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Mr A Waterfield, Headteacher

Mrs E Miller, Deputy Headteacher

Thursday 27th August 2020

Dear Parent/Carer,

September arrangement - update

We hope that you have all had a good summer and we are all looking forward to reopening school and welcoming back all children on Thursday 3rd September.

As we finished in July, I laid out what we thought the reopening of school would look like using government guidance from gov.uk and knowledge of our school's unique circumstances to plan for this reopening. During the latter part of the summer holidays we have been revising our information, which is set out below. A comprehensive risk assessment has also been completed and is currently awaiting feedback from staff and governors. This will be shared on our school website when appropriate.

Thank you in advance for taking the time to read this ahead of your child's return to school next week. It is vital that all parents/carers and where appropriate, children, understand what is required in order to enable this reopening of school to take place safely.

We have put in place a large number of measures to keep children, staff and parents/carers as safe as possible in school. In order to ensure that these measures are as effective as possible **it is crucial that you and your families follow the measures that are being asked of us all in our day to day lives with regards to social distancing. Failure to adhere to these measures outside of school could put children and staff at risk.**

In the run up to the start of school, please try to ensure that your child gets back into a regular routine and sleep pattern so they are in a good position to learn when they return. Most children have not had the routine of school since mid-March.

We have worked through the DfE guidance and have created the following information which will facilitate the reopening of our school in September in a way that minimises the risks and maximises the safety of children, staff and parents/carers.

1. Attendance: School attendance is mandatory again from the beginning of the autumn term. It is essential that your child is in school and we begin to create a stability and normality back again.

Shielding advice for all adults and children paused on 1 August. Read the [current advice on shielding](#).



However, students, staff and other adults should not come into school if they have [coronavirus \(COVID-19\) symptoms](#), or have tested positive in the last 7 days. Anyone developing those symptoms during the school day will be sent home.

This includes any of the following symptoms:

- New and persistent cough
- Fever / temperature
- Loss of sense of taste and / or smell

They will be advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 7 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

If, during the course of the school day, your child demonstrates any symptoms of COVID-19 (as outlined above), they will be isolated immediately and you will be contacted to collect them from school with immediate effect. Your child will be treated with care and compassion, but there is a process that we are required to follow and this may include the member of staff dealing with them using PPE kit to protect themselves (goggles, face mask and gloves) while they await collection if a distance of 2 metres cannot be maintained.

Any children or adults who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test & Trace.

Where a staff member or child tests positive, the rest of their class/'bubble' will be sent home and asked to self-isolate for 14 days from the date the staff member or child became symptomatic. The other household members of that wider group (the class or the 'bubble') do not need to self-isolate unless the child subsequently develops symptoms. We would then advise a test should be booked and taken.

Public Health England is clear that routinely taking the temperature of students is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).

2. Arrival at school: Please can we ask that where possible only one parent/carer brings your child onto the school grounds to limit the number of adults. Please **do not** arrive at school before 8.45am and congregate on the playground. We will not be having staggered start times for each year group, but we hope to keep a constant flow through the playground with a one-way system in order to minimise congregation points. As with everything, we will be constantly reviewing the effectiveness of things, but we will start with the following:

- Parent/carers and older children enter the school grounds through the normal double gates between 8.45am – 9.00am and walk around to the rear yard. Doors will be opened from 8.45am.
- Nursery parent/carers will enter Nursery playground area where members of staff will take the children into school. Please then follow the one-way system out of school.
- Year 5 and 6 children will enter school through their normal door and do not line up.
- Year 1 and 2 parent/carers walk their child along the Nursery fence line to the bottom of the undercover



steps where staff will be waiting to take your child. Please then exit school following the one-way system.

- Year 3 and 4 parents/carers need to walk their children to the bottom playground where members of staff will be waiting to take children into school through the normal doors. Please then exit school using the one-way system.
- Reception parent/carers need to walk their children onto the bottom playground to the Reception outdoor area where staff will be waiting to take your child into school. Please then exit school using the one-way system.

The one-way system is as follows: enter school through the double gates as normal. The exit point is through the double gates on the bottom playground and out through the staff car park back onto the street. Obviously this will be a slightly longer walk – especially for Nursery parents – but we would ask all of you adhere to the route in order to minimise congestion points and face to face contact as you walk past lots of people.

It would be very normal when you drop your child off to engage and have a conversation with the member of staff, especially on the first day of term. We would ask you not to do this in the current circumstances, but to phone the school office or message on Class Dojo any questions, concerns or simple messages that you may have. It is very likely that the teacher will be in the classroom welcoming the children.

As stated above, with all the new things we are putting into place, we will be monitoring the success of the system over the coming weeks.

