

Seghill First School

Main Street North, Seghill
Northumberland, NE23 7SB

Tel: 0191 237 0419

Fax: 0191 237 3518

admin@seghill.northumberland.sch.uk

Headteacher: Miss T Chappell



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Dear Parents and Carers

We hope you are all well. We are writing to you to let you know about our plans for the autumn term. Guidance for schools was released by the government last Thursday.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

We have been working on our plans for September in light of this guidance to ensure that our school is safe and organised in a way that will provide the best possible start to the year for our children. Attendance at school from September is mandatory for all pupils.

We have put together a survey so we can seek your responses about the proposed change to the model of the school week for the autumn term. It is important that you respond to the survey so we have your views. **Please read this letter and respond to the survey by 9:00am on Monday 13 July if your child is in Reception or Years 1, 2, 3 or 4 from September.** Please click on the link below.

[survey for parents](#)

Organisation of pupil groups and learning

Children will move into the next year group, such as the current Year 3 children will move into Year 4. However, all children will stay with the teacher that they have now and the same classroom as they are based in now. This is so the children return to school having a familiar adult who knows them well and who knows first-hand about their ability and where they are in their learning. We feel that both of these factors will help the children to settle back into school quickly and lead to more rapid progress.

| Structure from September for the autumn term | Year 4 | Year 3 | Year 2 | Year 1 | Reception | Nursery |
|--|------------|------------------------|-------------|----------------------------|---|---------|
| | Mrs Bell | Mrs Lyons / Mrs Watson | Mrs Knowles | Mrs Kembrey Mrs Ellison | Mrs Askew Mrs Whitelaw or Mrs Miller plus Mrs Hurst or Miss Edmondson | |
| | Blue class | Green class | Red class | Yellow class | Orange class | |

There will be no whole school assemblies.

After school clubs and wraparound can go ahead as long as the guidance is followed. We will be looking closely at the guidance to agree what we are able to offer.

Organisation of the school day

As always, children joining our Nursery class will do so in a phased way, building up to coming into school for 5 mornings every week. Reception children starting full time school will also come in following a phased model to build up to full time attendance.

We are proposing to change our model of the school week for the autumn term. School will be open full days from Monday to Thursday and until 1:15pm on Fridays in the autumn term. Nursery children will attend mornings only from Monday to Friday. We will close at 1:15pm on Fridays to allow teachers to complete their planning, preparation and assessment (PPA) and for deep cleaning to take place when no children are on site.

Teachers' PPA time is provided weekly for teachers and it is Miss Chappell who covers the class to allow this to happen. Although guidance states that staff can now move between bubbles in school, we feel that Miss Chappell should not so, as this places her in a vulnerable position by increasing the number of contacts between her and all children in school. It is important that Miss Chappell is available and in good health to continue to monitor the effectiveness of our measures to protect children and staff, respond to any potential issues and also to provide sustained strategic leadership of the school in the longer term.

With these factors in mind, alongside the need for additional deep cleaning, we are proposing to close at 1:15pm to all pupils every Friday.

School meals

We will not be preparing or serving hot school meals for at least the first half of the autumn term. Only a small number of children would be able to eat in the dining room at any time. This is because we have 9 circular tables with 8 seats all facing into the middle of the table. Only two children would be able to sit at each table to comply with the advice of sitting side by side and facing forwards. The dining room would have to be deep cleaned before the next group of children come in. The length of time it would take to serve hot meals to all of the children in the dining room would be far too long and have a significant impact on teaching time across the school day.

If hot meals are not eaten in the dining room they would have to be transported to classrooms where they would be served and eaten. We do not feel this would be a good option, either in terms of the quality and temperature of the food, experience for the children, safety of staff or the additional mess and subsequent need for cleaning in each classroom. The school kitchen will remain closed for the first half of the autumn term.

All children in Reception to Year 4 will have a packed lunch.

Children in Reception, Year 1 and Year 2 plus any child in Years 3 and 4 who is entitled to Free School Meals will be offered a packed lunch provided by North Tyneside Council with no charge to parents. Children in Reception, Year 1 and Year 2 are all entitled to a free meal under the government's Universal Infant Free School Meals initiative (UIFSM). These children will also have the option to bring in a packed lunch from home.

