

SEPTEMBER 2020 RE-OPENING

Key information for families

We hope that you are all having a great break from school and are enjoying the summer holidays. We want all families to be aware that we have got some significant building works going on at school as we are building a 'twin' classroom to class 4, which will become the base for The Den (before and after school club). The works will be going on throughout the Autumn Term at least (the start was delayed due to the COVID 19 lockdown). The old Den mobile has been removed and there is a container and a builder's compound (area) on the playground. The works will mean that moving around the outside of the school will need to be different for the children. We will guide them through what their new routes will be when they are in school.

We hope that you find the following information useful and that it helps to answer any questions you may have had about returning to school.

<p>BUBBLES</p> 	<p><u>Class Bubbles</u></p> <p>Classes will return to their normal size of up to 30 pupils. Children will be spending their day within these class groups and there will be no crossover of children between groups under the current guidance.</p> <p>In order to minimise the risk of transmission between people, each class will learn and play together in isolation from other children in other classes, this is often referred to as a 'bubble.'</p> <p>We will have class bubbles which is who the children will be with for the majority of the time.</p> <p><u>Key Stage Bubbles</u></p> <p>We will also have Key Stage (KS) bubbles which will help us to organise certain activities/procedures such as the start and end of the day, toilet use and the Den.</p> <p>KS bubbles are:</p> <p>KS1: Class 1 (Reception/Y1) and Class 2 (Y1/Y2)</p> <p>KS2: Class 3 (Y3/Y4), Class 4 (Y4/Y5) and Class 5 (Y6)</p>
<p>Toilets</p> 	<p>Because we don't have enough sets of toilets for each class to have their own set, there is the possibility that they may meet children from another bubble when using the toilet. We have put in other risk management strategies to ensure the risk is reduced as much as possible. What this means:</p> <ul style="list-style-type: none">• Children will spend most of their school day interacting only with children in their own class bubble.• There will be timetabled slots for each class bubble to use the toilets. However, if a child needs to use the toilet outside of these slots, they may meet another child from a different class.• Children will use the toilets dedicated to their class bubble. They will be supervised to and from the toilet, as we are limiting the number of children that can use the toilets at any one time.

- Additional cleaning will occur throughout the school day.

Outdoor areas



Where possible, we will take our learning outside as guidance still tells us that this is safer than being inside. We will be timetabling all shared outdoor areas, such as the playground, field, outdoor equipment (eg tyres) and the outdoor classroom, so that we can make sure classes can access areas without any mixing.

Timings of the school day and return dates



Returning to school in September

School will re-open to all pupils on Monday 7th September.

Class bubbles will have staggered drop-off and collection times. This is an important step for us to take and we have tried to do this with as little inconvenience as possible. **NB These times have changed from the information sent out at the end of term following further guidance being issued.**

If you have children in different classes please come at the time for the earliest child; the other child/children can be dropped off and wait with their teacher.

Class drop-off and collection times are as follows:

Class	Drop off time	Collection time
Class 1 - Y1 (*New intake Reception children - see below)	8:55am	3:15pm
Class 2	8:55am	3:15pm
Class 3	8:40am	3:05pm
Class 4	8:45am	3:10pm
Class 5	8:45am	3:10pm

*Reception children who will be joining us for the first time, will start during the week beginning 14th September for mornings. The start day will depend upon the group your child has been assigned to. Please see your group letter.

Reception children:

Week beginning 14th September - Drop off time - 9:45am, collection times will vary through the week as their days are gradually extended.

Week beginning 21st September - Drop off time 8:55am collection 3:15pm (as per the rest of class 1).

It is very important that you **arrive promptly** at the time given for your year group as this means that we will reduce the number of people on site at any time.

If on foot, it is advised that members of the household should walk together to school. It is also advised that large groups should not walk together

If coming by car please, where possible, use the village hall to park; this will help reduce congestion along the road. Please however, do not gather in car parking areas.

Please follow Government guidelines as to who can travel together by car. This can be found at:

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#private-cars-and-other-vehicles>

If using school transport, please make sure your child does not have any Covid-19 symptoms, children will need to have washed/sanitised their hands before getting on to the transport. If they are happy to wear a face covering and it is safe for them to do this, then we would support this. Your child will need to put the face covering on just before they get onto the bus/into the taxi. The covering will need to be removed when they get off the bus/out of the taxi and be put into a plastic bag to take home. A fresh one will be needed for the journey home.



