



North Duffield Community Primary School
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Maintained by North Yorkshire County Council



March Opening of North Duffield School

Dear Parents

We are looking forward to all the children returning to school on Monday 8th March. We have all found the start to 2021 different in many ways, but the children returning is the news we all wanted to hear. The school has updated the risk assessment and plan to minimise the risk for children, staff and adults when on site.

Please remember all adults and children must follow social distancing measures (2metres), the compulsory wearing of face masks (unless you are medically exempt) and only one adult per family dropping off and picking up, when coming on to the school site.

How will this work?

When your child returns on the 8th March, they will return to their classrooms and continue to work with their class teacher(s) and support staff, throughout the week. These class groups will be kept separate from each other to minimise contact and risks. This means each class will have staggered start and finish times, different drop off and pick up points, lunchtimes and playtimes. Please ensure you adhere to these times, if you are early or late you will be asked to wait outside the school site until it is clear for you and your child to enter safely.

Staggered Start and Finish Times

Class 1 (Miss Williams)-	Arrive between 9am and 9:10am and leave at 3:10 Drop off/Pick up from the conservatory door.
Class 2 (Mrs de Bethel and Mrs Henriques)-	Arrive between 8:50am and 9am and leave at 3:20 Drop off/Pick up from the main entrance
Class 3 (Mrs Duffy and Mr Russell)-	Arrive between 9am and 9:10am and leave at 3:30 Drop off/Pick up from their cloakroom door.
Class 4 (Mrs Mounfield)-	Arrive between 8:50am and 9am and leave at 3:20 Drop off/Pick up from the mobile.
Class 5 (Mr Stroyd)-	Arrive between 8:50am and 9am and leave at 3:20. Drop off/Pick up from their cloakroom door.

On a normal school day, it is extremely busy on Broadmanor. Due to the number of people trying to access the site at different times in the morning and the afternoon, we would ask that parents and children walk to school wherever possible.



What if I have more than one child with different start and finish times?

If you have more than one child, in different classes with different start times, please bring them to the hall entrance (near the mobile classroom). A member of staff will be there to take the children into the hall where they can wait until it is time to go to their classroom.

At the end of the day, pick up the child who has the earliest finish time and then go to the playground at the rear of the school. We will bring your other child to you.

What will my child need to bring to school?

Please ensure your child brings ONLY - a lunch box (if required), a full water bottle, coats and a PE kit. Children are allowed to bring a bag to school to carry their belongings. They must also return all the work, books and stationery that was handed out at the beginning of the year.

How will I drop off my child?

To minimise risk, times must be strictly adhered to and **only one parent** may drop a child off. When you arrive at school a one way system will be set up and the grounds will be clearly marked to show you where to stand and drop off your child. As soon as you have dropped your child off, you **must** vacate the premises via the **signposted exits** for your child's group. Socialising between parents **may not take place** within the school grounds. (A map for each class is attached to this email).

All adults, except if you are medically exempt, MUST wear a face mask when on the school site.

Your child's class teacher will meet each child individually at the designated door and take them to wash their hands, then into the classroom where they will have a set place to sit each day. A TA will support in class at all times. Parents **cannot gather** at gates or doors and **must not** engage the teacher; the drop off protocol needs to be as efficient as possible.

Can I access the school office?

If you need to speak to a member of staff or the school office please email or phone to make an appointment. Staff cannot be distracted at key drop off and pick up times, and the office is closed to visitors, again to minimise contact and risk.

How will it work in the classroom?

Desks will be facing forward rather than opposite each other, children and staff will maintain distance where possible. All pupils will be provided with their own labelled stationary pack.

The children will have a strict timetable with staggered breaks and lunchtimes to minimise risk and avoid contact with any other group.

The same adults will work with your children throughout their time in school again to minimise risk. Children will also have their own tissues in their tray. Cloakrooms will be used for the children to store their bags.

Lessons will be planned outdoors wherever possible with social distancing in mind.

How will it work in EYFS?

Children will have a space at a table to sit at when they first arrive at school and for any formal work. Children will have access to provision activities during the day, organised and planned by the teacher, at present play doh, water and sand activities are still not allowed. EYFS children will have a normal timetable



including phonics, maths, literacy and reading sessions each day as well as the appropriate provision areas inside and outside. All resources, after they are used, are cleaned and ready for others to use.

What will happen at break times?

Play times have been staggered. At break, your child will remain with their class and maintain social distancing whilst following their group route to the field or playground. They will be able to get fresh air and run around and play games. When they come in they will wash their hands.

How will the classrooms be cleaned?

Cleaning will happen regularly, including sanitise hard surfaces in the classroom at lunchtime and again at the end of the day. Doors – wherever safe to do so will remain open to minimise the use of door handles, and windows will also be open. This will provide good air circulation and ventilation of rooms. Pedal bins have been purchased for tissues etc. and will be emptied and sanitised regularly by staff.

What about going to the toilet?

Children can only go to their own classroom toilet to minimise risk. At lunch time the toilets will be cleaned and sanitised, and again at the end of the day.

How often will my child wash their hands?

Strict handwashing times have been allocated in the daily timetable. Children will either use the hand sanitiser provided or wash their hands with soap and water:

- When they come into school in the morning.
- After morning break.
- Before lunch.
- After lunch.
- After afternoon break.
- Before home time.
- After every PE lesson.

What will happen at lunch times?

Your child will be asked to wash their hands, this will be supervised by an adult. If your child has brought a packed lunch they will eat their lunch at their table. If your child has a cooked lunch the following will apply:

Classes 2 and 4 will have their lunch in the hall at different times. Children will collect their food from the servery, with the support of an adult if needed, and sit on the allocated tables. After the first sitting, the tables will be cleaned before the next class comes in for their lunch.

