

Newchurch Community Primary School
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2nd January 2021

Dear parent/carer,

Happy New Year everyone! We trust that you had a wonderful Christmas and are looking forwards to starting a brand new year.

Following on from the announcements on 30th December, we can confirm that Newchurch Community Primary School intends to be opening fully to all year groups on Monday 4th January 2021. We must however, continue to exercise caution by sticking to the restrictions put in place in order to ensure that we are able to provide face-to-face education for all our Newchurch robins. In order to ensure this happens, it feels necessary to reiterate the systems Newchurch has put in place to keep the children, staff and families safe in order that the children have continuity of learning. Therefore, we apologise for repeating information you have heard before, but need to ensure that we begin 2021 on the right foot!

Risk assessment and staff changes

Following the modifications to the guidance, we have checked our risk assessment which can be found on our school website. This is a dynamic document which is revised on a regular basis to ensure that we are always keeping our children and staff safe.

Alongside this is the constant need to review the staffing structure to ensure the best provision for the children, but also reduce the risk of more members of staff needing to isolate should there be a positive case of COVID-19 in the school. In some cases, decisions around staffing for September were linked to supporting the children in their transition to the next class as we were unable to do this in our usual way in July. Now the children are settled, we have had time to reflect on the impact on staffing numbers in the event classes are asked to isolate which has led us to making some minor adjustments to the deployment of staff. The changes are as follows:

Class	Teacher	Teaching Assistant
Reception	Mrs Sizer (student teacher also)	Miss Sullivan (Monday – Thursday) Mrs Dixon (Friday)
Year 1	Mrs Toone (Monday and Tuesday) Miss Jones (Wednesday to Friday)	Mrs Urmston Mrs Hyde
Year 2	Miss Igglesden	Mrs Dixon



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		Mrs Worthington
Year 3	Miss Brinksman	Mrs Price
Year 4	Mrs Conreen	Mr Boon (Nathan) Mrs Shepherd (student Teaching Assistant)
Year 5	Mr Duckett	Miss Ingham
Year 6	Mr Singleton	Mrs Storey

Mrs Wilkinson-Gamble, who is usually the Year 4 teaching assistant, will be our virtual member of staff supporting those children who need to isolate. She works closely with the class teachers to ensure that those children (who can change on a daily basis) receive the online learning and support they require to ensure they continue with their studies.

What being in Tier 4 means

Although Warrington is in Tier 4, parents can still take their children to school, and people can continue existing arrangements for contact between parents and children where they live apart. We can leave home to visit people in our support bubble, or to provide informal childcare for children aged 13 and under as part of a childcare bubble. We must not meet socially indoors with family or friends unless they are part of our household or support bubble. Being in Tier 4 means that we must not leave or be outside of our home or garden except where we have a 'reasonable excuse'. Reasonable excuses can be found on the following link:

<https://www.gov.uk/guidance/tier-4-stay-at-home>

What your child will need to bring to school

All decisions made regarding what your child can and cannot bring into school are in response to the government guidance and to reduce the chances of the possible transmission of the virus. What your child needs is as follows:

- KS1 children can bring in their book bags and KS2 children may bring in their rucksacks. No other bags should be brought into school. As children in KS2 have lockers, rucksacks are acceptable but in KS1 book bags are all that are needed.
- Children must bring in a filled labelled water bottle which will be sent home for cleaning each day. Snacks will be available as usual from the school kitchen but if your child wishes to bring a snack from home they can do so. Please ensure that it is a healthy snack: fruit, yoghurt, cheese or healthy low sugar, low fat snack bar. Crisps, biscuits or sweets are not allowed as snack.
- As each child will have their own pack of resources, they will not have the need to bring in any pencil cases or equipment from home. School will provide everything they need.
- An outdoor coat and sun hat dependent on the weather as learning outdoors will be of a high priority.
- If your child is to have a packed lunch, then please ensure that it is a plastic lunch box as it is easier to clean.

PE days and uniform

We will continue to ask the children to come into school dressed in their PE kits to avoid any need for changing and also ensure that there is no cross contamination of clothing as a result of garments being left lying around. The children have said they absolutely love coming into school dressed in their PE kits (particularly wearing trainers all day) and this has resulted in them having longer PE lessons, as they are not wasting time getting changed. Just a quick reminder that PE kit is:

- Plain white t-shirt
- Black hoodie
- Black joggers
- Black shorts/skorts
- Trainers



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Due to changes within the curriculum and the organisation of staffing deployment, we need to alter some of the days the classes have PE. In the autumn term, we tried to keep their indoor PE and outdoor sessions on the same day but we are unable to keep to that this term. The revised days are as follows:

Class	Days for PE
Reception	Friday
Year 1	Tuesday and Thursday
Year 2	Monday and Thursday
Year 3	Tuesday and Friday
Year 4	Wednesday and Friday
Year 5	Tuesday and Wednesday
Year 6	Thursday and Friday

Collection and drop off points and times

One of the real successes of the return to school in September has been the staggered drop off and collection times. We have seen a huge difference in the level of traffic flow at the start and end of the school day as well as the children being calmer and prepared for learning each morning.

