

Seghill First School

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Headteacher: Miss T Chappell



26 August 2020

Dear Parents and Carers

We hope you are all well. We are writing to you to confirm arrangements for the autumn term. We have been working on our plans for September in light of government 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. 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 September is mandatory for all pupils.

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 **same teacher** and the **same classroom** as before we closed in March. 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.

Children will be taught in a bubble, or class group. They will not mix with children in other bubbles.

Structure from September for the autumn term	Year 4 blue class	Year 3 green class	Year 2 red class	Year 1 yellow class	Reception and Nursery orange class
	Mrs Bell	Mrs Lyons / Mrs Watson	Mrs Knowles Mrs Ellison	Mrs Kembrey Mrs Ellison	Mrs Askew Mrs Whitelawor Mrs Miller plus Mrs Hurst or Miss Edmondson
	Blue classroom facing the field	Green classroom facing Cheviot View	Red classroom facing Cheviot View	Early Years' unit accessed via Early Years' gate	Early Years' unit accessed via Early Years' gate

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. The timings for all year groups are included on page 2.

As we told you in July, we proposed to **change our model of the school week** for the autumn term. This has been **confirmed**. 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.

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 enter the school building by appointment only and if specifically asked to do so, via the school office.

Entry to school will be staggered by time. Start and end times for each year group below.

	Start time Monday to Friday	End time Monday to Thursday	End time Friday
Nursery children starting in September or who started in January 2020 with Mrs Askew Early Years' unit accessed via Early Years' gate	8:45am	11:45am	11:45am
Reception children with Mrs Askew Early Years' unit accessed via Early Years' gate	8:45am	3:10pm	1:15pm
Year 1 children with Mrs Kembrey Early Years' unit accessed via Early Years' gate	8:45am	3:10pm	1:15pm
Year 2 children with Mrs Knowles Red classroom facing Cheviot View	8:50am	3:15pm	1:15pm
Year 3 children Mrs Lyons and Mrs Watson Green classroom facing Cheviot View	8:50am	3:15pm	1:15pm
Year 4 children with Mrs Bell Blue classroom facing the field	8:50am	3:15pm	1:15pm

In addition to entry to the school site being staggered by time, 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. 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 from September, while still ensuring that all children are dropped off and collected safely at their classroom door.

Parents are asked to follow the one way system to drop off and collect their child. A **map of the one way system** is included on page 7. A **video** of the one way system will be posted on the school website and school Facebook page this week.

Entry to the school site is staggered by time. The start time for children in **Nursery, Reception and Year 1 is 8:45am**. This is to allow parents to drop off their child in these year groups and leave the school site or move around the school following the one way system to drop off children in Years 2, 3 and 4.

The start time for children in **Years 2, 3 and 4 is 8:50am**. This is to allow parents to drop off their child in these year groups and leave the school site. It is also to allow parents who have dropped off younger children in Nursery, Reception and Year 1 to move around the school following the one way system to drop off children in Years 2, 3 and 4.

If you have more than one child in school, please drop off children in **Nursery, Reception and Year 1 first**.

In the past, we have allowed 10 minutes from doors opening at 8:35am to doors closing at 8:45am for children to enter the classroom. We are not able to do this now. Please wait with your child at the classroom door and leave them with the class teacher at either 8:45am or 8:50am. Parents are not allowed to congregate outside the classroom doors or anywhere on the school premises. Please do not arrive on site before your child's start time.

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. Exit from school will be staggered by time. Details of end times for each year group are on the table on page 2.

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.

If you have more than one child in school, please **collect children in Nursery, Reception and Year 1 first.**

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.

School meals

We will not be preparing or serving hot school meals for at least the first half of the autumn term. All children in Reception to Year 4 will have a packed lunch.

All 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 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 (£2.30 per day) or bring in a packed lunch from home.

