may decide to have a different one that they can perform PE in.

Please ensure your child has a water bottle which is clearly named.

Here is the PE Timetable for each Year Group.

		PE Session 1	PE Session 2
	EYFS	Wednesday	Big Outdoor Play – Once a Week (No PE Kit Required)
	Year 1	Tuesday	Wednesday

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Year 2	Monday	Wednesday
Year 3	Wednesday	Friday
Year 4	Wednesday	Friday
Year 5	Tuesday	Thursday
Year 6	Monday	Thursday

## What happens if there is a positive test in the school?

If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

If a child is awaiting collection, they will be taken to the Hub near the front office, where they can be isolated behind a closed door with appropriate adult supervision. PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained.

Children, young people, parents, carers or any visitors, such as suppliers, are told not to attend or enter the education or childcare setting if they are displaying any symptoms of coronavirus.

When a child or staff member develops symptoms compatible with coronavirus, they are sent home and advised to self-isolate for 10 days. Their fellow household members should self-isolate for 14 days. If a child or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. Where the CYP or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. If this happened we would continue to provide home learning following on from any learning already taking place in school.

If a child or teacher tests positive with Covid, it may be that we have to close phases/classes in the future. If this happens we would inform parents straight away and offer a home learning package to continue children's learning at home.

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If this were to happen we will continue with Home Learning on the Google Classroom. This will just be a continuation of the learning that was planned in school being delivered on the classroom i.e. continue with the project already started on the usual long term plan. We will continue to support any children that do work at home with videos and interactive learning wherever possible.

## Track and Trace

We would like all of our school community to take part in the track and trace system if anyone in the school community displays symptoms of Covid 19.



## What if I am contacted by NHS Test and Trace?

Follow all  
instructions from  
the NHS Test and  
Trace advisor

Inform school  
immediately

If you are contacted on a weekend, inform school **by 8.00am** on the Monday morning.

Following the government guidance we will ensure that cleaning will be done regularly by all staff in school to minimise risks. All in school will be reminded to wash their hands and should do so before leaving home, eating/drinking, using the toilet, after PE/sports activities and after coughing or sneezing and children will be reminded not to touch their face (eyes, mouth, nose) with hands that are not clean. We will be following the 'catch it, bin it, kill it' approach.

## Breakfast and After School Club

We have had confirmation that St Paul's Nursery are going to run breakfast and after school club with reduced numbers in September and children from the primary will be kept separate to children from the nursery. The booking system is open on 'magicbooking'.

## Risk Assessment Reviews

As I have mentioned with all reopening planning, we will review and continue to risk assess when the children are back and we may have to make changes if we do not feel like one aspect of the timetable or rotas in place is working. We will continue to communicate any changes with you and our risk assessment will always be available on our website. It is important to note that these plans are focused under the current guidance and unless anything changes we will go ahead with these plans. If anything does change, we will be in touch as soon as possible.

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## Any Concerns

If you have any concerns, please get in touch as soon as possible and either myself or a member of SLT will call you to discuss the safety measures in school.

We are all looking forward to seeing you shortly in September. Thank you again for your continued support and patience and we look forward to welcoming all our pupils back into school very soon.

Yours sincerely

Christie Waite

Acting Headteacher

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