



July 2020

Dear Parents/Carers

It is with great delight that we are planning to welcome back all children in Years 1 to 6 to Delapre Primary School on September 3<sup>rd</sup> 2020! Then on September 9<sup>th</sup>, we welcome more children to the family of Delapre into our Reception classes.

Throughout the whole of lockdown, all of the staff in school have worked incredibly hard to ensure the school has been as safe as possible, and the children attending felt as comfortable as possible. This will continue when we fully re-open in September.

You will find below some information of how we intend for the school to operate in September. It will not be without challenges, and the support of all our families is vital to its success – especially with the staggered drop off and pick up times. A huge amount of thought has gone into the arrangements for the children to return to school. Our aim is that the class bubbles of children do not come into close contact with each other. The Government recognise that within a bubble in a primary school, social distancing will not be achievable.

### **New Reception Parents**

As suggested in the information you have already received in the post from school, elements of the start-to-school for your children were subject to change. Due to the nature of the staggered start and end times for the whole school, the session times for Reception children have had to change as follows:

### **9<sup>th</sup>, 10<sup>th</sup> & 11<sup>th</sup> September (Wed/Thurs/Fri)**

morning session – start time 8.40am    finish time 11.20am  
afternoon session – start time 12.30pm    finish time 2.50pm

### **w/c 14<sup>th</sup> September**

all children in all morning plus lunchtime  
start time 8.40am  
finish time 1.30pm

### **w/c 21<sup>st</sup> September**

all children in full time  
start time 8.40am  
finish time 2.50pm

Thank you in advance from all of us at Delapre Primary School.

We hope you have a restful and safe summer and look forward to once again opening our doors (fully!) in September.

**Kind Regards**  
**Senior Leadership Team**



## Initial guidance for full opening

### Section 1: Public health advice to minimise coronavirus (COVID-19) risks

The DFE have asked all schools to revisit their risk assessments. We, at Delapre Primary School, have used Northamptonshire Local Authority's model Risk Assessment as a basis for our own.

### Section 2: School operations

#### **Attendance**

In line with DFE guidance, the school attendance policy will be reinstated.

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

*(taken from the DFE)*

Those advised to continue shielding or self-isolating will not be penalised and school will look at how best to support those families with home learning.

#### **Groupings**

Children will be taught in consistent groups to minimise contacts and mixing with other children. Initially, this will be in class groups however this is subject to change on the basis of guidance.

#### **Staggered start and finish times**

To reduce the number of children and adults entering and exiting the site, whilst ensuring all children have their full entitlement to education, we are operating the following start and finish times:

#### **Reception (see map for details of gates to use)**

Start time: 8:40am

End of day 2:50 pm

#### **Year 1/2 (see map for details of gates to use)**

Start time: 8:50am

End of day 3:00pm

#### **Year 3/4 (see map for details of gates to use)**

Start time: 9:00am

End of day: 3:10pm

Break times and lunchtimes will be planned accordingly

#### **Year 5/6 (see map for details of gates to use)**

Start time: 9:10am

End time: 3:20pm

We ask that only **one** adult accompanies a child onto and off the school site. For the staggered times to work as smoothly as possible, we also ask that you arrive as close to your allotted time as possible and leave the site immediately after drop off or pick up. Class staff will not be available for any conversations with parents either before or after school. If you need to speak to your child's teacher, please arrange this through telephoning or emailing the school. Alternatively, there will always be members of the Senior Leadership Team present during the morning drop off times and afternoon pick up times to answer any queries you may have.

If you have children within your care who have different entry and exit times, please use the designated waiting area (as identified on the map). This is the only space the school has for this use, therefore if the space is already full, we would ask that you walk off site until the designated drop off or pick up time of your older child/ren. Children will not be able to enter their classroom before their allotted time, neither will they be able to leave school earlier than their allotted time.

