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Sutton Road Primary
School and Nursery

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Dear Parents/carers,

We are writing to you in order to share the arrangements with you all for the return to school in September for all pupils. We support the government's decision to bring all children back into school in September. We have been assured by the Government that the prevalence of COVID-19 has decreased, the NHS Test and Trace system is up and running and robust arrangements have been put in place to create a safe environment in our school following a rigorous risk assessment process. Please be assured at school we will continue to endeavour to follow the most current Government guidance provided around what protective measures we will need to adhere to.

These currently do not require anyone to wear any protective face covering in school, but in the event your child does there will be procedures in place to dispose of this or store this safely during the school day. We are advised in the latest guidance that use of them in schools may inadvertently increase the risk of transmission, although if this guidance changes, we will keep you informed.

Some appropriate PPE equipment will be available to staff for administering first aid treatment and for cleaning areas of the school. We cannot obviously eliminate all risks but we are confident our plan for returning minimises the risk to an acceptable level.

Tuesday 1st September will be closed to pupils as the usual start of term administrative INSET training day so **Wednesday 2nd September will be the start of the new academic year for all our pupils.**

School Attendance

Unlike the past few months where attendance at school has not been compulsory, as from September 2020, the normal rules around school attendance apply. Therefore, we need to remind you of your duty to ensure that your child attends school and if there are unacceptable levels of absence this could result in penalty notices for non-attendance being issued by the local authority. Please refer to our school attendance policy on the website for more information.

Where a child is unable to attend school because they are complying with clinical and/or public health advice, we will offer remote learning via TEAMS within 24 hours and it is essential that children and parents/carers engage with this.

Key Guidance on returning to school

On returning to school, all our children will;

- Be expected to return to school in full school uniform
- Be expected and supported to behave in a safe way at all times



- Be working in their class bubbles with the same teaching team each day
- Be eating their packed lunch in the classroom due to not being able to have large collections of pupils sharing lunchtimes in the hall
- Be having separate lunchtime and breaks as year group bubble
- Be entitled to Universal Infant Free School Meals if they are in F2, Year 1 or Year 2 and also if they are in Key Stage 2 and entitled to free school meals
- Need to bring their own packed lunch if they are in Key Stage 2 and not entitled to a Free School Meal. This will be the case until October half term when we will review the situation and write out to you again regarding school meals provision.
- Need to bring their own clearly labelled water bottle to school each day
- Be following strict handwashing and hygiene procedures
- After the first week back, be required to come to school in their PE Kits on PE days which will take place outside as much all possible. Information about days for PE will be sent out during the first week back.
- Be able to bring a small named bag with essentials in e.g., reading book, packed lunch (if required) and water bottle. They will be provided with all the stationary resources they need so we ask them not to bring any stationary or pencil cases in from home.
- Not be able to access any wrap round care on offer at the school i.e. breakfast or after school clubs but this will be reviewed within the first few weeks back in the Autumn Term
- Need to be aware that any mobile phones are brought into school, at the child's own risk as long as a mobile phone consent request form has been completed and reason for the need authorised. These can be requested at via the school office. However, we encourage you to ensure that they leave them at home unless for extenuating reasons. All mobile phones must be handed in at the school office reception following the child hand sanitising.

Start and end of the day

- Staggered starts and ends to each day for different year groups will be running to ensure safer drop-offs and pick-ups and less people on the school site at any one time and parents must not arrive earlier or later than these only one adult per child. Please line up at the allocated gate.
- Parents/carers of F1 (Nursery) children can bring their child through the F1 gate, then leave them at the outdoor area gate. (Staff will direct you to entry and exit points).
- To support safety and ensure social distancing we ask that parents and pupils walk to school wherever possible. No bikes or scooters will be allowed on site until further notice.

Year group	Start time	Pick up time	Gate to use
F1 (nursery) - Morning group	8.30am	11.30am	Main office gate
F1 (nursery) - Afternoon group	12.15pm	3.15pm	Main office gate
F2	8.40am	2.50pm	Main office gate
Year 1	8.45am	3.00pm	Double playground gate
Year 2	9.00am	3.10pm	Double playground gate
Year 3	9.00am	3.10pm	Middle Gate
Year 4	9.10am	3.20pm	Middle gate
Year 5	9.15am	3.30pm	Main office gate
Year 6	9.10am	3.20pm	Double Playground gate



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- Parents will not be allowed in the school building at any time. Reception doors will be closed and access to these will be strictly limited
- Communication is best done through phoning the school office between 8:45am and 4:30pm when phones will be manned, or through the school office email address. Answerphone messages can be left outside of these hours but may not be picked up until the next working day.
- If you have any paperwork that you need to drop off, please place it in the school posting box which is located within the school entrance. This however will not be accessed for a period of 72 hours, as per handling practices in relation to Covid-19.
- The end of day procedure will follow a similar pattern with parents/carers again waiting at their allocated gate, appropriately socially distanced, and children will be called to walk to their parent/carer who are waiting at the gate. You will be required to leave straight away after drop off to ensure that the area around school is not congested for everyone's safety.

