



September 2020

Pre- return Newsletter

Dear Parents and Carers,

I hope that you have all had an opportunity to enjoy some of the holiday time over the summer break and that you are all well. As you know, all children are expected to return to school in September. We have been busy over the holidays updating our risk assessment, ensuring classrooms are compliant with revised guidance, carrying out repairs and maintenance and we even managed some decorating! You will all be amazed by the hall floor!



We are very excited to get school back up and running at its full capacity and we are really looking forward to seeing everyone again. Please read the following information carefully as we are relying on your support to help us to make school as safe as possible and we need everyone to understand some of the changes we are making to our usual provision. If your child was in school during June or July you will already be aware of many of these changes. The information about the staggered starts and finishes which we shared at the end of last term has not changed.

All of our procedures and any changes which we have made are in response to guidance from the Government (Department for Education) and the NHS. If we need to make any further changes, we will update you via the fortnightly newsletter. As always, if there is something which we have not covered and which you need to know or discuss, please get in touch.

All of the following information should help you to understand how we have prepared for the first day of the new term, Tuesday 8th September.

Will the children be kept in Class bubbles?

When the children are learning in classrooms, and moving around school, they will remain in their class bubbles of 30. Each class bubble will also play in their own section of the yard. When children have lunch in the hall, they will sit at tables with children from their own classes, but will be in the hall with one other class. During this time, they will be as distanced as possible and the hall will be well ventilated. There will be no whole school Worship but each class will still have a daily opportunity for a class worship. These will be led by the class teacher or another member of staff.



Can staff go from class to class?

The guidance states that staff can move across different classes in order to deliver the curriculum effectively and to meet school's logistical needs. However, we will be minimising movement as much as we can and so each class will have their usual teacher and most will have an allocated Teaching Assistant. Adults in school

will distance themselves from each other as much as possible but we will not distance from the children within our own bubbles. Children with bubbles are not required to distance from one another.

What will classrooms be like?

Classrooms will look a little different to usual and slightly different to the summer term. In KS1 and KS2 classes, children will be sitting in rows facing the front. Each child will have their own resources such as scissors, pencils, glue stick and rulers. Soft furnishings have been removed as they are difficult to clean and some furniture has been removed in order to create more space. Windows and most internal doors will be open to increase ventilation. Because the Early Years curriculum cannot be delivered as easily in the classroom model described above, in Nursery and Reception, children will still have opportunities to learn and play together, they will not be sitting in rows!! We have made some small changes to the kind of resources which are available, without having a negative impact on children's learning, development of social skills and general well-being. These resources will be easy to clean and will be cleaned at the end of each day or between children using them.

Will my child still be taught a broad and balanced curriculum?

Yes! We will continue to provide all subjects over the year and we will make learning purposeful and fun as we always would. There might be less time for some subjects during Autumn Term in order for children to recover missed learning during lockdown. PE will take place outside and there will be no contact sports. PE resources will be cleaned between each class or quarantined for a minimum of 72 hours. Sadly, children are not able to sing in large groups in school and so some elements of music and other curriculum areas will be taught differently, although we may sing outdoors and when children are distanced. There will be fewer opportunities for group activities but this will not affect the curriculum or learning. Your child might have fewer opportunities to read to adults in school so please continue to read at home as much as you can. We will be making the most of technology to support the curriculum through the class iPads. All iPads will be cleaned before they are used by other classes.



We do not intend to take children on educational visits this term.

Will my child be able to catch up after missing so much school?



We recognise that all children have missed a significant amount of time in school and we know that they will be returning with different needs and strengths. We will be listening to children, watching them learn, assessing their learning and working out what they need in order to support them to make the best possible progress and get back on track for meeting their targets. We are always ambitious about what the children can achieve and teachers will differentiate activities, making sure that children have the support and challenge which they need. We are planning on having Parent/Teacher consultations in October so that we can discuss how well your child has settled back into school and share your child's targets with you. You will also be able to tell us about how your child coped with learning at home, what they did well and what they found tricky. We will make telephone appointments with you nearer the time and further information will follow soon. If you have anything you would like to tell staff before then, please call or email class teachers. Thank you.

