



Northfield St. Nicholas Primary Academy

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

☎: 01502 563528

✉: office@nsnacademy.com

🌐: www.nsnacademy.com

Headteacher: Mr. I. W. Owens



Deputy Headteacher: Mrs. J. Catchpole

Deputy Headteacher: Mrs. T. Freeman

Start dates – NURSERY CLASSES

Monday 7th September 2020

Stay and Play sessions- Thursday 3rd and Friday 4th September.
Adults to wear face masks where possible.

Start dates – RECEPTION CLASSES

Thursday 3rd September 2020

Stay and Play session-be Wednesday 2nd September. Adults to wear face masks where possible.

Start dates – Year 1, Year 2, Year 3, Year 4, Year 5 and Year 6

All children in these year groups restart school full time on Thursday 3rd September 2020.

Reopening Information for each year group The table below shows how each year group will access their class when the school reopens on the 3rd September. We have tried to encourage a natural 'flow' through the school site. The new back gate opposite the school library is a strictly exit only gate. The old back gate by the main back playground is now a strictly entry only gate. We are encouraging parents to use the gates recommended below to enable the most effective movement of people across the school site during the busy start and end times so that we did not have to implement staggered start and end times, instead keeping the flexible 8.40-8.55 start time for all. Parents with children in several year groups are encouraged to adopt an appropriate common sense approach to the order of their multiple drop offs, whilst observing the strict one way system in place for the new back gates. If in doubt please do seek guidance from one of our on duty staff in the hi-vis vests by the entrance points and in the playgrounds. Please use the same system for collecting children who will be released directly from class to the appropriate 'zones' near their entry point into school. Please use these zones to comply with current social distancing expectations until your child is released to you. You can now pick your child up between 3.15-3.30pm to help avoid onsite congestion. Please consider picking up the youngest children first. Please ensure children are kept under close supervision whilst on site in order to maintain social distancing expectations where possible. Y5 and 6 children who have parental permission to walk home unsupervised will be released to do so at 3.25pm as before.

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They will be directed to exit school via the new exit only gate opposite the school library.
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Year group	Gate IN	Building door classroom entry/ access	Gate OUT
N	Gate off side drive (Poplars school shared drive)	Nursery class door. Miss Higgins will be visible to welcome your child in.	Gate off side drive (Poplars school shared drive) unless dropping off siblings where you can use main playground to access the rest of the site (see relevant Year group below)
R	Gate off side drive (Poplars school shared drive)	Reception main entrance off main back playground. Mrs Wolfson and Mrs Caton will be visible to welcome your child in.	Gate off side drive (Poplars school shared drive) unless dropping off siblings where you can use main playground to access the rest of the site (see relevant Year group below)
1	Front gate off St Margaret's Road	Miss Noonan and Miss Stone will be clearly visible by the relevant class doors on the front of the school building. This will be where your child needs to access the building.	Front gate off St Margaret's or new exit only back gate opposite the school library.
2	Front gate off St Margaret's Road	Ms Chillman's class door is the first class door on the front of the building. Miss Punchedard's door is the second door on the front of the building both teachers will be visible by the relevant doors.	Front gate off St Margaret's or new exit only back gate opposite the school library.

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3	Front gate off St Margaret's Road or the old back gate by the main playground, which is now an entry only access point.	Year 3 classes are currently both accessed on the corner of the building near the school library. Ms Wooley & Mrs Chaplin or Mrs Last will be clearly visible to help you find this entrance. *	New exit only back gate opposite the school library .
4	Old back 'entry only' gate. Access the main back playground via a new temporary path across the wooded bark chip area directly into the back playground.	Year 4 classes access the building via the first door. Miss Goddard and Mr Coates (Mr Cowan's replacement) ** will be clearly visible to help guide your children into the correct door.	New exit only back gate opposite the school library..
5	Old back 'entry only' gate. Access the main back playground via a new temporary path across the wooded bark chip area directly into the back playground.	Mr Connally & Miss Applegate will be clearly visible by the Year 5 entrance which is located on the back of the school building next to the canopy area.	New exit only back gate opposite the school library.
6	Old back 'entry only' gate. Access the main back playground via a new temporary path across the wooded bark chip area directly into the back playground.	Mrs El Shunnar and Miss Wheeler will be visible to greet year 6 pupils at their classroom doors at the back of the building off the main back playground.	New exit only back gate opposite the school library.