Dropping off and collecting

Procedures at the start of the day:

When entering the school site, please follow the one way system

- Please make sure you arrive at your allocated time
- Mrs Benson, or another member of staff will be on the main pedestrian blue gate welcoming you as you enter.
- Follow the blue fencing a few metres to the double gate onto the playground. (Happy Days Pre-school parents will need to continue forwards to the RED gate - this will be the start of the new pathway through to Happy Days)
- Please line up with your child/ren on the marked lines at the edge of the playground and wait for your child to be called forwards
- A staff member from each class will be at the main entrance to welcome and receive the children, please say a quick goodbye then your child will be called forward
- The children will line up (using social distancing), there will be hand sanitiser on entry (they will need to have their hands free so please ensure water bottles/lunchboxes etc are in their bags) [How to hand rub](#).
- The children will then be escorted to their classroom. Once in their class they will wash their hands with soap and water.
- Mrs O'Grady or another member of staff will be on the large vehicle gate, letting parents/adults back out. Adults should leave as soon as they have dropped off their child.
- Please make sure you are adhering to social distancing at all times whilst on and off site.

We would appreciate your support in keeping everyone safe by adhering to the social distancing rules.

We request that only one parent/adult per family bring your child/children onto the school site to reduce the number of people on site and if possible please do not bring other children on to the school site. If you have no other alternative, please make sure all children stay next to their adult at all times, they must not run about on the playground.

We encourage you to walk, scoot or cycle to school wherever this is possible, as this will maximise active time outside and also help to reduce car traffic outside school, where children and parents will be arriving and leaving at different times.

To use the bike sheds, please enter through the main pedestrian entrance, secure your bike, then continue to your waiting area. Please take particular care to ensure social distancing whilst using the gates and walkway.

Your child will be asked to use hand sanitiser on entry to the school building.

Collecting at the end of the day:

If you have to collect more than one child, please arrive for the earliest child then we ask that you collect this child, leave the site and re-enter at the time to collect the next child. This is to try to avoid gatherings.

Class bubble	Where to wait	Where children will come out
Class 1	Along edge of playground parallel to the fence and opposite class 3	Side gate at far end of playground by class 3
Class 2	Along edge of playground parallel to the fence and opposite the kitchen	Library door
Class 3	Along edge of playground parallel to the fence and opposite class 3	Library door
Class 4	Along edge of playground parallel to the fence and opposite class 3	Side gate at far end of playground by class 3
Class 5	Alongside the kitchen	Main front entrance

At collection times, please wait in the designated area for each class bubble until the children are released, one at a time, to you. As soon as you have your child, please leave the school site. If you have another child to collect, please make your way back to the blue pedestrian entrance gate to re enter the school site and restart the collection process.

 <p>Attendance</p>	<p>Attendance Unlike school opening on June 1st, the government has announced that school attendance from September will be compulsory. All children are expected to return.</p> <p>If your child is going to be absent for any reason, please let the school office know on 01603 759656 as you normally would.</p>
	<p>Around the school site Painted spots, lines and signs - when moving around the school site, you will notice a range of spots, lines, signs and arrows painted on the floor to support you with social distancing.</p>
	<p>No entry into the building Whilst we cannot wait to see our classrooms full again, we still need to restrict the number of people entering the school building. This means that we will continue to ask all parents to remain outside for now.</p> <p>Class teachers will always try and speak to you as soon as possible if you have a concern or a query – just let us know if you need to speak to us and we will do our best to contact you as soon as we can!</p>
	<p>Call the office The office will be manned during the school day to deal with telephone queries. Call us – we would still love to help, but by telephone and not in person. Social distancing restrictions will remain in force for anyone entering the office area.</p>
	<p>Deliveries and maintenance Essential visitors will be allowed in the building, however we will continue to require visitors to book-in in advance so they can be allocated a time slot.</p>
	<p>Personal Protective Equipment (PPE) PPE has been provided to the school and will be worn if a child is suspected to have symptoms of COVID-19 or if the staff need to come into close contact with the child, for example, if first aid needs to be administered.</p> <p>Regulations on the wearing of masks is one area which has been subject to change and we will comply with government guidance.</p>
	<p>Cleaning Alongside our usual, thorough cleaning regime, we will be cleaning all key areas (such as door handles, hand rails and toilets) more frequently. The school has been deep cleaned by an external company over the summer holidays.</p> <p>Where it is safe to do so, we will be keeping doors wedged open to avoid the need to touch the door to go through it.</p> <p>We will be reducing the soft furnished areas in classrooms as these surfaces are more difficult to clean with antibacterial products.</p>



