



NEWBOTTLE & CHARLTON CEVA PRIMARY SCHOOL

Every person matters, every moment counts "I can do all this through him who gives me strength"

Green Lane, Charlton, Banbury, Oxon OX17 3DN. Tel: 01295 811480

Email: bursar@newbottle.northants-ecl.gov.uk

Interim Head Teacher: Mrs Peter Smith

Chair Of Governors: Lady Hayter

Friday 21st August 2020

Dear Parents/Carers,

As you're aware, the government has announced that schools should fully reopen from the start of the upcoming autumn term. They have decided this on the basis of:

- The prevalence of coronavirus decreasing
- The new NHS test and trace system being in place
- More clarity about the measures that need to be in place to create safe environments in schools
- Time out of school being detrimental to children's development
- The low risk to children of becoming severely ill from coronavirus

This means we're planning to open to all of our pupils in September. We're looking forward to welcoming everyone back on Wednesday 2nd September and we're working hard to make the school a safe, enjoyable environment.

We wanted to get in touch to explain what you can expect from us and what we will expect from all of our parents and carers. The procedures could change if we receive more guidance from the Dfe, LA and will continue to be evaluated to ensure the school day runs smoothly.

Attendance

Attendance will be **mandatory** in September, as the government expects all pupils to attend school. The usual rules will apply, meaning we'll be recording attendance and following up on any absences.

However, if you've received clinical or public health advice that your children should still remain at home, please let us know and continue to follow that guidance. We'll be offering remote education to these pupils plus any children who need to isolate due to the household having symptoms. From the 1st August the guidance on shielding has changed. See link for most up-to-date guidance:

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

If you are on holiday and needing to quarantine by self-isolating on your return due to the new restrictions that have been put in place, please let us know as soon as you can be emailing the office so we can provide remote education until your child's return.

Safety measures

Essential measures include:

1. a requirement that people who are ill stay at home (*see below for further information*)
2. robust hand and respiratory hygiene (*regular cleaning of hands through the day/ hand sanitiser, soap, tissue sand PPE in each classroom*)
3. enhanced cleaning arrangements (*regular cleaning throughout the day and quarantining of some resources*)
4. active engagement with NHS Test and Trace



5. formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

We will also have the following protective measures in place:

- grouping children together (*In bubbles*)
- avoiding contact between groups (*separate break and lunch-times/ no collective worship or achievement assembly in the hall*)
- arranging classrooms with forward facing desks (apart from Oak class)
- staff maintaining distance from pupils and other staff as much as possible depending on the age of child.

Many of the protocols and procedures that were implemented during the summer term will remain the same in the autumn term with the expectation that they will be further embedded so that children who did not attend in the summer term will themselves adopt the measures also. All protocol and procedures have been made using full opening guidance from the Dfe and LA and are aligned to the Newbottle & Charlton CEVA Primary COVID-19 Risk Assessment Plan that has been updated for the autumn term using a LA-approved template. These have been discussed and approved by staff and governors.

School Organisation

There has been recognition from the DfE that children cannot distance themselves from staff or from each other. Bubbles provide an additional protective measure and they make it quicker and easier to identify those who need to self-isolate as a result of a positive test result.

The DfE guidance reads as follows:

"In this guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups."

We will continue to keep the class bubbles as separate for the majority of the time, but in order for school to offer a curriculum that is best-placed to support the children we will be widening the bubbles to have two bubbles of **EYFS/KS1 (Oak and Ash) and KS2 (Elm and Birch)**. The reasons for this are as follows:

- All children will be able to be considered for catch-up interventions now that teaching support can work across classes. There would not be enough adults to support individual class bubbles if TAs couldn't move around.
- The field will not be able to be used to zone the children if it becomes too muddy so keeping key stage bubbles will support staggered break times on the playground to two times rather than four.
- Our school class structure involves Year 1 being split between two classrooms and completing the same topics. They usually mix to provide some of the same opportunities and to continue social interaction with their peers. This year, Year 1 in Ash will need to have access to continuous provision in Oak as they have missed opportunities from March to June. We do use adults in both classes to run small phonics groups to target individual children, which couldn't happen if we have separate class bubbles.