*Building work was commissioned to insert access doors directly into both year 3 classrooms. This construction work is in progress but has been unavoidably delayed by the company *commissioned to carry out the work due to a manufacturing delay of the new doors and windows*. It is due to be completed over the next 3 weekends in September. Once completed the year 3 children will be able to access their classes directly from the playground by the library (Ms Woolley) or the front field (Mrs Chaplin/Mrs Last), depending on their teacher group.

** Mr Coates is our new full time replacement teacher for Mr Cowan who unfortunately resigned his post due to personal reasons. We wish him well as he returns to be nearer his family in Devon.

Changes to start and finish times Flexible opening At the start of the day, the school will continue to operate a flexible opening for all year groups. This will

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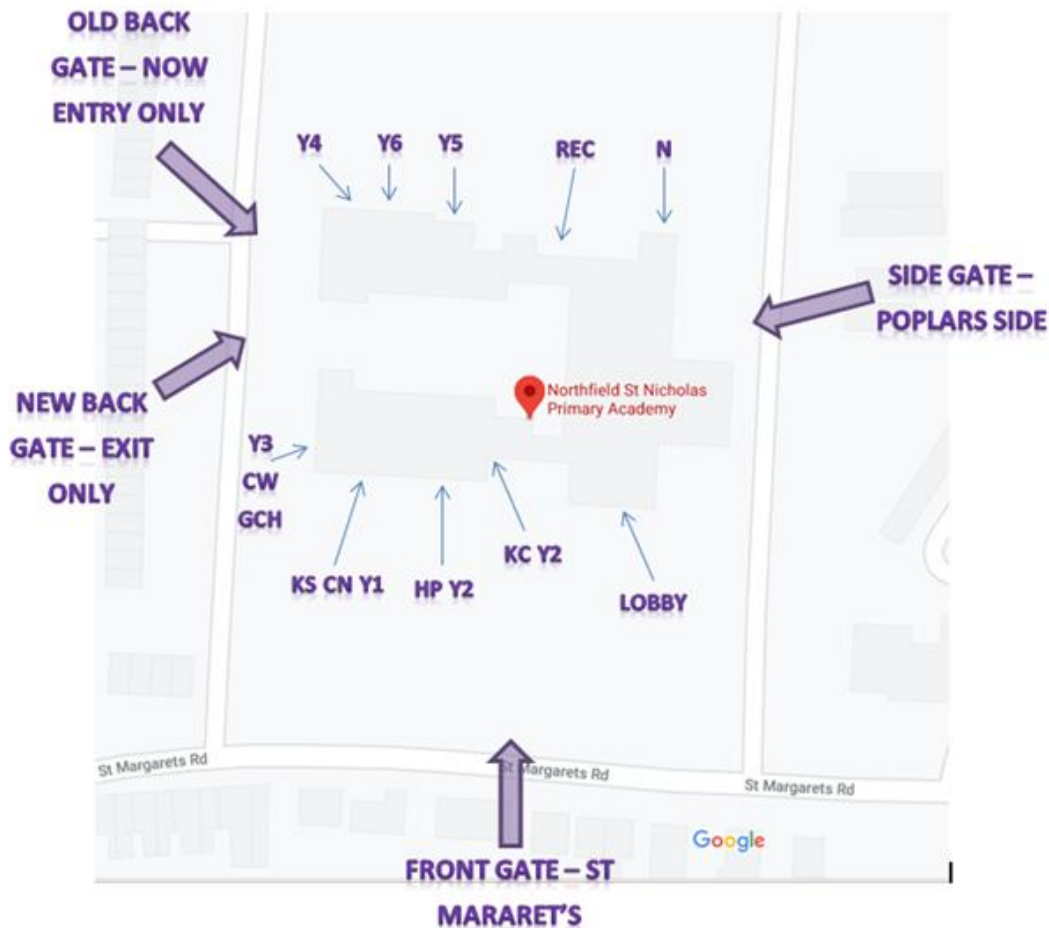
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be like our previous strategy during very rainy weather with the arrangements in place where the doors are open and children are greeted at the doors. This reduces the need for parents to wait in the playground. This should take place between 8.40-8.55am. Doors will be closed promptly at 8.55am, at which point we will continue with our late gate procedures at the front of school. All gates will be locked promptly at 9am, after which the buzz gate at the side of school near the school hall and staff car park will be the only access point.

