

Seghill First School

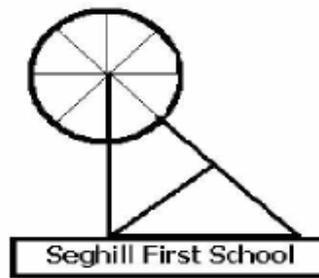
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Headteacher: Miss T Chappell



26 February 2021

Dear Parents and Carers of children in Orange class

We hope you are all well. We have missed having all the children in school and are looking forward to seeing them all again. We are writing to confirm arrangements for all children returning to school on Monday 08 March.

We have been working on our plans in light of government guidance to ensure that our school is safe and organised in a way that will provide the best possible return to school for all children. A comprehensive risk assessment has been completed, which will be reviewed daily. Plans may change in light of how things work when everyone returns to school and in response to government and local authority guidance.

Attendance at school from Monday 08 March is mandatory for all pupils. **Children should only attend school if they are fit and well.** They should not attend school if they are unwell, or if they or anyone in the family have symptoms of Covid-19.

Organisation for all pupils returning to school

Children will return to the same class that they were in before we broke up for the Christmas holidays. Our plans for all pupils returning to school are based on the 5 Rs, which are also the basis for our school improvement plans-

- Routines;
- Relationships;
- Redesign;
- Reteach;
- Resilience.

It is important that **routines** at school are consistent but adapt and change to keep everyone safe. We need to support children to adjust to routines quickly so they are settled and able to learn at school. After such a long period of living in a 'virtual world', we need to support children in re-forming **relationships** and working cooperatively alongside others. We need to **redesign** our curriculum plans to ensure that children do not miss knowledge, skills and understanding and to build on the success previously achieved. It is inevitable that there will be gaps in children's knowledge, skills and understanding. We need to **re-teach** key skills and concepts to bridge the gaps and get children back on track. We need to work with the children to develop their **resilience** so they can tackle new challenges and situations with confidence.

Year 3/4 Blue class	Year 2/3 Green class	Year 1/2 Red class	Reception Yellow class	Nursery Orange class
Mrs Bell	Mrs Lyons or Mrs Watson	Mrs Knowles Mrs Ellison	Mrs Kembrey Mrs Ellison	Mrs Askew Mrs Miller, Mrs Hurst and Miss Edmondson

Children in Yellow and Orange class will work together as an Early Years Unit. They will not mix with children in Red, Green or Blue class groups.

Organisation of the school day for Orange class

School will be open from **Monday to Friday 8:45am to 11:45am.**

Entering the school building at the start of the school day for Orange class

Children will enter school using **Orange classroom door.**

If you have one child in school in Orange class, please drop them off at the classroom door via the school drive and leave via the top yard following our one way system.

If you also have a child in **Yellow, Red, Green or Blue class,** please take them to their classroom **after** dropping off at Orange class.

Orange classroom doors will **open at 8:45am and close at 8:50am.** If you arrive after 8:50am, the classroom door will be closed, your child will not be allowed to come into school and you will have to take them home. There is no access to school via the school office.

Please wait with your child at the classroom door and leave them with Mrs Askew at 8:45am. Please do not arrive on site before this time.

Leaving the school building at the end of the school session for Orange class

Children will leave school using **Orange classroom door at 11:45am.**

Please **collect your child from the classroom door via the school drive and leave via the school drive.** Parents and carers of children in Orange class are allowed to use the same route to enter and leave the site at 11:45am as they are the only class being dismissed at this time.

Entering and leaving the school site

Only **one parent or carer** is allowed to drop off or collect their child at school on any given morning.

All parents and carers MUST wear a face covering while on the school site.

Staff will not be able to talk to parents at either the beginning or end of the school day unless it is very briefly. Their focus will be supervising children to enter and leave school safely. Parents are encouraged to email any questions to class teachers or request a telephone call at a more convenient point.

Parents and carers MUST observe social distancing while dropping off and collecting children at school.

	Start time Monday to Friday	End time Monday to Thursday	End time Friday
Orange class children with Mrs Askew	8:45am	11:45am	11:45am
Yellow class children with Mrs Kembrey	8:45am	3:10pm	1:15pm
Red class children with Mrs Knowles	8:50am	3:15pm	1:15pm
Green class children Mrs Lyons and Mrs Watson	8:50am	3:15pm	1:15pm
Blue class children with Mrs Bell	8:45am	3:10pm	1:15pm

Entry to school and exit from school will be staggered by time. Start and end times for each year group are on the previous page.

