



# Shanklea Primary School

Headteacher – Mrs Helen Brown  
B.Ed(Primary)Hons, Dip.(Humanities) NPQH

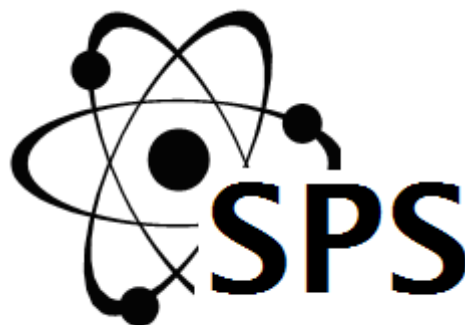
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## Shanklea Primary School



### NATIONAL LOCKDOWN

### Parent and Carer Handbook

### January 2021

### Version 4.0



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## A message from Mrs Brown:

Dear Parents and Carers,

A National Lockdown came into force at 00.01 hours on Wednesday 6<sup>th</sup> January 2021, Shanklea Primary School will continue to follow government guidelines to ensure the safety and wellbeing of everyone in our community. This will include limiting contact to minimise risk.

During this lockdown period, school will remain partially open to vulnerable children and the children of critical workers only. Children with at least one parent or carer who is listed as a critical worker are eligible for a place within school. Given the increased risk of virus transmission, including the new variant, amongst children and young people, the Government has confirmed an immediate move to remote education for most pupils as the only credible option to minimise the risks to those working in schools and to safeguard public health.

Contact on the school site will be limited in two main ways:

- 1) By ensuring pupils remain in consistent groups ('bubbles') wherever possible, thereby minimising the number of contacts between different people across the school.
- 2) By maintaining distance between individuals wherever possible ('social distancing').

The Department for Education (DfE) have said that, ideally, bubbles should be kept as small as possible.

The DfE has also stated that social distancing measures and bubbles '*will help*' and '*the balance between them will change depending on children's ability to distance, the layout of the school and the feasibility of keeping distinct groups separate while offering a broad curriculum*'. It confirms that when staff or children cannot maintain distancing, particularly with younger children in primary school, the risk can also be reduced by keeping pupils in the smaller groups.

DfE advice goes on to say that: '*It is likely that for younger children, the emphasis will be on separating groups, and for older children, it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible*'. This may include reminding children of the need to give each other space where possible.

This handbook has been designed to answer most of your questions and provides a detailed plan of procedures for parents and carers. We know that receiving face-to-face education is best for children's mental health and for their educational achievement so the restrictions in school will be under constant review..

I would like to thank everyone for your continuing support and look forward to welcoming all our children back into school as soon as pressures ease on the NHS and we are advised it is safe to do so.

Mrs H Brown  
Head Teacher



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From January 2021, teaching time will be provided within 4 Bases:

**Base 1: Early Years:** 3 and 5 year olds (4 classroom spaces).

**Base 2: Key Stage 1:** 5 -7 year olds (4 classroom spaces).

**Base 3: Lower Key Stage 2:** 7-9 year olds (4 classroom spaces).

**Base 4: Upper Key Stage 2:** 9-11 year olds (4 classroom spaces).

This is in accordance with DfE advice: *‘Endeavouring to keep these groups at least partially separate and minimising contact between children will still offer public health benefits as it reduces the network of possible direct transmission’.*

Children will be greeted by their teachers and registered at the school entrances shown below:

Class	Entrance	Drop-off and Collection Times
Nursery Bubble 1a	Nursery Entrance	8.30am-11.30am (15 hours) 8.30am-2.30pm (30 hours)
Nursery Bubble 1b	Squirrels Entrance	12.15pm -3.15pm
Reception Bubbles 1c and 1d	Reception Entrance	8.45am-2.45pm
Year 1 and Year 2 Bubbles 2a, 2b, 2c and 2d	Changing Room Entrance or Mobile Classroom Ramp (Mrs Shires' Group)	9.00am- 3.00pm
Year 3 Bubbles 3a and 3b	Main Office Entrance	8.45am-2.45pm
Year 4 Bubbles 4a and 4b	Classroom Entrances for SH4 and EH4	8.55am-2.55pm
Year 5 Bubbles 5a and 5b	Classroom Entrances	9.15am-3.15pm
Year 6 Bubbles 6a and 6b	Classroom Entrances	9.15am- 3.15pm

We have organised a system to reduce the number of pupils arriving together at any one time. It is vital that groups of parents and children do not congregate either on the school site or at the gates.

