



Northfield St. Nicholas Primary Academy

St Margaret's Road, Lowestoft, Suffolk, NR32 4HN

☎: 01502 563528

✉: office@nsnacademy.com

💻: www.northfield-st-nicholas.suffolk.sch.uk

Headteacher: Mr. I. W. Owens



Deputy Headteacher: Mrs. J. Catchpole

Deputy Headteacher: Mrs. T. Freeman

Thursday 4th June 2020

(COVID-19): School reopening arrangements letter to parents of children in Year 6

Dear Parents and Carers

I would like to begin by offering a huge 'thank you' for supporting the school over recent weeks and for supporting your child with their home learning. I would also like to apologise in advance for the sheer amount of information it has been necessary to try and share in this one communication. Unfortunately, there seems no other way to share this with you as there are huge changes to let you know about.

From the 8/6/20 the schools' current child care facility will still operate for key worker/vulnerable groups. It will become a mixed aged class-bubble with its own dedicated teacher and support staff and will not be staffed on the rota basis as it has been. This will bring it into line with the new 'class-bubbles' the government has requested schools create in order to facilitate a wider opening of schools to more pupils. Parents/carers must still email the school in advance if they need to use this facility, as is currently the case.

I am pleased to advise that we are now in a position to confirm that school will be able to re-open for pupils in Year 6 from Monday 8th June. I have detailed the arrangements below please could you read and share these with your child.

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Re-opening schools: preparation and arrangements

We recognise that some of you may have some concerns about your child returning to school and that for some children another change will be unsettling for them. We also understand that the past weeks will have been challenging for many families.

I am therefore writing to draw your attention to the FAQ we shared with you via our website recently. (<https://nsnacademy.com/wp-content/uploads/2020/05/School-Reopening-FAQs-for-Parents.pdf>)

I hope you feel comfortable with the arrangements we have implemented to ensure the safety of all staff, pupils and parents. These arrangements have been put into place following a full risk assessment process in line with guidance from the Department for Education and staff professional union associations. They will be kept under constant review and should there be any changes we will inform parents at the earliest possible opportunity.

In order for your child to take up their allocated place in a Year 6 'class-bubble' we require you to confirm that you wish to send your child to school by emailing yearsix@nsnacademy.com with the name of your child and confirmation of your intentions, by noon on Friday 5th June. We will then be able to contact you directly to inform you of the teacher group and class-bubble space they have been allotted for the remainder of the term. **Do not** send your child to school until you have received an email from our admin team confirming your child's place, using this system, as we will not be able to allow them on site until their place is confirmed. No exceptions can be made.

Each bubble has a maximum of 13 pupil spaces and will have one teacher and one LSA assigned to that class-bubble. It is not possible to transfer between class-bubbles, as a pupil or staff member. **Attendance is not statutory currently.** Children in different class-bubbles will not be able to interact with children outside their class-bubble during the school day and should not do so in the wider community, in line with the current social distancing measures the government still has in place for everyone's safety.

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If you do not email to take up your allocated place by noon on Friday 5th June, then you will be unable to send your child to school until the week commencing the 15th June at the earliest. Once you have emailed and your child attended, you will not need to email us again.

If you do not take up your child's allocated space initially, and you subsequently change your mind you will need to email us to ensure your child can attend the following week. We must be notified by email by the Wednesday prior to the week you wish to attend.

If either staff members from an allocated class-bubble are unable to work then it will not be possible to 'cover' these absences. In such a situation we would inform parents that that individual class-bubble would have to cease operation and those children not attend school until the staff member is able to return to school themselves.

Each class-bubble will have their own allocated zone in the playground. No hot food service is available and all children will need to have a packed lunch at lunchtime. Pupils currently eligible for Free School meals will have this provided. Non eligible pupils will either need to purchase this in advance via the school office or bring their own packed lunch. Lunches will be eaten in the classroom.

School uniform is an expectation, however we recognise that some uniforms may no longer fit and might not be easy to replace. Please substitute with an appropriate item from your child's wardrobe. Trainers/canvas shoes may be worn also as children will need to wear to school suitable footwear for outside activities/games as there are no facilities for changing into PE kits etc. Please see the FAQ document on the website for further info.

It is recommended that clothes are washed after each use at school.

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Whilst we will strongly promote and encourage social distancing expectations, we are aware that school, even with the recommended class-bubble system, is a dynamic and energetic space - sometimes children will need reminding and supporting to follow the principles of staying safe during a viral pandemic. Please support us and your child by regularly reminding them on how to stay safe during these unusual times.

Year 6 pupils will be taught a core curriculum of Maths, English and supplementary topic work including PSHE (Physical, social & health education). There will be no opportunity to access the High schools for transition work at this time; however the teachers will be spending time under the topic element of the curriculum to explore issues around moving to high school to support pupils as they complete their primary experience and get ready to move to their future high school.

