



St Gilbert's Church of England
Primary School

Returning to School
on
Monday March 8th
2021

Dear Parents/Carers

I am delighted that all pupils will be returning to school on Monday March 8th and am writing to you all regarding the measures which I will be putting in place from this date.

The following information will lay out some of the arrangements for all families for the whole school day. Our current risk assessment will be updated where required and this updated copy will be placed on the website for your reference.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf

From Monday March 8th, attendance will be mandatory for all pupils. Should you be concerned about your child after such a long time away from school, please contact me and I will ensure we work with you to support them as I am acutely aware that, as parents, you may continue to be concerned about the current pandemic, its impact on your child both academically and personally and the return to school.

I do hope this supports you all as a family to have a greater understanding of the guidance in place for schools from March 8th and helps you to prepare for your child's return. Should you have any questions, please do not hesitate to contact me.

My best wishes to you all

Kind regards



Miss F Dicker
Headteacher

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The School Day

Visibility of school leaders around school

As is the usual practice, leaders will continue to monitor all classrooms and outdoor activities, as well as the organisation of bubbles to ensure they remain effective during the school day. We will ensure that we move around school at times which are less busy to minimise transitory contact. As leaders enter pods to talk with and support children, monitor teaching and learning and ensure staff well-being, all leaders will ensure that they maintain their distance.

School uniform

All pupils will be expected to be in full school uniform with appropriate school shoes. I am sure that some children have grown over the last few weeks, so should you require new uniform, the following link will take you to our school website where there is further information <https://www.stgilberts.co.uk/Uniform.asp>.

In addition to this, I am aware that the purchase of school shoes is an issue at the present moment so should your child's school shoes be too small, please ensure the replacement shoes are black/navy. I do not expect parents to buy new school shoes. If your child has grown out of their school shoes, then please, if at all possible, send them into school in any pair of black/navy shoes that they already have until such a time as you are able to replace them.

Beginning and end of the school day

In line with the updated guidance, the start and end of the school day will continue to operate on a staggered basis due to the volume of children and adults arriving on or leaving the school site first thing in the morning or at the end of the day. I am keen to support parents as best we can by mirroring the school day as much as possible to support your work patterns. Social distancing measures will continue to be in place and whilst entirely the decision of the individual, parents are encouraged to wear masks as is the present practice.

Entry to the school will continue to be via the school field entrance.

Arrival and collection times

EYFS - From Monday 8th March, for those children in EYFS: please drop your child off at the EYFS area at 8:30am and a member of the team will welcome your child in. Please collect your child from the same entrance at 3:00pm.

Yrs 1-6 - Please enter the school through the field gate. We have provided a flexible time of starting and the presence of all teachers on the field at 8:40am, which will enable you to leave an older sibling with the class teacher. At the end of the day, please wait on the field to collect your child and then leave the site as soon as possible by the current exit.

Year group	Drop off at	Collection at
EYFS	8.30	3.00
Y1.2	8:30	3:00
Y3.4	8:40	3:10
Y5.6	8:40	3:10

I am aware that times of arrival and collection have changed a lot over the year but please take a note of the new times and I would be grateful if you can all be prompt. Attendance is now mandatory and those who are late will be marked as such.

If your child has local transport arrangements in place, please let us know by Tuesday 2nd March so we can work with you to ensure you can make the company providing that transport, aware of the measures in place.

In addition, please may I ask for you all to do the following to maintain everyone's safety and we have every opportunity to achieve 'normality' by June 21st 2021:

- Remain socially distanced from those who are not in your family
- Wear a face mask if you wish to do so
- Keep your child/ren with you and do not let them run around the field or run ahead of you as you leave
- Please leave the site immediately once you have collected your child/ren and remain socially distanced at all times whilst you do so.
- Please do not gather at the school gates at the beginning or end of the school day.

From March 8th, face coverings for pupils continue not to be allowed within the school building as per **current** government guidelines and whilst you may choose for your child to wear one of these to and from school, they will need to remove these and leave them with you before entering the school.

