



# Shanklea Primary School

Telephone : 01670 715205  
 Email: [admin@shanklea.northumberland.sch.uk](mailto:admin@shanklea.northumberland.sch.uk)  
 Website: [www.shanklea.northumberland.sch.uk](http://www.shanklea.northumberland.sch.uk)  
 Nairn Road, Parkside Chase, Cramlington, Northumberland NE23 1RQ

Headteacher – Mrs Helen Brown  
 B.Ed(Primary)Hons, Dip.(Humanities) NPQH

Tuesday 2<sup>nd</sup> March 2021

Dear Parents and Carers

## Returning to School on 8<sup>th</sup> March 2021

Lots of work has been going on to get ready for re-opening to all children and we will continue to follow strict procedures to keep everyone safe. These are under continual review and are adapted as necessary.

**Please read the following information carefully so that we can all work together to keep everyone safe.**

We would like to remind families of the importance of observing the **staggered start** and **collection times** for each class. These have been carefully designed to ensure **social distancing on our site** and **maintain everyone's safety**. We try to be flexible for families with children in different classes but it is very important that families continue to bring their child in and collect them at the correct time.

The **Breakfast Club** and **Out of School Club** will be operating as usual and places can be booked and paid for on the **School Gateway**.

Breakfast Club may be booked from 7.30am or 8am and Out of School Club is open for sessions until 5.30pm.

The drop-off and collection arrangements for each bubble are listed below:

### EYFS:

Class	Entrance	Drop-off and Collection Times
Nursery Bubble 1a	Nursery Entrance	8.30am-11.30am (15 hours) 8.30am-2.30pm (30 hours)
Nursery Bubble 1b	Squirrels Entrance	12.15pm -3.15pm
Reception Bubbles 1c and 1d	Reception Entrance	8.45am-2.45pm
Squirrels Bubble 1e	Squirrels Entrance	9.00am-12(noon)





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## Key Stage 1:

Class	Entrance	Drop-off and Collection Times
Year 1 Bubbles 2a, 2b	Changing Room Entrance (Mrs Barron's and Miss Spence's Classes)	9.00am- 3.00pm
Year 2 Bubbles 2c, 2d	Changing Room Entrance (Mrs Downes' Class) Mobile Classroom Ramp (Mrs Shires' Class)	9.00am- 3.00pm

## Lower Key Stage 2:

Class	Entrance	Drop-off and Collection Times
Year 3 Bubbles 3a and 3b	Main Office Entrance/Main yard	8.45am-2.45pm
Year 4 Bubbles 4a and 4b	Classroom Entrances for Mrs Hagan's and Ms Rigg's classes)	8.45am-2.45pm (Please note changed time)

## Upper Key Stage 2:

Class	Entrance	Drop-off and Collection Times
Year 5 Bubbles 5a and 5b	Classroom Entrances	9.15am-3.15pm
Year 6 Bubbles 6a and 6b	Classroom Entrances	9.15am- 3.15pm



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We would like to remind you of the following:

## Pick up/ Drop Off Arrangements

- **One adult** only please
- Leave the site promptly
- Please do not arrive before your designated time above
- Walk, cycle or scoot to school if possible
- If using the cycle path gate, **follow the one-way system**
- Please observe the **social distancing markings and signs**
- Parents/staff **must wear masks** when moving around the school site.
- Older children should be left at the gate if possible
- **No dogs** are permitted on the school site (except guide dogs)
- Please do not congregate on the paths around school

## Protective Measures in school

- Enhanced cleaning schedule throughout the day. All classrooms and teaching areas have a supply of cloths, sanitiser and gloves. A log is completed each time surfaces, light switches and door handles are cleaned throughout the day. Toilets will be cleaned throughout the day.
- Children are taught and play within their year group bubbles.
- Staggered break times and lunchtime are in operation.
- Children taught to **“Catch it! Bin it! Kill it!”** Lidded pedal bins in all classrooms. Posters are displayed in each classroom to remind the children.
- Parents and carers should **limit the amount of equipment** that children bring into school each day to essentials only. For example, lunch boxes, hats, coats and books.
- Children are provided with their own pencil case containing pencils, rulers, sharpeners and erasers.



