



Guide for returning to school in September 2020

While we are excited to get all of our children back to school in September, safety remains our ultimate priority, which means the school may look different from how the children remember it and there will inevitably be changes to routines and structures. We hope this document will provide you with all the information you and your child need to ensure a positive start in September 2020.

Attendance at School

It is vital for all children to return to school to minimise the longer-term impact of the pandemic on children's education, wellbeing and wider development.

The Department for Education have advised us that school attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct.

We understand that some students and parents may be anxious about returning to school. Please do get in touch with us if that is the case on office@newtonroadschool.co.uk.

At Newton Road School we expect all students to attend school, on time, every day, aiming for 100% attendance. Absences must be reported on the first day of absence. The school has an absence voicemail facility so you can leave a message with your child's name, class and reason for absence. All absences without notification will be followed up by school staff.

Since September 2013 schools are not allowed to grant leave of absence for holidays and the Principal will grant leave of absence only in exceptional circumstances. Parents and carers should write to the Principal if they are requesting leave for this reason. If the absence is not agreed then Penalty Notices will be issued.

Pupil wellbeing

Children's wellbeing is our main priority on our return in September. We will be giving dedicated classroom time to support children with all matters related to the Coronavirus situation; including time to talk about feelings, giving children the facts in a non-threatening way, showing short child friendly videos and teaching them the importance of good hygiene. We will be ensuring children are clear about our behaviour expectations around the school to ensure everyone's safety. We will also be ensuring children get daily exercise as many children may not have been able to have much outside time during lockdown.

The September return to school

Children in Years 1-6 will all be starting back to school on Thursday 3rd September.

For Reception children, there are allocated Stay and Play sessions on Thursday 3rd and Friday 4th September. Individual letters have been sent to Reception parents outlining children's individual transitions into school.

Beginning of the day

If your child arrives at school wearing a face covering, they must remove it before entering the classrooms, in line with DFE guidance and please ensure they can do this themselves and have something secure to keep it in.

We are operating a partial one-way system for everyone's safety. To limit the number of adults, we have extended our drop off times in the morning. The school gates **will be open from 8:30am until 8:50am for dropping off**. We politely request only one adult per family brings children to school. We ask parents not to linger to chat to other parents, but leave promptly via the gates on Cromwell or Hove Road.

The table below summarises the drop off points for your child.

Year Groups	Entrance Point	Exit Point after dropping off
Reception, Year 1 and Year 2 children	Foundation Stage gate on Newton Road	Parents will then be asked to exit via the side of the EYFS and leave via the gate on Cromwell Road or Hove Road.
Years 3 and 4 children	Bin gate on Newton Road and enter via the main door to the Hayden building.	Parents will then be asked to leave via either the gate on Cromwell Road or Hove Road.

Years 5 and 6 children	Main reception gate on Newton Road and enter via the back door to the Hove building	Parents will then be asked to leave via either the gate on Cromwell Road or Hove Road.
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We ask all parents to queue on the coloured lines round to the entrance, which are at 2m intervals and to follow the signs.

We understand that some families have different children in different year groups which may make it more complex. Therefore, we would politely ask, wherever possible, that you drop off the eldest child/children at their gate first, ensure they enter the gate and then enter the school site via the gate of the youngest child. There will always be a staff member on the gate to ensure children do not leave the site.

Late arrivals

Anyone who arrives after 8:50am will be recorded as late. We will lock the gates at 8:55am and you will need to queue at main reception, ring the buzzer and someone will come and meet you.

Collection times

In order for us to effectively manage the collection of our children in Years 1-6 a limited space and without external doors from the classroom, we are going to stagger the collection times for the children but we have chosen to do it by forest groups. The children will be lined up in their phase forest group on the middle playground facing Newton Road.

Parents will be asked to enter the school site via the bin gate on Newton Road, and queue on the 2m markings. Staff will then send your child/children to you as you reach the front of the queue and we ask that you then leave swiftly by either the gate on Cromwell or Hove Road.

As this is a new system, it will take some getting used to for all involved so we ask for your patience. We also ask that you arrive no earlier than a couple of minutes before your collection time to allow us to manage the handovers, and to limit numbers on the playground. The times for collection are as follows:

2:45pm	Thetford (yellow)
2:55pm	Sherwood (green)
3:05pm	Rockingham (red)
3:15pm	Salcey (Blue)

All children in Years 5 and 6 who have permission to walk home on their own will be dismissed at 3:05pm, irrespective of what house they are in, by a member of their phase team.

Bubble and class organisation

The children will predominantly be in their classrooms with their class teacher. However due to the need to share toilets and the playgrounds we have created phase bubbles. Phase bubbles will be kept completely separate from all other phase bubbles throughout the day. They will share communal intervention spaces and toilets. Breaks and lunches will be taken within phase bubbles.

Phase One	Reception, Year One and Year Two
Phase Two	Years Three and Four
Phase Three	Years Five and Six

Break arrangements

There are staggered playtimes for each bubble so children will play to avoid any mixing of bubbles. Due to the need to stagger lunches, Years 5 and 6 will have two morning breaks and a lunch break. They will still have the same amount of time as they normally would, with one break and a lunchtime, but it has been organised to ensure that lesson periods are not significantly longer than they are used to. We have arranged it in this way to ensure that we can maximise their focus on their learning during lessons.