To assist our families dropping off or collecting siblings at different times, where required, we are able to support if all siblings are dropped off with the youngest child. For example, if you have a child in Year 2 and another in Year 5, then both children can be dropped off at 9.00am when the year 2 children come into school and the older child(ren) will be able to walk around to their class independently. Additional staff will also be at the gates to support children.

At the end of the day, where required, all siblings can be collected when your last child is due to be collected. For example, the Year 2's go home at 3.10pm and the Year 5's go home at 3.30pm so both children would be collected at 3.30pm and the younger child would wait in class with their teacher.

Unfortunately, as a school we have no option than to adhere to the strict government guidance around staggered starts and finishing times. We hope you appreciate that these are still challenging times and we all want to get our children back into school as soon as possible, but we also need to work together with you to ensure we keep your child/ren as safe as possible.

Symptoms of coronavirus

Children should not attend school if they or another family member develop any coronavirus symptoms or have come in contact with anybody who has tested positive for coronavirus.

As per the current NHS and government advice, you should keep your child at home for a period of at least 7 days if they develop coronavirus symptoms.

Symptoms include a high temperature, a new continuous cough or a loss of taste/smell (anosmia). Where symptoms continue after 7 days, or begin to worsen, you should call 111. If someone in your child's household has symptoms, your child must self-isolate for 14 days from the day the other person's symptoms started. This is because it can take 14 days for symptoms to appear. More information regarding symptoms and actions can be found on the NHS website (<https://www.nhs.uk/conditions/coronavirus-covid-19/>)

The school will insist that any child(ren) or member(s) of staff who show any symptoms that may be compatible with coronavirus, book a test immediately. Information on booking a test will be provided by the school and the child(ren) / member of staff will not be permitted to return until the test result is confirmed negative, or if positive, the period of isolation is complete.

If someone you or your child has been in close proximity to has tested positive for coronavirus, you may be contacted by the NHS Test and Trace service. Information on the NHS Test and Trace service is available here:



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<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youre-contacted-after-testing-positive-for-coronavirus/>

If you think your child may have been exposed to or has coronavirus, please contact the school on 01623 455920 at the very earliest opportunity.

If your child develops symptoms whilst at school you as Parents / Carers will be contacted and your child will be cared for in an isolation room, whilst waiting to be collected. You will be required to arrange for them to be collected immediately.

Any child who is unwell with symptoms should be tested and for the safety of everyone the results should be shared with school. This will inform us as to whether it will be necessary to isolate certain classes, children and their families.

Hygiene

Please speak to your child about the importance of hygiene measures. Staff will continue to insist on regular handwashing and hand sanitising.

The 'Catch it, bin it, kill it' approach is crucial, and children will be reminded of this regularly. We have already increased our cleaning of frequently touched surfaces and toilet and sink areas, and this will continue across the school.

In addition, please discuss with your child about what will happen if they develop any Covid-19 symptoms or feel unwell and that they must make a member of staff working with them aware straight away.

Class Groups / Bubbles

As children will remain in their class bubble, each class will have their own box of playtime resources and the same will happen during any PE lessons. Children will have access to other resources, but these will be cleaned thoroughly after use by one bubble before being allowed to be used by another.

In classes Key Stage 1 and above, children will also receive their own individual resource packs which contain all the equipment that they will need throughout the day.

We still need to limit what is brought between home and school, hence only bringing a school bag containing reading book, (however no bookbags please), named water bottle and lunchbox brought in. When brought back to school, reading books will be put in a box and left for 72 hours before being used again, therefore children may have to wait a day or so for a reading book.

We have organised classrooms from Year 1 to Year 6 into seated rows facing the teacher to reduce the risk of face to face transmission. We have this in place in these classes but will still ensure that younger children have time for play based learning as well. All class bubbles will have their own play and learning resources which will be cleaned regularly.

Next Steps

We know that a great many of our pupils have been away from school for a long period of time and although many of you and them have tried hard to continue with their learning remotely, we appreciate that times have been very different for all of them. Due to this our first priority is to ensure that they are supported to adjust back into school and learning routines and that their health, happiness and their achievement remains our number one priority.

Our first half term in school will be based on a more focused curriculum to address this that ensures we help all our children adjust, reconnect, belong and positively move forward together socially and academically.



We are excited about finally being able to welcoming all our pupils back to school again and although there will be some changes to the normal way we operate, we remain wholeheartedly committed to ensuring that we provide the very best we can to help grow your children's emotional resilience wellbeing and provide this within the context of a meaningful, appropriately tailored and high quality education.

Final word

We would ask you to please bear with us in September. As you can imagine, a lot of planning and organisation has been required to enable a safe return for all of our children in September. However, we would like to round the year off by expressing out HUGE gratitude to each and every one of you for the truly amazing support you have given your children and to us over the past few months. We remain indebted to so many of you for all you have engaged with the home learning, all you have done to support the children and the staff who have continued to work in school and for being such truly AMAZING partners alongside us as school staff throughout the whole lockdown period.

We feel the most poignant and positive thing to come out of these difficult times has been the closeness we have all felt with so many more of you as true partners working alongside each other in getting the best for your child. You have been FANTASTIC. For now, we would like to wish you all a very well-deserved break and we look forward to seeing you and your children at the start of next term.

Take good care, have a lovely Summer and look after one another.

Kindest regards,



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