### **Year 5 & 6 walking to and from school**

- Year 6 children who already have permission to walk to and from school – these children will be allowed to do so from their first day back to school.
- Year 6 children who currently do not have permission to walk to and from school - a new letter will be issued to those currently not permitted so that parents/carers can update their preference. If parents/carers would like their Year 6 child to walk to and from school from the first day, the child can bring a letter explaining this. The letter must clearly show the date, the parent/carer name and signature. Alternatively, email this information to [enquiries@delapre.northants.sch.uk](mailto:enquiries@delapre.northants.sch.uk) as soon as possible.
- Year 5 children – parents/carers should have received an email via ParentPay containing a walk to and from school permission and some further instructions. A child can only walk home alone once this permission is returned to school (this could be the first day back if the permission is received either by email or letter). You can email this information to [enquiries@delapre.northants.sch.uk](mailto:enquiries@delapre.northants.sch.uk).

All children walking to and from school independently must be reminded that they should not congregate in groups anywhere on their route to and from school and that they should observe social distancing.

### **Late arrivals/pick ups**

If any child arrives after 9.10am, they will need to be taken to the main entrance of the school where a member of staff will be on hand to help (before 9.10am please take your child straight to their usual drop-off point / class). If parents/carers are going to be more than ten minutes late to pick a child up, they should inform the school via a phone call if possible. If more than ten minutes late picking up, parents/carers should go to the main entrance of the school, not the usual pick up point.

### **Hygiene**

All children will need to either wash their hands on arrival to school or use the hand sanitiser provided in all classrooms. Staff will continue to ensure children wash/sanitise their hands at key points throughout the day. For the younger children, it would also be helpful for handwashing to be practised at home. Please see the following link <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/> Ensuring fingernails are short will help with effective handwashing.

## **Uniform**

Children will be expected to wear their full school uniform. On days where the children have PE, they come to school in their PE kit (which they will wear for the full day).

Reception, Year 1,2,3 and 4 - children should wear their indoor P.E. kit along with a pair of plain navy blue or black jogging bottoms, a pair of trainers and a school jumper.

Year 5 and 6 – children should wear plain navy blue/black jogging bottoms or navy blue shorts, outdoor trainers and a school rugby top (which are available from the school office).

All children will need to bring in a pair of plimsolls in a named P.E bag, **to be kept in the school at all times**. Teachers will give out information in September about which days P.E will be held on.

## **Equipment**

To prevent any spread of infection, children in Y2-6 will be given their own school equipment. Children will not need to bring pencil cases or stationery items from home.

## **Classroom environment**

For the younger children in the school, it has been decided that they will sit around tables where necessary. The carpet space will also be used for teaching. For the older children, the layout of classrooms will ensure that all children are facing the front of the class.

## **School Office**

The School Office will remain closed to visitors. Parents should do all they can to ensure that children have all that they need for the day (e.g. packed lunches) at the start of the day and if there is an emergency, meaning that their child needs to be collected at a different time, should telephone the school first to arrange the collection.

## **Enhanced cleaning regimes**

Since some children returned on June 1<sup>st</sup>, all schools have been subject to enhanced cleaning with particular attention paid to those surfaces that are frequently touched like door handles. Extra cleaning materials have been provided in every classroom and learning space.

## **Coats and bags**

Coats will be stored in cloakrooms dedicated to single class bubbles. Book bags and lunch bags will be taken into class as normal. No other bags are necessary apart from the bag that contains plimsolls (as previously mentioned).

## **Water bottle**

All children will need to bring with them a named water bottle.

## **Planning, preparation and assessment (PPA) release time**

The government advice makes it clear that adult staff members can now work across groups of pupils as they are able to regulate their behaviour and maintain an appropriate, safe distance from pupils. PPA and class cover arrangements which may bring additional adults into contact with groups of pupils will continue. In these cases, staff will maintain appropriate distance from the children for their own and the children's safety.

## **Extra-curricular clubs**

School will not be running any after school activity clubs until further notice.

## **Toilets**

There has been a toilet rota devised so that each bubble of children has an allocated time for use of specific toilets. Outside of this allocated time, an adult will accompany any child to the toilet to ensure there is no crossover with children outside of their bubble.

## Section 3: Curriculum, behaviour and pastoral support

### **Curriculum**

The curriculum will remain broad, balanced and ambitious whilst ensuring additional time is spent on the basic skills of reading, writing, spelling/phonics and maths.