Uniform - School uniform

From September, we will ask that all children wear their usual school uniform. This will support us in trying to resume a more 'normal' school day. We would suggest that a full set of clean uniform is worn daily to try and reduce the risk of any germs being brought into school from home or vice versa.

We recommend that all pupils change out of their uniforms once returning home, again to try and reduce any risk of germs spreading into your home.

As part of their uniform, children should wear plain, black shoes/boots but please be aware that they will be going outdoors more than usual so it is likely that they will get wet and/or muddy at times.



Physical Education (PE)

In September, you will be informed of your child's PE day(s). On these days, we will be asking the children to come into school in their PE kit, which will be worn **all day**. Please bear in mind that we will be taking as many PE lessons as possible outside, so a tracksuit (warm jogging bottoms/leggings and a sweatshirt) is advised.

Your child may also take part in sporting activities outside of their main PE day(s).

You may wish to provide them with a pair of trainers to have at school for these activities. Please put them in a named plastic bag. These can remain in their school bag.



Break and lunchtimes

Break times

Each class group will have their own outside area time to use at break time and lunch time. This will ensure that they can enjoy these times, without mixing with other groups.

Children are welcome to bring their own healthy snack (fruit or vegetable based) from home for break time, (please do not send crisps, sweets or chocolate).

Lunches

Lunches will continue to be provided by Mrs Harris, our school cook. We will be providing packed lunches to pupils entitled to free school meals, universal school meals in KS1 and to those pupils in KS2 who wish to order a school lunch.



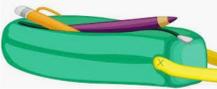
Children in all year groups will be eating their packed lunch in their classrooms.

Each class will stay with their class bubble staff at lunchtime. We will promote structured lunchtime activities that encourage social skills and we will avoid contact sports.



The DEN - Before and After School Childcare

At present, we intend to reopen the before and after school provision (The Den) whilst adhering to the current guidance on staffing and the mixing of children between their class groups. The Den provision will need to be outside for the majority of the time and numbers are having to be limited. The children will be able to leave their bags in the school hall. This will be reviewed regularly once the new term starts and when there are further updates we will communicate these to you as soon as we can.

	<p>After-School Clubs</p> <p>At present, we are unable to offer other after-school clubs in September. This will be reviewed regularly once the new term starts and when there are further updates, we will communicate these to you as soon as we can.</p>
	<p>Inside the classrooms</p> <p>Classroom layout:</p> <p>Our classrooms from Year 2 to Year 6 will be set up so that children are not directly facing one another. Much as we love being creative with our furniture arrangements, for now the scientific advice is that children should not be sat facing each other in small groups as this would allow germs to spread more easily.</p> <p>In Reception, children will continue to use a mixture of table and free-flow spaces, both inside and outside. Y1 children across both classes 1 and 2 will be given as much opportunity to use the outdoor area as possible.</p>
	<p>Personal resource packs</p> <p>Each child will have access to their own set of essential resources in classrooms and these will stay in their trays when not in use. Therefore, children are not permitted to bring in their own stationery from home. No pencil cases allowed.</p>
 	<p>Personal belongings</p> <p>Each child will need to bring their coats and bag to the classroom, where there is very limited space. Children should continue to keep what they bring into school to a minimum and only these essential items are required:</p> <ul style="list-style-type: none"> - Packed lunch (if they are bringing their own) - Water bottle and snack - Sun screen and hat (if particularly sunny) - Hand cream (if required) - Trainers on non PE days <p>All items should be clearly named.</p> <p>If your child has worn a face mask to school, they will need to remove this before entering school and put this into a small plastic bag to take home. They will need a fresh facial covering for the journey home.</p>
	<p>Children with SEND (Special Educational Needs and Disabilities) or Medical Needs</p> <p>If your child has a special educational need, disability or medical need we will, as always, endeavour to provide effective provision in order to best support your child upon their return to school.</p> <p>Mrs Sivyer (our SENDCo) has sought further advice and strategies from the appropriate teams to ensure that we are using best practice within the current climate. Information about your child's needs will be shared with the relevant adults so that we can continue to provide the support they need in order to access the curriculum.</p>

