

**Full Re-Opening September 2020**

Dear Parents and Carers,

Following the government's announcement on Friday 3<sup>rd</sup> July about the return to school of pupils and staff for the start of the new academic year, we are now in a position to communicate the plan for full re-opening on **Monday 7<sup>th</sup> September 2020**.

The following plan has been made in conjunction with the official guidance which you can find [here](#).

**Year 6**

We would like to take this opportunity to extend our warmest wishes to Year 6 and thank them for their hard work and resilience, which have made them a credit to our school. We hope to commemorate their time at the school more fully next term and will communicate the plans for this in due course. On behalf of all the staff and governors, I would also like to thank the parents and carers of Year 6 pupils for all the support you have shown the school during your child's time here and wish all the children well in their transition to Year 7.

**Reopening Plan**

The government has now deemed it safe for all pupils to return to school in September 2020. As we move out of lockdown, the emphasis is on minimising contact between pupils and implementing hygiene measures rather than social distancing between pupils.

This means that the school is able to welcome back all pupils and staff at the beginning of the new term. You will have read in previous correspondence how the school has used risk assessments to put into place a series of robust health and safety measures. These have helped reduce contact between staff and pupils, as well as prioritising high levels of personal hygiene.

It is very important that we remain vigilant in ensuring that all these practices are kept at the forefront as we now upscale our operating arrangements to welcome back all pupils.

**Staggered Start and Finish Times**

Year Group	Start Time	Finish Time	Entrance / Exit
Nursery (Full time)	9:25am	3:00pm	EYFS/Back Gate (classroom door)
Nursery (AM)	9:25am	12:00am	Front Entrance Gate (nursery door)
Nursery (PM)	12:30pm	3:00pm	Front Entrance Gate (nursery door)
Reception	9:25am	3:00pm	EYFS/Back Gate (classroom door/bottom hall door)
Year 1	9:05am	3:20pm	Front Entrance Gate (main area in playground)
Year 2	9:05am	3:20pm	Front Entrance Gate (astroturf area)
Year 3	8:55am	3:30pm	Front Entrance Gate (main area in playground)
Year 4	8:55am	3:30pm	Main Playground
Year 5	8:55am	3:30pm	Front Entrance Gate (astroturf area)
Year 6	8:55am	3:30pm	Main Playground

**Parents on site**

- Only one parent to drop off pupils at allocated drop off and pick up times.
- A one-way system will operate for entry and exit from school site.
- Admittance into the school is by appointment only and a telephone call should be made to the office if you need to speak to a member of staff.

Headteacher: Mr Stephen O'Brien / Executive Headteacher: Ms Rachel Davie

Southwold Primary School, Detmold Road, London E5 9NL Tel: 020 8806 5201, [adminsouthwold@vs.hackney.sch.uk](mailto:adminsouthwold@vs.hackney.sch.uk), [www.southwold.hackney.sch.uk](http://www.southwold.hackney.sch.uk)

### **Classroom Organisation**

- Each class will stay in their own bubble throughout the day including arrival at school, during teaching time and departure at the end of the day. This means that they will have minimal contact with other pupils in the school.
- Each class will stay in their year group bubble during break and lunchtime.
- Assemblies will continue through a live video link to each classroom.
- Desks in classrooms will be front facing rather than set up in groups to minimise face to face contact.

### **Staffing**

- Staff will be advised to follow the 1m social distancing rule from other staff and from pupils when possible. Staff will be mindful of the needs of younger children in situations where social distancing will be challenging.
- Staff are allowed to work with different groups of children although this will be kept to a minimum. Pupils will still have Spanish lessons, Music lessons and interventions from other staff to support their well-being and academic needs.

### **Hygiene**

- Time will be allocated for regular washing of hands on arrival, after breaks, lunch and before home time.
- The school will provide in class hygiene boxes which will be checked daily. This will include tissues, hand sanitiser and cleaning wipes.
- Doors and windows will be left open so that classrooms are well ventilated.
- Pupils will be provided with their own named bag containing all necessary equipment for use in school. No personal equipment is to be brought in from home.
- The school will have enhanced cleaning each day.
- All toilets will be cleaned during the day.
- All equipment and resources will be cleaned by staff members before its use by another class.