Staff may choose to wear face coverings for drop and collection times and it is now being recommended that they and visitors do so during non-teaching times when moving around in communal areas and corridors where social distancing between adults cannot be maintained. These measures will be in place at least until Easter. There are strict guidelines in place for staff in the use of face coverings at these times to ensure the safety of all.

As is the current practice, parents will still not be able to enter the school building unless by appointment so if you have any letters which need to be delivered, please place them in the large storage box at the office entrance.

If you need to speak to a member of the Office Team, please call or email in the first instance on 01780 762400 or enquiries@stgilberts.co.uk

Who can drop off and collect?

The current arrangements will remain for persons who can drop off or collect children at the beginning and end of the day respectively. These are:

- One parent, or adult who lives in your household
- A grandparent
- Someone in a support bubble – this is when someone in a single parent household with a child under the age of 18 can link up with another household to support them.
- A professional child minder

- An adult from your Childcare Bubble- Informal childcare provided by **one** nominated adult from another family who you have already told us about is able to collect your child from school. Please remember that this family will need to remain constant. therefore, it cannot be one family one day and another on another day. If it can be a family within your child's pod, all the better.

Classrooms

Organisation of Classrooms

In line with the new guidance, we have returned to the phase bubbles (e.g. Year 5.6, Year 3.4 etc). It remains that within each bubble there will be three pods, except for Foundation Stage which will act as one bubble/pod. For example, for Year 5.6, both year groups will be in one bubble with three pods – Rowling, Snicket and Morpurgo. The same will apply for Y1.2 and Y3.4.

	Pod 1	Pod 2	Pod 3
EYFS Bubble	Tigers & Caterpillars		
Year 1 & 2 Bubble	Milne	Donaldson	Seuss
Year 3 & 4 Bubble	Strong	Fine	Dahl
Year 5 & 6 Bubble	Rowling	Morpurgo	Snicket

Pupils will remain in their pod for the duration of the day and adults linked to each of these pods will largely remain in these pods, although they may work with other pupils from other pods whilst socially distanced from them. Pupils will continue to enter and leave their classrooms through their fire exits.

Interventions will take place within shared areas and pods/classrooms as required. For an adult leading an intervention or Phonic groups involving pupils from different pods, social distancing will be kept by both the adult and the children from each pod, whilst leading the session. Pods are not able to enter other pods so for example, those in Seuss must not enter Milne. As above, staff, however, are able to work across pods if necessary, but if they leave their pod and enter another, pupils and staff will need to maintain their distance from each other.

As you are aware, the organisation of phases into bubbles with pods means that, should there be an outbreak, the number of people in close contact will have been reduced resulting in less disruption with fewer pupils and staff needing to self-isolate. If an adult has entered another pod to support learning and then falls ill with symptoms of COVID, it is possible that the bubble itself will need to be closed whilst we take advice from Public Health England. They are the body which will direct the school as to our next steps and we are required to follow them in full.

Within the pods, pupils will sit side by side, two pupils per desk and will face the front with the exception of EYFS who will learn as they did before the pandemic. The emphasis here will be on keeping as much distance as possible throughout the day. Those pupils who have had low levels of engagement during lockdown and who may require additional support, will be seated nearer the front.

All staff will need to ensure they minimise any close contact and for those pupils who have adults working directly with them on a 1:1 basis, there will be measures in place which range from the amount of time spent with the pupil before a short break is taken from working directly with them, to the distance which is maintained and the cleaning of tables used after close contact work.

Following break and lunchtimes, staff will organise pupils in such a way as to limit transitory contact and enable ease of movement as they come back into the classroom. We will also be mitigating risk by increased handwashing and ensuring resources are organised in such a way as to reduce the risk of transmission.

Equipment

Lockers will not to be used for the time-being, as we would then need to sanitise these on too regular a basis, so I would ask that pupils only bring the absolute essentials to school – coat, water bottle,

snack and packed lunch. Bags will be placed under chairs so they will need to be small enough and coats will be placed on the back of chairs. Children can continue to come to school in their PE Kits on their allotted days. *We would ask that no pencil cases are brought into school.*

All children will have their own resources and there will be measures in place regarding the sharing of resources within the classroom/pod itself, ranging from how pencils are used to the use of books and paper. There will be no soft furnishings in classrooms and pupils are asked not to bring cuddly toys to school. Movement within each pod/classroom will be limited.

