



Friday 26th February 2021

INFORMATION REGARDING THE FULL RE-OPENING OF SCHOOL FOR 8th MARCH 2021

Dear Parents and Carers,

Following the latest update from the Government on Monday 22nd February we were all relieved to hear that we can welcome back **ALL** of our year groups R-6 as of the 8th March. Hopefully as the Government lifts restrictions further over the coming weeks, data permitting, we may even finish the summer term on a more 'normal' keel for everyone.

The updated guidance was released on Monday 22nd February. Since then we have been working hard on updates to our procedures, risk assessments and training to ensure all children can return to school safely. There have also been further updated guidance documents to consider and implement from the DfE, the Local Authority and all of the various staff and teaching unions.

I would like to continue to be as transparent as possible about the principles we are steadfastly applying when working on the planning and risk assessments for March, particularly as all re-openings and lock downs have been successful so far. Therefore in line with the updates to the guidance and from PHE we will focus on:

NEW UPDATE FOR MARCH' 21

PREVENTION & RESPONSE TO INFECTION:

Prevention

To always:

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- 2) Ensure face coverings are used in recommended circumstances.
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Consider how to minimise contact across the site and maintain social distancing wherever possible.
- 7) Keep occupied spaces well ventilated.

In specific circumstances:

- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- 9) Promote and engage in asymptomatic testing, where available.

Response to any infection

To always:

- 10) Promote and engage with the NHS Test and Trace process.
- 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
- 12) Contain any outbreak by following local health protection team advice.

In addition:

- We are planning for the **maximum** safety for children and their families and staff and their families at all times.
- We will be implementing **all** government directives about protective measures to be put in place to ensure maximum safety.
- A commitment to the on-going support and learning of our children.

The plan outlined below may change should our staffing levels in school alter or due to any other external factors beyond our control such as a 'bubble' popping. I will inform you of any changes as early as possible but please be aware that it may change at short notice.

I want to ensure that you, as parents and carers, are fully informed of the necessary updates and any alterations to what school will look like. This plan has been shared with all staff and governors. Our plan has been developed and agreed solely for the children and staff that attend Norris Bank Primary.

STAFFING AND GROUPING OF CHILDREN INTO 'BUBBLES'

Following on with the successful systems we implemented for re-opening in September we will continue to limit interaction, sharing of rooms and social spaces between 'Bubbles' as much as possible. This includes maintaining the current format we have for staggering break times, lunchtimes and zoning our areas outside to limit contact between different 'Bubbles'.

We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their 'Bubble'.

All teachers and other support staff will only operate, as far as is feasibly possible, within their designated year group classes. This is in order to facilitate the delivery of the school timetable and support individuals.

Where staff need to move between classes and year groups, they will try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Again, we recognise this is not likely to be possible with younger children.

NEW UPDATE

In primary schools, the DfE has recommended that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary

school do not need to wear a face covering. Therefore staff will wear face masks on site in these identified areas unless they are medically exempt. They will not wear masks when undertaking face to face teaching or outside. However, it is at the discretion of the individual as to whether they choose to wear a face covering at all times.

NEW UPDATE

Asymptomatic testing

Coronavirus (COVID-19) asymptomatic testing in schools

Rapid testing using Lateral Flow Devices (LFD)s has supported the return to face-to-face education by helping to identify people who are infectious but do not have any coronavirus (COVID-19) symptoms. Staff in primary schools will continue to test with LFDs twice a week at home, as per existing guidance on [testing for staff in primary schools and nurseries](#).

Staff must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff also share their result, whether void, positive or negative, with myself to help with contact tracing.

Primary age pupils will not be tested with LFDs. Public Health England have advised there are currently limited public health benefits attached to testing primary pupils with lateral flow devices. Primary age pupils may find the LFD testing process unpleasant and are unable to self-swab. However the DfE will review this approach in the light of any emerging evidence.

DAILY ROUTINE AND TIMETABLING

As far as is feasible the children will return to their normal full curriculum in March. They will have staggered arrival and collection times and access to the site will continue to be restricted for parents and visitors.

Once again they will also have increased activities to support their mental health, anxiety and wellbeing supported by resources from Primary Jigsaw and the Psychology team.

