

Friday 17th July 2020

INFORMATION REGARDING THE FULL RE-OPENING OF SCHOOL FOR SEPTEMBER

Dear Parents and Carers,

Following the latest update from the Government I think that we were all relieved to hear that 'Bubble' school, although continuing into September, was being doubled to allow whole classes to return. All the staff and Governors are incredibly pleased to be finally welcoming back **ALL** of our year groups to what we hope will be a more 'normal' year for everyone.

The updated guidance was released on Thursday 2nd July. Since then we have been working extremely hard on a number of complex and challenging issues in order to formulate a plan for September to ensure all year groups can return to school safely. There have also been guidance documents to consider and implement from the DfE, the Local Authority and all of the various staff and teaching unions. All of which has added another layer of complexity.

We will be having two **EXCEPTIONAL** days, as agreed by Stockport, following the Monday bank holiday on Tuesday 1st and Wednesday 2nd September. This time will allow staff teams to be appropriately reminded, trained and prepared in how to manage the new 'way of working' safely for our bubbles increasing to beyond 15. As you will appreciate this will then enable us to be better prepared to provide a safe environment for your children as they all return. In addition, we must also have the health and safety of our school community at the forefront of all of our thoughts. Managing these two things is complex and difficult and I appreciate your patience whilst we have worked through everything.

I would like to continue to be as transparent as possible about the principles we are steadfastly applying when working on the planning and risk assessments for September, particularly as the partial re-opening from the 10th June has been so successful. Therefore:

- We are planning for the **maximum** safety for children and their families and staff and their families at all times.
- We will be implementing **all** government directives about protective measures to be put in place.
- This must be a **gradual and phased re opening** to ensure maximum safety and implementation of protective measures at all times.
- A commitment to the on-going support and learning of our children.

We have been updating very detailed risk assessments and have also been gathering specific risk assessments which have also been updated from other contractors such as our catering provider TLC. All of these have to be approved by the governors as well as submitted to the LA for approval.

The plan outlined below may change should our staffing levels in school alter or due to any other external factors beyond our control. I will inform you of any changes as early as possible but please be aware that it may change at short notice.

The information listed below is very detailed and specific and that is my intention. I want to ensure that you, as parents and carers, are fully informed of what school will look like from September. This plan has been shared with all staff and governors.

Our plan has been developed and agreed solely for the children and staff that attend Norris Bank Primary.

24th July 2020

School will close for the summer, to all children including key worker children, on **Friday 24th July**. Collection of the children on that final Friday will be:

11.45 for Reception children

12.00 for Year 1

12.15 for Year 6 and all Key worker bubbles.

School will **NOT** be open over the summer as a deep clean of the entire site will be needed. Staff will also need time to move and set up their classrooms according to the new guidance. Due to the current restrictions on the use of third party providers we will not be running any type of holiday programme from the school site as this would be limited to only 15 children being able to access it.

EXCEPTIONAL DAYS

After the summer there will be two **EXCEPTIONAL** days on Tuesday 1st and Wednesday 2nd September. These days will be used for **ALL** staff to be re-trained and reminded of the new 'ways of working' with increased bubble sizes, H&S considerations and best practise and processes as well as staff deployment and support. Our original two INSET days which had been planned for the 1st and 2nd will be moved to later in the year.

PHASED RETURN

THURSDAY 4th SEPTEMBER

On Thursday 4th September, school will be open to children in Year 1 to Year 6 only. This will remain the case for the rest of that week.

Our new reception children will **NOT** be in school. These two days will be dedicated to meetings with your child's class teacher and support assistant; dates and timings of which will already have been finalised with you before we break up in July.

W/B MONDAY 7th SEPTEMBER

On Monday 7th September, school will then be open to all children. Years 1-6 will be in full time and our Year R children will be in for half days on Monday, Tuesday and Wednesday then full time from the 10th September. Year R staff will have contacted you directly regarding the timings for these first three days.

STAFFING AND GROUPING OF CHILDREN INTO 'BUBBLES'

You will be aware that the new guidance allows us to increase our 'Bubble' sizes in September from 15, meaning each class/year group will technically become a new 'Bubble'.

'Maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups. If class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, they can look to implement year group sized 'bubbles'.

Whatever the size of the 'Bubble', they will be kept apart from other groups where possible and older children will be encouraged to keep their distance within 'Bubbles'.

Following on with the successful systems we implemented for re-opening from the 10th June we will continue to limit interaction, sharing of rooms and social spaces between 'Bubbles' as much as possible. This includes maintaining the current format we have for staggering break times, lunchtimes and zoning our areas outside to limit contact between different 'Bubbles'.

We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their 'Bubble'.

All teachers and other support staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they will try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Again, we recognise this is not likely to be possible with younger children.

This update to the guidance now means that all intervention and booster sessions can be implemented across the school to support all of our children as they return.

