



# Northfield St. Nicholas Primary Academy

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

☎: 01502 563528

✉: [office@nsnacademy.com](mailto:office@nsnacademy.com)

💻: [www.nsnacademy.com](http://www.nsnacademy.com)

Headteacher: Mr. I. W. Owens



Deputy Headteacher: Mrs. J. Catchpole

Deputy Headteacher: Mrs. T. Freeman

## (COVID-19): School reopening arrangements letter to parents of children in Reception

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 Key worker/Vulnerable pupil Child care facility will operate for pupils as it has been, however will become a set mixed aged class-bubble with its own set teacher and support staff (not 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.

From the 8/6/20 the school has been open for Y6 pupils whose parents wish for them to attend and have formally booked their allocated space via emailing [yearsix@nsnacademy.com](mailto:yearsix@nsnacademy.com) in advance. From the 15/6/20 the school has also been open for Y1 pupils whose parents wish for them to attend and have formally booked their allocated space via emailing [yearone@nsnacademy.com](mailto:yearone@nsnacademy.com)

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 Reception from Monday 22nd June. I have detailed the arrangements below please could you read and share these with your child.

### Reopening 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

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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 Reception 'class-bubble' we require you to confirm that you wish to send your child to school by emailing [reception@nsnacademy.com](mailto:reception@nsnacademy.com) with the name of your child and confirmation of your intentions, by noon on Wednesday 17th 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 8 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, inline with the current social distancing measures the government still has in place for everyone's safety.

**If you do not email to take up your allocated place by noon on Wednesday 17th June, then you will be unable to send your child to school until the week commencing the 29th 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. Once you have emailed and your child attended, you will not need to email us again.

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 for breaks and outdoor learning. 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.

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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.

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.

Reception pupils will have access to the Early Years curriculum, although some opportunities to access some regular activities may be reduced due to the guidance and social distancing measures put in place nationally to keep children and staff safe.

**Reception pupils must only enter and exit the school site via the gate on Somerton Avenue, between 9.15am and 9.30am. Please do not arrive before this time.** Please note the St Margaret's Road entrance is only open to Y1 pupils currently and there is no route from here to the school playground as this area has been closed for use and cordons are in place to prevent access. To encourage social distancing we will have the children enter school directly as they do during wet weather through the school doors on the main reception entrance in the playground at the rear of the school. Please use the 2m guide lines and arrows on the floor to assist an orderly cue formation if you arrive prior to the doors being opened.

Members of staff will be on supervision in the 'cue to use' area should you need guidance. **The doors will remain open from 9.15- 9.30am.** The doors will not be open prior to 9am.

**Reception will finish at 3pm.** Different year groups have different start and end times to ensure we have as few parents on site at any one time. **One parent/carer** for each Reception child may wait on the rear playground near the reception main entrance. Please do not crowd near the doors but instead **form an orderly queue (like at the supermarkets)**, using the **2m spacings** that have been painted on the playground to help ensure social distancing guidelines are maintained in our school site. Staff at the reception door will release individual children to their parent/carer one at a time. Please avoid bringing siblings wherever possible. Where this is not possible it is vital that these siblings stay with their adult and are not allowed free access across the grass/playground/school

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site. Families or groups who cannot practice social distancing systems in place will be asked to leave the site and may not be allowed on site and their allocated pupil place withdrawn.

Please note that KS2 Class-bubble zones are clearly identifiable by coloured chairs marking each zone in the rear playground. Please avoid entering these spaces as they are only for KS2 pupils allocated to that bubble. Reception children and their families should use the 'queue to use' system in place to access the reception classes.

Please help us support and keep these social distancing measures in place in order to keep everyone safe.

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. Please remember we would request **only one adult/parent/carer** for each pupil comes onto site and accompanied siblings remain under close supervision and with their adult at all times.

Children should only need to bring their coat/sun hat and if needed their packed lunch. No other equipment, bikes, scooters, 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. Please note that packed lunch contents and accompanied drinks will only be accessible during the lunch break period whilst children are eating at their desks. A break time fruit snack will be provided by school.

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 anyone 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 who 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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**To confirm, we will start by opening the school to Reception on 22/6/20**

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 plan to continue to open to the following year groups in this order:**

**Year 6 returned on 8/6/20**

**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  
Encouraging good hygiene by promoting the importance of hand washing for at least 20 seconds with warm water and soap in the following circumstances:

- 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

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- At regular intervals throughout the day

Alcohol-based hand sanitiser dispensers that contain at least 60 per cent 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 handwashing, 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 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/>).

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:

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## 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 how children access school equipment, 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. Please remind your child 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.

## The school day

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

- 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.
- 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.

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## School Trips

There will be no school trips taking place in the foreseeable future. This will be reviewed as the situation changes.

## 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:

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 see our school website for such links.

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 provide 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 webchat is available at [https://england.shelter.org.uk/get\\_help/webchat](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, Headteacher

Mrs J Catchpole, Deputy Head

Mrs T Freeman, Deputy Head

Mr D Holland (Chair of Governors)

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