



North Duffield Community Primary School
Broadmanor, North Duffield, Selby, North Yorkshire YO8 5RZ
Telephone: 01757 288487
E-mail: admin@northduffield.n-yorks.sch.uk
Website: www.northduffield.n-yorks.sch.uk
Headteacher: Mr A Russell
Maintained by North Yorkshire County Council



September Procedures at North Duffield School

Dear Parents

We hope you all had a lovely summer break. We are looking forward to all the children returning to school on Tuesday 7th September. The information in this letter states how we intend the school to run, although this is subject to changes in the guidance or if cases in school increase. The procedures we have put in place are to minimise the risk of cases of Covid 19 in school.

How will this work?

When your child returns after the summer holiday, they will return to their classrooms and continue to work with their class teacher(s) and support staff, throughout the week. These class groups will, for the majority of the time, be kept separate from each other to minimise contact and risks. The whole school will have lunchtime and breaktimes together, as well as a daily morning assembly to begin with.

Start and Finish Times

All Classes will **start at 9am and finish at 3:30pm.**

Gates will open at **8:50am** and close at **9:10am** in the morning and **3:25pm** in the afternoon, children will be allowed to come straight into school.

Children are expected to be in the classroom and ready to work by **9am.**

The one-way system will still be in place for at least the first half term. Parents will enter via Broadmanor and exit either by the ginnel to the rear or the vehicle gate.

- | | |
|---------|--|
| Class 1 | Drop off/Pick up from the conservatory door. |
| Class 2 | Drop off/Pick up from the main entrance |
| Class 3 | Drop off/Pick up from the cloakroom door. |
| Class 4 | Drop off/Pick up from the mobile. |
| Class 5 | Drop off/Pick up from the fire exit door (on Little Ducks Playground). |

On a normal school day, it is extremely busy on Broadmanor. Due to the number of people trying to access the site at different times in the morning and the afternoon, we would ask that parents and children walk to school wherever possible.



What if I have children at the front or to the rear of the school?

If you have more than one child, in different areas of the school (e.g. one from Mrs Mounfield's class and one from Mrs Duffy's class), please bring them to the hall entrance (near the mobile classroom). A member of staff will be there to direct the children to their classroom.

At the end of the day, pick up the child to the rear of the school first and then wait on the playground at the rear of the school. We will bring your other child to you.

What will my child need to bring to school?

Please ensure your child brings ONLY - a lunch box (if required), a full water bottle and a coat, the children will go outside even if the weather is wet. Children are allowed to bring a bag to school to carry their belongings.

How will I drop off my child?

To minimise risk, when you arrive at school the one-way system will be still be in place to minimise mixing as much as possible and the grounds and classes will be clearly marked. As soon as you have dropped your child off, you **must** vacate the premises via the **signposted exits**. Socialising between parents **may not take place** within the school grounds.

Your child's class teacher will meet each child individually at the designated door and take them to wash their hands, then into the classroom where they will have a set place to sit each day. A TA will support in class at all times. Parents **cannot gather** at gates or doors and **must not** engage the teacher unless the drop off protocol needs to be as efficient as possible.

Can I access the school office?

If you need to speak to a member of staff or the school office please email or phone to make an appointment. Staff cannot be distracted at key drop off and pick up times, and the office is closed to visitors including parents, again to minimise contact and risk.

How will the classrooms be cleaned?

Cleaning will continue to happen regularly, including sanitise hard surfaces in the classroom at lunchtime and again at the end of the day. Doors – wherever safe to do so will remain open to minimise the use of door handles, and windows will also be open. This will provide good air circulation and ventilation of rooms. Pedal bins have been purchased for tissues etc. and will be emptied and sanitised regularly by staff.

How often will my child wash their hands?

Strict handwashing times have been allocated in the daily timetable. Children will either use the hand sanitiser provided or wash their hands with soap and water:

- When they come into school in the morning.
- After morning break.
- Before lunch.
- After lunch.
- After afternoon break.
- Before home time.
- After every PE lesson

What will happen at break times?

Children will return to normal breaktimes, we have removed the zones so the children will be able to use and mix with other children outside.



What will happen at lunch times?

At lunchtime the children will eat in the hall. Hot lunches are available or the children can bring in a packed lunch.

When do I pick my child up?

