



Friday 17th July 2020

Procedural Letter for Parents for September 2020

Dear Parents/Carers,

We are really excited about welcoming back all pupils to Sebright Primary School from **Monday 7th September 2020**. School attendance is mandatory from the beginning of the new academic year.

We know that this has been such a challenging time for all our pupils and parents. Thank you for the hard work and personal sacrifices you have made throughout this period.

Although we are opening up for all pupils, the school needs to follow government guidance to ensure the school site is as COVID-secure as is practicably possible. This means that the school still needs to make a number of adjustments to the school day which will affect both parents and pupils. Please read both the government guidance for parents ([Guidance for parents - autumn term](#)) as well as the rest of this letter as it provides details of what life at Sebright will look like for your pupil in September.

A detailed risk assessment has been written in consultation with staff, union representatives and governors. This will be available for all parents through the school website on Friday 17th July.

Pupil drop off and collection:

Government guidance requires schools to stagger arrival times and entrances to limit the chance of different year group pods mixing.

- Nursery morning session 9.15 - 12.15: Audrey Street entrance
- Nursery afternoon session 12.30 - 3.30: Audrey Street entrance
- Nursery all day session 9.15 - 3.30: Audrey Street entrance
- Reception 8.55 - 2.55: Audrey Street entrance
- Year 1 9.05 - 3.05: Audrey Street entrance - Service Yard
- Year 2 9.05 - 3.05: Dove Row entrance
- Year 3 8.55 - 3.15: Audrey Street entrance - Service Yard
- Year 4 8.55 - 3.15: Dove Row entrance
- Year 5 8.45 - 3.30: Dove Row entrance
- Year 6 8.45 - 3.30: Audrey Street entrance - Service Yard

When government guidance allows, Sebright will return to the normal school hours.

Please be advised that parents will not be allowed to enter the school grounds, due to keeping the site as COVID-secure as possible. If parents have any concerns or questions for staff members, please phone the main office. We will however be holding socially distanced '**Meet the Teacher**' meetings in school for parents in September.

- Parents to wait in socially distanced line until the gates are open
- Teachers and support staff from each class will welcome your pupil from the gates
- Marks on playground floor will indicate where pupils should stand
- There will be no facilities to store bikes or scooters on site; parents should take any scooters or bikes with them
- Any pupil arriving in the morning after their allotted start time must go to the Audrey Street entrance where they will wait until they can be escorted to class
- Late fines will still apply for late collection; 15 minutes after your allocated collection time, the pupil will be taken to the Audrey Street entrance

- Please make sure that your pupil brings their own water bottle in each day filled with water; the communal fountains will not be in use; if a pupil forgets their water bottle, the parents will be called to bring one in
- Classroom resources will be provided for each pod; pupils should bring in their book bags everyday but are not to bring additional items such as pencil cases or toys
- Any pupil wearing a mask to school will need to leave them with their parents at the gate (see [System of controls 5: measures for arriving at and leaving school](#))
- We are following government guidance with regards to wearing masks within the school site (see [System of controls 3: Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach](#))

School Office:

- Please note that the school office remains open for telephone and email enquiries between 8-4pm
- Any meetings to see members of staff are by appointment only and if required will be by telephone

Short Notice Change to Provision:

- If a pupil shows symptoms of COVID-19 a member of SLT wearing appropriate PPE will collect them and take them to the isolation area; parents will be asked to collect immediately; they will need to get tested and inform the school of the results (see [System of controls 7. Engage with the NHS Test and Trace Process](#))
- If either a staff member or pupil tests positive for COVID-19, the school will be advised by the local Public Health England health protection team as to next steps
- Relevant families and staff members will be contacted and following government guidance, told to self-isolate for 14 days (further information can be found on the risk assessment and [Stay at home: guidance for households](#))
- Please note that in the event of further national school closures directed by the government, the school might need to close at short notice
- In both these events, home learning will be provided for pupils

Social Distancing and Year Group Pods:

- A pod is classed as a year group (a maximum of 60 pupils; both year group classes), pupils can move between the two classes
- The government guidance is clear that primary school pupils cannot be expected to follow social distancing measures at all times (see [System of controls 5: Measures within the classroom](#))
- Pupils will be reminded by staff to follow the 2m social distancing wherever possible, but please be aware this cannot be guaranteed
- Pods will be kept separate from other pods throughout the school day wherever possible
- Only one year group pod in the lunch hall at any one time
- Where possible, pupils will sit in front-facing desks
- Pupils will have break times with their year group pod in allocated zones

Curriculum:

- During the first two weeks of Autumn term, there will be an additional focus on pupil well-being; afternoon lessons will be focused on supporting pupils as they transition back into full time education
- Teachers will assess where the pupils are and will tailor their teaching towards filling in the gaps in skills and knowledge

Hand Hygiene:

- All staff, pupils and visitors need to use hand sanitiser when entering or exiting the school through the front office
- All pupils will be required to wash their hands or use hand sanitiser at these times:
 - Arrival in school, return from breaks, before and after eating and when changing rooms
- Additional hand sanitiser dispensers are located throughout the school
- All classrooms, the lunch hall and offices have hand sanitiser

- Pupils will be expected to follow good hand hygiene

Clothing:

- It is recommended that all pupils and staff wear freshly washed clothes each day
- P.E kits to be brought in and taken home for washing on the same day

Behaviour Expectations:

- There have been significant changes within our setting in response to the COVID-19 pandemic. Despite the changes, the school's Behaviour Policy remains the same.

First Aid:

- Staff in each year group pod will have a first aid kit available during learning time and break times
- A separate isolation area has been set up for anyone displaying symptoms of COVID-19
- Head injury procedures remain the same
- If there have been any changes to your pupil's medical needs during the lockdown, you **must** notify the school so we can update our records before your pupil returns

Extended Day, Breakfast Club and After School Clubs:

There will be no provision for extended day, breakfast club or after school clubs for the first 3 weeks of term. We will review this after 3 weeks and communicate any changes to parents.

Should there be a change of government guidance during the summer holidays, we will send an update to parents by the 4th September. This procedural letter and any further updates will be available on the news and letters page on the school website.

Yours sincerely,



Mr James Green
Head of School