Year 6 pupils must only enter and exit the school site via the side gate on Somerton Ave. To encourage social distancing we will have the children enter school directly as they do during wet weather through the school doors on the back of the school. A member of staff will be on supervision of these doors. The doors will remain open from 8.45-9am. Y6 will finish at 3.25pm.

If parents have important information they need to share with the teacher, please provide a written note that can easily be passed onto the teacher. Parents wishing to wait in the playground for their child will need to follow the social distancing expectations by not standing with people outside their family groups and keeping 2 metres apart from others - we would request only one adult/parent/carer for each pupil comes onto site. Pupils will be released from class one at a time to encourage social distancing expectations. If you wish your Y6 child to be released directly to you in the playground then please notify the school in writing/via email.

If it is necessary for your Year 6 pupil to bring a mobile phone to school with them, please be aware this will need to be handed into their class-bubble secure container for the duration of the school day and cannot be accessed until home time, when pupils will be asked to take their phone home.

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Year 6 pupils only may still bring bikes onto the school site. All bikes must be walked at all times on school premises. Year 6 pupils must inform staff that they have a bike on site so they can be allocated their own bike/helmet storage space. Bikes should be locked and this remains the responsibility of the pupil. Schools cannot accept liability for bikes left on site at any time.

Children should only need to bring their coat and if needed their packed lunch. No other equipment, toys or bags can come into school from home. All stationary and playtime equipment will be provided by school. No water bottles - all pupils will be given a disposable cup for each day and have access to water in their class-bubble.

Pupils who are unable to follow instructions and put others or themselves at risk will be asked to be collected and may be refused access to the provision if staff feel that their behaviour puts others at risk. As school is currently not statutory the school does not need to formally exclude children to prevent them attending. As always we look to your support in ensuring messages about staying safe are reinforced and repeated in the home setting as well as at school.

No parents/carers should enter the building unless by appointment. Please observe the 2 metre distancing measures in place at the front office. No more than 2 people should be in the space adjacent to the front office at any one time. Please queue patiently if you need to see a member of the admin team in person. Please email the school whenever possible initially to attempt to resolve your query.

Please be aware we are operating on significantly reduced staff availability so not all staff that you might be familiar with liaising with will be available. School will look and feel quite different until social distancing measures can be eased further and until all our staff are able to return to working normally.

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Headteacher: Mr. I. W. Owens



To confirm, we will start by opening the school to Year 6 on 8/6/20

Deputy Headteacher: Mrs. J. Catchpole

Deputy Headteacher: Mrs. T. Freeman

We will then review arrangements each week to confirm whether it is safe to open the school to additional year groups in the following weeks. This decision will be based on risk assessment, taking into account pupil numbers and available staff; so that we are sure we can operate as safely as possible. Re-opening to additional year groups will need to be approved at Trust Level.

It is our hope to open to the following year groups in this order:

- Year 1 on 15/6/20
- Reception on 22/6/20
- There are currently no plans to open any other year groups before September.

However, we can only confirm this following a review of each week's arrangements. We will be sure to contact you each week at the earliest possible opportunity to keep you informed if your child is not already attending.

As with all other arrangements we will keep this approach under constant review and we will not take any action without being sure it is as safe as possible to do so.

Maintaining a safe school environment

I would like to take this opportunity to remind you of the preventative measures the school has put in place in order to minimise the spread of infection.

As per the advice from the government, the following actions for infection control remain in place:

- Displaying coronavirus infection control measures information posters around the school

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- Encouraging good hygiene by promoting the importance of

handwashing for at least 20 seconds with warm water and soap in the following

Deputy Headteacher: Mrs. C. Catchpole

Deputy Headteacher: Mrs. T. Freeman

- Before leaving home
- On arrival at school
- After using the toilet
- After breaks and sporting activities
- Before food preparation
- Before eating any food, including snacks
- Before leaving school
- At regular intervals throughout the day

- Alcohol-based hand sanitiser dispensers that contain at least 60 percent alcohol throughout the school will continue to be available in each class-bubble.
- Ensuring pupils and staff understand that they must cover their cough or sneeze with a tissue, then throw the tissue away
- Ensuring frequently touched objects and surfaces are cleaned and disinfected more regularly than usual
- If someone becomes unwell, isolating any unwell people in a separate room, and providing a separate bathroom, where possible and if appropriate calling NHS 111/request parents take pupils home immediately.
- Telling staff/pupils to stay at home for seven days if they develop symptoms of coronavirus
- Providing staff training on PPE, rubbish disposal, mental health and well-being

As an important part of our school community, I would ask that you continue to encourage good infection control practices, such as thorough hand washing, at home and keep your child informed about the things they can do to discourage the spread of infection.