Initial learning will focus around the needs of the children and teachers will use various teaching and assessment tools to judge and plan for this.

In September, staff will be involved in discussions about how remote teaching will look for families shielding, in self-isolation and in case of a further closure.

Whilst we are confident that many children will quickly 'bounce back' after the lockdown we are aware that there will be some children returning who have experienced bereavements amongst friends or family, or who have experienced anxiety or stress during this time. There will be a potential disproportionate effect of the pandemic on some communities and individuals and we will do all that we can to support where appropriate.

### **Physical Activity**

PE will be taught with a larger emphasis on outdoor sports or within the hall/gym. Strict rules will be in place around the use of equipment, cleanliness and hygiene.

### **Reading books and homework**

School reading books will be taken home as normal for all children. Once they are returned they will be 'quarantined' for 48 hours before being used again. Homework books will also be used from Year 2 onwards.

### **Pupils with additional needs**

We are aware that for some children with additional needs, returning to school after lockdown may cause additional anxiety or stress. To ensure a shared understanding of pupils' pastoral needs, staff will share information prior to transition and appropriate plans will be put in place where required. Staff will continue to be responsive to the needs of individual pupils and additional support will be provided where necessary.

Small group or 1:1 support may take a different form in the autumn term so that adults and children remain safe, for example, sitting side by side, staff and pupils working at a greater distance from each other, and working in different parts of the school building.

Staff who are in close contact with individual children may wear PPE. Physical contact, such as guiding a child or hand-over-hand support will be kept to a minimum and all staff working with children requiring such support are familiar with the use of preventative hygiene, including regular hand washing.

Referrals to external agencies such as Speech and Language, CAMHS and the Educational Psychologists will be actioned if necessary by Mrs Simpson (Special Educational Needs and Disabilities Co-ordinator). We will also support families by signposting them to organisations who may be able to provide help during this time through our Family Support Worker, Mrs Furniss.

### **Behaviour**

We will expect **ALL** children to follow the same behaviour rules they always have. Of course, we will take into account any anxiety and settling-in difficulties but Delapre Primary School has a reputation for well-mannered, respectful and caring children. This will be our starting point in reintegrating the children back into school life.

## **OFSTED**

Staff are reassured with the announcement that OFSTED will not be visiting schools until January 2021, at the earliest. Although they may visit to see how we are managing the recovery curriculum, this will not be a fully assessed visit. This will enable staff to successfully engage with the children, assess where they are up to with their learning and plan accordingly.

## **Assessments including Statutory Primary Assessments**

From the first day in September, staff will be using their own observations and professional judgements alongside diagnostic ones to provide information on how to address any gaps in knowledge and/or skills in order to ensure the progression of each child.

The DfE have confirmed that testing will go ahead in the next academic year as follows:

- Year 1 phonics Screening
- KSI assessments and tests
- Year 4 multiplication check
- KS2 assessments and tests

We are awaiting clarification of a phonics screening test for Year 2.

The DfE have decided that the Reception baseline, that was due to become statutory in September, will now be delayed to begin in September 2021.

## Section 5: Contingency Planning for Outbreaks

If a child displays a symptom of Covid-19 (a new continuous cough, a high temperature and or a loss of or change in taste or smell), they should not attend school. Parents/carers should book a test for them and they should stay off school until their test result is known. All of the household/support bubble should also self-isolate until the result is known. School will need to see evidence of the test result and assuming the result is negative and the child feels well enough to return to school, then they can once again attend. If the result is positive, the child needs to continue to self-isolate for at least **10** days from when the symptoms started. If anyone in a child's household develops symptoms, the child should not come to school and self-isolate for 14 days.

If a child displays symptoms of COVID-19 whilst in school, in line with guidance the school has an isolation room set up. The children will remain there with a member of staff who will don the appropriate PPE until parents/carers arrive to pick them up.