Resources can be shared across pods but they will be sanitised and left for 48 hours (72 hours for plastic) before another pod is able to use them.

Lunchtimes and playtimes

At playtime, all pods/classrooms will play in one bubble but each pod will be socially distanced from one another. We will be increasing the amount of play equipment for the children. All bubbles will enter and leave from a different doorway at all times. As they enter the school they will sanitise their hands.

In terms of lunchtimes, we will be returning to the provision of Hot School Meals for pupils. Separate information can be found later on in this booklet. Those children on Free School Meals will receive a hot lunch each day and therefore the vouchers currently provided will cease for the child concerned. Those in receipt of Universal Infant Free School Meals – EYFS and Y1.2 - will also receive a hot meal from the Farm Kitchen in the usual way. Parents are able to provide their own lunch rather than order through Farm Kitchen if they prefer (please see below for ordering process). All children will eat within their pods and then will leave as a pod to play outside in demarcated pod areas. Adults will remain consistent however, should changes need to be made, we will ensure guidelines are followed. All pupils will sanitise their hands before and after eating.

School Meal Provision- March 2021

Ordering process for EYFS & Year 1 & 2 – Universal Infant Free School Meals (UIFSM)

Meals will be ordered automatically for you. If you **DO NOT** want your child to receive a hot meal please login on to your Farm Kitchen account and cancel the order. The **deadline will be 3pm on Tuesday 2nd March** for the following week (8th March) and then each Tuesday at 3pm for the following weeks.

Ordering process for Free School Meals (FSM)- All year groups

If your child is in receipt of Free School Meals (different to UIFSM), then the voucher scheme will cease and **Meals will be ordered automatically for you.** If you **DO NOT** want your child to receive a hot meal please login on to your Farm Kitchen account and cancel the order. The **deadline will be 3pm on Tuesday 2nd March** for the following week (8th March) and then each Tuesday at 3pm for the following weeks.

Ordering process for Year 3,4,5 & 6

If you require a hot school meal, please login on to your Farm Kitchen account and place your order. The **deadline for ordering will be 3pm on Tuesday 2nd March** for the following week (8th March) and then each Tuesday at 3pm for the following weeks.

Farm Kitchen Accounts

If you require any assistance with login and password enquiries please contact the Farm Kitchen directly on T: 01529 460 821 or E: enquiries@thefarmkitchen.com

First Aid

In terms of First Aid, we will continue to provide effective care for your child. Staff will wear PPE if required, in line with the guidance. Should your child become ill we will contact you, so please make sure you are contactable throughout the day. Your child will wait in a designated medical room and we will advise you at the time of the protocols you need to follow when you arrive at school, should this happen.

Should a child or adult display symptoms of COVID, we will follow the instructions of Public Health England (PHE) which may entail closing the pod which the child or adult is part of.

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

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 definitive advice on who must be sent home, including potentially, a teacher whose child is in an infected pod. We will provide further information to those affected in this eventuality. If someone in a class or group, which has been asked to self-isolate, develops symptoms themselves within their 10-day isolation period, they should follow the Government guidance as below:

[guidance-for-households-with-possible-coronavirus-covid-19-infection](#)

Track and Trace procedures may also be enacted as directed by Public Health England. This will include providing the details of adults linked to the pupils and the details of those they have come into contact with. Please update your details with the school should they have changed by emailing enquiries@stgilberts.co.uk.

In regards to visitors, supply staff and contractors, a full record of their details will also be kept should there be a case of suspected COVID. I would ask that should you need to be tested that you do so immediately and then inform us as soon as possible of the result so we can keep all our families, staff and pupils as safe as possible and return pupils to school if possible.

For those pupils at home due to the pod or bubble closure, Remote Education will begin immediately in line with our Remote Learning Plan which is on the website. As we are keen for our pupils not to fall further behind, the lessons provided will not be optional and the class teacher will expect these lessons to be completed.