Lunch arrangements

It is impossible to offer a full lunchtime service in the school hall whilst keeping Phase Bubbles separate. Therefore, children will be eating in their classrooms. Classrooms will be cleaned before and after eating. Chartwells will offer a cold lunch option, which will be delivered to the classrooms. These need to be booked in the usual way. As with breaktime, lunchtime is staggered to ensure bubbles do not mix on the playground. If children are bringing their own packed lunch, we ask that where possible that this will fit in the children's lockers in Key Stage Two (Years 3-6) or it will fit in a bag, which can hang on the children's peg, or hang on the children's peg in Reception, Year 1 and Year 2.

Breakfast Club

As explained previously, there will be no breakfast club on Thursday 3rd and Friday 4th September. We are just finalising plans for the week beginning 7th September but having reviewed our parental survey questionnaire responses, the majority of parents who responded shared that they use the club primarily for childcare so that they can get to work on time. In order for us to ensure that we can try to keep the integrity of our bubbles, we are proposing that Breakfast Club will be open 8:00 – 8:30am, but without the option of breakfast for the first couple

of weeks. We ask that parents provide their children with breakfast prior to coming during these first few weeks. The school will provide a drink and fruit.

Whilst breakfast club is open 8:00-8:30am, we will only be able to allow entrance 8:00-8:20am to ensure we can have the entrances, gates and playground clear, ready for the start of the school day at 8:30am. If you and your child arrive after 8:20am you will need to wait for 8:30am.

The Breakfast Club provision will be organised as below:

	Location of Provision/Entrance to Provision
Reception, Year 1 and Year 2	EYFS Front Door
Years 3&4	Bin Gate and Hayden Building Main Entrance
Years 5&6	Normal Breakfast Club Entrance

All places must be booked in advanced so we will contact all parents who used the provision in previous years on Thursday 3rd September outlining the payment methods and costs and to book them in. If you need to use the provision and have not used it previously please email office@newtonroadschool.co.uk to let us know you are interested in booking a space.

The format of Breakfast Club will be reviewed at the end of September.

Curriculum

We have adapted our curriculum to make the school day as safe as possible for children and staff. The vast majority of lessons will be taught in the usual way. Sadly, we have had to remove some elements from the school day until further notice. For example, no large gatherings will be permitted, including assemblies, singing practice, Christmas performances and class assemblies. Children must attend school in their P.E. kit on days when they have P.E. to minimize spread of infection which may be caused by changing, and the need for some children to be assisted with changing. Teachers will let you know which day this is at the start of term.

Our priority remains to offer a broad and balanced curriculum. However, plans are in place to develop the children's learning in reading, writing and mathematics as well as supporting their resilience and wellbeing.

Where appropriate, we will be implementing a wider programme of in school interventions. These will be additional to those we would be running during a 'normal academic year'. We have created capacity with redirecting staff and the recruitment of additional staff. This will run throughout the academic year and will be targeted to maximise pupil progress.

Social Distancing

In the classroom

- When working in their bases, children will be discouraged from having any physical contact with each other
- Children will be allocated their own set of equipment to use, such as pencils, ruler, pens. However, other classroom equipment such as scissors, glue, reading books, can be shared amongst the children in the bubble. Specialist resources, such as science equipment, will be thoroughly cleaned after use and left for 48 hours before being used by another year group bubble
- Children cannot bring in anything from home other than the washed school water bottle containing water and their lunch (if required).
- Reading books will be allocated on a set day and returned the following week for cleaning and a 48 hour break before redistribution. Children cannot access books from the school library. Ms Beveridge will write to you in September to explain how our reading system will work.

Parents

- Parents must NOT approach staff at the class doors and will not be allowed into school, including reception areas. All contact will be via email or telephone, and any messages for specific staff must be telephoned or emailed through to the school office to be passed on
- We strongly advise that parents walk or cycle to school to avoid the build-up of cars and movement of people on the roads surrounding school. Parents should not enter the site more than 5 minutes before their allocated slot.
- If a teacher needs to speak to you about your child, they will call you as soon as possible – usually at the end of the school day after all of the children have left the building.

Hygiene and Cleaning

While COVID-19 continues to pose a threat, it is very important that we keep the school environment as clean as possible. We will be introducing a range of measures to help keep our school clean and ask that you support us in our efforts by carrying out several measures too.

- Cleaners will be in school throughout the day to continually clean classrooms, toilets, and corridors
- Cleaning materials will be available in each classroom so that staff can maintain standards of hygiene throughout the day

- All children and colleagues must thoroughly wash their hands upon arrival and frequently throughout the day, particularly before and after going to the toilet, eating, and handling of resources
- All waste will be disposed of in a hygienic and safe manner
- On their desk, each child will have their own equipment (pencils, crayons, glue, scissors etc)
- The classrooms will be cleaned after the children have eaten their lunch and at regular intervals during the day
- All new activities will be risk assessed, and our usual ways of doing things will be continually reviewed and adapted to optimise safety
- Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal
- Children must attend school in their P.E. kit on days when they have P.E. to minimize spread of infection which may be caused by changing and the need for some children to be assisted with changing

First aid

General first aid will be unaffected in school but children may notice that staff administering first aid may be wearing some personal protective equipment, depending on the treatment necessary. Each Phase bubble will have a set of named first aiders to avoid mixing of bubbles, wherever necessary.

Important information

Emergency contact details

Telephone: 01933 353761

Email: office@newtonroadschool.co.uk

COVID-19

NHS.UK has the latest advice and general information about COVID-19. For more information visit: <https://www.nhs.uk/conditions/coronavirus-covid-19/>

NHS 111

To check your symptoms, please visit: <https://111.nhs.uk/service/COVID-19/> or call 111 to speak to an operator.