



ROBY PARK  
PRIMARY SCHOOL

# Roby Park Primary School

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Headteacher: Mrs K Allen

Date: Wednesday 15<sup>th</sup> July

Dear Parents/Carers,

## Preparations for All Pupils to Return in Autumn 2020

I hope this letter finds you and your families well. As we draw to a close for the Summer, I would like to provide you with information regarding all pupils returning to school in September. I hope this letter and the information within, serves as a useful update, answers any questions you may have and alleviate any anxieties you may be experiencing.

Plans are well underway for all pupils to return to Roby Park Primary from Thursday 3rd September 2020. Following the government's guidance for full opening, there are a number of important points that parents and carers need to be aware of.

### Attendance

School attendance will be mandatory in Autumn and the usual rules on attendance will apply. Consequently, all children will be expected to be in school, every day.

### Shielding

On 1st August, the government will pause its advice for vulnerable people to shield, if there's a continued decline in coronavirus transmission rates. This means that pupils affected by those rules should be able to return to school. However, if your child is complying with clinical and/or public health advice given to them (e.g. if they're self-isolating and waiting for a test result). In that case, school will not penalise absence and will offer pupils access to remote education. **You must inform school if this applies to your child.**

### Bubbles

Pupil groups will increase in size to up to 30 pupils to allow everyone to return to school. There are no firm rules on group sizes and it isn't an 'all-or-nothing' approach. Some mixing may be necessary, such as for specialist teaching. For most of the time, our children will be in their class groups. Pupils will be kept apart from other groups where possible and older children will be encouraged to keep their distance within groups. Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they possibly can and ideally 2 metres apart.

### Equipment

Equipment and resources can be shared within class groups. They will be cleaned regularly, as we do for frequently touched surfaces. However, people will not share individual and very frequently used equipment like pencils and pens. Any resources shared between groups, such as sports, art and science equipment, will be rotated so they can be unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different groups. Everyone will avoid unnecessary sharing, especially where it doesn't contribute to pupil education and development.

### The School Day

The timings of the school day will be staggered to ensure we can maintain social distancing on arrival and exit from the school. The table below sets out the timings of the school day under the current circumstances.



Bubble	Key Stage	Start Time	Finish Time	Entrance/Exit Point
1	Nursery	8.45am	3.00pm	EYFS gate on corner of Easton Road
1	Reception	8.45am	3.00pm	EYFS gate on corner of Easton Road
2	Y1	8.45am	3.00pm	Y1 - far gate on Western Avenue
2	Y2	8.45am	3.00pm	Y2 - gate on Western Avenue near Y5/6 fire escape
3	Y3	8.45am	3.00pm	Upper gate on Easton Rd and enter via main entrance
3	Y4	8.45am	3.00pm	Upper gate on Easton Rd and enter via main entrance
4	Y5	8.55am	3.10pm	Lower gate on Easton Rd and enter via main entrance
4	Y6	8.55am	3.10pm	Lower gate on Easton Rd and enter via main entrance

### **Drop off / Pick Up & Public Transport**

As you can see from the timings of the day, we have staggered these to ensure social distancing can be maintained. We are asking all parents and carers when 'dropping off' and 'picking up' to remain **OUTSIDE** the school gates on Western Avenue or Easton Road and please adhere to social distancing.

All children are to be sent through the relevant gates and are to enter the building. No lining up is required. Their class teachers will be at their classroom doors waiting to greet them. Myself, Mrs Lyon, Mrs McCormick and Miss Carroll will be on the main gates welcoming children in.

Please also ensure that only one parent/carer brings children to school and if possible, siblings not attending school are not brought to school.

No parents are to enter the site in the morning. We are also unable to have face to face chats so if you are wanting to speak to a member of staff, please call the office to arrange a telephone meeting.

For Y3-6 parents at the end of the day, they can socially distance on the playground when waiting for their children. Please adhere to social distancing otherwise we will have to prohibit collections from happening on the playground at the end of the day which we would like to avoid.

Upon arrival students will be asked to use the hand sanitizer once they enter the building. As each year group has their own area this will limit the amount of cross over during the school day.

If you are using public transport, please ensure you and your child are fully aware of the guidance for the use of public transport. You should only use public transport if you cannot drive, walk or cycle to school.

Please can I politely remind all parents and carers to observe the social distancing measures at all times and be patient with each other and staff as this is new for everyone. You should not gather outside the school gates after dropping off or picking up.

### **New measures for responding to infections**

If someone has symptoms:

The child will be escorted to the isolation room by a member of staff and parents/carers will be contacted and asked to collect them as soon as possible. The isolation room will be cleaned as soon as the child has been collected. If a member of staff shows any symptoms, they will be sent home.

Parents and carers must arrange for a test if their child shows symptoms of Covid 19. Parents and staff must inform school immediately of the results of a test. School will not ask for evidence of negative test results or other medical evidence before welcoming back children.

### **If there is a confirmed case of coronavirus**

If school becomes aware that someone has tested positive, office staff will contact the local health protection team. This team will also contact school if they become aware that someone at our school has tested positive. The team will carry out a rapid risk assessment to confirm who has been in close contact with the person when they were infectious, and make sure they are asked to self-isolate.

Close contact means:

- Direct close contact - face-to-face contact with an infected person for any length of time, within 1 metre, including:
- Being coughed on; a face-to-face conversation, or unprotected physical contact (skin-to-skin)
- Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person

To help our local health protection team, senior staff will keep a record of pupils and staff in each group and any close contact that takes place between children and staff. School will not share the names or details of people with coronavirus unless it's essential for protecting others.