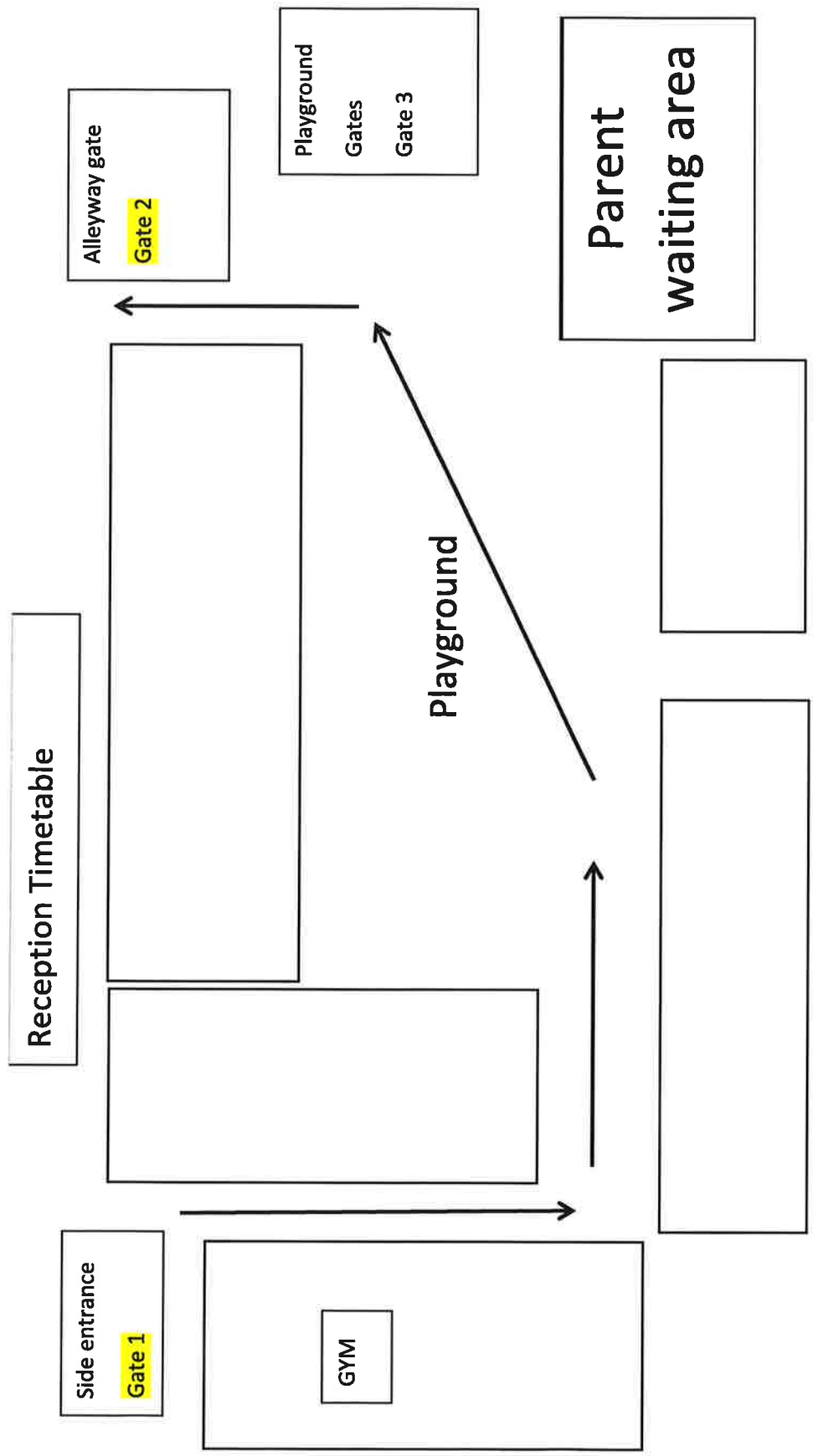
If there is a confirmed case of COVID-19 with either a member of staff or a child, school will contact Public Health who will then advise the school on any further actions to take. If we need to shut down any part of the school, we will potentially need to contact you urgently. It is vital that all parents/carers register to the ParentPay online payment/communication system in order that the school can send immediate notification in the event of a closure of part of or all of the school. If your child is new to the school, you will receive a ParentPay activation letter at the beginning of the school year.

