

# Seghill First School

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Headteacher: Miss T Chappell



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Dear Parents and Carers of children in Yellow 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 Yellow class**

School will be open full days from **Monday to Thursday 8:45am to 3:10pm** and **8:45am to 1:15pm on Fridays**. 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.

### **Entering the school building at the start of the school day for Yellow class**

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

**If you have one child in school in Yellow 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 **Orange class**, please take them to their classroom first **before** coming to Yellow class.

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

Yellow 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 Kembrey at 8:45am. Please do not arrive on site before this time.

### **Leaving the school building at the end of the school day for Yellow class**

Children will leave school using **Yellow classroom door at 3:10pm**.

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.

**If you have one child in school in Yellow class, please collect them 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 **Red, Green or Blue class**, please collect them from their classroom **after** collecting your child from Yellow class.

### **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 or afternoon.

**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.**

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

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

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 and collect their child. A **map of the one way system** is 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.

### **School meals for children in Yellow class**

We will be serving hot school meals prepared on site every day by Mrs Rogage. We are not quite sure of the details of the menu yet, but we will provide this information in due course. Children will have the option of a hot meal or to bring in a packed lunch from home.

All children in Yellow class are entitled to a free school meal due to the government’s Universal Infant Free School Meals initiative.

The children will eat their lunch in the dining room with all of the children in their class group. Each class has their own dedicated lunchtime supervisory assistant. Each of the lunchtime supervisory assistants will stay with their class group for the whole lunch break. The lunchtime supervisory assistant for Yellow class is Miss Ornsby.

A rota is in place so some class groups will have their lunch then play outside and some class groups will play outside then have their lunch. This is so there is a reasonable amount of space for the children to play. Each class group has their own set of equipment which is only used by children in their class group. Children in different class groups will not mix during lunchtimes.

### **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 days for Yellow class this half term are **Tuesdays and Wednesdays**. On PE days, children should wear their school jumper/cardigan and polo top with joggers and trainers to school; they will not get changed.

### **Breakfast club and after school club- wraparound provision**

Wraparound provision can go ahead as long as the guidance is followed. If you would like to book a place for your child at either breakfast club (from 7:30am Monday to Friday) or after school club (until 5:30pm Monday to Thursday), please do so using School Gateway. Bookings must be made and paid for using School Gateway. Please make your bookings by the Friday of the week before you wish to use these services.

### **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 Yellow 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 and collect 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.

