

Seghill First School

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Headteacher: Miss T Chappell



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Dear Parents and Carers

Thank you for contacting us to request a place for your child at school. We are really looking forward to seeing more children back in school in from Monday.

We have seven children in school from Reception and Year 1 as well as key worker children in Years 2 and 3. The children are working in one group or 'bubble' with two members of staff. They have all been an absolute credit to their families and our school in the way they have adapted to how we have to work now and the changes that have been made. They work in the hall but we get outside into the middle garden and top yard whenever the weather allows.

We will be extending to two bubbles from Monday. Children in Years 3 and 4 will work in one bubble. They will be based in the key stage 2 classroom. Children in Reception, Year 1 and Year 2 will be based in the hall and they will work in their bubble. Each bubble has up to a maximum of 15 children with two members of staff. Children stay within their bubble all day, every day and the bubbles must not mix: this is so we can trace everyone who has been in contact whilst in school so we can inform Public Health should a case of Covid-19 be detected in a child or staff member. Each bubble is allocated their own separate play area for outdoor play and their own play equipment. This is cleaned each day.

The purpose of this letter is to provide information about how school will operate. There are quite a few dos and don'ts. We don't want to sound too prescriptive, but we must be very clear about our expectations in order to keep and children and staff safe.

What are the school times?

- School days are from **9:00am to 3:00pm**. Doors open at **8:50am** to allow children to come into school one by one then wash their hands.
- Please make sure you are on time. There is **no access to school** via the school office.
- School closes at **3pm**.
- Your child will attend for full days from **Monday to Thursday**. School will not be open to your child on Fridays.

What are the arrangements for drop off and collection?

- Children enter and exit school through the designated door from the **top yard**.
- The gates on **Barrass Avenue and Cheviot View** are the only way to access to the top yard. All of the other gates will be locked.
- Only **one parent** is allowed to drop off and collect their child.
- This parent is **not allowed to enter the school building**.
- Parents and children should **wait on the top yard** observing social distancing rules. Please do not congregate outside the door.
- Markers or hoops will not be put out on the yard; the yard is big enough for **social distancing** to be maintained without using these measures.
- Parents are asked not to let their children play on the field or on the trim trail or play with friends in a way that does not **follow social distancing rules**.

What should children bring to school?

- Children should only bring a **coat** and a **sun hat** if required.
- Please don't bring school bags, packed lunch boxes, water bottles, toys or anything else.

What are the arrangements for school meals?

- **Packed lunches** are provided for all children, free of charge.
- The children will have a sandwich (cheese, ham, tuna or egg), crisps, fruit and a drink.
- Each child has their own **water bottle**, which we provide. It is washed in school and stays in school.
- **Fruit and snacks** are provided during the day as well as fruit juice at lunchtime.
- Please let us know before Friday if your child has any **specific dietary requirements**. This is not likes or dislikes.

What do the children wear?

- Children should arrive at school wearing **practical clothes**, including **trainers** or shoes which they can run around in comfortably. They do not need to wear school uniform.
- Please don't send them in wearing their "best" clothes.
- Children must wear a **full set of washed, clean clothes every day**.
- Children should bring a **sun hat** and parents should apply **sunscreen** to children before they leave the house on sunny days. We will not be able to do this at school.

Learning resources

- **Reading books** will be used with children in school but they will not be sent home.
- We will not be sending home any other resources.
- When any other equipment is used it will then need to be cleaned before other children use it.

How is school reducing risks associated with Covid-19 in school?

- A thorough **risk assessment** has been carried out linked to provision and the school site.
- Classrooms have been set up to **comply with social distancing**; this is reinforced throughout the school day.
- **Soft furnishings and equipment** which carry greater risk of virus transmission have been removed.
- Each pupil has their own **tray** that contains the equipment that will only be used and touched by them. These will be cleaned at the end of the day.
- Children have what they need in their tray on their tables so they **don't share equipment**.
- Children **wash their hands** regularly throughout the day.
- **Cleaning** is carried out regularly throughout the day.
- School is only open to priority children on Fridays to allow for **deep cleaning**.
- There are **no large gatherings** eg. no assemblies in the school day
- There are **no after school clubs**. Breakfast club and after school club are closed.
- Children **do not wear school uniform**: they come to school suitably dressed for the weather and playing outside, including a hat and sunscreen pre-applied if the weather is good.
- Children come to school wearing **clean clothes** every day to avoid possible virus transmission.
- Staff administering first aid or providing intimate care wear **PPE**.

How can I contact the school office?

- The school office is open from 9:00am to 12 noon.
- All enquiries outside these hours should be made by telephone on 0191 2370419 or by email. The email address and answer machine are checked every day.

We have put many measures in place to reduce the risk of the spread of infection in school. However, these will only be effective if **social distancing rules are being adhered to outside of school** and if **children who develop Covid-19 symptoms, or who have been in contact with anyone who has Covid-**

19 symptoms, do not attend school.

We have produced a **revised home school agreement** that sets out what we expect of children and parents. All parents who want their child to attend school will be required to sign this document.

Ultimately, we reserve the right to both offer and withdraw places in school to any child. Should we reach the stage where the behaviour of a child or parent is in any way compromising our ability to keep our children and our staff safe, their place will be withdrawn for either a fixed period or permanently.

On Monday we will give you a copy of the revised home school agreement (a copy is on the school website and has been circulated to parents with previous letters) and a **data collection sheet**. The data collection sheet asks for your contact details, which may have changed since the last time your child was in school. We will ask you to complete them on Monday and return them to school on Tuesday.

Our top priority is to keep our children and our staff safe, but we do not want the children returning to school to see the school covered in tape and danger signs. Our school is big enough to accommodate two bubbles safely with plenty of space inside and outside the building.

If you have any questions about the arrangements for your child returning to school or about the measures that we have put in place to protect the children and staff, please contact me directly via the school email address admin@seghill.northumberland.sch.uk or by telephone on 0191 2370419. The email address and answer machine are checked every day.

Thank you for your continued support.

Yours sincerely

Tracey Chappell
Headteacher

Steph Hall
Chair of governors