



Dear Parents and Carers,

Thank you for your patience and understanding whilst we have been preparing for September. Whilst the Prime Minister has been generally relaxing the restrictions nationally, our plans are based on specific guidance for schools that we must follow.

There is an acceptance in the guidance that social distancing between children is not possible but that schools should minimise contact between people, minimise movement around school and avoid large gatherings.

The government have said that from September school is compulsory for all pupils and shielding advice for adults and children will end on 1 August, so all children should return.

Following the unprecedented period we have all been through we hope to operate as close to normal, based on the points outlined below. It is important that all the points are carefully followed as they are based on a detailed risk assessment. September will be a period of huge adjustment and our plans are based on our experiences during partial opening. It is however difficult to completely foresee exactly what it will be like in reality and our plans may be subject to change as the term progresses and any new guidance published. We will develop the FAQ's section on the school website for September.

We do not yet know the extent of the impact that the pandemic period has had on our pupils. In September all staff are prioritising pupil well-being and every afternoon will be dedicated to pastoral work addressing any needs or concerns.

Thank you in advance for taking the time to read this information. Please explain the main points to your child/children.

We appreciate that there is a lot of information but it is all necessary given the circumstances and what has been asked of us.

Peter Dewhurst and all the staff at Sebert Wood.

IMPORTANT PRACTICAL INFORMATION

- The children will be taught and supervised in 'bubbles' as follows:
 - Reception and Nursery children grouped as an Early Years bubble.
 - Years 1, 2, 3 and 4 grouped in their year group bubbles.
 - Years 5 and 6 (Upper Key Stage 2) grouped as one bubble in one contained building.
- For the majority of the day pupils remain in just their class bubble to minimise movement.
- Break/lunch times will be staggered where possible. Pupils will play in specific zoned areas.
- **STAGGERED START AND END TIMES FOR THE SCHOOL DAY ARE OUTLINED IN THE CHART ON PAGE 5.**
- Parents with more than one child entering at different times or different entry/exit points will have to make arrangements accordingly, as the guidance recommends limiting time on site for parents. Due to the nature of the guidance we cannot make exceptions to this. If you need to wait please do so safely, supervise your children closely and avoid congregating in large groups.
- Please arrive as close to your drop off times as possible and not early on site. Once you have dropped or collected all your children please leave the school site as soon as possible.
- The advice states that parents and carers should not enter the school building (classrooms or office areas) unless by prior appointment, at the discretion of the school. Therefore the primary form of communication remains via email.
- Large assemblies and indoor PE will not take place for the foreseeable future.
- Given the predicted issues during the winter flu and cold season it is likely that large gatherings such as Christmas productions/events will be very restricted and time spent on organising, practising and performing is best used to 'catch up' on curriculum activities.
- Official visitors such as professionals from external agencies are now able to attend the school, providing they follow school risk assessment advice.
- Uniform will be worn by all pupils but they can come to school dressed in PE kit on their PE days. ([see chart on page 5](#))
- The number of items that children bring to and from school should be limited as much as possible.
- In class each child will be given their own pens, pencils and pencil case to use.
- Lunch boxes, reading books, coats, spare shoes for PE days and hats are now permitted. The guidance now allows pupils to take books and other shared resources home, but unnecessary sharing should be avoided particularly where this does not contribute to education.
- Mobile phones are only permitted for Year 5 and 6 pupils. Whilst we do not encourage the use of mobile phones we understand that for safety purposes some parents provide their child with one if they make their own way to and from school.
- Upper KS2 Tuck Shop will not operate for the time being. Pupils bring their own healthy snacks.
- The behaviour policy for pupils will be updated again for September 2020 and pupils have to agree to abide by it, due to the seriousness of the COVID-19 situation and the strict measures required.

PLEASE READ THE ATTACHED COVID-19 HOME SCHOOL AGREEMENT FOR SEPTEMBER AND EXPLAIN TO YOUR CHILD THAT THEY MUST FOLLOW IT.
PLEASE ACKNOWLEDGE THE AGREEMENT VIA SCHOOLCOMMS.