The children will eat their packed 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 packed lunch in their classroom then play outside and some bubbles will play outside then have their packed 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. We have included a link to a survey so we can seek your responses regarding packed lunches for the first half of the autumn term. It is important that you respond to the survey so we know if your child is having a school packed lunch or a packed lunch provided by you (even if you responded to our previous survey in July). If you have more than one child in these year groups, please **complete and submit one survey per child.**

Please respond to the survey by **3:00pm on Friday 28 August if your child is in Reception or Years 1, 2, 3 or 4 from September.**

[click here for link to survey](#)

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 top or bottom yard for their outdoor play at breaktime, or the field if weather permits. Each bubble will go outside onto the 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. 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.

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 let us know by responding to the survey by **3:00pm on Friday 28 August if your child is in Reception or Years 1, 2, 3 or 4 from September**. The link to the survey is on page 3.

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 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.

Summary

For many children, they will be returning to school for the first time since March. Some children will be joining us again after attending up until the start of the summer holidays. We appreciate that this will present different challenges to each family. 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 for all children and parents

We are really looking forward to seeing everyone back in school in September.

Children will be taught by the same teacher and in the same classroom as before school closed in March.

- 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.
- Children will be taught in a bubble, or class group.
- They will not mix with children in other bubbles.

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. There will be no key stage 2 helpers at the office to take late comers to classrooms.
- 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.

Ensure your contact details are up to date

- We will be asking you to provide your contact details during the first week back at school.
- We must be able to contact you on the numbers that you provide us.

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, our new communication system (taking over from Parentmail next month).

Follow the rules that 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.

Contact details

If you need to speak to any of the teachers, please contact them directly using these addresses-
anna.bell1@school360.co.uk amanda.lyons@school360.co.uk
sarah.watson1@school360.co.uk pamela.knowles@school360.co.uk
sarah.kembrey@school360.co.uk hannah.askew@school360.co.uk

For general requests or for information please use the school email address -
admin@seghill.northumberland.sch.uk This email address will be checked regularly.

School telephone number 0191 237 0419.

Please note that the school office is not open until Tuesday 01 September.

Start dates and times

School is closed to all pupils on Tuesday 01 September, as this is a staff training day.

Children in Reception and in Years 1, 2, 3 and 4 will start school on **Wednesday 02 September**.

Years 2, 3 and 4

During the **first week**, children in Years 2, 3 and 4 will attend from 8:50am to 3:15pm on Wednesday and Thursday, plus 8:50am to 1:15pm on Friday.

From week beginning **Monday 07 September**, children in Years 2, 3 and 4 will attend from 8:50am to 3:15pm on Monday to Thursday, plus 8:45am to 1:15 on Friday.

Year 1

During the **first week**, children in Year 1 will attend from 8:45am to 3:10pm on Wednesday and Thursday, plus 8:45am to 1:15pm on Friday.

From week beginning **Monday 07 September**, children in Year 1 will attend from 8:45am to 3:10pm on Monday to Thursday, plus 8:45am to 1:15pm on Friday.

Reception

During the **first week**, children in Reception will attend from 8:45am to 1:15pm on Wednesday, Thursday and Friday.

From week beginning **Monday 07 September**, children in Reception will attend from 8:45am to 2:15pm on Monday to Thursday, plus 8:45am to 1:15pm on Friday.