Children in Years 3 and 4 who are not entitled to Free School Meals can pay for a packed lunch provided by North Tyneside Council or bring in a packed lunch from home.

The children will eat their lunch in their classroom with all of the children in their bubble. A rota will be put in place so some bubbles will have their lunch in their classroom then play outside and some bubbles will play outside then have their lunch in the classroom. This is so there is a reasonable amount of space on the yard for the children to play. Each of the lunchtime supervisory assistants (LSAs) will be allocated to a bubble and will stay with their bubble for the whole lunch break.

These decisions will be reviewed during the first half of the autumn term. It is our aim to provide hot meals for all pupils as soon as practicable.

Entering the school building at the start of the school day

Children will enter school using their classroom doors. Only one parent is allowed to drop off their child at school. Parents may not enter the school building unless specifically asked to do so, and via the school office.

Entry to school will be staggered by time. Details of exact start times for each year group will follow.

We will operate a one way system for parents moving around the outside of the building. This is due to a number of pinch points where parents and children cannot pass each other while observing social distancing, such as the gate from Barrass Avenue and the pedestrian gate at the top of the drive. The need arises due to the increased number of parents and children who will be on site in September compared to the current number. Parents will be asked to follow the one way system to drop off their child. Details of the one way system will follow.

Parents are not allowed to congregate outside the classroom doors or anywhere on the school premises. Details of the queuing system will follow.

Leaving the school building at the end of the school day

Children will leave school using their classroom doors. Only one parent is allowed to pick up their child from school. Parents may not enter the school building unless specifically asked to do so, and via the school office.

Exit from school will be staggered by time. Details of end times for each year group will follow.

The same one way system for parents moving around the outside of the building will be in operation at the end of the school day. Parents are not allowed to congregate outside the classroom doors or anywhere on the school premises.

Staff will not be able to talk to parents at either the beginning or end of the school day unless it is very brief. 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.

Breaktimes

Breaktimes have been planned in line with the guidance on limiting contact and children not mixing with children from other bubbles.

Children in Nursery, Reception and Year 1 will use the EY garden or the bottom yard for their outdoor play. They will have outdoor play as part of their morning routine. Each bubble will go outside with their adult at the time allocated within the morning timetable. Children in different bubbles will not mix during outdoor play sessions.

Children in Years 2, 3 and 4 will use the bottom yard for their outdoor play at breaktime, or the field if weather permits. Each bubble will go outside onto the bottom yard or field with their adult at the same time (10:45am to 11:00am). Children will play together at the same time at the same location but in specified areas. Children in different bubbles will not mix during outdoor play sessions. Each bubble will be allocated a specific play area.

School uniforms and PE kit

Children should wear their school uniforms. If you would like to buy a jumper or cardigan, please come to the school office between 9:00am and noon before we break up for the summer holidays. The school office is not open in the afternoons and will not be open over the summer holidays.

Class teachers will inform parents of their class PE days. On PE days, children should wear their school jumper/cardigan and polo top with joggers and trainers. Children will come dressed for PE and will not get changed.

What should children bring to school

They should bring a named water bottle 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 1.8metres 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 Nursery, Reception and Year 1 will use the toilets in the EY unit. Children in Year 2 will use the toilets at the bottom of the hall corridor. Children in Years 3 and 4 will use the toilets at the top of the hall corridor.

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.

Equipment

Children in key stages 1 and 2 will have their frequently used equipment in a pupil pack on their table. Some classroom based resources, such as books and games, can be used and shared within the bubble if they are cleaned regularly. Resources that are shared between bubbles, 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 advanced 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.

Next steps

The plans we have put in place are based on the safety and well-being of all of our children and staff. We have included a link to a survey (page 1) so we can seek your responses regarding the proposed change to the model of the school week for the autumn term and about requests for wraparound provision. It is important that you respond to the survey so we have your views. Please respond to the survey by **9:00am on Monday 13 July if your child is in Reception or Years 1, 2, 3 or 4 from September.**

We will be writing to you again as more details emerge and more plans are finalised. Please do not make arrangements until we have confirmed the arrangements next week. Please keep an eye on the emails and texts that we send out via **Parentmail**, the **school Facebook page** and the **school website**.

Thank you for your continued support.

Miss Chappell
Headteacher

Mrs Hall
Chair of Governors