### **If there's a possible outbreak**

If there are 2 or more cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, school will work with our local health protection to decide if additional action is needed. In some cases, the team may recommend that a larger number of other pupils self-isolate as a precautionary measure, such as the whole year group. Whole-school closure will not generally be necessary and school will not consider this except if our local health protection team advises it. If an outbreak is confirmed, a mobile testing unit may be dispatched to our school.

We will revisit and update our risk assessment to build on the learning to date and practices we've already developed and consider the additional risks and control measures that we'll need to return to full capacity in the Autumn term.

We will review behaviour and child protection policies and include updates where necessary. Updated policies, our risk assessment and other essential documents will be made available on our school website.

There will be a contingency plan in place in case of a local outbreak. If our local area sees a spike in infection rates, our school may be advised to close temporarily for most pupils as we did in March. If this happens we will offer immediate remote education for all pupils at home. This remote education will be a combination of online learning and pupil packs for those who have difficulty accessing web based activities.

### **Uniform**

We will return to school in September with the same expectations for uniform as we had last September. These are:

<b>Uniform</b>	<b>PE Kits</b>
Burgundy school book bag with logo White polo shirt Burgundy school jumper/cardigan with logo Grey trousers or skirt Black shoes Black, grey or white socks Soft hair bobbles only – Burgundy, black or white	Plain white t-shirt Plain black shorts Grey marl joggers Trainers/Velcro pumps (EYFS)

It is still recommended that pupils limit the amount of equipment they bring into school each . Children should only bring in:

- Coat
- Hat/scarf/gloves (if needed)
- Lunch
- Water bottle (water fountains will not be in use)

At least for Autumn term 1, book bags are not permitted as items will not be coming between home and school. Weekly reading books will be allocated through our online reading platform, Oxford Reading Buddy, and home learning tasks will be set using Seesaw.

### **New expectations for our curriculum**



We plan to modify our curriculum at the start of the academic year, but aim to return to our normal curriculum for all pupils by summer term 2021. We will assess pupils' starting points and address gaps in their knowledge and skills, and use this to inform changes to our curriculum. It may be appropriate to suspend some subjects for some pupils in exceptional circumstances, as long as it is in their best interests. If this does happen, it will be discussed with the pupil's parents or carers during the Autumn term.

#### For pupils in Reception:

- We will focus on the above, but also assess and address gaps in language, early reading and maths, particularly ensuring children's acquisition of phonic knowledge and extending their vocabulary

#### For pupils in KS1 and KS2, we intend to prioritise:

- Identifying gaps and re-establishing good progress in the 'essentials' (phonics, reading, increasing vocabulary, writing and maths)
- Identifying opportunities across the curriculum so pupils read widely
- Developing pupils' knowledge

We plan to keep the curriculum broad, so that the majority of pupils are taught a full range of subjects over the year (e.g. Science, Humanities, Art, DT, MFL, PE, RE). The Department for Education is planning on the basis that statutory primary assessments will take place in Summer 2021, although it has delayed the introduction of the new reception baseline assessment until September 2021. We will not be arranging any external visits or trips until further notice.

#### Breakfast Club

Breakfast Club will resume 7.30 – 8.45am on **Monday 7<sup>th</sup> September**. Children will be organised in their bubbles to reduce transmission. Parents will ring the bell and drop their child at the double doors.

Children must now be booked into Breakfast Club by the Friday before the new school week so we can plan for appropriate numbers. You will need to pay via Parent Pay as we will not be handling cash. Please call the office to book in your morning sessions.

#### Lunches

All meals provided by school (free school meals and those that have been paid for) will resume to normal, with hot and cold options. Paid lunches should be paid in advance, using Parent Pay.

#### Summer holidays

School will close its child care provision and teaching for pupils in key year groups on Friday 17<sup>th</sup> July at 1pm. Staff have a training day on 20th July. We re-open to children from Years 1 to Year 6 on Thursday 3<sup>rd</sup> September.

#### Reception

Reception children also have a staggered start to September and begin school on part time hours: 8.45 – 11.45, quickly moving to 8.45 – 1pm so they can stay for lunch and then begin their full time hours with us.

Staggered start details are as below:

- 3rd – 4th September: Pupils will attend school for the morning session only until 11.45am
- 7th – 8th September: Pupils will attend school for the morning session, stay for lunch and will need to be collected at 1.15pm
- 9th – 11th September: all pupils will be in school for the full day from 8.45am – 3.00pm

#### Nursery

We have a phased entry into the Nursery to enable children to settle in and make friends in a smaller group.

- 1:1 virtual calls on Thursday 3rd September, instead of home visits.
- Stay and Play session from 9.30-10.30am on Friday 4th September. Parents stay during this session – socially distanced activities!
- Stay and Play session from 9.30-10.30am on Monday 7th September. Pupils will stay by themselves.
- Tuesday 8th September will be a full session 8.45 – 11.45am, every day onwards



As always, we will continue to use our social media and website to communicate any updates with you. These are listed below:

Website: [www.robyparkprimary.co.uk](http://www.robyparkprimary.co.uk)

Twitter: @RobyParkSchool

Facebook: <https://www.facebook.com/RobyParkPrimarySchool>

Finally, I would once again like to take this opportunity to thank you wholeheartedly for your understanding and ongoing support in helping us to manage this unprecedented situation. We are very much looking forward to having all of our children back whom we have missed so much!

Have a fantastic Summer break and we look forward to seeing you all in September!

Yours faithfully,



Mrs Kat Allen  
Headteacher