Following our reflection on last term, the increasing number of cases of COVID-1 and the need to reduce the number of bodies on the school site at any given time, we have decided to revise our timings for drop off and collection (a window of five minutes rather than ten) to ensure that there is time for the children to wash their hands and be ready for learning. There will be no change to the teaching time each day. These changes allow for a window of five minutes for parents to vacate the school grounds before the next group arrive, thus reducing the crossing over of classes. The families who drop off siblings at the same time at the entrance to school can continue to do so in the same way they have since September. The revised timings are as follows:

Year group	Drop off time	Collection time
Reception	Between 9:00am and 9:05am	Between 3:10pm and 3:15pm
Year 1	Between 8:50am and 8:55am	Between 3:00pm and 3:05pm
Year 2	Between 9:10am and 9:15am	Between 3:20pm and 3:25pm
Year 3	Between 9:10am and 9:15am	Between 3:20pm and 3:25pm
Year 4	Between 8:50am and 8:55am	Between 3:00pm and 3:05pm
Year 5	Between 9:00am and 9:05am	Between 3:10pm and 3:15pm
Year 6	Between 8:40am and 8:45am	Between 2:50pm and 2:55pm

Please could we ask that you arrive promptly as, towards the end of the autumn term, there were certain families who were persistently late arriving to school in the morning or picking their children up which results in the system breaking down. The odd occasion is understandable and we realise traffic can be very challenging during these times; however, some children are late numerous times a week and this is not conducive to a good start to the school day for them.

As detailed in our risk assessment, please enter the school grounds via the red gates, not the steps. You may leave the school grounds via the steps as part of our one way system. This allows for pinch points not to occur which reduces the chance of transmission of the virus. At all times can we ask that you wear a mask covering your nose and mouth, unless you are exempt. When waiting for children in KS2, please can you wait nearer to the Y6 gate rather than by the entrance to the school so the KS1 classes can follow the one way system.

At all times, we must maintain social distancing. Even though the children are together in classes, there are strict procedures and restrictions we put in place to ensure it is safe. All children (including younger siblings) waiting at



drop off or collection times must remain with their adults. When leaving the school grounds, we ask that all children remain by their adults' side at all times. We would also appreciate it if you could maintain social distancing between yourself and other families and vacate the school grounds as soon as you possibly can. Please do not be offended if you are reminded of this at the school gates as we are trying our best to ensure that we keep everyone safe.

It has been to the children's delight that they have had new additions to their families in the way of puppies. If you are using the opportunity to exercise your dog on the walk to school, please could we ask that you remain a safe distance from the school gates. This is to keep everyone safe and also respect that some children (and adults) are fearful of dogs.

What to do if your child is unwell

If a child is not well in school and displaying COVID-19 symptoms, then they will be isolated and you will be called. Schools have a small number of testing kits, one of which will be given to you. You will be asked to take the test at home and inform school of the outcome. If the test returns positive then, following recent guidance, your child will need to self-isolate for 10 days and everyone in the household for 10 days. Following advice from the Department of Education and Public Health England, children and staff within the class, who have been in close contact, will then be asked to self-isolate for 10 days and the learning environment will be deep cleaned by the Local Authority. We would expect all staff and families to engage in the NHS Test and Trace system in order to keep our community safe and also ensure they are adhering to social distancing measures outside of school. Please trust that we follow all procedures to keep our families safe.

Of course, winter is plagued with the common cold and some children may have allergies which present with particular symptoms. This chart may help you:

CORONAVIRUS	FLU	ALLERGIES
<ul style="list-style-type: none"> • Fever • Cough • Shortness of breath, or difficulty breathing • Symptoms appear 2-14 days after exposure 	<ul style="list-style-type: none"> • Fever • Cough • Muscle aches • Fatigue & weakness • Chills & sweats • Congestion • Sore throat 	<ul style="list-style-type: none"> • Sneezing • Itchy nose, eyes or roof of the mouth • Runny, stuffy nose • Watery, red or swollen eyes

We will be on hand to support you in deciding if your child needs to self-isolate.

As we are hearing more and more about positive cases, we thought it appropriate to repeat the details regarding when a school would need to ask a class to isolate and work remotely, thus implementing our contingency plan. In all instances of the school finding out a member of our Newchurch Family (parents and siblings as well as pupils) are positive with COVID-19 we have contacted the Local Authority, the Department of Education Helpline or Public Health to check the action needed.

There are a number of scenarios that could happen...