Parents are encouraged to arrive within this time slot and not wait in the playgrounds. The grid below shows the busiest times and the aim is to create a steady flow of parents rather than everyone arriving or leaving at the same time.



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This approach prevents the need for parents to stand and wait. Walk your child to their entry point and let them enter the building. An adult will be present at the doorway to take a message if needed.

We would encourage parents of Year 5 and Year 6 pupils to drop their child at the appropriate gates or a place where the parent can see the child enter the gates and enter the school rather than coming on to the school site.

We would encourage all parents coming onto site to wear face coverings if possible as the high volume of human traffic at the start and end of the school day will make social distancing a challenge. School staff may also wear face coverings at these times if appropriate or necessary.

Parents accessing the front lobby to seek help from the school office should wear face coverings where possible, just like the expectations when entering supermarkets or shops.

End of day arrangements At the end of the day, the pick-up times will be flexible to reduce the number of adults on the different parts of the site. Pick up is between 3.15-3.30pm. Pick up the youngest children first.

- ✓ Make sure you keep the school gates clear
- ✓ Keep moving
- ✓ Be careful around pinch points... e.g. corner of the school site between the front field and the school library.
- ✓ Where possible... just one parent picking up from school
- ✓ wait in the appropriate year group zone for your child to be released to you/do not wait directly at the exit door
- ✓ be patient and help staff by waiting in the zones for your child - things may take a little longer than before.

Only Year 5 & 6 children who have written parental permission to travel to and from school independently will currently be allowed to keep a bike/scooter on the school site. Class teachers of these pupils will allocate them a personal storage place for their bike/scooter.

No other bikes or scooters can be stored on site currently. Please ensure no bikes, scooters or ride on toys are being used on site. It is essential that the site remains as orderly as possible to ensure the safety of all and that social distancing can be maintained as far as possible.

KS2 The school encourages Year 5 and Year 6 pupils who have parental permission to leave school independently (this permission must be provided in writing to the front office)

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admin team) to exit promptly and make their way home. Parents who pick up from Year 5 and Year 6 should also wait in the appropriate year group zones adjacent to where your child entered school. Do not crowd the door. Wait in the zone for staff to identify you and release your child into your care. Please be patient, it will take a little time to safely release 30 children to their respective adults whilst adhering to social distancing measures.

Older sibling pick up This can be a challenge for schools. If your child is being picked up by an older sibling, we need confirmation of who that is and an agreement that the older sibling will enter the school vicinity by themselves and not arrive with a group of friends. They cannot be on bikes or scooters. This request will need to be made in writing and receive approval from the senior leadership team.

Breakfast and After School Clubs Will be running from Monday 7th September and can be booked in the normal way.

Playtimes & Lunchtimes

Children will have their play times in year group zones. KS1 and KS2 will have staggered playtimes also. Lunches will all be taken in the classroom that the children learn in. Packed lunches from home should be kept in a lunch box and bag on each pupil's individual coat peg. Children will need to bring them home at the end of the day. School dinners will be served direct to the class. A simplified hot meal menu will be provided by the school canteen. There will be simplified choices that pupils can make of either hot or cold. School dinners will need to be paid for by parents using the normal processes via the admin office unless you are signed up as entitled to free school meals (FSM). If you are not sure if you are entitled to a FSM please speak to or email our admin team in the front office. In order to facilitate the flexible end of the day pick up times, lunchtime play will be reduced accordingly to ensure learning times remain at nationally statutory expectations.