Equipment/Uniform

Essential items will be allowed into school- including **coat, hat, lunch-box**, but for the short term we would like no book bags or PE kits. I know some of the new parents may have purchased our school book bags and we will be using them as a soon as we can but due to how the books are stored in school we think that it would be better to avoid bringing these into school. Children will only need a bag to bring their homework book and reading book into school. We feel a plastic bag would be easier as they can be wiped down more easily by school



and at home. Reading books can be brought in to be swapped every **Monday** and **Thursday** (this includes books from the library) and they will be quarantined before going back out to another child. For the short-term children will be allowed to **wear their PE kits for their PE days** (details to be given next week on those days for each class). Please ensure they have plain jogging bottoms if it is cold outside. They can bring in their jumper to wear over the top of their PE kit. Normal uniform will need to be adopted after some leniency was given during the summer term. Please ask the office if you need any further guidance or support with this. Each child will have their own pack of equipment for daily use and other equipment will be cleaned if swapped between bubbles or quarantined for 48/72 hours before being handed back out.

Timings

The start and end of the day will still need to be staggered to ensure that social distancing from families can still happen outside the school gates. The procedures will be different from the summer term for this due to the number of children arriving for school in September. At present we haven't been told that the school bus won't be running but children will need to spread out on the bus when getting on.

Birch and Elm can arrive at school between **8:40-8:50am** and will be welcomed at the office or Birch class fire exit to enter school. School will finish at **3:20pm** as they have started earlier than the normal 8:50. Parents and carers will be asked to wait on the grass outside the school front entrance and children will be supervised as they leave through the staff carpark to go home.

Oak and Ash can arrive at school between **8:50-9:00am** will be welcomed at the school gate. Reception- Miss Dooley would love for you to arrive for the first few days at 8:50 where parents will be invited into the playground to complete an activity with your child socially distanced to support starting school. School will finish at **3:10pm**. (Reception will finish at different times for the first few weeks- the first three days at 12:00, the next week 1pm and the week beginning the 14th September, they will be in school full-time). We have decided that due to the number of adults from Oak and Ash waiting at the gate that we would welcome parents into the playground at 3:05pm to wait for their child. They will then exit the school on a one-way system. A map will show the way to exit the school and will be shared next week. This could change depending on how successful the first few days/weeks are with this.

Families who have children in both bubbles will need to walk to both points to collect their children but staff will look after your child until you arrive.

The two bubbles will have break and lunch outside at the same time, but will eat their lunch in their classes groups. Freshstart are back to their normal way of working and normal healthy packed lunches please if you are not booking hot-school dinners. Please ensure you book dinners for the first week by **Tuesday 25th August**.

Procedures if child or member of staff has symptoms

Please see **appendix 1** for further information on this which is similar to the previous guidance in the summer term. Whether or not the whole bubble will close is dependent on the conditions of the day, rather than waiting for a test result. In general, if someone is positive in Oak or Ash then both bubbles will need to close due to the mixing of the children. In Elm and Birch because the mix of children is minimal (on the playground) or by adults working in both classes, then classes will only close if a member of Elm or Birch has a positive result, unless it is from an adult who works closely in both classrooms with a positive result; then both classes will need to close.

School will text and email the bubbles if a child or staff goes home with symptoms and will also text and email with results of testing as a soon as we can or if we need to close the bubbles. Please ensure you check your phone and emails regularly as we are unable to phone each parent individually.



Curriculum

Although there'll need to be some changes to reflect the teaching time that was lost during the lockdown, we'll still be doing our best to provide an ambitious, broad curriculum.

Our current plan is:

Continue with our topic based teaching following our long term mapping. Each year we start with a whole school topic, which this year will be based on a book called 'The Lost Words'. Teachers will plan a range of activities across many subjects linked to this to ease children back into full-time education. We will start to assess children informally (quizzes, short tasks, etc with reading, writing and mathematics in the first month to see what the children can remember. Year 1 will have access to continuous provision in Oak during the first term in order to support in assessing their early learning goals- basic mathematics and phonic awareness.

Some children haven't had formal education for five months and so each child will be supported and challenged depending on their starting point. I know how hard parents have worked to in order support their child's education during lockdown under many different circumstances and lots of children will have made good progress in many areas of the curriculum. The government has decided to give each school extra money to support children to catch-up with their learning. We will assess and provide boosters, interventions or extra resources to help children in different curriculum areas depending on where their need is from our assessments.

We will also ensure all subjects are taught (not just English and Mathematics) so that children have a broad curriculum. For example, in computing the focus will be on programming which couldn't be a focus by teachers during remote learning during lockdown. We will move onto the normal curriculum when we feel the majority of children have the building blocks to access the next stages especially in mathematics, as some concepts can't be taught unless the previous year's ones have been mastered. We may need to revisit a few topics during the year before teaching some of the objectives for this year, but this has been a normal process for school.

Children who have an IEP or additional needs will be contacted by Miss Smith in the first term to discuss needs and where support will be given for the autumn term.

