



Friday 12th June 2020

Widening School Provision: Procedural Letter for Parents and Pupils in Reception

Dear Parents,

On May 28th the government confirmed that schools should begin to welcome back pupils from Year 6, Year 1, Reception and Nursery in a phased and structured way. Since lockdown began Sebright has remained open for key worker families and vulnerable pupils. The time has now come to begin widening our provision and for the school to start welcoming specific year groups back. This letter contains all the procedural information you need to know regarding Reception returning to Sebright School on Monday 15th June.

School Start Time / Finish Time:

- For Reception, school starts at **9.30am** and finishes at **3:00pm**

We are using a one way system moving forward. Entrance to the site will only be via Audrey Street gates and exit will only be via Dove Row gates.

Child drop off:

Please make sure that all pupils arrive promptly for the start of the school day.

- Parents should wait in a socially distanced line until gates are open.
- Reception drop off is at **9:30am**.
- Site manager & SLT member on entrance gates and KS1/KS2 playground gates.
- Reception children and parents walk through the Reception playgrounds following social distancing markers.
- Anyone entering with a bike/scooter will need the parent to take it with them. This area is closed to pupils until further notice.
- At Reception playground gates children will walk into their allocated Reception Class.
- Parents will leave the site via Dove Row gates.
- Entry for Reception pupils ends at **9:40am**.
- Water fountains are no longer accessible. **Pupils must bring a water bottle to school each day.**
- Please be advised that parents will not be allowed to enter the school building and there will be no opportunity to speak with teachers at either drop off or collection. **The office will also be closed.** If parents have any concerns or questions for staff members, please call the school.

Child Collection:

Please make sure adults arrive promptly for collection.

- Reception dismissal is at **3:00pm**
- Parents are to wait in a socially distanced line outside of the Reception Classrooms until their child is called.
- Child and parent then exit via Dove Row gates.
- Site manager and SLT are at the gates.
- SLT member to call children for dismissal based on parent line order. One child is dismissed at a time.
- Late fines will still apply.

Risk Assessment:

- A detailed risk assessment has been written in consultation with staff and governors.
- This will be available for all parents on the school website on Friday 11th June.

Structure of School Day:

In order to minimise any potential mixing of year groups or pods, we have had to create a very structured school day for the returning pupils.

9:30	Arrival time
9:30 - 9.40	Handwashing & study start
9:40 – 12.00	Learning time
12:00– 1:00	Lunch time
2:00 – 2.55	Learning time
3:00	Dismissal

Short Notice Change to Provision:

- Please note that should staff availability fall, the school may need to alter or cease provision for pods or year groups.
- Please note that if either a staff member or pupil tests positive for COVID-19, then the school will contact the relevant families and staff members and they will be asked to follow government guidance and **self-isolate for 14 days**; this will mean the immediate closing down of the provision for that pod/pods.

Deciding whether to send your child in:

- It is your decision to send your child into school. Should you decide **not** to send your child into school then **no penalties** will be issued for non-attendance.
- The survey is now closed and only pupils registered will be admitted on Monday 15th June.

- If after today (12th June) you decide to send your child to school, please ***complete the [Return to School Registration](#)*** on the school home page.
- ***After receiving*** notification, we will confirm your place and start date.

Social Distancing:

- The government guidance says:
“We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff.”
- We have minimised contact and mixing of pupils by allocating pupils to “pods” of fewer than 15 pupils. (A pod is the group of pupils and adults that they will remain together throughout the time at school.)
- These pods will be kept separate throughout the school day.
- Signage reminding pupils and staff about social distancing will be in place throughout the school.
- Pupils will be reminded by staff to follow the 2m social distancing wherever possible, but please be aware this cannot be guaranteed.

Hand Hygiene:

- All staff and pupils are required to sanitise their hands as soon as they enter the building.
- All staff and pupils will be required to maintain good hand hygiene and regularly sanitise/wash throughout the day.

Allocation of Pods:

- All pods will comprise of 15 or fewer pupils and members of staff.
- Staff will only work with the pod they are assigned to reduce the risk of transmission.
- Due to the structure of pods, we cannot guarantee pupils will be with their familiar adults.

Equipment and Resources:

- Each pod will have its own equipment for use.
- Pupils will be provided with stationery – pupils should not bring in their own items.
- Resources will be cleaned throughout the day.

Lunchtime Structure:

- Floor markings will indicate where pupils should stand when queuing.
- Lunch tables to be socially distanced within the hall.
- Each pupil will sit at a different table.
- The lunch tables will then be cleaned ready for another pod.

Clothing:

- It is recommended that all pupils wear freshly washed uniform each day.

Behaviour Expectations:

- There have been significant changes within our setting in response to the COVID-19 pandemic. Many pupils are now at home and staffing is likely to be significantly affected through illness and self-isolation, at times. Despite the

changes, the school's behaviour statement remains the same. It is more important than ever that children listen to and follow adults' instructions immediately.

- All adults have a responsibility for promoting safe and positive behaviour at school. Where a child is unable to follow instructions and behaves in any way that puts either themselves or others at risk, due to COVID-19 spread, that child **will not be able to attend** school.

FSM Vouchers:

- Please note that if you send your child into school, then you will **no longer** be entitled to the free school meal vouchers linked to that child. If you have any questions, please contact admin@sebright.hackney.sch.uk.

First Aid:

- Each pod will carry a first aid kit with them during learning time, break and lunch times.
- A separate isolation area is set up for anyone displaying symptoms of COVID-19.
- If there have been **any changes** to your child's medical needs during the lockdown, you must **notify the school** so we can update our records **before your child returns**.

Confirmed Case of COVID-19:

- If a child shows symptoms of COVID-19 a member of SLT wearing appropriate PPE will collect them and take them to the isolation room and parents will be asked to collect them **immediately**. If a toilet is needed, one is available within that room. They will be advised to get tested and inform us of results. (See [Stay at home: guidance for households, main messages.](#))
- If a member of staff tests positive with COVID-19 or is showing symptoms this needs to be looked into and reported to the Executive Head and SLT is informed immediately.
- If a pupil or staff member tests positive the school will inform and contact everyone who needs to self-isolate for 14 days. This may result in the closure of a pod or multiple pods.

PPE:

- Government guidance: ***"Schools and other education or childcare settings should not require staff, children and learners to wear face coverings."***
- It goes on to say, ***"Face coverings (or any form of medical mask unless instructed to be for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example young children) as it may inadvertently increase the risk of transmission."***
- PPE will be available for staff administering first aid and intimate care.

Water Bottles:

- Water fountains are not accessible. **Children must bring their own water bottle to school each day.**

Home Learning:

- For those pupils not returning to school, we will continue to provide home learning resources through our website.

School Office:

- To contact the school, you will need to phone the office; the office is not open to in-person enquiries.
- If you need to contact a member of staff, please call the school office on 020 7739 6531.

Accessing all return to school information:

- All procedural letters, the risk assessment and letters from the Head of School regarding returning to school will be available on the website.

Best wishes



James Green
Head of School
Sebright