In addition staff will be able to undertake their PPA time as they did prior to lock down so there will no longer be the need to close on Friday afternoons.

DAILY ROUTINE AND TIMETABLING

As far as is feasible the children will return to their normal full curriculum in September. They will have staggered arrival and collection times and access to the site will continue to be restricted for parents and visitors.

They will also have increased activities to support their mental health, anxiety and wellbeing supported by resources from Primary Jigsaw and the Psychology team.

We have a timetable for each 'Bubble' to adhere to so that they do not mix unnecessarily with another bubble in school and movement around the site is kept to a minimum. This includes playtimes and lunchtimes.

Assemblies will be held in their own class 'Bubbles' as we have to continue to avoid large gatherings.

All class 'Bubbles' will access the ICT suite. Any shared resources such computers etc. will be used but, once they have, will then be cleaned before the next class 'Bubble' uses them.

We are committed to maintaining and encouraging social distancing for all children and adults throughout the school day but cannot guarantee that, within a 'Bubble', our children will be able to consistently achieve this at all times.

DROP-OFF

PARENTS

- No parents/ carers/ childminders etc. will be allowed into the school building without a pre-arranged appointment. Access to the site will be given by a member of staff.
- Entry will be at a designated time through the front gates into school.
- The sports club opposite is only partially open so alternative parking may need to be found to ensure the safe arrival of the children. Do not stop and drop off at the front of the school or anywhere where there are zig zag lines.
- **One** parent/guardian/childminder only to drop off child and their sibling at their designated time. No other children to be brought on site.
- Child minders **MUST** adhere to these expectations and groups of children from different year groups and 'Bubbles' must not be on site if it is not their scheduled drop off time.
- Babies, toddlers, secondary aged pupils should ideally be left at home.
- It would be preferable if Year 6 children were dropped off at a distance from school grounds so that they could approach school independently if possible. This would also be practice for secondary school.

- All children/parents/carers/child minders will enter school through the front entrance only.
- There will be **NO** access into school through the rear entrance as we have a one way system in place.
- Parents/carers will leave their child/ren at the drop off zone. Zones will continue to run with a class allocated to a Zone for drop off.
- All Parents will leave the site through the **FRONT** entrance of the school.

It is imperative that parents adhere to the times allocated, do not arrive early or linger after they have dropped off their child. Any late comers will be expected to wait until the following year group has been dropped off before they are admitted. With a greater volume of children returning there may be the need to be patient to ensure that all children and families can learn the new system and procedures.

COLLECTION

- All parents/carers/child minders will enter school through the **FRONT** entrance **ONLY**.
- Parents will be unable to access the site to collect children through the rear of the school.
- Parents/carers with KS1 children will collect their child/ren at the at the collection point as their child/ren will be waiting in their designated zone.
- Parents with only KS1 children will then leave through the front of the school.
- Parents with a mix of both infant and junior children or just junior children will enter through the **FRONT** of the school and then follow the one way barrier system around to the KS2 playground where they will be able to collect their child/ren and exit through the rear entrance of the school.

If a parent has siblings in different year groups, we have as far as is possible tried to provide the same drop off/collection time as stated below. However as I am sure you can appreciate that with 420 children this won't always be able to be the case. Again please be patient as there will be a greater volume of children and families learning the new system and procedures to leave the site safely.

Due to the volume of children returning and to ensure safety staff will not be available for face to face meetings. All queries need to be emailed to the relevant adult in school or via telephone.

CHILDREN

- All children should have everything that they need for the day already with them: coat, bag, PE kit etc. so that there is NO delay at drop off if parents are having to hand items over.

- When the children arrive they will be allocated a Zone outside of the school building but within the school gates. These will be clearly labelled and will have their member of staff/s present.
- Once all children have arrived to their Zone they will be taken into school as a 'Bubble' by staff to their designated classroom.
- All equipment and resources such as pens, pencils, book etc... will be allocated to each class and can NOW be used by all children within that class.
- Coats will be kept on their seat within their bubble.
- They will need to come to school in their school uniform.
- They can now bring as of September a lunch box, full PE kit, small rucksack, water bottle, pencil case and reading book
- From September items will be allowed to go between home and school.
- Due to the restrictions around drop off and collection and the volume of children returning we will NOT currently allow for bikes or scooters on site. This will be re-evaluated at October half term once all children are familiar with the new procedures.