EYFS will be eating their lunch in the dinner hall due to classroom space.

Responding to COVID-19 Key Reminders

✓ Pupils, staff and other adults must not come into the school if they have **coronavirus**

(COVID-19) symptoms, or have tested positive in the last 7 days. ✓

Anyone developing those symptoms during the school day will be sent home. ✓ If anyone in the school becomes unwell with a new, continuous cough or a high

temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a

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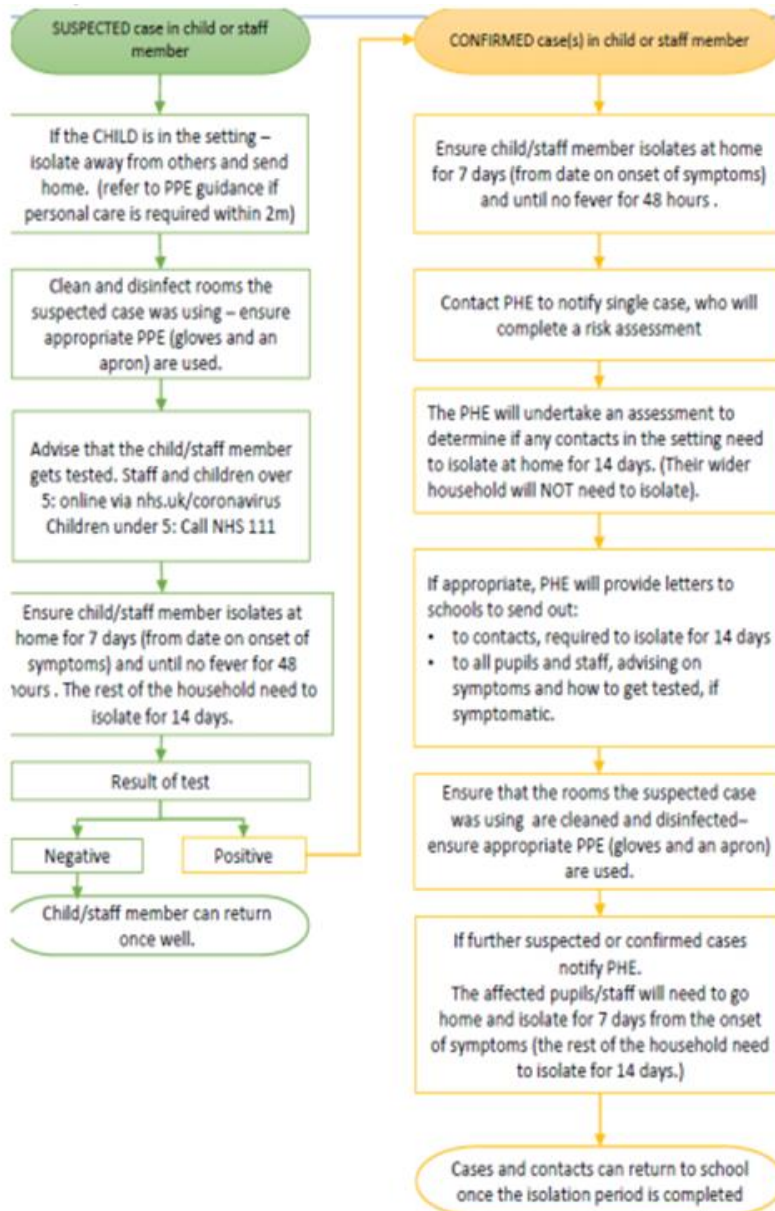


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test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. ✓ The school will continue to follow the flowchart provided by the DFE in managing a suspected case of COVID 19.



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Use of face masks / coverings In the media over the last week or so there has been discussion about whether face masks should be worn in school by pupils and staff. The guidance from the DFE still says that face masks are not appropriate for younger children, in fact if not used properly they potentially increase the risk of infection. The guidance and evidence suggests that the risks to children are also low.