Please feel free to email class teachers with anything you feel that they need to know e.g. if your child is worried about anything in particular or is struggling with something at home.

Nursery	Mrs Francis	Kathleen.Francis@archbishop.newcastle.sch.uk
Reception	Miss Wilkinson	Katie.Wilkinson@archbishop.newcastle.sch.uk
Year 1	Miss Davison	Allex.Davison@archbishop.newcastle.sch.uk
Year 2	Miss Nattress	Megan.Nattress@archbishop.newcastle.sch.uk
Year 3	Miss Gray	Emily.Gray@archbishop.newcastle.sch.uk
Year 4	Mr Booth & Miss Burns	Jonathan.Booth@archbishop.newcastle.sch.uk Jennifer.Burns@archbishop.newcastle.sch.uk

How will school support my child's well-being?

Children's well-being is always at the heart of everything that we do in school. We know that some children will be nervous about returning to school and some will need some extra support. We will be doing all that we can in school to support every child and make sure that school continues to be a happy place where everyone feels safe and valued. Teachers have planned to use stories and class discussions/activities to help children to settle in quickly and to understand and manage the changes in school. If we have any concerns, we will talk to you and work together to make sure that the children are feeling happy and secure. Staff have already had many discussions about how the return to school might present additional challenges for some individuals and groups. However, we are all taking reassurance from how well children settled in to school in the summer term, they are often more resilient than we think!



What are the times of the school day?

In line with the DfE guidance, there will be staggered start and finish times so that there is less congestion on the way in and out of school for pupils and their parents/carers. Each arrival time has a window of 10 minutes, we have done this to make it easier for those of you with siblings in consecutive windows so that you do not have to wait, and to ease congestion for children in the same classes when washing their hands as they arrive. Please do not arrive at school before your child's drop off time. Thank you.

Drop off	Pick up
Nursery - 8:50 - 9:00am	Nursery- 3:10-3:20pm
Rec am- 8:40 - 8:50am	Rec am- 11:15-11:30am
Rec pm- 12:45 -1:00pm	Rec pm- 3:00-3:10pm
Year 1 - 8:40 - 8:50am	Year 1- 3:00-3:10pm
Year 2 - 8:50 - 9:00am	Year 2 - 3:10-3:20pm
Year 3 - 8:40 - 8:50am	Year 3 - 3:00-3:10pm
Year 4 - 8:50 - 9:00am	Year 4 - 3:10-3:20pm



What should children wear for school?

Usual uniform should be worn for school each day, other than the day which your child's class has PE. On PE days children should come dressed in PE kits (navy joggers with or without shorts underneath, yellow PE t-shirts, trainers that they can fasten themselves, navy hoodies or sweatshirts as outlined in the July newsletter – these do not have to be uniform but the simpler the better). Please make sure all items are named. Teachers will let you know which days these are when they contact you with class specific information in the first week back at school. **Children should not bring PE kits into school.**

As we have lots of open windows in school in order to ventilate rooms, children should always have a school jumper/cardigan and can wear an additional layer (a hoodie or similar) if they wish. We will be learning outside where appropriate too, so please make sure that your child always has a named coat to wear. The

latest DfE guidance states that children do not need to wear freshly washed uniform every day, although we would encourage you to change your child into new clean clothes as often as you can, please.

Will staff or children wear face coverings or other personal protective equipment (PPE)?

The current guidance states that primary school staff only need PPE if they are unable to maintain distancing in a situation such as administering first aid. In the case of administering first aid, staff will wear gloves, face coverings, visors and aprons. There may be other occasions when staff feel the need to wear PPE. Staff will be able to wear face coverings in school if they choose to.

The government does not recommend face coverings for children below Year 7. If you choose for your child to wear a face covering, please make sure that they understand how to do so safely and have a zip-seal bag to store it when not in use.

