



Head Teacher: Mrs D Reynolds - BSc Hons QTS NPQH

*Aim High*

*Never Give Up*

*Follow Your Dream*

*Lead By Example*

17/07/2020

Dear Parents/Carers

Please find information on the revised plans for our opening for September 2020. These arrangements have been adapted based on the updates of the DfE guidance. The Local Authority review our risk assessments that are signed off by both Peterborough City Council and the Board of Governors to ensure that we fully comply with processes to ensure that we are deemed a Covid-19 safe school that are acceptable to unions too.

Reception pupils will start their part-time transition to Norwood Primary School from **Wednesday 9<sup>th</sup> September** (please find attached amended timetable). Each class will still adopt the 'bubble' approach - the approach that Jonathan Lewis spoke of in his letter issued 14/07/2020 and how we have been working as a school for our Critical Worker children.

**The main changes to this bubble approach is that, due to now not closing earlier than 2pm on a Friday, this has reduced the amount of Planning, Preparation and Assessment (PPA) time that we can provide our teachers in this way. As this is a legal entitlement for teachers, we have looked at how we can still accommodate this, wherever possible, in a way that ensures this learning is delivered to children using staff qualified to do so. As such, your children will come into contact with adults who are working across a number of bubbles and with a wider range of children.**

Other safety measures as shared in the letter dated 14/07/2020 still stand as per guidance and direction for the DfE, processes that schools will implement based on their local circumstances and that work best for the mitigating safety measures required.

- Designated entrance and exit from school site for each class to reduce congestion at any given time
- Staggered start and finish times to the school day – as recommended by the DfE
- Staggered break and lunch times
- Regular cleaning of the settings and bubbles
- Education around personal hygiene and frequent hand washing including
  - Immediately on entry to the school building
  - After each visit to the toilet
  - Immediately prior to exiting the building – including for break times and outdoor P.E. sessions etc
  - Before eating
  - Before and after using any shared resources
- Reduction in the number of adults who will be in contact with your child
- Only one adult per child dropping off or collecting is permitted on school site
- Pre-school children on site to be with their adult at all times (e.g. holding hands/in a buggy/toddler reins etc.)
- No playing on any equipment before or after school

- Only essential resources being brought on to or taken off site
- P.E. kits to be brought in to school on a Monday and stay in school until home time on Friday
- A quarantine duration of 3 days of resources being brought back to school – i.e. library books

\* Please note that whilst we have an earlier close on a Friday (in-line with Local Authority agreement), the children have approximately the same amount of curriculum time as previously. This initially would be a temporary measure due to C-19 and will be reviewed moving forward.

### Information specific to your child's class – Reception September 2020

Your child is in Year **Reception** and the procedures and routine for this year group is as follows

- Enter via the **single gate on Elter Walk that is opposite the school office**
- Access your child's learning area via the large double gate to Reception play area
- Please leave the school site asap via the **single gate on Elter Walk that is opposite the school office** – taking care to socially distance from other adults using this gate
- Your child's classroom door will open from **8.55 to 9.00** - please arrive within this time slot as any late arrivals will compromise the protection of your child's and other children's bubbles.
- Children should only bring on to site
  - Water bottle
  - Reading book
  - Pack Lunch (if providing a lunch from home)
- Your child's school day from **Monday to Thursday** will finish at **3.00** - once again the gate to be used for entry and exit from school site is the **single gate on Elter Walk that is opposite the school office**.
- Please collect your child from their class, but we ask you not to hang around on the playground and exit school site safely and quickly
- Please be prompt with drop off and pick up times as late arrivals and collection will jeopardise the integrity of the bubble and may result in the bubble being closed due to cleaning rota implications
- On **Friday** when we have an earlier finish to allow for a weekly deep clean and chemical fog, your child's school day will finish at **2.00**. Due to safeguarding our children, on a **Friday** – the children will be brought to you at their designated gate for hand over back into your care

### Some general points to note

- DfE state that parents/carers should not arrive on school site and visit the office without booking an appointment in advance via email or telephone call
- Teachers will not be available for discussion at the start or end of the school day due to time restrictions and ensuring children are safe – if you need to contact a teacher to discuss any issues, please contact the school office for a telephone appointment
- For relevant year groups – forward facing seating arrangements
- There is an acknowledgement that young children will find socially distancing difficult, however adults should keep to the distancing rules
- Face masks are not to be worn in school – if your child is travelling to and from school in a facemask, we will expect the following to happen
  - Disposable masks are to be removed and disposed of in a covered bin
  - Reusable masks are to be placed in a plastic bag (supplied from home)
  - Hands will then be washed



For those families with more than one child attending Norwood, please enter the site via the allocated gate for the child with the earliest start time and drop off your child as per the guidance. If your next drop off time is within the following 10 minutes, you are permitted to remain on site but please social distance. If your next drop off is not within the next 10 minutes, it is requested that you leave site as per the allocated gate and return at the appropriate time for the next drop off. This also applies to collection time.

If you have children with the same drop off time, but have been allocated different gates, please select the gate that is most convenient to you.

On a Friday, when children are delivered to you at the gate, please let the school know if you are collecting more than one child with the same finish time and which gate you would like to use. Children allocated an alternative gate to this will be delivered to you as per your request, but this will be after the rest of the class have been safely handed over.

We're aware that the lockdown has been a difficult time for many of us, including our pupils. Please let us know if you think your children might need extra support when returning to school, such as if they feel anxious about coming back or they're experiencing bereavement. Please contact the school office to arrange a telephone appointment with a member of the senior leadership team.

Our current plans to support your children's wellbeing during this time are:

- Pastoral time within the first few days to assess the levels and need for directed support
- Curriculum time implemented to rebuild relationships across the class
- Individual programs for identified children which will be discussed with parents/carers
- Use of PiXL (Partners in Excellence) wellbeing program and transition resources

Although there will need to be some changes to reflect the different learning experience that the children will have experienced during the lockdown, we continue with our commitment to provide an ambitious, broad curriculum.

Our current plan is:

- Through carefully designed tasks, assess the children to identify their starting points in September 2020 and identify gaps in their knowledge
- Implement government initiatives such as core concepts for key subjects such as reading, writing and maths
- An aim to return to a 'normal' curriculum by the spring term
- Continue with our good practice of online learning to support children should there be a return to remote learning, either due to local lockdowns or due to individuals or groups of pupils needing to self-isolate

We're extremely grateful for all the support we've received so far from the school community. We'll continue to keep in touch if there are any updates to our plans or if we need to make changes due to new or updated government advice.

If you have any questions or queries, please do raise these through the appropriate channels and general updates or responses will be added to the school website [FAQ](#) page.

Mrs D. Reynolds  
Headteacher