For safeguarding, it is important that children wear their school uniform at all times when attending school. The school will be open between 8.30a.m. and 3.30p.m. for children of critical workers and certain other children attending either part-time or full-time.



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**To aid social distancing, drop-off and collection times should be closely followed. Children should not come into school before their scheduled start time unless this has been expressly agreed in advance, for example, if they have a sibling with a different start time.**

**It is extremely important that only one adult accompanies a child onto the school site.**

## EYFS:

Pupils must enter the school site via the steps. We recognise that adults with younger children need to accompany them to the school site so **one adult** will be allowed to walk with them. The teachers will greet them at the orange cross in front of the EYFS side gate and take children into school.

**It is important that adults keep their child(ren) next to them at all times.**

Please do not arrive too early, and if the gate is not open then please wait – remembering to stand on the orange lines 2m apart from other parents and children. To leave the school site, please follow the orange arrows and exit via the Accessibility Ramp.

**Years 1 and 2:** Pupils must come in through the Main School Gate. Again we recognise that adults with younger children need to be able to accompany them onto the school site so **one adult** will be allowed to walk with them, towards their usual entrance door where their teachers will greet them and take them into school.

**It is important that adults keep their child(ren) next to them at all times.**

Please do not arrive too early, and if the gate is not open then please wait – remembering to stand on the red lines 2m apart from other parents and children.

**Years 3 and 4:** Pupils must come through the Main School Gate. Children should be accompanied by **one adult**. The children should follow the one-way system to the left and walk straight ahead towards the Year 3 entrance. Teachers will meet them at the allocated place located by a yellow coloured cross.

**It is important that adults keep their child(ren) next to them at all times.**

Please do not arrive too early, and if the gate is not open then please wait – remembering to stand on the visible 2m markings apart from other parents and children.

**Years 5 and 6:** Pupils must come in through the Main School Gate. It is important that there are as few adults on site as possible so we need to ask that Year 5 and 6 children arrive



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independently (as many do already) or if an adult accompanies them then they come no further than the Main Gate.

Children from Base 4 should enter the school site without parents/carers. There will be 2 members of staff out ready to meet these children in the yard marked with green crosses and children will be monitored for social distancing. They should follow the one-way system to the right and walk towards their usual entrance door.

To reduce the spread of the virus, including the new variant, parents and carers **MUST** maintain social distancing of 2m from other families and should not linger on the school premises. Households should not mix except for support bubbles.

**For everyone's safety, all adults should wear masks whilst on the school site.**

To minimise risk, please wash your hands before coming to school and when you get home.

It is really important that children arrive on time so that the system runs smoothly and the children do not miss valuable learning time— but in the event of a child being unavoidably late, then access to school will be via the MAIN School Office – again we ask that you please respect the 2m orange lines while waiting.

This system does sound complicated, but it should work if we all stick strictly to times and gates. As Head Teacher, I will be around outside each morning to oversee things, so I can point you in the right direction.

Children will need to:

1. Sanitise hands before entering the building.
2. Wear full school uniform. Children will be encouraged **to wear clean clothes each day to minimise risk.**
3. Bring in a **packed lunch daily.**
4. Bring **a no-spill, non-breakable water bottle, labelled with their name.**
5. Limit the amount of equipment they bring into school each day to essentials, such as lunch boxes and coats.

## Classroom Organisation

If your child has not been attending school during lockdown, you may want to forewarn them that things will look a little different in school. However, it is also important that everyone remembers that despite the need for protective measures, every effort will be made to ensure school remains a happy, welcoming and safe environment for children.





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Each child will have their own workspace and tray of resources, pencils and pens and it is important that the children stick to using these and not touch 'things' belonging to other people.

We aim to distance children in accordance with the latest guidelines. The DfE has accepted that pupils will need to be sat closer to each other in most classrooms and recommends that pupils sit side-by-side and do not face each other if this is possible.