Having learned a lot from the initial nationwide lockdown we are well prepared should further lockdowns be advised. Our expectations would vary according to the type of shutdown, which is advised.

**In the event of a County wide lockdown** similar to that in place in Leicester from Saturday 4<sup>th</sup> July. The schools would revert to an enhanced version of the arrangements, which were in place during the nationwide lockdown. Please bear in mind that if the children of any staff attend other Northamptonshire schools, these children would also be at home with the staff member and this may limit the input that teacher could give.

### **Remote Education**

As mentioned previously, in September staff will look at how best we can deliver remote and home learning should a local or full lockdown occur. This will include the expectations of the class teacher and the children involved in this type of learning.



| Group   | Class     | Start | End   | Entry | Exit |
|---------|-----------|-------|-------|-------|------|
| Group 1 | Reception | 8:40  | 14:50 | 1     | 2    |

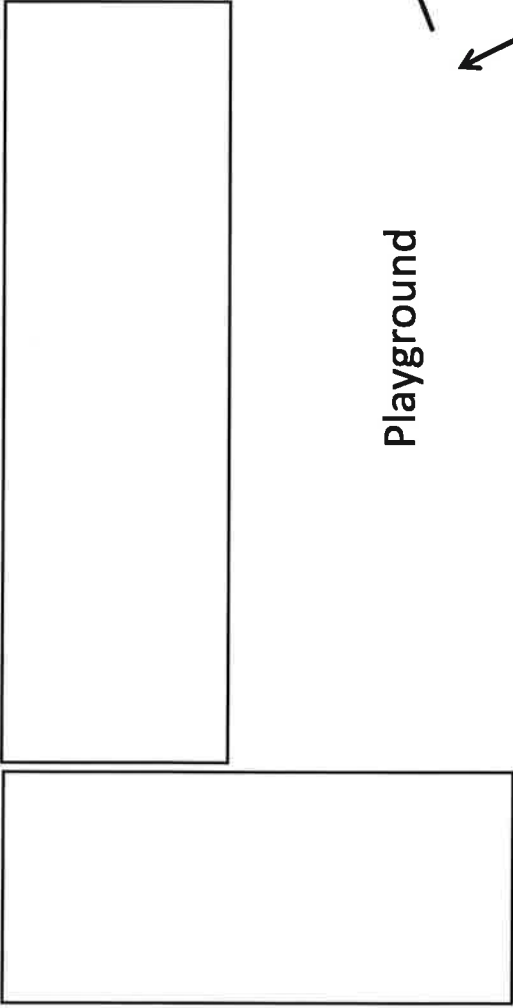
These timings are for when the children are in school full time.