SAFETY MEASURES, INCLUDING CLEANING AND HYGIENE

- We continue to follow all government guidance with regard to cleaning and hygiene.
- Children will be taught and frequently reminded about all the good hygiene practices that we have all become used to. Staff will monitor this closely.
- Hand sanitiser is used when access to soap/water is not possible. Children must not bring hand sanitiser to school.
- We will ensure good respiratory hygiene by continuing to promote the 'Catch it, Bin it, Kill it' approach. Please remind your children to cough/sneeze into a tissue/elbow.
- Face masks are not currently advised by government in school so please do not send your child into school with a face covering. Some pupils and parents may choose to wear one on their journey to/from school. The face mask should be removed on arrival. Pupils must not touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin, or place reusable face coverings in a plastic bag they can take home with them and then wash their hands again before heading to their classroom.
- Classrooms have been cleaned, cleared and set up with forward facing desks. *Each child from Year 1 upwards will have a dedicated seat and no movement permitted unless given permission by an adult.*
- Enhanced cleaning by a dedicated cleaning team takes place every day.
- During the day, each year group 'bubble' staff team is responsible for frequent disinfecting of surfaces such as door handles, light switches, etc.
- First aid will be administered within each bubble. You will receive a phone call if your child has a serious injury.
- Parents of children with specific medical needs should contact the school separately if any changes to health care plans have been made since being away from school.
- *All medicines should be brought to school on the first day of the new academic year and handed to Mrs Dade in the Studio in the UKS2 building. For medical needs such as Asthma, inhalers must be provided. Older children can hand to the teacher. Please phone or email admin regarding medical needs where it is not possible to drop to the studio or pass via your child.*
- Safeguarding policies and procedures will continue as normal and all bubble teams and all other staff will continue to monitor children's wellbeing very closely and ensure that any concerns are reported via the official channels. Please read the sections on the website for safeguarding and well-being.

WHAT IF A CHILD SHOWS SYMPTOMS?

- If your child is showing symptoms at home or on the way to school DO NOT ATTEND SCHOOL. Please follow the guidance below and inform school immediately.
- <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
- You should book a test as soon as possible. THE SCHOOL DOES NOT ARRANGE TESTING.
- Pupils should isolate for 7 days and household members for 14.
- Should a child become unwell at school with suspected COVID symptoms they will be isolated in a separate space and parents called. If a member of staff has to wait with them in a confined space prior to collection they will wear PPE. Parents must arrange collection of their child immediately.
- Only the individual pupil concerned is sent home. The rest of the bubble can continue as normal.
- Where a child/staff member tests negative, they can return to school and household members end self-isolation.
- Should a confirmed case of COVID-19 be identified, the whole bubble is 'shut down', pupils sent home to self-isolate and all staff, children and families access a test. Other household members of that group do not need to self-isolate unless the child or staff member they live with from that group subsequently develops symptoms.
- **Parents must advise the school of the outcome of a test immediately via admin@sebertwood.co.uk.** This account will be monitored over the weekend to check for positive COVID-19 test results only.
- As part of the test and trace programme, if other cases are detected, Public Health England's protection teams conduct a rapid investigation and advise on the most appropriate actions. In some cases a larger number of other children may be asked to self-isolate and tests carried out as a precautionary measure.
- If your child is ill this will be authorised as normal, based on medical evidence such as a prescription or GP note.

TRAVEL TO AND FROM SCHOOL

- Walking to school is strongly encouraged and car use should be limited where possible. If you have to drive your child to school it is preferred that you park away from school and walk the last part of the journey. If you have to park close to the school please be considerate of local residents and maintain social distancing of *1 metre or more*.
- Only parents with an official pass for pupils with a relevant disability can park in the driveway. *Parents must not drive into or park in the staff car park at any time, including for before or after school clubs.*
- Pupils in Upper Key Stage 2 (Years 5 and 6) can now walk or cycle to school on their own as before, at their parents discretion. It is the responsibility of the parent to remind their child of safe social distancing to and from school. If you are accompanying your Year 5 or 6 child to school you do not need to inform us. ALL other year groups must be accompanied by a parent or other responsible person.
- The cycle/scooter park will now be open. However, if children are cycling/scooting to school they must still enter via their allocated entry/exit point and walk their cycle/scooter to the cycle park and then go straight to class, being mindful of avoiding other people as they do so. In order to ease congestion, for those children entering via the field gate or Raedwald Drive entrances, the gate above the steps leading up to the back of the cycle park will be open. Please be cautious if carrying your cycle/scooter up the steps.
- We want to encourage cycling (and walking) to school, but reserve the right to close the cycle park should it prove unsafe or impractical.