Classes 1, 3 and 5 will eat their lunches in the classrooms. An adult will collect the meals from the kitchen and serve them to the children at their desks. When all the children have finished their lunch, they will go out for their lunch break.

When do I pick my child up?

You will be sent a pick up time for your child's class. To minimise risk, **times must be strictly adhered to**. When you arrive at school a one way system will be set up and the playground will be clearly marked to show you where to stand. As soon as you have picked your child up, **you must vacate the premises via the specified** exit for your child's group. Socialising between parents may not take place within the school grounds. Again parents will not be able to access the school office, if you need to speak to a member of staff please email or phone to make an appointment.



Will there be a normal curriculum?

The teachers will be carefully assessing the children's needs and putting in extra support if needed. Special emphasis will be on English and Maths and we will require support from you to help us make that catch up that is required. This may be reading more regularly with your child or working with phonics in the younger age groups. The assessment will continue throughout the term and teachers will be able to inform you which areas your children require improving; either at a Parent's Evening, in the summer term or by email. The children will still be taught a range of subjects and extra focus will be placed on each child's well-being. This will be vital as we reintegrate the children back into school.

Will my child get homework?

Home work will be set by all teachers. It will include reading or phonics work and maths skills.

Can my child have a drink and snack?

Yes snacks or drinks (named bottle please) can be brought in by the child in the morning and put in their tray where they can easily access them. However, it is the child's responsibility to take drink bottles home and wash them thoroughly every day, they cannot be left in school and staff are unable to wash them.

Does my child have to wear school uniform?

Uniform will be required. This can be purchased from Classroom Clothing in Selby or supermarkets. We also ask parents to provide children with a light water/shower proof coat, a cagoule would be perfect, as we will take the children out in wet playtimes for walks and some form of exercise etc. Please ensure your child has a sun hat as children will be outside as much as possible.

We realise that many shops have been closed during the lockdown and will make allowances if your child's uniform no longer fits them. If this is the case please try and send your child to school in sensible clothing and footwear (for example shoes, trainers NOT heels or sandals). The children will be going outside and completing tasks that mean their clothes may get dirty.

What if my child needs medication?

Please phone the office and make an appointment, then fill out the necessary medication forms as usual. A member of staff will give your child their medication following the normal protocol. Asthma inhalers can be sent in with the child and kept in their trays under their desks.

What happens if someone becomes ill?

If a member of staff becomes ill, we have asked them to inform us if they display symptoms of the coronavirus. They are then tested. We do have procedures in place to get advice from Public Health England and from our local authority, who then advise us on what to do next; this could mean isolating a year group immediately. **Please be aware that this could happen at short notice.**

If your child does display symptoms, they should not come to school and you should let us know immediately by phoning during school time or emailing admin@northduffield.n-yorks.sch.uk during the weekend/evening. Anyone displaying symptoms should arrange a test and inform us of the results. Children should also not attend school if someone in their household is displaying symptoms. Please follow the governments stay at home guidance. www.gov.uk/government/publications/covid-19-stay-at-home-guidance

If a child displays symptoms in school, they will be taken to an area of isolation and **parents will be required to collect them immediately**. Staff may need to wear PPE to supervise your child if a 2m



distance cannot be maintained.

What happens if there is a positive case in a class bubble?

If we are made aware that someone who has attended school has tested positive for coronavirus we will contact our local health protection team. This team will also contact the school directly if they become aware that someone who has tested positive for coronavirus attended the school – as identified by NHS Test and Trace.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

They will work with the school in this situation to guide us through the actions we need to take. Based on the advice from the health protection team, school must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with an infected individual 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 individual
- travelling in a small vehicle, like a car, with an infected person

The health protection team will provide the school with definitive advice on who must be sent home. To support them in doing so, we will keep a record of pupils and staff in each group, and any close contact that takes place between children and staff in different groups.

What if my child becomes ill or needs first aid?

A trained first aider will be on site at all times. If your child becomes ill or has an accident, they will be isolated and the first aider, on the rota that day, will attend to your child whilst if necessary a member of staff contacts you so that you can collect them. Please note that children who are ill will have to be collected from school immediately to lessen the risk of infection to others. The first aider who attends your child will wear PPE to minimise the risk of infection.

Does my child need a face mask and hand gel?

This is a personal choice and if you would like your child to wear a face mask and use hand gel this is fine. However, hand gel must be named and kept in the child's tray (which can only be used in the classroom under adult supervision) and will not exclude your child from the daily handwashing routine in place. If you would like your child to wear a face mask, you need to explain or practice keeping it on at home, so that your child is used to wearing it. Staff will not be allowed to assist with face masks. Staff and adults must wear a face mask in certain situations around the school.

Will there be any after school clubs?

No, there will be no extra-curricular activities before the Easter Holidays. We will review this in the summer term.



Can my child attend out of school/ wrap around care provided by child minders and other provisions?

Government guidance and the school's risk assessment recommends, that we make parents aware that the number of out of school or wrap around care provision their children attend, should be kept to a minimum. Wrap around care should, until further notice, only be used if required for parents to attend work.

What if my child needs Sunscreen?

Sunscreen must be put on before your child comes to school as staff will not be allowed to do this.

As always this is subject to change depending on how systems work and also any changes to government guidance.

I hope I have answered your questions. March will be a challenge but I know from the support we have had from you that we can get through this together. If you have further questions please email.

We are all looking forward to welcoming back children on the 8th March and hopefully the start of a return to normal school routines.

Andrew Russell
Headteacher