Year 1 Timetable

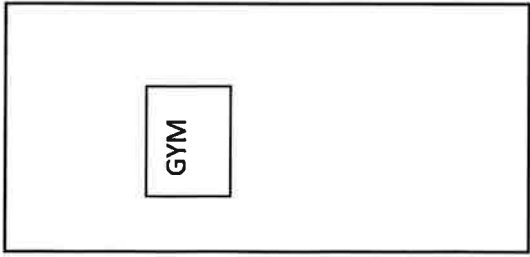
Side entrance  
Gate 1

Alleyway  
gate  
Gate 2

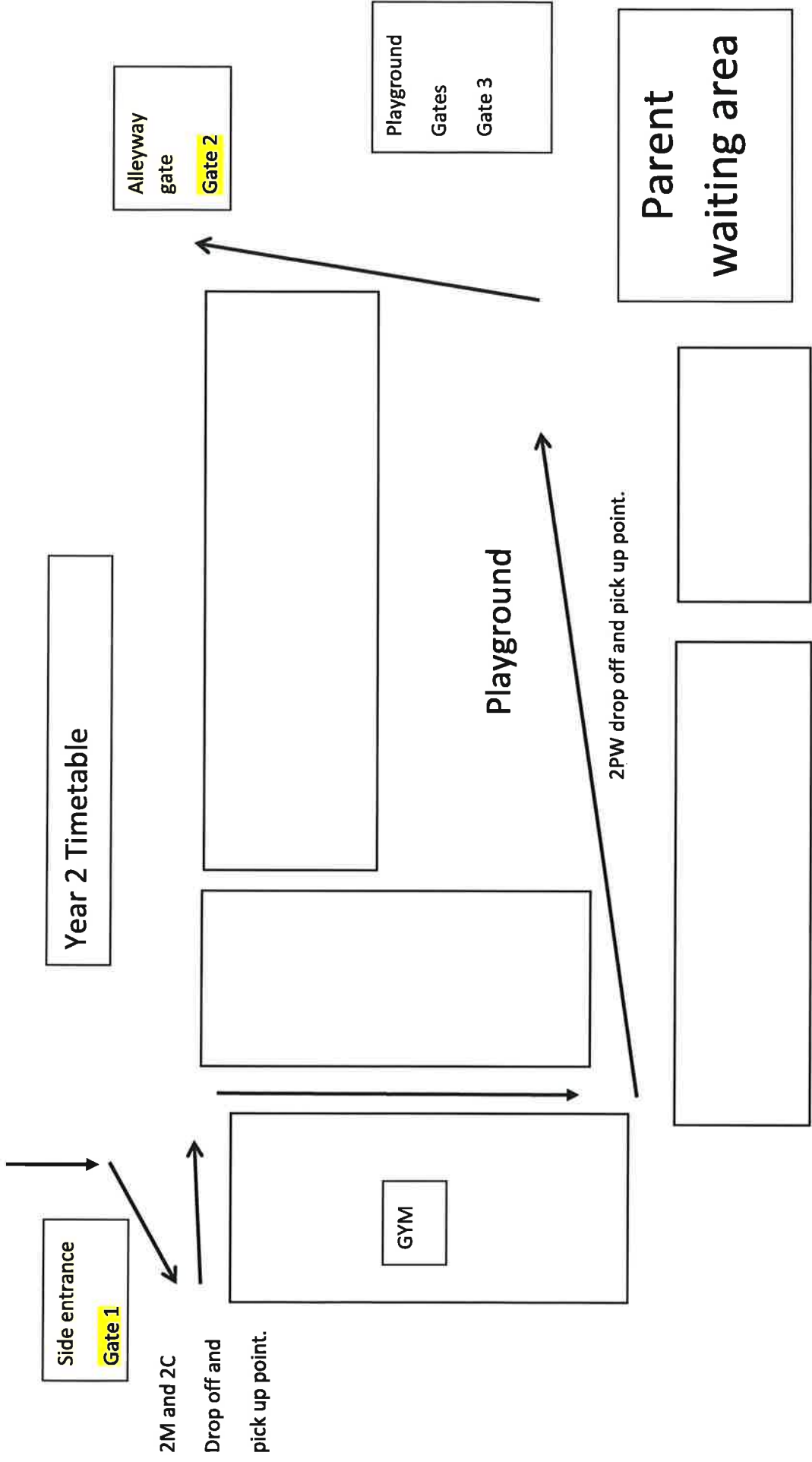


Playground  
Gates  
Gate 3

Parent  
waiting area



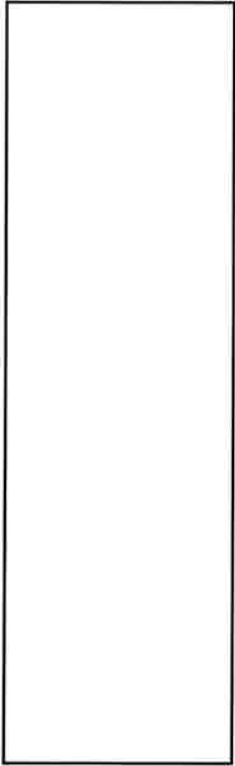
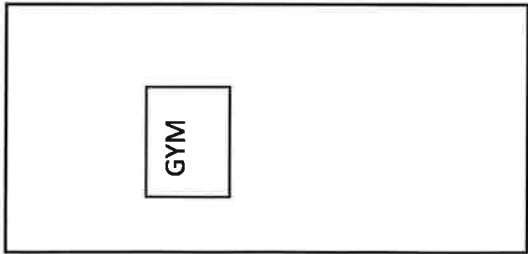
| Group   | Class  | Start | End   | Entry | Exit |
|---------|--------|-------|-------|-------|------|
| Group 2 | Year 1 | 8:50  | 15:00 | 3     | 3    |



| Group   | Class  | Start | End   | Entry | Exit |
|---------|--------|-------|-------|-------|------|
| Group 2 | Year 2 | 8:50  | 15:00 | 1     | 2    |