LUNCHTIMES

- *School meals continue to be provided by our caterers, Vertas. All meals will be eaten in the classrooms. Hot lunches (including vegetarian option) will be a 'grab n go' box, which have proved popular during partial opening. School packed lunches will be a specific sandwich/wrap (to include vegetarian option) and only one choice each day. The Vertas team have provided the school with a menu which will be on the school website early next week. Once a meal has been chosen these cannot be amended.*
- *Alternatively, pupils can bring their own packed lunch. Please note - we are unable to provide cutlery for yoghurts etc.*
- *Where we have been informed of known diagnosed medical allergies or dietary needs these will be catered for as normal.*
- *Please note that due to staffing and staggered lunch arrangements, pupils from Year 1 upwards will have to remain in their classroom until all children have eaten their lunch and they will then all go outside together for their supervised playtime. Please explain this to your child and encourage them to be patient.*

COMMUNICATION

- **Office staff will be working in school, but based on guidance, the foyer/entrance area will remain closed. For any queries please phone or email.**
- **Communication with teachers will revert to the general admin email address – admin@sebertwood.co.uk. *The year group email accounts will no longer be monitored.***

EXTENDED SCHOOL PROVISION

- We will operate 3 separate zones for before and after school clubs. In line with the guidance these will be capped in number to ensure small consistent groups as much as possible and minimise the mixing of groups, whilst enabling this important provision to operate. Booking can only be made and accepted via SchoolComms, on a first come first served basis. The online booking systems for the above will go live on Monday 20 July at midday. Please note that if you cannot book online this means that the booking system is full. We are unable to accept any ad-hoc or late bookings.

- Breakfast club will run from 7.45am to the start of the school day (according to the attached chart). Nursery, Reception and Year 1 pupils will be in the Nursery building and should be dropped off at the front Nursery entrance. Pupils in Years 2 – 6 will be in the main school building in various zones and should be dropped at the school office. Sessions will be charged at £5.
- Catkins Nursery Lunch Club will run in between Nursery morning and afternoon sessions. They will be held in the Nursery building as usual. Sessions will be charged at £3.
- After School Club will run from the end of the school day according to the attached chart, until 6.00pm. Nursery, Reception and Year 1 pupils will be in the Nursery building as usual with usual collection arrangements. Years 2 – 6 pupils will be in the main building in various zones and should be collected from the front office. Sessions will be charged at £10.
- Parents are asked to limit the number of providers they use for out of school care
- Extra-curricular clubs will be limited in the Autumn term. Details to follow.
- We will review our extended schools provision as the term progresses and as guidance is updated.

| SEBERT WOOD SEPTEMBER BUBBLES | | | | | |
|--------------------------------------|-----------------|-------------------|---|------------------|---------------|
| STAFF | CLASS | START TIME | PUPILS ENTRY/EXIT TO SCHOOL SITE | HOME TIME | PE DAY |
| Mrs Gaskin | Willow | 8.30 | Main Sebert Rd gate | 3.15 pm | n/a |
| | Maple | 8.30 | Main Sebert Rd gate | 3.15 pm | n/a |
| Mrs Matthews & Mrs Maddock | Rainbow | 8.40 | Main Sebert Rd gate | 3.10 pm | Tuesday |
| Miss Mitchell & Mrs Maddock | Sunshine | 8.40 | <u>Raedwald</u> footpath | 3.10 pm | Tuesday |
| Mrs Bennett & Mrs Martindale | Class 3 | 8.45 | <u>Raedwald</u> footpath | 3.15 pm | Wednesday |
| Mrs Taylor & Mrs Martindale | Class 4 | 8.45 | <u>Raedwald</u> footpath | 3.15 pm | Wednesday |
| Mr Winch & Mrs Gilbert | Class 5 | 8.50 | <u>Raedwald</u> footpath | 3.20 pm | Tuesday |
| Miss Lee & Mrs Gilbert | Class 6 | 8.50 | Field gate | 3.20 pm | Tuesday |
| Mrs Plumb & Mrs Secker | Class 7 | 8.55 | <u>Raedwald</u> footpath | 3.25 pm | Friday |
| Miss Bridgeman & Mrs Secker | Class 8 | 8.55 | Main Sebert Rd gate | 3.25 pm | Friday |
| Mrs Howell & Miss Bradburn | Class 9 | 8.50 | Main Sebert Rd gate | 3.20 pm | Wednesday |
| Mrs Cass & Mr Tottie | Class 10 | 8.50 | Main Sebert Rd gate | 3.20 pm | Wednesday |
| Mr Desira | Class 11 | 8.45 | Field gate | 3.15 pm | Thursday |
| Mrs Ryan & Mr Tottie | Class 12 | 8.45 | Main Sebert Rd gate | 3.15 pm | Thursday |
| Miss Woods | Class 13 | 9.00 | Field gate | 3.30 pm | Monday |
| Mr Crew | Class 14 | 9.00 | Main Sebert Rd gate (via Green Room area) | 3.30 pm | Monday |