

25 August 2020

Dear Parents and Carers,

We are really looking forward to welcoming all of our children safely back to school from Wednesday 2nd September. Our Reception and Nursery starters will have staggered start dates which have been communicated separately.

As you are aware, the Government has released guidance for schools to prepare for a full opening in September. [Guidance for full opening: schools - GOV.UK](https://www.gov.uk/guidance/schools)  
In response to this I have been working with our staff on preparations for the new term and the safe return of all pupils.

There are a number of key points in the guidance that I would like to share with you so that you are fully informed of the preparations and modifications that are being made:

<b>Guidance</b>	<b>Our response</b>
A risk assessment must be in place	The risk assessment that we have had in place since March is being updated to reflect the wider opening.
Schools have been asked to keep pupils in class or year group “bubbles” wherever possible.  Keep apart from other year groups wherever possible	Playtimes and lunchtimes are to be staggered. Children are to mix (no requirement for social distancing) in their year groups only. We have sectioned off the playground and parts of the field to reflect the year group and class segregation.
Protective measures to be put in place - emphasis on regular cleaning and hygiene	Continued regular cleaning throughout the day. All surfaces will be wiped down with antibacterial spray at regular intervals.  Each year group has their own designated area for regular hand washing.  Hand washing will take place at every transition point throughout the day.  Antibacterial gel is available in every classroom to supplement hand washing as needed.  Antibacterial gel is available at the main

	<p>entrance and all staff and visitors are asked to use it on entering and exiting the building.</p> <p>Each year group has their own designated toilets.</p>
<p>Breakfast and after school club to resume</p>	<p>Our wrap around care will return in September. The service will be from 7.30am with final pick up after school being 5.45pm. This will allow additional cleaning time for staff. To avoid too much mixing we will have a designated area for reception to year 2 and a year 3 to 6 area. Our wraparound care team will be vigilant with the cleaning of equipment and spaces used.</p> <p>It is vital that parents book places for their children to attend in advance. This will ensure that we have an appropriate staffing level for the number of children anticipated. Bookings should be made through School Gateway. For any queries please contact the admin team <a href="mailto:admin@ppschoool.uk">admin@ppschoool.uk</a></p> <p><b>All other school clubs are on hold until further notice.</b></p>
<p>Avoid large groupings - assemblies/performances</p>	<p>No large gatherings - our normal assemblies are suspended as we cannot come together in the hall. For autumn 1 we will be doing whole school assemblies virtually with classes joining in from their classrooms. Assemblies will continue to be an important aspect of school life and help us to consider our school values and to retain our strong sense of community.</p>
<p>Seating plans - forward facing desks</p> <p>Arrangements for lunchtime.</p>	<p>Desks from Y2 to Y6 will be forward facing. It is important that our Nursery, Reception and Year 1 classrooms incorporate a more active environment that is conducive to their learning.</p> <p>The dining tables will be in long rows. 15 children will sit along the row on one side only. Each class will take up 2 rows.</p> <p>Lunchtimes will be staggered. Children in</p>

	<p>Early Years and KS1 will dine in the community room and hall. KS2 will eat in the classroom or the dining hall on a rota basis.</p> <p>We will be offering a 2 choice menu and this will be served in grab and go bags for those dining in classrooms. There will be hot meal choices. We ask that parents order meals online at home to avoid children congregating around computers to order in school.</p>
<p>Teachers can operate across different groups.</p>	<p>Mrs Farnham will continue to run interventions for designated pupils. She has a designated space in our activity street and will maintain social distance when working with a child, however it is very important that this support continues.</p> <p>Mrs Wright will continue to work with designated pupils on emotional wellbeing. This will be in a designated area of the activity street and she will observe social distancing.</p> <p>Mr Drane will be delivering PE lessons across school from September. Newcastle United Foundation will be delivering PE lessons on Mondays from September. Wherever possible lessons will be outside and there will be regular cleaning of PE equipment. All children should have a PE kit in school from September as we will be expecting children to change for PE lessons.</p> <p>Mrs Frame will be teaching art and RE across KS1&amp;2 from September to release teachers for their planning and preparation time.</p> <p>Mrs Magee will teach French across KS2 classes.</p> <p>Peripatetic music tuition will begin again in September. Children will be taught in small groups within their classrooms.</p> <p>Whole class music tuition (violin) will be delivered by a member of the music service to each year 3 class.</p>