Remote Education

From various discussions, I know that many of you were pleased with what we offered for remote learning as a school during the lockdown. By the end of September schools will need to have a contingency plan in place if there is a further local or national lockdown in the future. There has been some further guidance on what remote learning should look like from the DfE, so I will be sending out a survey shortly to ask your opinions on our remote education to ensure we continue completing the parts that were the most successful while adopting the new guidance. In the short term if individuals are having to isolate we will provide learning packs and tasks to complete online to support children who will be isolating.

Pastoral support

We're aware that the lockdown has been a difficult time for many of us, including our pupils.

Please let us know if you think your child might need extra support when returning to school, such as if they feel anxious about coming back or they're experiencing bereavement. You can get in touch with the office or your class teacher to do this.

Our current plans to support your children's wellbeing during this time are:

- Regular focus on wellbeing and mental health in class collective worship and PSHE lessons
- Extra support for individuals who have been identified as needing extra emotional support using our specially trained staff.



- Regular professional development for staffing in mental and emotional health in order to support children effectively.

Safeguarding

Our policy and addendum has been updated in accordance with 'Keeping Children Safe in Education' (KCSIE) 2020 and due to changes in staffing, Miss Melanie Hirst has become our new deputy designated safeguarding lead, while I remain the designated safeguarding lead.

Wrap-Around and Clubs

For the short term we will not be carrying out any extra-curricular clubs due to minimizing the mixing of adults and the extra cleaning that is needed at the end of each day. We will however be able to offer breakfast club and after-school club to all children and it will continue to be in the hall socially distanced into two groups. Please book as you normally would do for these sessions any children in the school can attend. We will be changing how we organise payments shortly and will give more details on this next month.

How parents can help us?

- If you need to speak to the office, myself or your child's teachers, we do advise that if possible you ring or email to minimise contact but do understand that this isn't always possible. If you need to come to the office, please use the tape markings which will be marked 2m apart to socially distance appropriately. We still won't be able to invite you in for assemblies etc at the moment.
- When dropping off the children please do not bring them into classroom but drop them off at the appropriate points mentioned above.
- We also request that as parents you do not congregate in the grounds but deliver/pick up your child. When waiting at the end of the day to collect we ask you stand a sensible distance apart from other parents and carers.
- If you do for whatever reason need a meeting about anything this will be by appointment only and with strict social distancing in place.
- If your child is ill in anyway then please do not send them in to school – if Covid symptoms present, then please see information below on how this needs to be dealt with.
- We will send children home who are ill in any way and follow the Covid procedures below if necessary.
- If you are needing to self-isolate, please contact the school as soon as you can.
- Please ensure we have the most up-to-date email address and phone number we can get hold of you on.
- Please keep communicating with us via email or phone as we want to work to support families as much as we can. We might not get everything right but we are striving to support everyone in coming back to school in a safe way.

Further information from the government can be found below:

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak>

If you have any questions or concerns about the points we've set out above, please get in touch with bursar@newbottle.northants-ecl.gov.uk or head@newbottle.northants-ecl.gov.uk. We're extremely grateful for all the support we've received so far from the school community. We'll continue to keep in touch if there are any updates to our plans or if we need to make changes due to new or updated government advice.

Warm regards,

Mr. Peter Smith

Interim Head Teacher



Appendix 1

IMPORTANT INFORMATION IF POSSIBLE SYMPTOMS OF COVID PRESENT

If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' [COVID-19: guidance for households with possible coronavirus infection guidance](#), which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).

If the test is negative the child can return to the setting assuming they are well enough. If the test is positive, all children and adults within that key stage group or class should self-isolate for 14 days and not attend the setting. Whether or not the whole bubble will close is dependent on the conditions of the day, rather than waiting for a test result. In general, if someone is positive in Oak or Ash then both bubbles will need to close due to the mixing of the children. In Elm and Birch because the mix of children is minimal on the playground or by adults working in both classes, then classes will only close if a member of Elm or Birch has a positive result, unless it is from an adult who works closely in both classrooms with a positive result. Then both classes will need to close. Parents will be communicated by email and text to explain the outcomes and any procedures that need to be followed. **Please ensure you give your most up-to-date phone numbers to ensure we can communicate effectively.**

If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the **10 day isolation period** from the day they develop symptoms. This only applies to those who begin their isolation on or after 30 July. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. The designated room for this is '**The Orchard**'. Please collect your child by ringing the bell at the old blue door. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.

Any members of staff who have helped someone with symptoms and any pupils 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 and Trace.

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