Scenario 1: A member of the household informs us that they are symptomatic. At that point the child is asked to isolate until the member of the household has received their results. If the results are negative, then the child is able to return to school.



Scenario 2: A member of the household informs us that they are symptomatic so the child is asked to isolate until the results are received. If the results are positive, then the child will be asked to isolate for 10 days and work will be set via Google Classroom.

Scenario 3: A member of the household informs us that they are symptomatic so their child is asked to isolate until the results are received. If the results are positive, then the child will be asked to isolate for 10 days. If the child then becomes symptomatic, and this is less than 48 hours since they have been in school, the child needs to take a test. If the test is negative, then no further action is taken.

Scenario 4: A member of the household informs us that they are symptomatic so their child is asked to isolate until the results are received. If the results are positive, then the child will be asked to isolate for 10 days. If the child then becomes symptomatic, and this is less than 48 hours since they have been in school, the child needs to take a test. If the test is positive, then the school will contact parents and the class will be asked to isolate for 10 days from the point at which they were in close contact with the positive case. Public Health, the Department of Education and the Local Authority will be informed prior to informing parents and swift action taken based on the advice given.

Communication with the school office or a member of staff

If you need to pass on a message, please use the school email address: newchurch_primary@warrington.gov.uk or telephone on 01925 763427. Your message is guaranteed to be passed onto the relevant member of staff. Equally, if you need to speak with a member of staff, please do not keep them at the gate; instead, inform the office and the member of staff will contact you when they are not teaching, probably the end of the school day as they will be either teaching or supervising children throughout the day. If it is a safeguarding issue, please ring school as soon as you can from 9:30am when I will be off the school gate and can speak with you in person.

Year 6 booster sessions

Our Year Six are doing great with their booster sessions and we are able to resume these week beginning 11th January. Therefore, the school day for those attending will be 3:30pm.

Newchurch Robins Wrap-around Care

As per guidance, we are able to continue to run Newchurch Robins every day from 8:00am until 5:30pm. The hall will continue to be zoned for different groups of children: Reception, Y1/Y2, Y3/4 and Y5/6. Each 'nest' will have its own resources and equipment, which will be cleaned each session. Children will adhere to strict hygiene routines and will also engage in fun activities which support social distancing and also limits the use of shared resources.

Parental conferences

As we are still not yet able to meet face to face to conduct parental conferences, we will be doing them virtual like last time. Following the feedback we received from the many parents who completed the survey, the system is going to work slightly differently to last time. You should have received a link to enable you to book your slots via ParentPay. You will be sent an invitation using the email address we have on record at school so please ensure we have the up-to-date one.

Next week, you will be sent an invitation which means you will be able to have a scheduled meeting with your child's teacher that cannot be entered into by any other parent. If you prefer a telephone conversation instead, please let the office by the end of the first week so the teachers can be informed.



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In the feedback, some parents asked for longer than ten minutes and to see the children's work. In terms of the logistics of showing you the children's work, this would be a very time consuming thing to do as the work would need to be scanned ahead of the meeting. However, we have listened to your feedback and we are looking at ways in which we can help you to take a look at your child's books – we will keep you posted.

Many parents liked the fact that the appointments ran on time, something that is not always possible when we conduct them face to face. Ten minutes for one child equates to up to 5 hours or more for the class teacher which is why we put the parental conference during the day time rather than after school – this is without breaks or their lunch. I am sure that you can appreciate that ten minutes is sufficient to discuss your child's progress and any further time needed can be arranged at another time. As always, we will ask for feedback following the changes we have made.

Free School Meals

Over the recent months more and more families are experiencing financial hardship as a result of changes in their employment circumstances. If you are in receipt of the benefits detailed below, your child may be eligible for free school meals:

- Income Support;
- Income-based Jobseeker's Allowance;
- Income-related Employment and Support Allowance;
- Support under Part VI of the Immigration and Asylum Act 1999;
- The guaranteed element of Pension Credit;
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190);
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit;
- Universal Credit

This also enables your child to benefit from support for school uniform, subsidies for trips etc as detailed in our Pupil Premium Policy. Please contact the school office if you think this may be the case and we will be happy to check for you.

There is much speculation in the media about whether primary schools should be asked to close for a few weeks until the rate of positive cases has reduced. It is often the case that school leaders find out about any changes at the same time as the general public – we do not get any prior warning and have to act on the information we receive as quickly as possible. As always, we are keeping abreast of any relevant changes to the guidance and should there be any changes to the proposed opening of Newchurch on Monday 4th January, we will inform you as soon as is humanly possible, ensuring to provide you with the necessary details.

We are excited about what 2021 holds for us at Newchurch and have a great year planned for the children. We need to continue to be optimistic and look for joy on a daily basis. Here's to a fantastic 2021!

With kindest regards,



Mrs Jayne Narraway

Head Teacher



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