Pupils who are Clinically Extremely Vulnerable

As detailed in the guidance ' *The advice for pupils who have been confirmed as Clinically Extremely Vulnerable is to shield and stay at home as much as possible until further notice. They are advised not to attend school while shielding advice applies nationally* '.

Please contact the school if your child falls into this category and their clinician has advised they do not attend school. This will not affect their attendance percentages and we will provide them with remote learning until further guidance is received. We would also be grateful if you would provide us

with a copy of your child's shielding letter to confirm that they are advised not to attend school or other educational settings whilst shielding guidance is in place.

Teaching and Learning

The Curriculum and Catch up Programmes

In terms of the curriculum, our first priority will be to settle the children back into school, allowing them to have time to discuss the recent weeks, develop their learning stamina and get used to being in school again along with the routines and expectations.

We will however, be moving quickly into ascertaining where pupils are academically so we can close any gaps which have arisen as soon as possible. In line with the guidance our initial focus for EYFS pupils will be to assess and address gaps in language, early reading and mathematics, particularly ensuring children's acquisition of phonic knowledge and extending their vocabulary. We will also, consider how all groups of children can be given equal opportunities for outdoor education.

For those pupils in KS1 and 2 our initial focus will be to prioritise identifying gaps and re-establishing good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so pupils read widely, developing their knowledge and vocabulary.

However, we will be also aiming to realise a broad curriculum offer in line with the guidance so our pupils can experience a full range of subjects.

Following the baseline assessments, additional catch up programmes will be put in place for children who require it. We already have a catch up programme in place which is on the website, however following the assessments, this may alter. I will ensure you are aware of the increased provision in place for your child once it is determined.

Please bear with us – it is important your child is able to settle back into school life as it is at the present time, re-develop their friendships and adapt to the expectations of face to face teaching and learning.

Phonics and SoundSteps

Pupils often move into groupings for these sessions and as a result, all groups will socially distance from each other as much as is possible, and safety measures such as hand sanitising and the cleaning of tables will take place before and after the sessions. Adults who do not normally work with them within their bubble will ensure they minimise contact. In the short term, we are intending to lead two Phonics sessions per day, one in groups and one within class.

Physical Education

PE will take place within pods and all resources used will be thoroughly cleaned after use. Contact Sports will be avoided and pupils will complete lessons outside as often as possible so please make sure they have suitable PE clothes in school for all weathers. If indoors, pupils will socially distance and fire exits will be opened to provide ventilation due to the increased breathing during exercise. We will also pay scrupulous attention to cleaning and hygiene. There will be no swimming lessons at this stage, but we are keen to start these as soon as possible and will advise you as soon as we hear from the pool that we are able to begin.

Worship

At the beginning of the day, the school takes part in worship. This will take place in pods or will be led virtually as, in line with the measures, we are unable to gather as a whole school in the hall.

Music

The guidance stipulates that there may be additional risk of infection in environments where pupils or staff are singing, chanting, playing wind or brass instruments or shouting. Peripatetic music lessons will continue to be delivered virtually until the end of the Easter term, at which time we will be commencing lessons in school once again, all being well. Music lessons delivered by class teachers will ensure physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding the sharing of instruments, and ensuring good ventilation. We will recommence choir as soon as we can.

Whilst we abide by these guidelines, we are working behind the scenes to develop Music provision in school as we are keen to further develop our Music Curriculum. Lincolnshire Music service is providing some additional provision for a cohort in line with their curriculum and we will contact you as applicable. Teachers will also be exploring how lessons can continue to be effective, even running them outside, so that pupils can continue to enjoy this subject area. Further more detailed DfE guidance will be published shortly.

Extra-Curricular Activities

Outdoor Learning, After-School Clubs and Educational Visits

Educational Visits continue not to be allowed. We are actively exploring the JCA residential visit planned for June so we can ascertain whether this will go ahead. An update will be emailed to Year 6 Parents shortly.

Before and After School provision from Gilbert's Gang is also due to return to its provision and Mrs Pinto will contact you with the details of provision.

After School Clubs will commence at the beginning of the Summer Term, depending on the restrictions in place. External Sports provision will continue to be delivered this term as part of curriculum provision.