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- PE and play equipment will not be shared across year groups and will be sanitised after each use.
- Children will sit at tables, in rows, L-shapes or horseshoe shapes. They will not sit altogether on the carpet.
- Until further notice, there will be no assemblies or school trips.
- Classrooms will be well ventilated. Windows will be kept open.
- Packed Lunches will be eaten in classrooms. Hot dinners will use the hall.
- **Children to wear PE kit to school on PE days** (Parents/carers will be told when this will be)
- Parents and carers should telephone, text or e-mail if they need to speak with a member of staff
- We are **unable to accept any cash payments in school**. All payments should be made using the School Gateway System. (School Grid for lunch payments). Please download the APP if you have not done so already.
- It is expected that **all children will attend school, unless they are unwell**. Family holidays will continue to be recorded as unauthorised absences. Please avoid taking holidays in term time.

## **Please be reassured that we have worked hard to minimise the risk to staff, students and families from coronavirus.**

Social distancing, enhanced cleaning routines, staff training and detailed risk assessments are just some of the measures that have been put in place. We have revised policies and a return to work plan, with detailed risk assessments, to ensure processes, procedures and systems are all ready and in place from day one.

Enhanced cleaning routines were established since lockdown, and site staff have ensured that every space in our school has undergone a thorough clean in readiness for the return of pupils and staff.

Staff will use disinfectant sprays to clean within their classrooms between different groups.

Risks for every staff member who might be particularly vulnerable (e.g. have underlying health issues, be pregnant, or who are part of our BAME community) have been individually assessed and appropriate measures taken.

## **Shanklea pupils have their own stationery sets which they keep at their own tables. Regular hand washing and cleaning routines have been established throughout our school.**

In order to provide a broad curriculum and continue to deliver lessons that students enjoy and achieve in, the curriculum content in subject areas such as PE, Music and Design Technology have been modified to **minimise sharing of equipment** and, where this is not possible, **ensure rigorous cleaning** of equipment





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between use.

While we cannot eliminate every risk, we have worked hard to minimise it as much as possible. With this in mind, it was very important that every child returns to school ready to learn and we **thank you** for all your support in the re-establishment of school routines.

## School uniform

School uniform plays a valuable role in contributing to the ethos of our school, setting an appropriate tone and encouraging a sense of belonging. We, therefore, strongly encourage pupils to follow **Shanklea's usual uniform policies**. This includes **no jewellery** and **no nail varnish**.

## Lunches

Our Catering team will provide high quality lunches which should be **pre-ordered** on the **School Grid before 9am** each day. **Please note that menus have changed since before lockdown so please check any pre-orders are correct**. Alternatively, lunches may be brought in a lunch bag or box provided they are clearly labelled and thoroughly washed daily.

## Face masks

At Shanklea we have taken the decision **that pupils do not need to wear facemasks** in school due to the risk reduction measures we have in place. Masks also have a negative impact around hearing and social communication.

## Reducing anxiety, building confidence and learning

**We are always here to support families** who believe their child to be vulnerable in any way. We appreciate that for some learners getting back to normal will continue to be a challenge and, for some, lockdown will have had a significant impact on their learning and engagement in school education.

During the coming months there will be **a strong focus on emotional wellbeing**. Staff have undergone additional training to ensure they are fully prepared to support students who might be feeling anxious or worried on their return to school. Lessons such as PSHE and SEAL (Social, Emotional Aspects of Learning) will have additional content aimed specifically at building confidence, positive peer interactions, managing change and anxiety and rebuilding learning skills and resilience.