In addition to entry to and exit from the school site being staggered by time, we will continue to operate a **one way system** for parents moving around the outside of the building. This is to support **social distancing**. We also need to minimise the number of parents and children who will be on site at the beginning and end of the school day, while still ensuring that all children are dropped off and collected safely.

Parents are asked to follow the one way system to drop off their child. A **map of the drop off and collection routes** are attached to this letter. Please follow the one way system at all times- no “nipping”, “popping” or “sneaking” in or out via a different route just because you think no-one is checking!

Parents are not allowed to congregate outside the classroom doors or anywhere on the school premises.

Breaktimes

Children in Yellow and Orange class will use the Early Years garden or the bottom yard for their outdoor play. They will have outdoor play as a planned part of their morning routine. Each group will go outside with their adult at the time allocated within the morning timetable.

School uniforms and PE kit

Children should wear their school uniforms. PE for Orange class this half term is on **Wednesdays**. On Wednesdays, children should wear their school jumper/cardigan and polo top with joggers and trainers to school; they will not get changed.

What should children bring to school

Children should bring a named water bottle and coat to school. They can bring a bag to school. Reading books should be taken home and returned to school daily and in line with our policy. They should not bring a PE kit or PE bag, pencil case or anything else.

Movement around school

We will not be operating a one way system inside school. Our corridors are 1.8 metres wide; research shows that passing in the corridor at this distance is highly unlikely to lead to the spread of infection.

Access to toilets

Children in Orange class will use the toilets in the Early Years Unit.

Equipment

Classroom based resources, such as books and games, can be used and shared within the class group if they are cleaned regularly. Resources that are shared between class groups, such as sports, art and science equipment will be cleaned frequently.

First aid

First aid will be provided by staff following the guidelines, including wearing PPE if required.

Cleaning

Cleaning will take place at the end of each day and deep cleaning will take place on Friday afternoon as per the enhanced cleaning schedule. Staff will be asked to take on some incidental cleaning throughout the day. Antiviral spray and wipes will be available in all rooms.

Mr Ruler and Mrs Collier have changed their work pattern so one of them is always in school during core hours to provide additional, regular cleaning as per the enhanced cleaning schedule.

Summary

For many children, they will be returning to school for the first time since before Christmas. We appreciate that this will present different challenges to each family.

We have worked really hard to make our school as safe as possible from the very start of this pandemic. We have had **no positive test results for children** in school and we have not had to close any groups due to a positive test result for our staff and children or via close contacts. We are confident in the measures we have put in place in school and are relying on you and your family observing social distancing and all other aspects of the current guidance in order to continue to keep this virus out of our school.

If you are worried about any aspect of returning to school, please do not hesitate to contact us for further information. Our aim is to make the return to school as positive and as safe as possible for everyone.

Thank you for your continued support.

Miss Chappell
Headteacher

Mrs Hall
Chair of Governors

Key messages

We are really looking forward to seeing everyone back in school.

Children will be taught by the same teacher and in the same classroom as before school closed in December.

Children in Yellow and Orange class will work together as an Early Years Unit. They will not mix with children in Red, Green or Blue class groups.

Children should only attend school if they are fit and well.

- They should not attend school if they are unwell, or if they or anyone in the family have symptoms of Covid-19.

If your child is not going to be at school, inform school by 9:15am on the first day of absence, explaining why they are absent.

- Please do not leave a message saying “they are poorly” or “they are not well”. Please be specific.
- Children may be absent for a number of reasons that are not Covid-19 related, but you do need to let us know.

Please drop off and collect your child on time.

- We cannot have children being dropped off and collected late via the school office. Late arrival and departure will completely contravene all of the systems we have put in place to keep children and staff safe.
- Children cannot enter through the classroom doors of other year groups.

Please use the one way system to move around the school when you drop off your child.

- The one way system has been put in place to keep everyone safe and forms part of our risk assessment.
- There are no exceptions to the one way system.

Increased confidence due to staff testing

- Staff do their twice weekly **lateral flow Covid tests** at home. So far **all results have been negative**.

Ensure your contact details are up to date

- We must be able to contact you on the numbers that you have given us.
- Please keep us informed of any changes.

Use the systems we have in place to ensure you have the most up to date information.

- Information is posted on the school website and the school Facebook page.
- Teachers share information via School360 and Tapestry.
- Emails and texts will be sent out using School Gateway.

Follow the rules that are in place to keep everyone safe

- Rules will change as we move towards beating the virus, but we all still have to follow the rules that are currently in place.
- We have put many measures in place to keep our children and our staff safe, but they will be totally ineffective if children and staff are not following these guidelines at home. Please support us to keep everyone safe by continuing to follow the rules at home.