At the end of the day: Please do not arrive at school before 3.00pm. We will open the gates at 3.00pm and will operate a similar system to the drop off arrangements. You may collect your child between 3.00pm – 3.15pm, thus hopefully reducing everybody arriving at school at the same time. Please collect your child where you dropped them off and follow the same one-way system that we operated for drop off.

We hope that the above will work and thus not have to implement a staggered start system for each class as we believe that system is potentially more problematic for parents/carers.

3. Structure of the school day: We are trying to keep things as normal as possible during the school day. There may be slight changes to the times of break for some groups and which classes they can interact with, but we are hoping to minimise any other changes.

4. Groupings: You may have heard lots about ‘bubbles’ over the last few months – groups of children who have contact only with other children in their ‘bubble’ whilst in school. Because of the logistics of break times and lunchtimes we will be creating ‘bubbles’ as follows:

- Nursery
- Reception
- Year 1 & Year 2
- Year 3 & Year 4
- Year 5 & Year 6

Children will be at break time with other children in their ‘bubble’ and will have lunch with children in their ‘bubble’. Once one ‘bubble’ has finished their lunch and has left the hall, all tables and benches will be wiped down with appropriate cleaning agents before the next bubble has their lunch.

Whilst we will be aiming to restrict the number of adults working with different classes, some adults in



school will be working with more than one class.

5. Social distancing in school - We are working on the following principles:

- **Physical distancing between all adults on site is essential** and should follow current best practice - it is crucial that we do everything that we can to model this to the students. This includes staff and parents/carers.
- It is important that you keep educating and reminding your child about the importance of physical distancing so that they understand why it is important in helping the control of infection and that it becomes a more routine part of their behaviour. This is obviously more relevant to the older children.

6. Classroom organisation: Staff will be working hard over the coming days to change classrooms as much as possible to follow DfE guidance. This will include:

- All moveable desks will be in rows facing forwards in most classrooms
- Children and staff will sanitize their hands when they enter their classrooms
- Staff will keep windows and doors open where possible
- PC's that are used will be wiped down after each person has finished using them
- Some harder to clean and soft furnishings may be removed from classrooms.

Certainly for the older children, staff will be discussing maintaining distances between themselves and children and also between children and other children whilst inside and reducing the amount of time they are in face to face contact, which lowers the risk of transmission.

7. Equipment: We are endeavouring to keep the transfer of resources between home and school to a minimum. Pencil cases and stationery have already been purchased by school and so your child does not need to bring in these items at all. If they do, they will be asked to keep them in their bags.

Reading books and homework will be given out again and procedures for collecting both of these in at school will be in place.

8. Uniform: During the lockdown months, children who attended school did not need to wear school uniform. Once we start back in September, we are returning to the full wearing of school uniform. Hopefully, any orders from Emblematic have now arrived. Uniform does not need to be washed any more regularly than you normally would. Please ensure that a PE kit is brought into school. Please ensure that any colourings that were used in hair during the lockdown period are now removed.

9. School dinners: School dinners will be resuming again when we open in September. Please be aware though, that we have reduced the choice of main meals available on a daily basis to one, although there is still a choice of jacket potato and sandwiches. This has been reflected in the menu on School Grid (Live Kitchen). Please can you ensure as much as possible, school dinners are paid through School Grid. When money has to be brought into school, please ensure that it is in a named enveloped.

10. Breakfast and After School Club: Breakfast Club will be in operation starting on **Monday 7th September.** Bookings must be made 24 hours in advance through the office in order for us to organise staffing.

At this point in time, After School Club and extra-curricular clubs will not be running. Should this change you will be informed.

11. Visitor access: There will be no visitor access to school unless there is a medical reason. Our office is available to enter, although there will be a strict one person in, one person out policy. If there is already somebody in the entrance area of school, please wait where the painted yellow lines are. In line with all other indoor areas in society, please ensure you are wearing a mask or face covering when entering the school building.

Should you or your child wish to wear a face mask on the way to or from school, please ensure that you, they know how to take the face covering off safely as to not spread any germs on it. Please ensure this is placed in the child's bag before entering school, as following government guidance, we have no plans to ask children to wear face coverings at school. As with everything though, this may be reviewed upon further government guidance.

I appreciate that there is a lot of information contained in this letter. Please digest the information and share what you can at an age appropriate level with your child before we open school again on Thursday 3rd September.

I would like to thank you in advance for your support over the coming weeks, just as we received during the period of closure for the vast majority of children, as we work together to ensure that all of the children are confident and looking forward to returning to school. We are waiting to welcome them back to Pegswood Primary School.

Yours sincerely

A. Waterfield
(Headteacher)