In line with the current NHS and government advice, you should keep your child at home if they develop coronavirus symptoms for a period of seven days. Symptoms include a high temperature or a new, continuous cough. Where symptoms continue after seven days, or begin to worsen, you should call 111. If someone in your child's household has symptoms, your child must self-isolate for

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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/>)

If you think your child may have been exposed to or has coronavirus, or if your child receives a positive test result for coronavirus, please contact the school on 01502 563528 at the earliest opportunity.

Arrangements for the start and end of the school day

The beginning and end of the school day are the busiest times for children and adults congregating together in one place and maintaining safe distances within normal arrangements can be a challenge. We would ask you to support the school in the strategies stated throughout this letter to help your child to and from school safely. We have also implemented the following measures for when pupils return to school:

Arrangements for break times and lunchtimes

We recognise the importance for all pupils to have a break from learning and to enjoy time outside during the school day. Reconnecting with friends will be an important aspect of pupils settling back into school life, but we have made some adjustments to break and lunch times to ensure the children have their own class-bubble zoned spaces to be in in the playground, with set equipment for each group to access. The school dining hall will not be used for eating lunches, as these will be as packed lunches in class spaces. Lunchtime break will be a shorter time outside but balanced with time given to eat their food in the classroom. Morning break will be longer to reflect that classroom time will be more static and desk based. Afternoon breaks will also be introduced for the same reason. Please remind your children that play times are restricted to interaction with the children in their own class-bubble and that this may not reflect their normal friendship groupings.

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The school day

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To minimise the number of pupils and staff assembling for periods of time, we have made the following changes to the school day:

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Deputy Headteacher: Mrs. T. Freeman

- the start and end times for each year group in attendance will be staggered to reduce the number of parents and children entering and leaving the site at any one time. More specific information on how this will work for Year 1 and Reception pupils will be shared in subsequent communications.
- there will be a maximum number of children in each class-bubble so there will be fewer children than normal in each room
- each bubble will have their own allocated outdoor space
- we will not be holding any assemblies or whole school gatherings during this period- the class-bubbles will not mix with any other class-bubble
- the layout of each class-bubble room has been arranged in line with social distancing measures and each child will have a set of resources just for their own personal use
- the children will not be permitted to bring any resources from home, including water bottles and PE kits. We will provide them with disposable cups and water as needed during the day.
- the children will take part in physical activity but they will not be changing for PE during this period
- each class-bubble has its own first aider and first aid equipment with appropriate PPE for the first aider to use whilst administering first aid

School events

We will not be holding any whole school events at the present time. We will review this as the situation changes and keep you updated.

School Trips

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- There will be no school trips taking place in the foreseeable future.

Headteacher: Mr. I. W. Owens

This will be reviewed as the situation changes.

Deputy Headteacher: Mrs. J. Catchpole
Transition from Year 6 to Year 7

Deputy Headteacher: Mrs. T. Freeman

We recognise that this is a really important time for our Year 6 pupils as they are preparing for secondary school in September. Whilst we will not be conducting any on-site visits to secondary

schools we will still be doing everything that we can to support these pupils to be ready. This includes:

- Liaising closely with our secondary schools to make sure they know all of the important information about your child.
- Providing bespoke lessons and guidance for year 6 pupils about transferring to secondary school.

We will answer any questions that they have and support them with any anxieties so that they can make the best possible start.

Support for pupils and families

We do not underestimate how difficult the recent weeks have been for us all and we all will have been touched in some way by the coronavirus pandemic. We recognise the need to focus on pupils' emotional wellbeing as well as their return to learning. The teachers will ensure lots of opportunities to investigate and discuss a wide range of issues that the children might find helpful to explore around this monumental experience.

Parents may wish to seek support for themselves from the following support agencies:

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- A member of our pastoral team will be able to signpost you to more local support if needed - please email the school if you would find this helpful. Please also

Deputy Headteacher: School Website for such links.

Deputy Headteacher: Mrs. T. Freeman

- Samaritans – call free 24 hours a day on 116 123
- National Domestic Abuse Helpline – call for free and confidential advice, 24 hours a day on 0808 2000 247
- Shelter provides free confidential information, support and legal advice on all housing and homelessness issues if you call 0330 0536 083 (please note, this is not a free phone number

and your call will be charged). A free web chat is available at https://england.shelter.org.uk/get_help/webchat

I hope that these arrangements provide you with the information you need to support your child to return to school.

Yours sincerely,

Mr I W Owens, Head teacher

Mrs J Catchpole, Deputy Head

Mrs T Freeman, Deputy Head

Mr D Holland (Chair of Governors)

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