Dear Year 4 Parents/Carers,

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

You may be aware that after welcoming back pupils in Year 6 some schools are trying to open to other year groups on a phased basis.

Northcote School has been hosting a ‘hub’ for the children of key workers and other children recommended by the City Council since the Monday following the lockdown.

The hub continues to operate for those children and is located in ground floor Key Stage One classrooms.

After measuring each upstairs classroom and following government and local authority guidelines we can accommodate eleven children in each lower key stage 2 classroom based on 2m distancing.

Depending on how many Year 4 children wish to return we may need to use the Year 3 classrooms as well as the Year 4 classrooms to support the children.

This is why we can only accommodate one year group at a time.

Any opening 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.

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 by 11am Thursday 2nd July which Year 4 pupils will be aiming to return to school. Please email your child’s class teacher or phone the school office – 0151 284 1919

Each child’s family should have received a text message asking parents/carers 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.

# Please read the guidance below carefully when making your decision about your child returning to school.

*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 math’s 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. |
| Break-time | Children will still need to abide by social distancing measures at break- times. These times will 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 in their classrooms. A packed lunch, rather than a hot meal, will be prepared by the kitchen for all pupils who attend school. |
| 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 children that are not returning 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 | 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 |

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|  | 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. |

Class 9 children need to be brought to school each morning at 9.10 a.m. The children must be collected from school at 12.10p.m.

Class 10 children need to be brought to school each morning at 9.20a.m. and collected at 12.20p.m.

All children will be provided with a school trip style packed lunch each day.

No items should be brought to school from home in order to reduce cross contamination.

Yours sincerely

*R. Morgan*

Headteacher