When you arrive at school a one-way system will be set up and the playground will be clearly marked to show you where to wait. As soon as you have picked your child up, **you must vacate the premises via the specified** exit. Socialising between parents may not take place within the school grounds. Again, parents will not be able to access the school office, if you need to speak to a member of staff please email or phone to make an appointment.

Will there be a normal curriculum?

Yes, our school curriculum is designed for the needs of the children and linked to the National Curriculum.

Will my child get homework?

Home work will be set by all teachers. It will include reading, phonics work (in KS1) and maths skills.

Can my child have a drink and snack?

Yes, snacks or drinks (named bottle please) can be brought in by the child in the morning and put in their tray where they can easily access them. However, it is the child's responsibility to take drinks bottles home and wash them thoroughly every day, they cannot be left in school and staff are unable to wash them.

Does my child have to wear school uniform?

Uniform will be required. This can be purchased from Classroom Clothing or supermarkets in Selby We also ask parents to provide children with a light water/shower proof coat, a cagoule would be perfect, as we will take the children out in wet playtimes for walks and some form of exercise etc. Please ensure your child has a sun hat as children will be outside as much as possible.

PE Kit

As a school we have decided that the children should come to school in the PE kits on the days they have PE. Each class will inform parents of the 2 days the children have PE. Please remember a PE kit should be a plain T-shirt (red or white preferred, **no football shirts**), black or blue shorts, trainers or plimsols and a tracksuit.

What if my child needs medication?

Please phone the office and make an appointment, then fill out the necessary medication forms as usual. A member of staff will give your child their medication following the normal protocol. Asthma inhalers can be sent in with the child and kept by their class teacher.

What happens if my child or member of staff is ill?

Any member of staff or child showing the symptoms of Covid should not come to school and arrange for a PCR test. Please remember Lateral Flow Tests are for asymptomatic testing, if you have the symptoms you MUST get a PCR test.



Illness – If anyone in the group becomes ill, they must be sent home and one adult will inform the office who will make the necessary phone calls. Non – contact thermometers are available in school to take a child’s temperature if it is deemed necessary following discussion with SLT.

If a child is awaiting collection, they will be moved to the staff entrance area and isolated with adult supervision. PPE will be worn by the member of staff supervising a poorly child awaiting collection.

Close Contacts, Test and Trace

The new guidance for when to self-isolate can be accessed via the link below.

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

Please read it carefully as there are some significant changes.

The DFE Guidance also states:

As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact.

Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:

- *they are fully vaccinated*
- *they are below the age of 18 years and 6 months*
- *they have taken part in or are currently part of an approved COVID-19 vaccine trial*
- *they are not able to get vaccinated for medical reasons*

*Instead, you will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and **advised to take a PCR test**. We would encourage all individuals to take a PCR test if advised to do so.*

Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal.

If there is a substantial increase in the number of positive cases in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.

We have a contingency plan in place for an increase in cases, available on our school website.

What if my child becomes ill or needs first aid?

A trained first aider will be on site at all times. If your child becomes ill or has an accident, they will be isolated and the first aider, on the rota that day, will attend to your child whilst if necessary a member of staff contacts you so that you can collect them. Please note that children who are ill will have to be collected from



school immediately so as to lessen the risk of infection to others. The first aider who attends your child will wear PPE to minimise the risk of infection.

Do you need to wear a face mask and hand gel?

This is personal choice and if you or your child would like to wear a face mask and use hand gel this is fine. However, if your child brings in hand gel must be named and kept in the child's tray (which can only be used in the classroom under adult supervision) and will not exclude your child from the daily handwashing routine in place. If you would like your child to wear a face mask, you need to explain or practice keeping it on at home, so that your child is used to wearing it. Staff will not be allowed to assist with face masks. Staff and adults may wear a face mask in certain situations around school.

Will there be any after school clubs?

We intend to start running extra-curricular clubs during the autumn term. Information will be sent when the clubs have been arranged.

What if my child needs Sunscreen?

Sunscreen must be put on before your child comes to school as staff will not be allowed to do this.

As always, the information is subject to change depending on how systems work and also any changes to government guidance.

I hope I have answered your questions for the start of the new academic year. We are still in challenging times but I know from the support we have had from you that we can get through this together. If you have further questions please email.

We are all looking forward to welcoming back children on Tuesday 7th September and the start of a return to normal school routines.

Andrew Russell
Headteacher

