



**Northrepps Primary School**  
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Executive Headteacher: Mrs L Watts

21<sup>st</sup> May 2020

Dear Parents and Carers,

As you know it is possible that schools will be asked to reopen to children in pre-school, Reception, Year 1 and Year 6 after half-term, on Monday June 1<sup>st</sup>. This is in addition to key worker children and those who are vulnerable. It is likely that we will not hear confirmation of this from the government until May 31<sup>st</sup>. Obviously this is very short notice, not helped by the fact that will be in the half-term holiday! As such, I wanted to outline what school will look like for children returning so that you can make an informed choice as to whether you would like your child to come back at this point. I ask you to read this letter carefully and ensure that you and your child understand how school will be different.

If your child is in Reception, Year 1 or Year 6 and you would like them to return **if** we open on June 1<sup>st</sup> I would ask you to email me by Tuesday 26<sup>th</sup> of May at 3.15pm – **even if** you have already been in contact. This is really important if we are going to be able to turn around arrangements and organise groups etc. in the short timescale. If you are a key worker, please email to let me know your shift patterns for that first week back or to confirm attendance if you don't have these yet.

It is important to reiterate that parents will not be penalised if their child doesn't return at this point. There is also no pressure from school for your child to attend. School will look and feel very different and it may be that this causes anxiety and stress for children. You may also feel that it isn't yet safe for children to return.

The measures in this letter may seem hard for the children to cope with, they will also be very difficult for staff to enforce. We want nothing more than to see the school filled with our lovely children again but we know that we must do our best to keep everyone safe and to follow the strict guidance which has been set out by the government.

### **Groupings**

The children who return to school will be put into groups or 'bubbles'. There will be no more than 5 or 6 children and, initially, 2 adults with each bubble. The children will stay in their bubbles for playtime and lunchtime and will not be allowed to mix with those in other bubbles at any point during the day. The children may not be with all of their friends and may not be working with adults that they are used to working with. Siblings will be placed in the same bubble to minimise contact with other families. If numbers of children increase, each group may only have one adult.

### **Staffing**

Teachers and TAs will work in two teams and will be in school for alternate weeks. This means that each bubble will have two adults with them in week 1, then two different adults in week 2 before returning to the original adults. The children may not be taught by their normal class teacher depending on groups.

### **Room organisation**

Whilst we aim to spend a lot of time outside, our classrooms will be organised differently. We will remove unnecessary furniture and spread out tables so that they are 2 metres apart. All children will have one allocated table space where they must work and they will not be allowed to move around the room unless



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going to the toilet. Each child will have their own set of equipment and this will be cleaned at the end of each day. All soft furnishings, soft toys etc. will be removed to try to minimise infection and children will only have access to a limited number of books for the week.

### **Learning**

Learning will be planned to give children a clear structure to the day but will be different from normal lessons. Teachers will not be able to mark children's work and will need to distance from the children when giving support. The home learning menus will continue for children at home and are likely to form the basis of the activities in school.

### **Preschool**

Children in Preschool will not return until the week beginning the 8<sup>th</sup> of June at the earliest. This is because we want to make sure that our site is as safe as possible for our youngest children. We have also taken the decision to open only, in the first instance, for those children coming up to Reception in September. Preschool will only be open for morning sessions, allowing staff to clean equipment thoroughly in the afternoons. Children may also only be offered limited sessions. If numbers rise above 4 then children will be placed into two groups who will not be allowed to mix. In this case, the site will be split into two and an adult will work with each group in their designated space. One group will work inside and the other outside, they will swap for the next session. We understand that preschool children won't be able to socially distance so by minimising the number of children in each group we will be able to reduce the risk of spreading infection.

### **Playtimes & Lunchtimes**

Playtimes and lunchtimes will be staggered so that children aren't all in the corridors at one time. One bubble will use the astro-turf and the other will use the playground area. They will swap spaces each day. Only one bubble may use the large play equipment each day so that it has time to settle overnight in order to minimise the risk of cross-infection. Children will eat their lunch in their classroom with the children in their bubble, supervised by their adults. Children will be encouraged wherever possible to stay 2 metres away from each other. Any equipment provided for playtimes or lunchtime will be cleaned before being used by another group.

### **Morning drop-off**

There will be a staggered start to each day so that children and parents aren't all arriving at the same time. We will inform you of your child's drop-off time when we can confirm that we are opening. On arrival your child will need to stand on the 2m markers in the playground to ensure that they are all safely distanced. Only one parent may drop-off each child. All parents and any siblings must socially distance from other families and must leave the site once their child has been dropped off. Ideally we would request that older children walk onto the school site on their own. Children will be met by their teacher and led into the school via one of the outside doors. We will not be using the main office door or corridor.

### **Collection**

Again we will organise staggered collection times to minimise traffic. At your child's collection time, they will be standing in the marked spaces on the playground and will be sent to you individually by the teacher. Again, only one adult may collect a child, social distancing must be maintained and parents must leave once their child has been collected.

### **First Aid**

Where age-appropriate, children will be encouraged to clean up grazes etc. themselves and cover with a plaster. If contact is needed to administer first aid then staff will wear gloves, an apron and a mask as per government guidelines.



### **Cleanliness**

Teachers and TAs will be cleaning areas of the school regularly during the day and children will be required to wash their hands at regular intervals. Equipment will be limited to make cleaning more easy. Children must bring their own water bottle.

### **Toilets**

Only one child will be allowed in the toilet at a time. If someone is in the toilet, then the next child will have to wait outside. We will try to minimise the numbers of children in the main corridor at any one time. No visitors will be allowed to use the school toilets.

### **Office hours**

The school offices will be manned only with a skeleton staff and, as staff will be socially distancing, they will not be available to talk to face to face. If you have a query or concern, please contact the office by phone or by email and they will reply as soon as possible.

### **Further opening**

The government haven't indicated when, if at all, they will open schools to the other year groups. It is important for me to say now that if they open to all year groups and still want schools to maintain these levels of social distancing we will not be able to open for everyone at once. It may be that children attend schools in alternate weeks or on different days. We have to plan to accommodate everyone safely on a day when it was raining incredibly hard and our capacity for this is around 18 children.

If you decide to send your child back to school after the first week, we will require notice so that we can organise more staff and create extra bubbles if necessary. You must email me ([head@bsf.norfolk.sch.uk](mailto:head@bsf.norfolk.sch.uk)) by **Wednesday lunchtime** in order for your child(ren) to return to school the following Monday.

I hope that this letter has set out clearly for you how school will be should we open after half-term. We have worked hard to take on board all of the government guidance around re-opening and will try to make sure that everything is as safe as possible for our children and staff. However, we cannot guarantee children will be able to maintain social distancing at all times and it is important that we are absolutely honest with you about this. These measures may seem extreme but they are very similar to those being put into action in schools across the country. As you know the situation and guidance are ever changing but we will update our procedures as new information arrives.

Should you have any questions or queries please do contact me and I will be happy to discuss them further with you,

Take care and stay safe,

Mrs L. Watts  
Executive Headteacher