What is the best way to travel to school?

We are encouraging everyone to walk, cycle or scoot to school if this is possible. We know that some of you can't manage this and so ask you to park considerately and leave the disabled/blue badge place free for those who need it. We always encourage as many people as possible to travel sustainably for lots of reasons. In the current context, leaving the car at home also improves social distancing and keeps everyone moving outside school. Cycle and scooter storage will be available on site as usual and Mr Hunter will leave wipes in the bike shelter for you to use. School does not provide bike locks. The staff running After School Club will open gates so bikes can be collected at 5:15pm.



Please follow social distancing principles when you are using the storage and please remember to dismount from bikes and scooters BEFORE entering the yard! Thank you.

ASDA remain happy for our families to park in their carpark and walk from there.

Who can drop off and pick up my children? What is the procedure for drop off and pick up?

Only one adult can bring each child (or children from the same household) onto the site to drop off and pick up. If you have 'bubbled' with another household and are sharing picking up and dropping off, please let school know via email. If you have to bring younger siblings then you must hold their hand, carry them or have them in a pushchair for the whole time that you are on site, please.



Children in Years 1-4 should still come into school via the main cloakroom door (up the ramp from the yard) and go through to their classroom from there. This is so they can leave coats on pegs on the way. It's still a staggered drop off (no lining up) as before lockdown. Parents can come on to yard and leave the children at the cloakroom door. They are then asked to depart swiftly please. Thank you.

Children in Nursery and Reception should be dropped off and picked up from their external classroom fire doors at the end of the day.

At pick up time, you can wait inside the yard as usual. Children will come out their external classroom fire exit door. **Please maintain a good distance from others.** There is a 10 minute window to pick up which should help disperse parents and carers on the yard.

If children attend Breakfast Club they should be dropped off at the main office (if you want your child to eat breakfast please ensure they are at school by 8:15am at the latest). If they attend After School Club they should be collected from the main office before or at 5:15pm. Please stand well back from the door and Miss Willett will bring children out one at a time.

What can children bring to school?



Children should bring a named water bottle each day and this will be taken home each evening for you to wash it in preparation for the following day. Because we want to make sure that children continue to read, to progress with their reading and to enjoy reading at home, we will continue to use book bags and for books to be brought in and out of school. These will be stored boxes in each classroom so please avoid adding bulky keyrings and toys to these. Please do not send backpacks. Thank you.

Staff will continue to read individually with children in school when they are able to, but will sanitise their hands before and after handling each child's books and reading records. We advise you to do the same at home. When children return books to school, we will quarantine them for 72 hours before putting them back into book boxes and staff will be the only people with access to the boxes. Staff might ask children to record a comment and the page number in the reading record, but they will always read your comments at least fortnightly so please continue to use the reading record to keep us up to date with how your children are getting on at home with their daily reading. Thank you.

Children can bring packed lunches to school in their own bags/boxes but these should be washable and we ask that you keep them as clean as possible. Children in Years 1 and 2 can store lunch boxes in the main cloakroom. Children in Year 3 and 4 can store lunch boxes at the back of the hall. **Children must not bring any pencil cases or stationery to school as we are providing individual sets for each child.** Please send book bags rather than sending bulky bags and backpacks as these are more difficult to store. Children do not need to provide their own hand gel (we have it coming out of our ears!).

Children in Years 3 and 4 need to bring a fruit or vegetable snack to school as these are no longer provided in Key Stage 2. Please send these in book bags or coat pockets.

What will lunch times be like?

As usual, children can choose to have a hot school meal or to bring a packed lunch from home. Nursery and Reception will have their lunch in the hall at 11:30am, Years 1 and 2 will have their lunch in the hall at 12:00 and Years 3 and 4 will have their lunch at 12:30pm. The hall will be cleaned between each use.