With the end of the shielding programme on 1st August, we are expecting that all children with pre-existing medical conditions are considered safe to return to school. If you have any concerns about your child or a family member with whom they live being at increased risk as a result of returning to school, please seek the most up-to-date medical advice from your GP. If your child has had a shielding letter at any point, please could you email the school office before the start of term to let us know, so we are aware.

If your child has been diagnosed with a new, non-COVID related illness during this time, please do make sure you inform the office so we can support your child appropriately at school.



Support on offer

School may be open again to all pupils in September, but we recognise that this does not mean the end of a difficult time for us all. The continuing effects of the pandemic will continue to be felt for a long time. Please do keep in touch with us and we will keep in touch with you – if we can support you in any way, please let us know and we will try our hardest to help.

Norfolk has a dedicated website '**Just one Norfolk**' which is a one stop shop for parents and carers in relation to health services www.justonenorfolk.nhs.uk

- **Just One Number: 0300 300 0123** Just One Number is a single point of access for all Norfolk Healthy Child Programme services:
- **Parentline: 07520 631590** Parentline is our text service for parents/carers to get in touch about any parenting questions or concerns.

You might find it hard to call in to Just One Number during opening hours, or you may just prefer to chat by text with a health professional.

If you need advice about your child or young person's health or wellbeing, simply send a text and one of our team will text you back.

You can text at anytime on 07520 631590. A health professional from the 0-19 team will reply during our opening times. You can have the whole conversation by text if that works best for you, or the practitioner can call you

All of this information and much more can be found on the Just one Norfolk website www.justonenorfolk.nhs.uk



The school curriculum

We recognise that all of our families have done the best they can during a very difficult and prolonged period of school closure. For some families, this means they covered a lot of home learning. For others, this simply wasn't possible. Everyone should be proud of all that they have achieved in difficult circumstances.

We will work to settle your child, identify the learning gaps we need to cover and move forwards from there. We have planned a varied and full curriculum with the intention of recapturing their enthusiasm for learning – however, we also recognise the need to allow for additional sessions and with a focus on mental health and for

	<p>more physical activity breaks. We will work hard to re-establish routines and expectations, building to a 'pre-COVID' timetable over time.</p> <p>By taking time at the beginning of the new school year to find out where the children are, we can ensure that we provide accurate challenge and support.</p>
	<p>If a child falls ill at school</p> <p>If a child develops symptoms that suggest COVID-19 whilst at school, we will remove them from their class bubble to wait with a staff member until you get here to pick them up. If siblings are also in school, we will ask you to collect them at the same time. If a child shows one of the main COVID-19 symptoms (temperature, cough, loss of sense of smell or taste) it should be possible to organise a test.</p> <p>Our class bubble system will mean that in the event of a child testing positive, we will know which pupils the child has been in contact with and who we will need to ask to self-isolate.</p> <p>We ask that if a child or a family member they live with does show symptoms of Covid-19, that you follow the government guidance to self-isolate and do not attend school. Please notify school straight away so that we can take any necessary steps to help protect others.</p>

We hope that this information is useful and helps to answer any questions and address any concerns or worries that you may have. This is an ever evolving situation and not a situation that we have experienced before (with the whole school present). Some of these arrangements may have to be reviewed/changed in light of new guidance/information, or because we find something isn't working as well as we hoped and we therefore need to take a different approach. We appreciate your patience, your support and your feedback as we strive to provide the best for your child/children that we possibly can with the current restrictions.

Yours sincerely,

Mrs Heather Benson
Headteacher