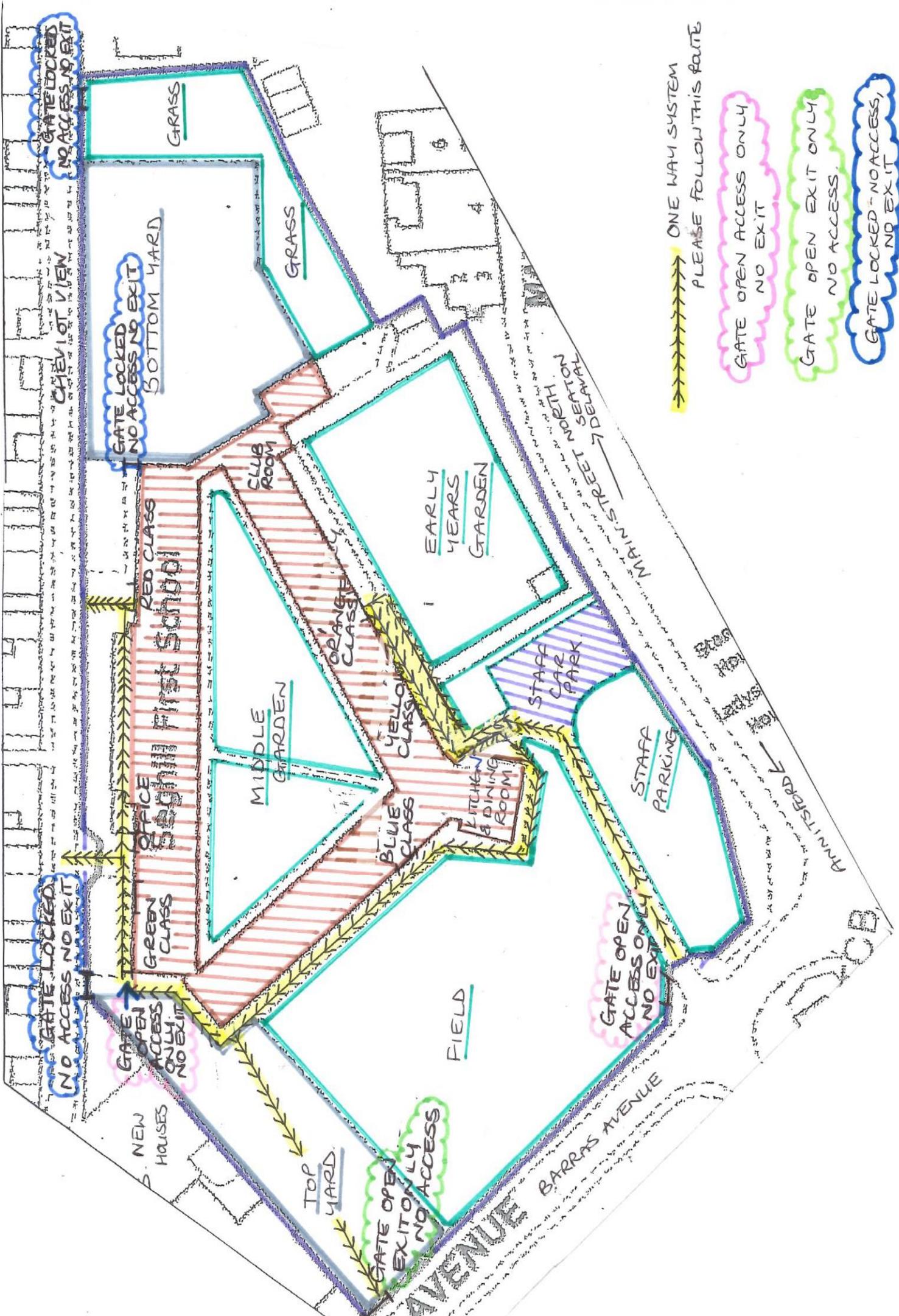
From week beginning **Monday 14 September**, children in Reception will attend from 8:45am to 3:10pm on Monday to Thursday, plus 8:45am to 1:15pm on Friday.

Nursery

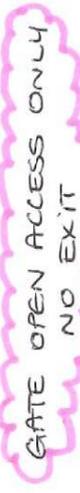
During the **first week**, children in Nursery will not attend school.

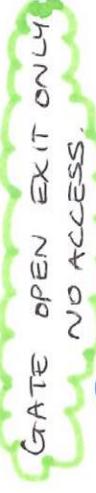
From week beginning **Monday 07 September**, children in Nursery will attend from 8:45am to 10:45am from Monday to Friday.

From week beginning **Monday 14 September**, children in Nursery will attend from 8:45am to 11:45am from Monday to Friday.



 ONE WAY SYSTEM
 PLEASE FOLLOW THIS ROUTE

 GATE OPEN ACCESS ONLY
 NO EXIT

 GATE OPEN EXIT ONLY
 NO ACCESS

 GATE LOCKED - NO ACCESS,
 NO EXIT