### **School Uniform and Book Bags**

- Full school uniform is to be worn by all pupils.
- On days that children have PE, children will be expected to bring their PE kit to school and it will be taken home again at the end of the day. Details of PE days will be provided in September with the curriculum overview.
- School approved book bags are expected for all pupils. These can be purchased from the school office (please ring for an appointment time first) or from Mapac for a cost of £5.

### **Food and drink**

- Catering will operate as normal. Pupils who are entitled to a free school meal and those in Reception, Year 1 and Year 2 (Universal Free School Meal programme) will receive a hot dinner.
- For payment for dinners, the schools accepts online payments through [www.scopay.com](http://www.scopay.com). A letter is sent when the child starts school and each September thereafter detailing how to log in, access the app and make payments. If in doubt, please speak to the school office for further details.
- Pupils must bring a named water bottle to school each day.
- Pupils are encouraged to bring a piece of fruit to eat at break time.

### **Attendance**

- The Government has made attendance for all pupils compulsory from the start of the autumn term. We understand that some parents may still feel anxious about their child returning to school. We hope that the measures outlined in this letter will reassure parents and we hope to work alongside parents to alleviate fears so that all pupils return to school.
- Absences are to be reported by calling the school office before 8.55am.
- First day calling will take place to ensure the safeguarding of all pupils. Non attendance without due reason will result in unauthorised absence. Three or more days of unauthorised absence may result in a fine.

### Medical / Safeguarding

- Please do not send your child to school if they display any of the symptoms associated with the virus. These include a new, continuous cough, a high temperature or a loss of, or change in, their normal sense of taste or smell.
- Any staff member, household member or pupil displaying symptoms should be tested as soon as possible with the result made known to the school.
- Any pupil who displays symptoms of the virus during the school day will be isolated, parents will then be contacted to collect their child and told to self-isolate in accordance with medical advice.
- The use of general PPE for pupils and staff in school will not be worn in line with guidance.
- Members of staff attending to sick or injured pupils will try and avoid face to face contact and wear PPE appropriate to the situation.
- In the event of a staff member or a pupil testing positive for Covid 19, the school will contact the local health protection team. They will carry out a risk assessment to determine which people the infected person has come into contact with, and will advise the school on what action to take.

### The Curriculum

- The extended time spent out of school will have caused parents concern regarding their child's academic progress. While the school has maintained a broad and balanced home school timetable, we are aware that many pupils have been away from their usual classroom environment for over 5 months.
- Handover meetings have taken place and the curriculum has been reviewed to ensure key learning from the summer term is embedded in new teaching.
- Pupils most in need will be given additional support if they are deemed to have fallen behind.

### Extended Day Care and School Clubs

- There will be no school clubs during the Autumn Term. The school is aiming to start clubs in the Spring Term and information will be shared in due course.
- Additional catch up clubs will run after school for each year group for priority pupils by invitation only.
- Breakfast Club and Extended Day after school care will be running for priority pupils only. This will include priority for families who previously and consistently accessed 5 day a week child care (over the last school year) and vulnerable pupils. Parents will be contacted directly by the school if eligible. No bookings will be taken over the telephone or in person and no exceptions will be made. This is in order to avoid unnecessary mixing of groups and to keep pupils and staff safe.

Please note the above information is subject to change in accordance with updated government guidance and the school need. All updates will be communicated before the start of the term.

Please do not hesitate to contact school via email if you need any further clarification.

Wishing you a restful summer break.

Stephen O'Brien  
Headteacher

Rachel Davie  
Executive Headteacher

Headteacher: Mr Stephen O'Brien / Executive Headteacher: Ms Rachel Davie

Southwold Primary School, Detmold Road, London E5 9NL Tel: 020 8806 5201, [adminsouthwold@vs.hackney.sch.uk](mailto:adminsouthwold@vs.hackney.sch.uk), [www.southwold.hackney.sch.uk](http://www.southwold.hackney.sch.uk)