Teachers have been adapting their long term plans so that they are able to revisit prior learning and cover any gaps in Literacy and Numeracy that may exist after the past few weeks. This will be a careful process and **no student should feel overwhelmed or under any adverse pressure**.

The Government has provided some additional finance to schools to boost support for learners at crucial stages in their education. Professional learning resources will include extra coaching support, personalised learning programmes and additional time and resources for test year pupils. A range of quality first teaching approaches will be relevant, including blended learning - for example digital resources, online programs,





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interventions and standardised tests.

**A decision has been made to re-organise Key Stage 1 into 4 separate classes:**

**Year 1: Mrs Barron and Miss Spence**

**Year 2: Mrs Downes and Mrs Shires**

We will provide more information to KS1 parents and carers shortly.

## Reading

At Shanklea we recognize the importance of reading to children's academic progress and their future prospects in life. Therefore it is our first priority as school reopens to ensure children are reading regularly and retain a pleasure in reading. Every effort is being made to make reading the focus of our curriculum. To support this, your child's teacher is undertaking one to one and whole class assessments which will help us identify every child's reading needs. To analyse all the information effectively will take us some time, so please bear with us whilst we do this.

We have rigorous COVID-19 secure systems in place to allow us to provide your child with a perfectly pitched book. As previously, **to ensure effective quarantining, reading books will be issued on Mondays and returned to school on Fridays.** This will recommence on **Monday 8<sup>th</sup> March 2021.**

## Visits to school

Due to the current social distancing measures, **traditional parents' evenings** (that is where parents come into school to meet their child's teachers and discuss progress, with or without the child present), **assemblies** and **performances** will **not take place** for the time being. Shanklea staff will still ensure they are available to discuss any concerns parents may have, and engage with parents via other means, such as by email, on the telephone or through school apps, where appropriate. Where a discussion with a parent cannot take place via these routes and face to face contact is considered necessary then appropriate risk prevention measures will need to be put in place.

## P.E. Days

**Children in KS1 and KS2 should come to school in their PE kits on the days they have PE.** These will be confirmed shortly.

## Possible COVID-19 Infections

The latest Government guidance is that a positive test on site does not require closure of that site. They state that the process of testing and contact tracing is part of the 'new normal' and where schools and settings follow these guidelines carefully, there is no cause for alarm.

If there are multiple cases of COVID-19 in a school then experts from across the NHS and local government will work together to prevent ongoing transmission within the school. This will involve identifying who has been exposed and any child or staff member who is at increased risk. They will then provide tailored





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infection control advice. Advice based on the assessment of each individual situation will be provided to support the school in preventing further spread. We are assured that the process would be handled sensitively and in confidence.

**As an additional risk reduction measure, the majority of our staff are voluntarily completing Lateral Flow Device tests twice a week as part of the NHS Test and Trace self-testing programme.**

Further information and questions and answers about **NHS Test, Trace, Protect** can be found on the English Government website.

I understand that some of you may have additional questions or anxieties about the re-opening of school. I would like to assure you that we will do everything we can to maintain a **safe school** and will put our efforts into providing a happy environment for everyone.

## Protect and Prevent

Please help us prevent the virus from entering our school by following the Protect and Prevent measures:

- **Do not send your child to school if they are unwell**
- **If your child is suspected of having the virus whilst at school, you will need to come and collect them from school immediately**
- **Teach your child to stay safe and alert when they are not in school by observing social distancing and good hygiene measures**

If you have not already done so please ensure you have read and discussed the **'Home School Agreement'** and the **'Shanklea Primary Daily School Routines: Student Expectations'** documents with your child. This will help your child to clearly understand the normal routines and behaviour expectations to help them feel confident and safe at school.

We understand that many in our community may feel a little anxious as we welcome everyone back to school. Please be reassured that Shanklea staff will do everything possible to support and reassure the children so that they can continue their Shanklea learning journey with confidence.

**We are so looking forward to seeing everyone again – we can hardly wait.**

Kind regards,

Mrs H Brown  
Head Teacher