The biggest challenge we have is the risk of coronavirus being passed onto staff within the school by children who may not be displaying symptoms but have COVID-19. It is because of this reason that staff in the school will be allowed to wear a face covering if they need to – remember that some of our staff may have previously been shielding or considered as clinically vulnerable. The school has a number of measures in place to reduce the risk to staff but the staff can choose this additional protective measure if they wish.

If government guidance changes or the school is part of local lockdown measures then we will follow the advice that is provided.

If it is possible for parents/carers to wear face coverings at pick up and drop off time then we feel this could be a helpful strategy, especially with the challenge of social distancing at times of high human traffic on the school site.

Staff on gate duty may also be wearing face coverings if appropriate during these very busy times.

Children **do not need** to wear face coverings on the school site. It is not considered appropriate for children to wear face coverings in class or in the school building at any time.

Holiday isolation Changes to Large School Events

We understand that parents will be disappointed that key events will not take place this year. However, these events are difficult to coordinate during normal operating.

Arranging these events whilst staying within the guidance from the government and the uncertainty around further disruption caused by coronavirus in the winter months makes the coordination of these events impossible. They would take a significant amount of time to coordinate and arrange and they would be a compromise. If we are going to run these bigger events we don't want to compromise. We also want to stay focused on our core priorities: ensuring the children and staff are safe and making sure the children are learning again and happy in school. Coordinating the big events distracts all school staff from their main purpose and applies greater pressure to everyone during such uncertain times.

Opportunity for parents to come into school for events, such as assemblies, workshops and normal parents evenings have been affected considerably as current social distancing rules make such things unworkable. The school will continue to follow national guidance and make changes and share this with parents/carers once it is deemed safe for such events to take place again.

Autumn term Parents Evening A chance for parents to meet with teachers to find out about pupil progress in school will need to be adjusted this year and information will be shared on how this will take place later in the term.

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Whole school assemblies, indoor PE (outdoor PE will continue to take place), Christmas shows, trips and fundraisers will not be able to take place for the foreseeable future.

Holiday isolation - 14 days Please remember that if you are returning from holiday and have been asked to quarantine for 14 days that you follow this and also let the school know. At present the school will not apply any fines relating to 'holiday quarantining' but we would really appreciate you letting the school know about the absence. It means that we know where your child is and why they are not attending school. The Education Welfare Officer will need to see evidence to show that there was a holiday booked which resulted in the need to quarantine.

You can use the holiday request form to alert us to this absence or the general contact form on the website. <https://www.rushmerehallprimaryschool.com/holiday-absence-request.html>

Uniform School uniform should be worn from the 3rd September onwards. We are aware that there may have been difficulties of obtaining uniforms over the lockdown period, and therefore, staff will not challenge any children who are not in full uniform **until Monday 7th September onwards**. If you have difficulties obtaining specific bits of uniform, please let the school know. Please speak to the Pastoral team/Mrs Freeman if you need any guidance, advice or support regarding school uniform.

What does my child need to bring with them?

Children need to bring their packed lunch box (if they are packed lunch). Children should also bring their book bag. School reading books that have been at home will be stored at school in a safe place for 72 hours before being re circulated. Children will be provided with a pencil case in school which will belong to them and remain with them for the rest of the school year. Therefore, they will not need to bring any equipment with them into school.

Children will be informed about what days they will be having PE. On these days your child will need to come to school in their PE kit/outdoor trainers & school coat. The uniform for PE is black shorts, red T-shirt/polo top, black jogging bottoms, black sweatshirt/fleece (no hoodies due to health and safety risks). They will wear this all day as their school uniform.

A PE timetable is included and attached for all parents together with details of the PE Uniform.

Back to school information for children attached

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A child friendly version of this information is attached to this communication in order for you to prepare your child for returning to school on the 3rd September.

If in doubt, we will all be on the gates as normal from 8.30am to offer guidance and support if you need help - just come and ask and we'll try to figure it out with you.

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