<p>Avoid congestion where possible - pupils and adults.</p> <p>Start time</p> <p>Pick up time</p>	<p>We will continue to operate a one way system at drop off and pick up times. Drop off and pick up times will be staggered to ensure that everyone is able to practice social distancing by staying apart at all times.</p> <p>We ask that <b>only 1 adult</b> drops the child/children off to limit the number of adults on site.</p> <p>All children in early years will enter through the reception gate and leave via the nursery gate.</p> <p>Children in Years 1 to 6 will enter the main yard from the bottom of the car park. Parents are asked to exit via the Y5/6 gate to maintain a 1 way system.</p> <p>Gates to Early Years and the main site will open at 8.45am and close at 9.05am - please arrive on site between these times.</p> <p>Nursery - 3.10pm through the EYFS one way system to the nursery classroom</p> <p>Reception - 3.10pm through the EYFS one way system to the reception classrooms</p> <p>Key Stage 1 (Years 1&amp;2) - 3pm from the classroom</p> <p>Years 3 &amp;4 - 3.10pm from the classroom</p> <p>Years 5 &amp; 6 will leave school at 3.20pm</p> <p>Where families have children in multiple year groups all of the children will leave at the earliest collection time.</p>
<p>Attendance at school is mandatory</p>	<p>All children are required to attend school by law from 2nd September. School is required to record and monitor attendance.</p>

All children are expected to wear school uniform – this includes black indoor shoes for children in years 1 to 4. From September, children can bring in their book bags/school bags, PE kits and lunchboxes. Please ensure that all are clearly labelled with your child’s name. Children in years 5 and 6 can bring in a pencil case with their own pens and pencils but these are not to be shared. Individual stationery will be provided for all children as required. Children are not permitted to wear face masks during the school day. If you travel to school by public transport wearing a face mask, we ask that these are removed from your child before they enter the school.

## **Frequently asked questions for our return to school in September 2020.**

These FAQs aim to show you how we have responded to Government guidance and how we aim to maintain our environment in accordance with that guidance. We will keep this under continual review as and when new guidance is published. It is important to emphasise that no environment is completely risk free. We are aware of the risks and this document shows you how we aim to control them as best we can.

### **Do I have to send my child to school?**

Government guidance states that 'Returning to school is vital for children's education and for their wellbeing' and that the 'risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low'.

Due to a decrease in the transmission of the virus, and the fact that the NHS Test and Trace system is up and running, the Government expects all children in all year groups to return to school at the start of the autumn term, full-time. The Government has also stated that from the beginning of the autumn term, school attendance will be mandatory again and the usual rules will apply, these are:

- parents' duty to secure that their child attends regularly where the child is a registered pupil at school 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' codes of conduct

Where pupils are still unable to attend school in line with public health / clinical advice, absence will not be penalised.

Children who are symptomatic or live with a family member who is symptomatic will be expected to follow the self-isolation guidance and not be in school. This is exactly the same for adults in school.

From 1st August, the shielding advice for adults and children was paused. Some pupils who are no-longer required to shield from 1st August but who remain under the care of a specialist health professional should discuss their care with their health professional before returning to school in September. If they cannot attend due to clinical or public health advice they will be offered access to remote education.

You can read the guidance 'What parents and carers need to know about early years providers, schools and colleges' [here](#).

You can read the 'Guidance for full opening: schools' [here](#).

You can read the staying at home guidance for households with possible coronavirus [here](#).

You can read the Guidance on shielding and protecting people who are extremely clinically vulnerable [here](#).

You can read the full guidance 'Actions for Schools during the coronavirus outbreak' [here](#).

### **What if I have just returned from holiday and am required to quarantine at the start of term?**

If you and your family have recently returned from abroad and are now required to quarantine for 2 weeks then we would expect that you honour this quarantine period and stay at home for the required amount of time. Please inform school if this is the case so that

we can record the absence appropriately. At the end of the period of quarantine you would be expected to bring your child to school.

### **How will you keep my child safe?**

For the return of all children in the autumn term, we will be working to the requirements set out in the latest government 'Guidance for full opening', which builds on the control and protective measures that have already been established in our school:

- requirement that people who are ill stay at home
- robust hand & respiratory hygiene – 'catch it, bin it, kill it'
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- reducing contacts and maximising distance between those in school wherever possible

Reducing contacts may include, as far as is practicable, grouping children together, avoiding contact between groups, staff maintaining distance from pupils and other staff.

We will continue to work together with your children to maintain good hygiene practices, with children washing their hands throughout the day for at least 20 seconds with soap, when they arrive in school, when they return from breaks, when they change rooms and before and after eating. Catching coughs and sneezes with tissues and encouraging children to avoid touching their eyes, nose and mouth will all be encouraged with the children.

Resources will not be shared between children until they have been cleaned, and frequently touched objects and surfaces will be wiped regularly by staff.