Please continue to avoid nuts, fizzy drinks and confectionery in lunch boxes and please continue to cut grapes into halves to minimise the risk of choking. We would also be grateful if you could ensure that your child can unwrap/open all items in their lunch box independently. Thank you.

Children will have 30 minutes to each their lunch and 30 minutes to play outside, as usual.

Will children get homework?



Yes, we will continue to give children homework (beginning in week 2 for Years 1-4), but there won't be homework books or spelling books. Instead, we will be using IXL for Years 1-4 to set weekly homework tasks via Reading Records. Early Years will communicate tasks via Tapestry.

Children are still asked to read every day to an adult at home. Books will come home from school weekly or you can access books online via Oxford Owl.

Who is allowed in school and what do I do if I need to talk to a member of staff?

Only staff, children and essential visitors are allowed in school. To begin with, we are only allowing professionals associated with safeguarding/health and professionals who support learning (eg SEN support and IT technicians) to enter the building during the school day. The guidance states that volunteers are



allowed in school if they are able to follow our measures as set out in our risk assessment. However, as we have a relatively small building with such limited space, we are limiting the number of adults who are able to come into school. Unfortunately, parents and carers are not able to come into school at the current time. If you need to speak to your child's class teacher, please telephone or email the school office and a message will be passed on to teaching staff who will then contact you later. Staff are happy to answer questions by telephone or email too. Thank you for your support.

The admin office is open to visitors but please ensure you maintain a distance from others and only 1 person enters the foyer at a time. Thank you.

Will there be after-school clubs?

To begin with, we will not be offering extra-curricular after school clubs such as Art or Dance with external providers. This is because we are limiting the number of occasions where children mix across classes indoors where distancing is not possible and also because we will have to allow for wrap around care to take place in the hall. We will contact you via ParentMail if there are any opportunities which are relevant to your child and as soon as we can, we will introduce more opportunities.

Breakfast Club and After School Club will run as planned.

What happens if a child or a member of staff has symptoms of COVID-19?

It is essential that you do not send children to school if they have any symptoms of COVID-19. You can check what the symptoms are here:

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

If your child has symptoms, you must inform school and you will need to arrange a test in order to establish whether or not your child has

COVID-19: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>



We can help you with this if you are unsure of what to do or you do not have internet access – please ring us if you need any support at all. After a negative test and if well enough, children can return to school. If a test result is positive, you must inform us immediately so that we can take any additional actions to protect others in the school community. If a child becomes unwell at school with any symptoms of COVID-19, we will contact you immediately and will isolate your child from the rest of the school in the medical room (previously the suite). A member of staff will stay with your child at a safe distance, if possible, while we wait for you to arrive.

As we are coming into the season of cold and flu viruses in school, we expect to have to follow this procedure many times as we will not be able to distinguish between the cause of any symptoms. Please make sure that your contact details are up to date so that we can contact you easily. Mrs Pygall is sending contact sheets home this week so please ensure information is up to date and returned ASAP. Thank you.

Once a child is taken from school, we will clean the area where they have waited and their area of the classroom thoroughly and we will wait to hear from you regarding the test result. Staff will also stay absent from school and take a test if they have any symptoms. We will use other staff and supply staff to cover any absences, as usual.

What happens if there is one or more confirmed cases of COVID-19 in school?

If we become aware of one or more confirmed cases, we will contact the PHE Public Health Protection Team who will discuss the context of the case/s and will seek to establish what kind of contact there has been between the person/people with the positive test result and other members of the school community. It is

important to try and establish where transmission has happened and who else might be at risk. We will then inform other parents and carers if there are any further actions to take. This could result in one or more classes having to begin a period of self-isolation and/or the building might need to be deep cleaned but this will be decided by the Public Health Protection Team once they have spoken to school and parents/carers. If a member of your family has a test with a positive result, then you will need to inform us that your child/ren will be absent for the period of self-isolation. In the unlikely event of a whole class, Key Stage or the school having to self-isolate or 'lock down' again, we will revert to home learning as we did in the Summer term.