DROP OFF AND COLLECTION TIMES FROM THURSDAY 4th SEPTEMBER

Year R will not be in school until W/B 7th September as they will be doing 1:1 meetings with Year R staff. Monday-Wednesday they will be on half days before returning full time on the 10th.

| Year Group | DROP OFF TIME & LOCATION | | COLLECTION TIME & LOCATION | |
|------------|--------------------------|--|----------------------------|---|
| 1 | 8.45 | Front entrance to the school and exit via front entrance | 3.00 | Front entrance to the school and exit via front entrance |
| 2 | | | | |
| 3 | 8.45 | Front entrance to the school and exit via front entrance | 3.00 | Front entrance to the school, follow the one way system and exit the site through the rear gate |
| 4 | | | | |
| 5 | 9.00 | Front entrance to | 3.15 | Front entrance to |
| 6 | | | | |

| | | | | |
|--|--|---|--|--|
| | | the school and exit via front entrance | | the school, follow the one way system and exit the site through the rear gate |
|--|--|---|--|--|

FROM THURSDAY 10th SEPTEMBER FULL TIME FOR YEAR R

| Year Group | DROP OFF TIME & LOCATION | | COLLECTION TIME & LOCATION | |
|-------------------|-------------------------------------|---|---------------------------------------|---|
| R | 9.00 | Front entrance to the school and exit via front entrance | 2.45 | Front entrance to the school and exit via front entrance |

PERSONAL HYGIENE/ REDUCTION OF CROSS CONTAMINATION

- As soon as children enter the school they will wash their hands in the sink within their designated 'Bubble' classroom.
- Each class will continue to have its own cleaning station, washing/hygiene products and first aid kits.
- Children will also be asked to wash hands regularly throughout the day and before going home.
- Any shared resources such computers etc. will be used by a class 'Bubble' of children will. Then they will be cleaned before the next class 'Bubble' uses them.
- If any member of the school community displays any symptoms of COVID-19 during the school day, they will be escorted to the first aid room near the staff room (isolation room). Staff will wear PPE equipment (mask, apron, goggles, and gloves) to care for them. Parents/ next of kin will be contacted and the person will be expected to be collected from school immediately. The remainder of children and the staff members for the particular 'bubble' to which the child/ adult belongs will also be sent home and will be expected to self-isolate until the person is tested negative for COVID-19 or, in the case of a positive result, for 14 days.
- Specific sets of toilets will be allocated for particular 'Bubbles' of children although more than one 'Bubble' will be using each set of toilets. An additional cleaning rota will be in place to ensure that toilets are cleaned at least once an hour.

- The school will be cleaned thoroughly each evening/before school and this will include cleaning specific 'touch points' throughout school e.g. door handles, light switches etc. throughout the day as well.

BREAK TIMES AND LUNCHTIMES

- Break times and lunchtimes will be staggered with turnover time between each 'shift'.
- Lunch will be eaten in the classroom.
- Children can either bring in a packed lunch or pay for a packed lunch from the kitchen. If they are a Free School Meal (FSM)/ Universal Free School Meal then this will be provided from the kitchen for you.
- The kitchen will not be serving snacks/tuck.
- We have yet to hear if the fruit scheme will be up and running for Year R-2 children. Until we hear **children across school will need to bring in a healthy snack which must NOT contain any nuts.**
- The outdoor spaces will be cordoned off into zoned areas and each 'Bubble' will be allocated to particular zones.

AFTER SCHOOL CLUBS

From September there will still be restrictions around minimising children not mixing from different 'Bubbles' across different year groups. With this factor in mind the first step in moving towards beginning to have after school clubs up and running again will mean we will need to allocate a specific day for each year group from Years 2-6 in the first instance. For example Year 2 children will be able to access an after school activity on a Monday, Year 3 on a Tuesday etc. We are currently working with Progressive Sports on risk assessments and determining which 'club/activity' would be most suitable for all the children to want to engage with. Currently mixed age range activities, like Thursday football, will not be able to run.

BRANCHING OUT

Similarly with 'Branching Out' we have to try and ensure that there is minimum cross over between children in 'Bubbles' which means the current format can't be adopted as normally all the children mix across school. Mrs Stanley and her team have therefore circulated a letter to parents who have used 'Branching Out' to gauge what the need and uptake would be from September so that we can begin to plan how this provision will need to look like. Further details to follow.

ATTENDANCE

In March when the coronavirus (COVID-19) outbreak was increasing, we made clear no parent would be penalised or sanctioned for their child's non-attendance at school.

Now the circumstances have changed and it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development.

School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to ensure that their child attends regularly at school 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.

Each Headteacher must take into consideration the unique situation that their school is in at this time and make decisions accordingly. In the same way, different schools have been able to offer varying levels of support for the emotional health and wellbeing of families at this time and I would hope that Norris Bank Primary School has continued to fulfil our GROW values when it has been needed most for our children and school community.

Thank you for taking the time to read the above information- I appreciate that it is a lot to take in and digest.

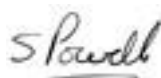
I want to take this opportunity to thank you for all of your support throughout the past few extremely challenging months. It has meant an immense amount to the staff and myself that we have had your support throughout.

Yours sincerely



Mrs E Ponsen

Headteacher



Mr S Powell

Chair Of Governors