Year 3 Timetable

Side entrance  
Gate 1



Playground

Alleyway  
gate  
Gate 2

Playground  
Gates  
Gate 3

Parent  
waiting area



| Group   | Class  | Start | End   | Entry | Exit |
|---------|--------|-------|-------|-------|------|
| Group 3 | Year 3 | 9:00  | 15:10 | 1     | 3    |

Year 4 Timetable

Side entrance  
Gate 1

GYM

Playground

Alleyway  
gate  
Gate 2

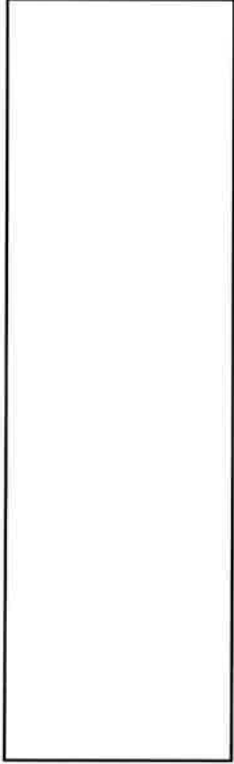
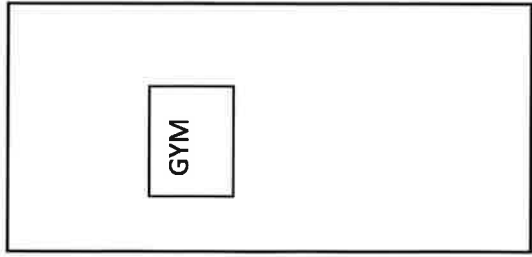
Playground  
Gates  
Gate 3

Parent  
waiting area

| Group   | Class  | Start | End   | Entry | Exit |
|---------|--------|-------|-------|-------|------|
| Group 3 | Year 4 | 9:00  | 15:10 | 3     | 2    |

Year 5 Timetable

Side entrance  
Gate 1



Playground

Alleyway  
gate  
Gate 2

Playground  
Gates  
Gate 3

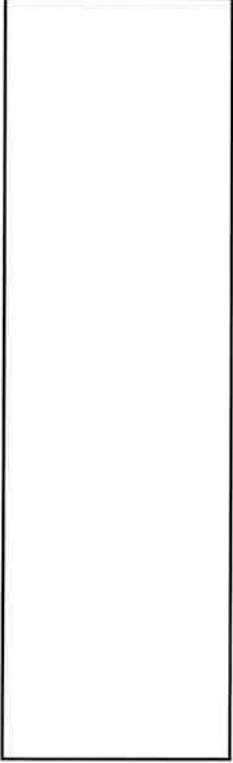
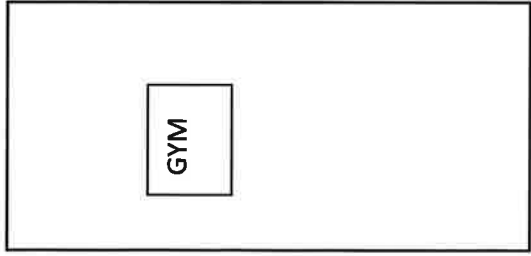
Parent  
waiting area



| Group   | Class  | Start | End   | Entry | Exit |
|---------|--------|-------|-------|-------|------|
| Group 4 | Year 5 | 9:10  | 15:20 | 3     | 2    |

Year 6 Timetable

Side entrance  
Gate 1



Alleyway  
gate  
Gate 2

Playground  
Gates  
Gate 3

Playground

Parent  
waiting area



| Group   | Class  | Start | End   | Entry | Exit |
|---------|--------|-------|-------|-------|------|
| Group 4 | Year 6 | 9:10  | 15:20 | 1     | 3    |