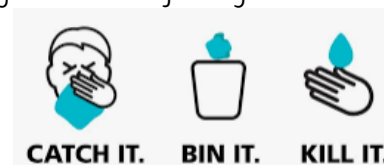


How will school be cleaned?

We will continue with the same cleaning regime which we had in the summer term. This means that there will be an emphasis on cleaning surfaces and touch points (door handles, light switches etc). These will be cleaned thoroughly at the end of each day and some will be cleaned by school staff during the day. Toilets will be cleaned thoroughly at the end of each day and twice during the day. Mr Hunter will be on site for most of the day, rather than his usual split shift, and we are very grateful to him for being so flexible at this time.

What is school doing to ensure good hand washing and respiratory hygiene?

Children will sanitise on the way in to and out of school and then will wash their hands when they enter classrooms. Every time children re-enter the building they will sanitise their hands and we have also built in lots of opportunities for washing hands during the day. We would be grateful if you could reinforce good handwashing at home and make sure that children wash their hands as they leave home in the mornings and as soon as they return in the evenings. Thank you.



Each classroom has a lidded bin for disposal of tissues and we will be teaching children the 'Catch it - Bin it - Kill it!' procedure for coughs and sneezes. All tables in Years 1-4 will have hand gel which is accessible throughout the school day. Adults will ensure children in Nursery and Reception use gel frequently too. Children do not need to provide their own hand gel.

Do all children have to return to school?

If you have been following the media, you will be aware that the expectation is that all children should return unless they have been told by a medical professional that they should stay at home. We support this view and we want to see as many children as possible getting the benefits of full time school provision. If you have any questions about your child's return to school or you are concerned, please contact us by telephone so that we can discuss your concerns and agree on the best course of action. Thank you.

Updated guidance for parents and carers

The DfE have updated their guidance for parents and carers on what they need to know about early years providers, schools and colleges during the coronavirus (COVID-19) outbreak. This update provides information on school admission appeals, entry tests for selective schools, and exams and assessments in the autumn term. They have also provided further information on the use of face coverings in schools and links to online resources that are available to help parents, carers and children with their mental health and wellbeing.

I hope that the above information has answered questions which you might have had and will help you to and your children to prepare for returning to school. We know that everyone has different feelings and opinions about the risks of COVID-19, especially with relation to schools and if you have concerns which we have not addressed in the above, please get in touch. Your child's new class teacher will be in contact with specific class information next week.

We look forward to seeing you all on Tuesday 8th September and are really looking forward to getting our school family back together. We will do all in our powers to make school feel happy and safe for everyone in the school community and we know that you will support us in doing so.

Many thanks,

Mrs K Massey

Headteacher



“Love to learn, learn to love”

1 Corinthians 16:14

September 2020			
Monday 7 th September 2020	Staff Training Day	All day	
Tuesday 8 th September 2020	School reopens to pupils in Reception-Year 4 and current Nursery children (Reception half days)	Drop off Nursery- 8:50-9:00am Rec am- 8:40-8:50am Rec pm- 12:45 -1:00pm Year 1- 8:40-8:50am Year 2- 8:50-9:00am Year 3- 8:40-8:50am Year 4 – 8:50-9:00am	Pick up Nursery- 3:10-3:20pm Rec am- 11:15-11:30am Rec pm- 3:00-3:10pm Year 1- 3:00-3:10pm Year 2- 3:10-3:20pm Year 3- 3:00-3:10pm Year 4 – 3:10-3:20pm
Thursday 10 th September	New Nursery children start (please see information from Mrs Francis) half days		
Friday 11 th September	All Reception children in for morning and lunch only.		Pick up at 1:00pm please
Monday 14 th September	All Nursery and Reception children back full time		
31 st October 2020	Deadline for middle school applications	Noon	
Wednesday 21 st April- Thursday 22 nd April	Y4 Residential		Please proceed with payment if you are able to. Deadlines will be communicated in due course.

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