

Longhoughton C of E Primary School

Lacey Street

Longhoughton

Alnwick

Northumberland

NE66 3AJ

Tel/Fax: 01665 577204

Email: Admin@longhoughton.northumberland.sch.uk



Wednesday 3rd June 2020

Dear Parents

As you will know from the Government announcement on Thursday 28th May schools have been asked to plan for the phased re-opening of schools to more year groups. Following a meeting of the Governing Body of Longhoughton CE Primary School on Tuesday 2nd June we are now in a position to share the plans that are now in place for school to open to Nursery, Reception, Year 1 and Year 6.

As you will be aware, the Government has published many guidance documents for all schools to follow. These documents have been extensive with numerous updates over the last 3 weeks. We have used all of the guidance documents and the Local Authority's risk assessment to create our own personalised plan for school so that practical control measures are in place to ensure the safety of all children and staff as much as we can in the current climate.

The first thing to say is that the ethos of Longhoughton CE Primary School has not changed, the children will be welcomed enthusiastically and staff will always ensure that the children's welfare is at the forefront of what we do. Our Christian values of respect, compassion, courage, creativity and community will continue to be key in everything we do, but within the restrictions that we have to keep to, to ensure everyone is kept as safe as possible.

Thank you to everyone who completed the 2nd school survey that was sent out on Friday 22nd May regarding the possible further re-opening of school.

The Governors have now agreed this phased re-opening schedule:

Children of critical workers will continue to access key worker provision in the hall, accessed through the hall fire doors. We ask that families requiring this provision continue to inform school of the days and times needed by emailing admin@longhoughton.northumberland.sch.uk.

Key worker provision will be run by Mrs Woodhouse, Mrs Mossman and Mrs Crosby supported by teachers.

Nursery, Reception, Year 1 and Year 6

If you completed the 2nd school survey stating that you wish for your child(ren) to return to school these are the things you need to know:

	Start date and times	Staff	Entrance & Location
EYFS Bubble Nursery & Reception	Monday 8 th June Nursery – 8:55 – 12noon Reception – 8:55 – 2:40pm Friday finish at 1pm	Mrs Whaley Mrs Parker	EYFS classrooms Please come to the EYFS garden gate
Year 1 Bubble	Wednesday 10 th June 8:45 – 2:30pm Friday finish at 12:50pm	Mrs Foy Mrs Harnett	Botswana Class Please come to the door at the rear of the school
Year 6 Bubble A	Monday 15 th June 9:05 – 2:50pm Friday finish at 1:10pm	Mrs Hedley	America Class - Mobile Classroom Children will be able to enter straight into the mobile classroom
Year 6 Bubble B	Monday 15 th June 9:05 – 2:50pm Friday finish at 1:10pm	Mrs Mortimer	Mexico 2 classroom Please come to the main entrance

Year 6 – we will send another email informing you about the group you will be in.

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The school day	<p>There will be staggered start and end times to the school day. (Siblings will be able to arrive together arriving and leaving at the earlier time slot).</p> <p>School days will be shorter to allow for cleaning.</p> <p>Playtimes may be staggered but children will always play in their own zoned areas; bubbles will be spaced out in their own section of the playground/field with their own set of playground equipment.</p>
Fridays	<p>School will close at 1pm on Fridays to allow for a deeper cleaning and planning and preparation time of lessons and resources for the following week.</p> <p>Wrap Around provision will be available for key workers, Reception, Year 1 & Year 6 on a Friday afternoon however they will remain in their designated bubble to reduce cross contamination. (see 'Wrap Around provision' below)</p>
Class organisation	<p>EYFS Bubble – Nursery & Reception children – Mrs Whaley & Mrs Parker Year 1 Bubble – Year 1 children – Mrs Foy & Mrs Harnett Year 6 – 2 Bubbles in different rooms – Mrs Hedley & Mrs Mortimer</p> <p>Due to being clinically vulnerable on health grounds, Mrs Sutcliffe will not be returning to school but will continue to work from home planning and responding to home learning.</p> <ul style="list-style-type: none"> • Bubbles will have their own entry points to school and their own toilets. • Frequent hand washing and good hygiene practices will be in place. • Additional cleaning will take place at break times, before and after lunch as well as the cleaning at the start and end of the day. • Teaching staff will be cleaning the play equipment on a daily basis. <p>The classroom environments have been set up in a way to try and maintain a 2m social distance. There will be less movement around the classroom than the children are used to. The children will have their own allocated desk and stationery. As per Government guidance, in order to avoid unnecessary possible transmission teachers will not be marking the work that children do in school. However there will be opportunities for the children to mark their own work. Teachers will be discussing and reiterating these routines and new measures within the bubbles.</p>
Arriving and departing school	<p>Parents will need to make sure that social distancing measures are in place as children travel to and from school. Please keep your child with you and stop them from playing or walking with other children in order to prevent social mixing.</p> <p>If you need to use the car to bring your child to school, please park away from the school gates, remembering to be considerate of the neighbours and so that all parents have the necessary space to social distance.</p> <p>We ask that only one parent drops off and picks up from school. Please arrive at school as close to drop off time as possible so that there is no standing around. Please do not allow the children to play on the outside play equipment. Once children have said goodbye and entered school we ask that parents leave the school site maintaining social distancing.</p> <p>Year 6 children will need to be accompanied to school to ensure social distancing measures are followed.</p> <p>Children will only need to bring their packed lunch (see 'Lunch & snacks' below), a water bottle, a coat, and a sun hat.</p> <p>We ask that they do bring a coat each day, even if it is a sunny day, as it can be cooler on the school field/playground. They will be able to use it as a picnic blanket to sit on if eating their lunch outside.</p> <p>On arrival the children will be shown where to hang their coats and put their packed lunch/rucksack and then they will wash their hands before entering their classroom for the day.</p>