We have a timetable for each 'Bubble' to adhere to so that they do not mix unnecessarily with another bubble in school and movement around the site is kept to a minimum. This includes playtimes and lunchtimes.

Assemblies will be held in their own class 'Bubbles' as we have to continue to avoid large gatherings.

All class 'Bubbles' will access the ICT suite. Any shared resources such as computers etc. will be used but, once they have, will then be cleaned before the next class 'Bubble' uses them.

We are committed to maintaining and encouraging social distancing for all children and adults throughout the school day but cannot guarantee that, within a 'Bubble', our children will be able to consistently achieve this at all times.

DROP-OFF IS THE SAME AS IT WAS BEFORE CHRISTMAS

PARENTS

- No parents/ carers/ childminders etc. will be allowed into the school building without a pre-arranged appointment. Access to the site will be given by a member of staff and a face mask must be worn.
- Entry will be at a designated time through the front gates into school.
- The sports club opposite is only partially open so alternative parking may need to be found to ensure the safe arrival of the children. Do not stop and drop off at the front of the school or anywhere where there are zig zag lines.
- **ONE** parent/guardian/childminder only to drop off child and their sibling at their designated time. No other children to be brought on site.
- Child minders **MUST** adhere to these expectations and groups of children from different year groups and 'Bubbles' must not be on site if it is not their scheduled drop off time.
- Babies, toddlers, secondary aged pupils should ideally be left at home.
- It would be preferable if Year 5/6 children were dropped off at a distance from school grounds so that they could approach school independently if possible. This would also be practice for secondary school.
- All children/parents/carers/child minders will enter school through the front entrance only.
- There will be **NO** access into school through the rear entrance as we have a one way system in place.
- Parents/carers will leave their child/ren at the drop off zone. Zones will continue to run with a class allocated to a Zone for drop off.
- All Parents will leave the site through the **FRONT** entrance of the school.

It is imperative that parents adhere to the times allocated, do not arrive early or linger after they have dropped off their child. Any late comers will be expected to wait until the following year group has been dropped off before they are admitted. With a greater volume of children returning there may be the need to be patient to ensure that all children and families can familiarise themselves with the existing system and procedures.

COLLECTION

- All parents/carers/child minders will enter school through the **FRONT** entrance **ONLY**.
- Parents will be unable to access the site to collect children through the rear of the school.
- Parents/carers with KS1 children will collect their child/ren at the at the collection point as their child/ren will be waiting in their designated zone.
- Parents with only KS1 children will then leave through the front of the school.
- Parents with a mix of both infant and junior children or just junior children will enter through the **FRONT** of the school and then follow the one way barrier system around

to the KS2 playground where they will be able to collect their child/ren and exit through the rear entrance of the school.

As previously due to the volume of children returning and to ensure safety staff will not be available for face to face meetings. All queries need to be emailed to the relevant adult in school or via telephone.

CHILDREN

- All children should have everything that they need for the day already with them: coat, bag, PE kit etc. so that there is NO delay at drop off if parents are having to hand items over.
- When the children arrive they will be go to their Zone outside of the school building but within the school gates. These will have their member of staff/s present.
- Once all children have arrived to their Zone they will be taken into school as a 'Bubble' by staff to their designated classroom.
- All equipment and resources will be allocated to each class and can continue to be used by all children within that class.
- ***NEW UPDATE*** However with frequently used items such as pens and pencils children may prefer to bring in their own pencil case and not share them with another child.
- Coats will be kept on their seat within their bubble.
- They will need to come to school in their school uniform.
- They can continue to bring in a lunch box, full PE kit, small rucksack, water bottle, pencil case and reading book
- Items will be allowed to go between home and school but this will be kept at a minimal.
- ***NEW UPDATE*** Due to the restrictions around drop off and collection and the volume of children returning we will **NOT** currently allow for bikes or scooters on site. There has been a number of parents currently bring children in on a scooter/bike and then taking the item home this will **NOT** be able to happen from March.

