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**Sutton Road Primary
School and Nursery**

Mansfield
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NG18 5SF

Dear Parents & Carers,

Welcome back and Happy new Year to you all!

As you will be aware on **Wednesday 30th December** the Government announced that all secondary schools would have a delay to their start date to allow for testing procedures to be put in place, but all primary schools should return as planned on 4th January (unless they are located in an area identified by the government as being more at risk).

We are pleased to say that Mansfield and Ashfield have not currently been identified as areas at risk, but as you will all now be aware **Nottinghamshire has been placed into Tier 4 restrictions**. The expectations around Tier 4 have been included in this information letter for your reference.

After speaking to a number of others schools in our local area, we are heartened to say that the we have by comparison experienced low numbers of confirmed cases so far at Sutton Road. We believe, this has been due to the school's layout being in several buildings, strict cleaning regimes, clear procedures for staff and children and particularly the ongoing support from parents in not sending children to school if they are displaying any of the Covid symptoms, for this we truly thank all of our staff and families.

Whist Tier 4 was not the news we wanted to hear over the Christmas break, as a school we have been busy reviewing all the new Government guidance that has been issued and with this in mind we felt it was important to remind you of the procedures we have in place and also remind you of what we need you, as parents, to support us with when we return.

In school procedures include, more details are in the school Risk Assessment:

- **Regular handwashing & sanitizing** when moving in & out of the building for breaktimes & lunchtimes.
- Shared areas and sharing of equipment is minimised where possible, but cleaned between uses.
- **Regular, robust cleaning** of frequently touched areas throughout the day and after school.
- Whole school assemblies and meetings are held remotely via Microsoft TEAMS
- The Government Covid guidance, states that we must keep **good ventilation** in all rooms that are being used in school, this means that windows will be slightly open to ensure good circulation of air throughout the day. Please can you make sure your child is appropriately dressed and has extra jumpers or cardigans to wear in school to keep them warm.
- **Bubbles (group of children) are not mixed in school** and remain in their designated areas.
- Staff are able to move around the bubbles to ensure the school can remain open and ensure the children receive the care and support they need, for example staff with multiple roles in school, to cover staff absence, or the use of supply staff. We do however keep this to a minimum wherever possible.



Nottinghamshire
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- **No visitors** (other than professional agencies) are allowed in school to reduce the number of people entering the school buildings.
- Any child or staff member displaying any Covid symptoms are isolated and sent home immediately.

We ask that parents and carers please support us by following the below steps:

- **Arriving and dismissing from school** will continue as it was before Christmas - with our staggered times for the different year groups, but must stress that it is vital that children **do not arrive too early** before the allocated time as this is resulting in staff not being available to meet and greet children effectively (siblings should continue to arrive, as before, at the earliest time as we now know which children to expect). Please can you ensure your child/ren are appropriately dressed with coats, hats, gloves etc as needed to ensure that during this waiting time they are warm.
- Remember to **order a school meal for your child** via Parentmail to ensure a meal is cooked (also order for Universal free school meals and Benefit related free school meals)
- Children are to be brought to school by **one single adult**. Where possible for older children we are encouraging them to walk to school independently. **Face masks must be worn by all adults** (if exempt it would be useful to have the printed identification card to present to staff if requested).
- If you have more than one child, **all siblings to be dropped off together** at the earliest time and collected at the latest allocated time.
- If possible, **we ask that parents walk to school** as there is not the space to park on the street outside school. After dropping your child off at school **please leave the premises and vacate the pavements outside of the school as quickly as possible** to allow for the next year group children to arrive.
- Remember if you need to speak to a member of staff, **please contact the school office** for support or ask for a message to be passed on and the class teacher will contact you.
- If your child or anyone in your household is displaying any Covid symptoms please **do not come to school**, contact the school office and if you need to self isolate following a trip abroad, **please inform the school office** and follow any guidance. See details at <https://www.gov.uk/guidance/coronavirus-covid-19-countries-and-territories-exempt-from-advice-against-all-but-essential-international-travel>
- Children should **not be bringing in things** from home apart from a water bottle and a small bag which contains their lunch, reading book and reading diary. We are unable to share birthday sweets, cakes, etc in school.
- **Please ensure you are accessing Parentmail** to keep you informed and enable you to receive letters and messages from school, book school meals and purchase any school goods. Please contact the school office should you need assistance
- **VERY IMPORTANT** - Please **ensure your child has access to Microsoft TEAMS**, for their homework and should they need to access any home learning due to them self-isolating or due to any school closure measures. Please contact the school office should you need assistance.

Yours Sincerely,

N. Davin

Nicola Davies
Executive Headteacher

E. Severn

Emma Severn
Head of School



Nottinghamshire
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SCHOOL
MEMBER



CORONAVIRUS TIER 4

STAY AT HOME

gov.uk/coronavirus

If you live in a Tier 4 area, you cannot join or form a Christmas bubble. You must not leave or be outside of your home except for specific purposes.

<p>MEETING FRIENDS AND FAMILY </p> <p>No household mixing, aside from support bubbles and two people meeting in public outdoor spaces.</p>	<p>BARS, PUBS AND RESTAURANTS </p> <p>Hospitality closed, aside from sales by takeaway, drive-through or delivery.</p>	<p>RETAIL </p> <p>Essential shops can open. Non-essential retail must close and can only open for click-and-collect and delivery.</p>	<p>WORK AND BUSINESS </p> <p>Everyone must work from home unless they are unable to do so.</p>
<p>EDUCATION </p> <p>Early years settings, schools, colleges and universities open during term time. Registered childcare, other supervised activities for childcare purposes, and childcare bubbles permitted</p>	<p>INDOOR LEISURE </p> <p>Closed.</p>	<p>ACCOMMODATION </p> <p>Closed (with limited exceptions)</p>	<p>PERSONAL CARE </p> <p>Closed.</p>
<p>OVERNIGHT STAYS </p> <p>You must not stay overnight away from home. Limited exceptions apply.</p>	<p>WEDDINGS AND FUNERALS </p> <p>Funerals of up to 30 people permitted. Wakes and other linked ceremonial events can continue in a group of up to six. Weddings of up to six can continue in exceptional circumstances.</p>	<p>ENTERTAINMENT </p> <p>Indoor entertainment closed. Some outdoor attractions may remain open.</p>	<p>PLACES OF WORSHIP </p> <p>Open for private prayer and communal worship, but cannot interact with anyone outside household or support bubble.</p>
<p>TRAVELLING </p> <p>You must stay at home and only travel for work, education or other legally permitted reasons. If you must travel, you should stay local, and reduce the number of journeys you make. You must not leave a Tier 4 area or stay overnight away from home. Residents in Tiers 1 - 3 should not enter Tier 4 areas. Do not travel abroad if you live in a Tier 4 area unless an exemption applies.</p>	<p>EXERCISE </p> <p>You can leave your home to exercise by yourself, with your household or support bubble, or with one person from another household. Outdoor sport allowed but gatherings limit applies except for youth and disabled sport.</p>	<p>RESIDENTIAL CARE </p> <p>You can visit relatives in care homes with COVID-secure arrangements such as substantial screens, visiting pods, and window visits.</p>	<p>CLINICALLY EXTREMELY VULNERABLE</p> <p>The Clinically Extremely Vulnerable are advised to stay at home as much as possible, except to go outdoors for exercise or to attend health appointments.</p>

For support and more information visit:
gov.uk/coronavirus

