

1st January

Dear Parents/Carers,

I am writing to you following the most recent information shared by the government.

As you will know, Northamptonshire has now been placed in to the Tier 4 category, however Newton Road School **will still open** as planned **on Monday 4th January 2021**. We are very much looking forward to welcoming the children back in to school and hearing about the things they have been doing during their break.

We urge our parents and members of the community to follow the Tier 4 restrictions. This means NO mixing indoors with anyone not in your household or support bubble and only meeting one person outdoors in a public place. For the safety of your family, other families in our school community, my staffing team as well as protecting the NHS, PLEASE stick to these rules. It is the law and fines can be issued by the police.

Some of you may have concerns regarding your child's return to school and this is completely understandable at this time. I can assure you that at Newton Road School we have continued to put measures in place to ensure our children remain as safe as possible during this ever-changing situation. I do urge you to contact us on office@newtonroadschool.co.uk if you have any concerns prior to Monday. If you would prefer a phone call, please let us know in the email and then we may be able to arrange this.

At the end of this letter are a set of reminders regarding the current procedures that are in place. Please ensure you read this carefully and pay special attention to the collection arrangements.

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We continue to work to ensure the children of Newton Road School remain safe, as we did before we closed for the Christmas break. Our risk assessment has been through a further review in line with the most recent guidance from the government and all staff are working hard to continue to provide a safe and supportive environment for your children. We look forward to seeing the children back on Monday 4th January 2021.

Kind regards,

Miss Kerry Mills
Principal

Updated reminders for January 2021

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 to help us limit the amount of people on site. We ask parents not to linger to chat to other parents or to try and talk to staff, 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
Sapling, Maple and Cherry	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.
Hawthorn, Sycamore, Elm and Willow	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.
Oak, Ash and Beech	Main reception gate on Newton Road Beech – main entrance door Ash- 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.

	Oak – Via the gate which runs alongside Hove road and in the back door.	
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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. We would urge all parents to ensure they arrive on time as late arrivals impact on staff being able to support the children's learning and maintaining the integrity of bubbles.

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 revert back to the original stagger from September for the collection times**. At the end of term, parents started arriving in pairs and groups and earlier than their allocated slots and were also trying to talk to staff. Under Tier 4 restrictions we need to limit this contact so please ensure **only one adult per family collects the** children from school.

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.

We 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 and the surrounding streets.

The times for collection for Years 1 -6 are as follows:

2:45pm	Thetford (yellow) and any children with siblings in EYFS
2:55pm	Sherwood (green)
3:05pm	Rockingham (red) Salcey (Blue)

Saplings will continue to follow the same timings and arrangements as last term

Once the children have been dismissed they will not be able to return into the building. This is so we can limit crossovers in the communal spaces. Staff will endeavour to ensure the children have all their belongings but there may be occasions where something is forgotten. If this happens please call the school office and we will ensure it is cleaned, if required, or located and put safe for you. Due to levels of supervision, it may not be possible for children to enter the building to go to the toilet either.

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 the Phase Team via the breakfast club entrance.

Face Coverings

The staff at Newton Road School will continue to wear face coverings in the morning and when sending the children out at the end of the school day. Further to this, staff will also be continuing to wear their face coverings when moving around school and in communal areas. We ask that parents continue to support the school by wearing their face coverings when moving around the school site. This is to keep our staff safe, as well as other adults and children in our school community.

Break arrangements

There are staggered playtimes for each class bubble so children will play to avoid any mixing of other classes. **As last term, we will continue with the children remaining in the classrooms at lunchtime but they will still have outside PE everyday so please ensure the children continue to wear their PE kit to school every day and they are provided with a hat and appropriate clothing to keep warm outside.**

Lunch arrangements

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. 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.

Bubble Groupings

We will be continuing with our class bubble groupings. Whilst we would very much enjoy having our whole school community mix, we need to continue to limit the amount of people each child will be able to come in to contact with during each day.

Classes will continue to only mix inside together in their classrooms and use designated entrances and exits. By doing this it limits the number of other children each child can come in to contact with, ensuring that there is as little disruption as possible if we are to have a confirmed case of Covid in our school community.

Social Distancing

In the classroom

- When working in their bases, children will be advised to limit physical contact with each other as practically possible due to stage and age of development.
- 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.

Parents/Carers

- 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.
- Parents must follow the government guidance for Tier 4 areas to ensure that we all look after one another.

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

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 Class bubble will have a set of named first aiders to avoid mixing of bubbles, wherever necessary.

If your child is unwell

If your child is unwell with any symptoms, including headaches, a sore throat or tummy pains, please keep your child at home. If your child, or any member of your family, displays one of the 3 main COVID symptoms, including a continuous cough, a high temperature, or loss of sense of taste/smell, you must isolate immediately as a family and get a test. In this instance, PLEASE do not send your child(ren) into school whilst waiting for any test results – this could jeopardise the class bubble.

Bubble Closure Procedure

When we are made aware of a positive case within the school community, our first task is to gather as much information as possible to assess the risk. Each positive case has to be reported to the DFE and PHE, who provide guidance on which parts of the school to close. We will then contact parents of the children who have been in direct contact with the infected person. For speed, we may choose to send out a text message in the first instance if it is a class bubble closure, followed by individual phone calls to each contact. PLEASE ensure we have your most up to date contact details in school. A letter will be sent out on the same day to confirm the time period of self-isolation.

For safeguarding reasons and GDPR compliance, we will not disclose the name of the person who has tested positive for COVID. The whole school community will be made aware of the positive case.

Home Learning

Should we need to use it, we have a clear home learning plan in place for each class. Work will be shared with the children through our school website as before. We also hope, following some ongoing IT infrastructure work, to be in a position within the next month to have set up TEAMS through Office 365.

Home learning will consist of presentations and independent work for children to complete. There is an expectation that independent work is submitted for the teachers to feedback on daily. Classes will be sent the teacher's email address to send completed work to.

Paper packs are available for any children that may need them.

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 119

To check your symptoms, please visit: <https://111.nhs.uk/service/COVID-19/> or call 119 to speak to an operator.