DROP OFF AND COLLECTION TIMES FROM MONDAY 8th MARCH

These have not altered since before Christmas

Year Group	DROP OFF TIME & LOCATION		COLLECTION TIME & LOCATION	
R	9.00	Front entrance to the school and exit via front entrance	2.45	Front entrance to the school and exit via front entrance
1	8.45		3.00	

2		Front entrance to the school and exit via front entrance		Front entrance to the school and exit via front entrance
3	8.45	Front entrance to the school and exit via front entrance	3.00	Front entrance to the school, follow the one way system and exit the site through the rear gate
4				
5	9.00	Front entrance to the school and exit via front entrance	3.15	Front entrance to the school, follow the one way system and exit the site through the rear gate
6				

PERSONAL HYGIENE/ REDUCTION OF CROSS CONTAMINATION

These have not altered since before Christmas

- As soon as children enter the school they will wash their hands in the sink within their designated 'Bubble' classroom.
- Each class will continue to have its own cleaning station, washing/hygiene products and first aid kits.
- Children will also be asked to wash hands regularly throughout the day and before going home.
- Any shared resources such computers etc. will be used by a class 'Bubble' of children will. Then they will be cleaned before the next class 'Bubble' uses them.
- If any member of the school community displays any symptoms of COVID-19 during the school day, they will be escorted to the first aid room near the staff room (isolation room). Staff will wear PPE equipment (mask, apron, goggles, and gloves) to care for them. Parents/ next of kin will be contacted and the person will be expected to be collected from school immediately. The remainder of children and the staff members for the particular 'bubble' to which the child/ adult belongs will also be

sent home and will be expected to self-isolate until the person is tested negative for COVID-19 or, in the case of a positive result, for 14 days.

- Specific sets of toilets will be allocated for particular 'Bubbles' of children although more than one 'Bubble' will be using each set of toilets. An additional cleaning rota will be in place to ensure that toilets are cleaned at least once an hour.
- The school will be cleaned thoroughly each evening/before school and this will include cleaning specific 'touch points' throughout school e.g. door handles, light switches etc. throughout the day as well.

BREAK TIMES AND LUNCHTIMES

These have not altered since before Christmas

- Break times and lunchtimes will be staggered with turnover time between each 'shift'.
- Lunch will be eaten in the classroom for KS2 children
- Reception and KS1 children will eat in the hall on a rota as their year group bubble.
- Children can either bring in a packed lunch or pay for a hot school lunch from the kitchen. If they are a Free School Meal (FSM)/ Universal Free School Meal then this will be provided from the kitchen for you.
- The kitchen will not be serving snacks/tuck.
- Children across school can bring in a healthy snack which must **NOT** contain any nuts.
- The outdoor spaces will be cordoned off into zoned areas and each 'Bubble' will be allocated to particular zones.

BRANCHING OUT

We will be able to offer this service again from March to all year groups. The format that was used prior to Christmas will be reinstated and children will remain in year group bubbles as before.

Currently due to parents having work schedules altering at short notice during the most recent lockdown 'Branching Out' has currently temporarily reduced the booking window to weekly rather than monthly. As we move out of lockdown this will revert back to normal and further details will be circulated directly from them regarding March and any updates.

ATTENDANCE

School attendance will be mandatory again from 8th March. This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to ensure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence;
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct.

Each Headteacher must take into consideration the unique situation that their school is in at this time and make decisions accordingly. In the same way, different schools have been able to offer varying levels of support for the emotional health and wellbeing of families as well as differing remote learning opportunities.

Following this last lockdown I would hope that Norris Bank Primary School has continued to fulfil our GROW values and learning opportunities; whether face to face or remotely when it has been needed most for our children and school community.

Thank you for taking the time to read the above information- I appreciate that yet again it is a lot to take in and digest. Much of it thankfully, is the same as to how things worked before Christmas. This makes things a lot easier for everyone. However with new families having joined since September and an update in the guidance it is always better to ensure everyone is fully briefed with everything again to ensure the safety and wellbeing of everyone: children, staff and families is prioritised and refreshed.

I want to take this opportunity to thank you for all of your support and the many positive comments, emails and calls we have taken acknowledging the work of the school in supporting our children and families since Christmas. It has meant an immense amount to the staff and myself that we have had your support throughout.

Yours sincerely



Mrs E Ponsen
Headteacher



Mrs A Green
Chair Of Governors