Dear Year 6 Parents/Carers,

I trust that you and your families are safe and well.

You may be aware that some schools across the country are attempting to open to Year 6 pupils in the near future. Liverpool City Council are considering opening doors to Year 6 pupils ***possibly*** from Monday 15th. June.

This can only be achieved following clear risk assessments. School has a duty of care to all children, staff and visitors to keep them as safe as possible.

To this end we are working very hard to ensure that any children and staff entering the school are following social distancing guidelines and other measures aimed at keeping people safe.

With this in mind, I would like to share with you the actions we are taking to prepare for reopening and clarify for children and parents what ‘school’ will be like. Clearly, the children need to understand that the guidance around social distancing and the recommendations from the experts mean that classes will be organised very differently, using different rooms in school where necessary.

A great deal of thought and preparation has been put into the plans, inevitably children may find that they are not with their teacher, not with their entire class and not in their usual classroom.

The table below is designed to **briefly** set out some of the plans in place. We would like you to be as informed as possible, but the plans can’t be finalised until we have an indication of numbers of children wanting to return.

We understand that some parents remain anxious about their children’s safety and do not want their children to return to school. That is your right and under the most recent guidance **no** parent will be fined for not sending their child into school at this time.

We will need to know for certain which Year 6 pupils will be aiming to return to school.

Each child’s family will be phoned during the week beginning 1st. June and asked to commit to either sending their child in or keeping their children off school.

The reason for this is that we need to plan very carefully and knowing numbers is crucial to that planning.

Below is a chart showing how we (and other schools) will operate.

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| **Guidance** | **How this will look at Northcote Primary School** |
| Staggered start and finish times | Children will be allocated a start and finish time for their teaching group. It is very important that they stick to this time and that a 2m distance is kept between adults and children around the entry points. The design of our building allows us to use several entry points – once plans are finalised you will receive detailed instructions about where/how/when to arrive. Please **note**: Only one adult from each household can drop off/pick up. *Parents who wish to bring/collect their children should wait at the school gate.* |
| Temperature checking | Children will have their temperature checked by staff on entry to school using an infrared forehead thermometer. If a high temperature (above **37.8**) is recorded, the child will need to return home and self-isolate for 7 days. The rest of the household will need to self-isolate for 14 days. Testing is also recommended. |
| Cleaning rotas | Our cleaning team will focus on the rooms being used and teaching staff will also have access to appropriate cleaning materials in the classroom. High touch points such as light switches will be cleaned more frequently than usual and doors will be wedged open where possible to limit the amount of ‘high touch’ surfaces. Windows will be opened to allow for ventilation. |
| Classes in use | We will make use of all the available spaces – particularly the larger rooms in school, therefore each teaching group will have a maximum of 15 children (but most groups will be smaller) and they will remain in the same classroom with the same people as far as possible. This may not be your child’s usual classroom but this measure is necessary to limit any cross-contamination. Outdoor spaces will also be used as ‘teaching spaces’ – as recommended. |
| Teaching staff | Each teaching group will have one teacher and a teaching assistant **may** also be allocated, depending on the needs of the children in that group. These adults will remain with this group, even though this may not be your child’s usual class teacher. Again, this measure is needed to ensure smaller teaching groups and to avoid cross contamination. |

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| Social distancing of TA | Teaching assistants will be allocated to certain groups according to need but will still need to social distance. This will mean that children will get the support they need but may need to be encouraged to work with more independence than usual. |
| Use of stationery | School will provide children with a ‘named’ pencil case containing pens,  pencils etc. so that they will not need to share equipment or bring any additional items from home. |
| Marking books | Marking of books will be limited to avoid any virus transmission to staff. Children will be able to self-mark where possible (for example in maths and  verbal feedback will still be provided). |
| Curriculum | Whilst online learning has been provided, the children will have still missed a large chunk of the curriculum. We will therefore have to prioritise the aspects which we feel are most important, particularly within the core subjects of English, mathematics and science. Topics will also be covered and there will also be an emphasis on well-being and transition to high school. Liverpool high schools should provide opportunities for pupils to visit their new settings. |
| Break-time | Children will still need to abide by social distancing measures at break-times. These times could be staggered according to teaching groups and will mainly consist of exercise, rather than play that would lead to contact (so no football etc.). Children will not be able to use the trim trail or the Reading Bus. |
| Lunchtime | Groups will stay together during their lunchtime. There will be time for exercise and these times will be staggered according to teaching groups and will need to comply with social distancing. Welfare staff will supervise the groups. A packed lunch, rather than a hot meal, will be prepared by the kitchen and delivered to school. Alternatively, pupils should bring in their own packed lunch. In order to plan ahead, please indicate whether you will require a school packed lunch or provide your own, when responding to your phone call. |
| Pupil handwashing times | Regular handwashing rotas will be in place for teaching groups. The children will wash their hands when coming into school, before eating, after using the bathroom, before leaving school and regularly during the school day. |
| Online learning continuation | For those classes that are not able to return to school in this next phase and for those children whose parents do not wish for them to return we will continue to provide work on our website. |
| Parent communication | We will communicate using our texting system for general matters, via our website for online learning matters and via the year group email addresses if parents have individual enquiries. Our school Twitter account has been used to share/celebrate events and will continue to do so. We ask that everyone communicates via email whenever possible rather than sending letters into school. Electronic communication is safest by far. |
| Office traffic | Our school reception area is not designed for social distancing and we ask that parents email where possible or telephone when email is not an option. We will be limiting visitors to school to an absolute minimum and ask that parents only come to the entrance if absolutely necessary. Only one person at a time will be allowed in. It is safer to wait outside at a distance of 2m. from other people. |
| School uniform Face Masks | Children who attend school should continue to wear our school uniform – but there is no requirement to wear a tie as the emphasis is on comfort.  The latest guidance is: “Wearing a face covering or face mask in schools is not recommended. Schools should not require staff, children and learners to wear face coverings.”  As a school we endeavour to keep up to date with the latest guidance and all decisions will be evaluated daily and changes implemented as soon as they are needed. |
| Displaying symptoms | No child or adult will be allowed in school with any virus symptoms, however mild. Parents must contact school immediately if their child, or anyone in their home, start to display symptoms to ensure any necessary actions are taken. |
| Behaviour | It is essential that children’s behaviour is of the highest standard particularly as we seek to operate under challenging circumstances. Any child considered to be misbehaving will be sent home.  Parents must collect their child under such circumstances. |

***NEXT STEPS.***

1. Please consider carefully whether you would want your Year Six pupil to come into school for the remainder of the term from the point at which school opens for Year 6.
2. Let staff know your wishes when you are telephoned by a class teacher.
3. Explain carefully to your child what school will be like for the remainder of the term.

Yours sincerely

R. Morgan

Headteacher