



St Gilbert's Church of England  
Primary School

Returning to  
School in  
September

Dear Parents/Carers

I am writing to you all regarding the measures which I will be putting in place from the beginning of September 2020. I know that all staff at St. Gilbert's will be delighted to welcome all our pupils back to school.

The following will lay out some of the arrangements for all families for the whole school day. There will be a full risk assessment in place which will be placed on our website in September. **Please bear in mind that over the Summer, we may receive updated guidance from the government and changes may need to be made but you are able to find the current guidance at:**

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

From September, attendance is mandatory. The information below is an extract from the latest Government guidance:

*"In March when the coronavirus (COVID-19) outbreak was increasing, the government was clear that no parent would be penalised or sanctioned for their child's non-attendance at school. However, the circumstances have changed and it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development. Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:*

- *parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;*
- *schools' responsibilities to record attendance and follow up absence*
- *the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct"*

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 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 and helps you to prepare for September. Should you have any questions, please do not hesitate to contact me.

My best wishes to you all for a wonderful Summer

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. One or two of you have asked me how you are able to order new uniform ready for September and the following link will take you to our school website where there is further information <https://www.stgilberts.co.uk/Uniform.asp>.

## Beginning and end of the school day

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.

## Arrival and collection times

**EYFS** - From Monday 14<sup>th</sup> September, for those children in EYFS: please drop your child off at the EYFS area between 8:30 - 8:35 and a member of the team will welcome your child in. Please collect your child from the same entrance between 3:00 – 3:05.

**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 8:30am, which will enable you to leave an older sibling with the class teacher. *These times have been temporarily been changed from our usual starting and finishing times, detailed in our handbook, due to the new guidance.* 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. I would ask also that you continue not to gather at the school gates. If you are waiting for a sibling, please ensure you socially distance whilst you wait.

Year group	Drop off between	Collection between
EYFS	8.30 – 8.35	3.00 – 3.05
Y1.2	8:30 – 8:35	3:00 – 3:05
Y3.4	8:40 – 8:45	3:10 – 3:15
Y5.6	8:50 – 8:55	3:20 – 3:25

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

From September, no face coverings are 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. Watching the news, this might change and I will advise you nearer the time if schools have received information on this.

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 letter 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](mailto:enquiries@stgilberts.co.uk)

# Classrooms

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## Organisation of Classrooms

I have taken the step, in line with the guidance, to organise phases (e.g. Year 5.6, Year 3.4 etc) to be in **Bubbles**. This will mean 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, this means that 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.

	<b>Pod 1</b>	<b>Pod 2</b>	<b>Pod 3</b>
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. Pupils will continue to enter and leave their classrooms through their fire exits.

This will also allow us to provide intervention within the shared area if required. For an adult leading intervention or Phonic groups involving pupils from different pods, social distance will need to 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. 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.

The organisation of phases into Bubbles with pods also means that, should there be an outbreak, the number of people in close contact will have been reduced resulting in less disruption and 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 as to our next steps. 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, PE kit 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. PE kit/bags should be placed in their school bag. *We would ask that no pencil cases are brought into school.*

We will organise for your child to 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. To this effect, we are looking at whether we will need to remove some furniture from classrooms. 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 need to 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 and I know they will hugely enjoy the new playground markings now in place, thanks to the generosity of the PTA. 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, **all pupils** will be having a packed lunch for the foreseeable future. Separate information will be coming out to you regarding this. However, those children on Free School Meals will receive a packed 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 packed lunch, and parents will be able to order these from 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 bubble 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- September 2020

Following feedback from all schools and advice from the Food in Schools Team, The Farm Kitchen will be offering packed lunches **only** from the 3<sup>rd</sup> September up to and including Friday 18<sup>th</sup> September. Menus will only be live a fortnight at a time to allow for flexibility and we will keep you informed of any amendments to the ordering process that may be put in place. Therefore, menus for the 21<sup>st</sup> September onwards will be available from the 7<sup>th</sup> September.

### Ordering Process for EYFS

Parents of children starting school in September have all been contacted separately with instructions on meal provision for the beginning of the autumn term.

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

**Meals will NOT be ordered automatically** for you initially and therefore if you would like to order a packed lunch for you child/ren, you will **need to login to your account** and add your chosen packed lunch for each day to the basket. You will be able to do this from the beginning of August. The **order deadline will be 3pm on Tuesday 25<sup>th</sup> August** for lunches for the first week of term 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 you will need to login in to your account and order your child a packed lunch from the Farm Kitchen as per the above process.

### **Ordering process for Year 3,4,5 & 6**

The entitlement to UIFSM's ceases for children in Key Stage Two. For children moving up to Year 3, your account which you have been using to order meals will be changed to a paid meal account and you will be able to order and pay for meals for September. Children in Y4,5 & 6 will also need to follow this process.

### **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](mailto:enquiries@thefarmkitchen.com)

## First Aid

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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 bubble 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 14-day isolation period, they should follow the Government guidance as below:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

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](mailto: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 via the Government Curriculum Maps which we are waiting to be published. We will then move as quickly as possible to learning via the Seesaw App. 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. I am currently reviewing our provision of Remote Education and will liaise further with you on this.

# Teaching and Learning

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## The Curriculum

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 months, develop their learning stamina and get used to being in school again along with the new 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, providing a broad and balanced curriculum in all subjects. We will be working in close partnership with you in closing gaps in learning. There will be key areas which we will be initially prioritising and ensuring good progression within. These are Reading, Phonics, increasing vocabulary, grammar, punctuation and quality of writing as well as ensuring they have a good solid knowledge of number, number operations and place value. This will often be done through other subject areas to ensure we do not narrow the curriculum.

We will make good use of brain breaks, which keep children physically active and ensure they remain focused.

For EYFS pupils joining us in September, we will initially be settling the children in, developing their confidence and friendships. We will also be focusing on the Prime Areas of Learning and assessing areas for development in learning within phonics, Maths and early reading so they have a solid foundation on which to move forwards.

## 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 as a 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. As a result, the Lincolnshire Music Service have advised that all peripatetic lessons will be led virtually for the time-being and we are awaiting their information on how this will be delivered. 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 will be working behind the scenes to audit our 'normal' provision as we are keen to further develop our Music Curriculum. Teachers will also be exploring how lessons can continue to be effective, even running outside, so that pupils can continue to enjoy this subject area. Further more detailed DfE guidance will be published shortly

## Extra-Curricular Activities

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### Outdoor Learning, After-School Clubs and Educational Visits

In line with other schools in Stamford and the local area, we will be delaying school clubs. Pods will be using our outdoor area and possibly the local area for learning and we will keep this under review and advise you of any changes. External clubs have confirmed that they will not be running, certainly for Term 1.

We are also delaying Youth University, along with day trips, until the end of Term 1. In terms of JCA, we are currently talking with them about Y6 going in the Summer Term, as I am keen for them to experience this. I will advise you of any changes as soon as we are advised by the company themselves. We are also intending to complete Bikeability later on in the year and lead Playground Training for pupils in Term 2, should this be permitted and the company delivering it is able to lead it.