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Arriving and departing school (cont.)	<p>Please make sure that children have everything with them for the day so that parents do not need to return to the site to drop things off that have been forgotten.</p> <p>They may bring their packed lunch, water bottle, sun cream and sun hat in a rucksack and this bag will stay on their peg. They will not need book bags.</p> <p>At the end of the day we ask that parents again arrive as close to the finish time as possible and maintain social distancing :</p> <p>EYFS – on field/woodchip area outside the EYFS garden Year 1 – back playground Year 6 – front playground Staff will release the children to parents Key worker provision – collect from the hall fire doors.</p>
Sharing information with staff	<p>If you need to discuss something with a member of staff, please ring school and make an appointment for a telephone call or send an email using the school's email address – admin@longhoughton.northumberland.sch.uk and a member of staff will get back to you.</p>
Uniform	<p>Children should not wear school uniform but should come to school in their own clothes. This will enable children to wear clean clothing each day in order to reduce the risk of any transmission.</p> <p>Please make sure that the clothing and footwear they wear is suitable for outdoors (all weather), physical activity at a social distance and that sun cream is applied before they come to school.</p> <p>Please also provide additional sun cream so they can top up at school.</p> <p>The children may wish to bring some hand cream as they will be washing their hands regularly throughout the day and they can become dry and sore. Hand sanitizer is available in classrooms as well as soap in the wash rooms.</p>
Social distancing	<p>In line with the Government guidance, children will operate in small groups/bubbles and will be able to interact (with social distancing) within that group. We will encourage the children to keep their distance from each other however, particularly with younger children who are naturally more tactile and often learn through interactive play and hands on activities, it will be virtually impossible to guarantee the children will remain socially distant. Despite our intention, we cannot guarantee that children will not come into close contact with others in their bubble throughout the school day.</p> <p>We will be introducing and reinforcing the rules from the beginning and playing social distancing games to support this learning.</p>
Wrap Around provision	<p>Government guidance states that school does not need to provide wrap around care but we know that this is very important for our school community. Since schools mainly closed on 20th March, we have provided very flexible free childcare provision for the families of key workers and we know this has been really appreciated by the families. Now that schools are being asked to open to more year groups, we have been told that we can now charge for this provision again.</p> <p>Before and after school provision will be available but we ask that this is used only when essential. This provision will not be the normal Acorns provision as children will need to remain in their bubble all day. Parents will need to book Wrap Around slots through the school office or admin email address. Wrap Around Care will be charged for in the following way:</p> <p>£3.50 per hour (minimum charging period ½ hour, £1.75) before 8:45 £3.50 per hour (minimum charging period ½ hour, £1.75) after 3:15pm Please look at the core day hours for your child's bubble and let school know the additional provision you will need.</p>
Lunch & snacks	<ul style="list-style-type: none"> Children will need to bring a packed lunch, snacks and a water bottle. Nursery children will not need to bring a packed lunch but can bring a snack for the morning.

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	<ul style="list-style-type: none"> Mrs Hinson will be able to provide a school made packed lunch for Reception and Year 1 as part of the Universal Infant Free School Meals (UFSM) if needed. We will send another email to Reception & Year 1 parents with more information. Year 6 children will need to bring their own packed lunch to avoid the need for cash collection. Children will eat their lunch with their bubble either in the classroom or in a zoned area outside.
First Aid	Please be reassured that if your child requires first aid during the school day it will be provided as normal.
Home learning	<p>Home learning will continue as it is now, with staff setting and responding to work on a weekly basis – White Rose Maths, Purple Mash, spellings, BBC Bitesize. There may be some weeks where staff will advise you to use addition websites such as Oak Academy. The curriculum delivered in school will mirror the work set for learning at home. By doing this we are looking to make the learning provision fair and if you have chosen to keep your child(ren) at home or they are not in the priority year groups they will not be at a disadvantage.</p> <p>I will continue to contact families working at home to check on how things are going.</p>

Children, who share a house with someone who is shielding as they are clinically vulnerable, should not attend.

If anyone in the family develops symptoms, you must not send your child into school but must follow the guidelines on isolation.

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

If children begin to show symptoms in school, we will contact parents immediately and ask you to arrange to collect them as soon as possible. In line with Government guidance, they will be advised to self-isolate for 7 days and arrange to have a test to see if they have COVID-19. Their fellow household members should self-isolate for 14 days. Once a negative test has been confirmed then the child can come back to school and the fellow household members can end their self-isolation.

All staff and students who are attending school will have access to a test if they display symptoms of coronavirus (COVID-19), and are encouraged to get tested in this scenario.

Where a child or staff member tests positive, the rest of their bubble will be sent home and advised to self-isolate for 14 days. The other household members of that bubble do not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms.

Thank you again for your continued support and understanding during these difficult times. These plans will be reviewed regularly.

I would also like to say a huge thank you to the whole staff team for their hard work, flexibility and support during lockdown and as we have prepared to open up to additional groups of children. Thank you also to the Governors for their support in planning and in making decisions.

Please stay safe

Yours sincerely
Tracey Critchlow

Tracey Critchlow
 Headteacher