The Government has recognised 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'. Furthermore, there are some children for whom, in order to keep them safe, it will not always be possible to maintain the recommended distance of 2 metres. We have therefore worked through the Government's 'hierarchy of measures', as set out in the [guidance Implementing protective measures in education and childcare settings](#):

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

We will continue to keep visitors in school to a minimum. Any external people entering school will be providing essential services or will be a pre-arranged educational visitor. They will be expected to follow our COVID -19 visitor protocols. We have strict protocols in place in order to receive essential deliveries.

You can read the full guidance 'Implementing Protective Measures in Primary Schools' [here](#).

### **Will my child be attending school every day?**

From September all children will be attending school every day.

### **How will you ensure social distancing? How can lessons be undertaken with social distancing expectations?**

From September, groups will be arranged in full class sizes of 30 or year groups in some cases, in order to minimise the number of contacts children and staff have. In line with government guidance, staff will maintain social distance from pupils and other staff as far as it is practicable. This will not always be possible, particularly when working with younger children. Children who are able to understand the concept will be supported to maintain distance and not touch staff where possible.

### **What will happen if there is a confirmed case of Covid in school?**

If there is a confirmed case in school we will follow the Government guidance for educational settings which is [here](#).

If there is a confirmed case in school we will follow the Government guidance and contact the local health protection team. This team would also contact the school directly if there has been a confirmed case through NHS Test and Trace. The health protection team will confirm who was in contact with the person during the period they were infectious and ensure they are asked to self-isolate.

You can read the full guidance [here](#).

### **What is the protocol if a member of our household develops Covid symptoms?**

If a member of your household develops coronavirus symptoms we ask that you inform the School that your child will be absent due to the fact that you will be following the Government's staying at home guidance [here](#).

### **What will happen if cases start to rise again?**

We will continue to follow government and local health protection team guidance and direction, and remain in regular communication with Northumberland County Council. We will keep our school community up to date with any changes that may need to be made, giving as much notice as possible. Please follow our whole school twitter account to keep up to date.

### **How big will the bubbles be in September?**

In the summer term we got used to operating in bubbles of 15. From September our bubble sizes will increase to 30 representing the full class which is in line with the government guidance.

Pupils in Year 6 will be in a year group bubble of 60. This is because they will be in a small bubble of 20 in the morning and a larger bubble of 30 in the afternoon. This enables them to access some specialist teaching provision across each week.

Pupils in reception will also be in a year group bubble of 60. Throughout the day there will be opportunity for the reception children to access learning outside. When they are outside they will share an area with children from the other class, hence we need to acknowledge that the bubble size is larger, although there will not be any more than 24 outside at any one time.

There will not be mixing between the classes when the pupils are indoors and there will be handwashing before and after they access outdoor learning.

### **How will the Early Years operate ( nursery and reception)**

Unfortunately this year parents will not be able to come into class to settle children when they arrive. We understand how important the first day of school is and will do all we can to ensure that this is a positive experience for the children.

- There will be no messy play that involves hands (e.g. playdough, shaving foam etc)
- Play such as mud kitchen, water and sand will be monitored for hygiene and children will only be able to access these resources in their bubble groups
- Children will be supervised to wash their hands before eating snacks and these will be distributed by their teacher / teaching assistant
- There will be no internal free flow between classes
- Children will be spaced out as far as possible on the carpet
- Children will be supervised to wash their hands regularly, and supported with this by adults and with songs
- Children will be encouraged to spread out during play
- Toys will be cleaned on a daily basis and will not be shared outside of bubble groups
- Toys that are difficult to clean have been removed from the classroom
- Children will be talked to about not putting their hands in their mouth, good handwashing, avoiding physical contact

**My financial circumstances have changed significantly during this pandemic and I now no longer work. Can school offer additional help with school costs?**

If your financial circumstances have changed you may qualify for Free School meals entitlement. I would urge parents to check this out, even if your child is already receiving universal free school meals (Reception, Year 1 and Year 2) as we can offer further financial support, for example, help with uniform costs etc.

Further information can be found at [Free School Meal Information](#).

We will continue to add to the FAQ's as further questions arise. Please remember that it is perfectly normal to feel slightly anxious about returning to school. If you are struggling at this time please remember that we have the services of Mrs Wright who we employ to support parents. If you would like to talk to her in confidence please email [admin@ppschoo.uk](mailto:admin@ppschoo.uk) and we will arrange for her to make contact with you.

We look forward to seeing you next week as we begin the autumn term together.

With best wishes for the last week of the holidays.

Lynn Blain

Head Teacher