The arrangements in Early Years need to be slightly different. The staff have been working to plan and resource the activities the children will be working on in Nursery and Reception and they have created individual areas to do indoor activities. Access to the outdoor area will be provided as much as possible.

## Helpful things to reinforce with your child

It will be very helpful if you could support us by encouraging your child to follow the new protective measures which have been put in place. For example, reminding them of the importance of regular hand washing, asking them to keep 2m apart from others when they are in school, sticking with you when they are waiting to come in or heading home etc.

## School Books

Children will continue to use exercise books or topic packs but, due to protective measures, staff will be limited in their ability to handle these books. Therefore, most of the feedback will be verbal and live at the point of learning.

## Playtimes

The DfE has stated that pupils passing each other briefly in a corridor or playground (e.g. walking past each other) is relatively 'low risk' but that schools should avoid large groups of pupils mixing together in these spaces at the same time.

Therefore, playtimes for each of the groups of pupils will be scheduled at different times. Outdoor games equipment has been arranged into Base boxes so that children will only use designated equipment which can be cleaned easily and not shared with other groups.

## Lunchtimes

The school kitchen will no longer be open (in the usual way) from the start of term in January 2021. All children who are in school for the full day will need to bring a packed lunch and drink (nothing containing nuts or seeds please due to allergies).

During the national lockdown period, our school will continue to provide free school meals or food parcels for those pupils who are eligible for benefits-related free school meals. Food parcels must be distributed in line with guidance on social distancing at all times.



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Pupils will eat their packed lunches at their own workspace in their classroom bases.

Children need to bring their own named water bottles to limit the need to share cups in school.

The children will also have time outside. Staggered lunchtimes will reduce the number of children out at any one time, but the field is large enough to accommodate a lot of children at a suitable distance. It is divided into 4 large quadrants which will be allocated to each class/group whenever they want to be outside.

Playtimes will be staggered in accordance with DfE guidelines:

The DfE has stated that:

*‘pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided’ and, furthermore,*

*‘outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene’.*

Essential measures include a requirement that people stay at home if they are:

- Ill or have virus symptoms,
- Have tested positive, even if asymptomatic,
- Have been advised to do so by NHS Track and Trace,
- Share a household with a positive case, even if the person is asymptomatic,
- Are required to self-isolate for travel related reasons.

## Remote Learning

When teaching remotely, it is expected that assignments are set so that:

- pupils have meaningful and ambitious work each day in a number of different subjects,
- work is of equivalent length to the core teaching that pupils would receive in school and as a minimum, 3 hours per day, on average for EYFS and Key Stage 1 children; and 4 hours for Key Stage 2 children.
- frequent, clear explanations of new content are delivered by a teacher or through high quality curriculum resources or videos,
- systems are in place for checking, at least weekly, whether pupils are engaging with their work and to inform parents/carers immediately where engagement is a concern,



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- it is possible to gauge how well pupils are progressing through the curriculum using questions and other suitable tasks, and provide feedback, at least weekly, using digitally facilitated or whole class feedback where appropriate,
- enable teachers to adjust the pace or difficulty or what is being taught in response to questions and assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding.

More information can be found in our Remote Learning policy on the school website.

## Home time

Once again the times and collection points have been staggered to reduce the number of pupils and adults moving on site at any one time. Please can we ask that only one adult comes to collect a child and that, where possible, Year 6 pupils leave independently and meet you at your car or at a distance from the school gates.

Nursery/ Reception	should be collected from the EYFS Side Gate where you dropped them off in the morning.
Years 1 and 2	should be collected from the yard where you dropped them off at in the morning and should then exit the school site following the one way system via the side school gate next to the kitchen (following the black arrows) and then up the ramp.
Years 3 and 4	will be dismissed from the classroom exit and should leave via the side school gate next to the kitchen (following the black arrows) and then up the ramp.
Years 5 and 6	will be dismissed by their teachers from the Main School Gate.

*Again, if you have children in more than one group then, where possible, departure times will be amended to suit your family circumstances. Please contact our Office Team.*

## Home School Agreement

In accordance with DfE guidelines, we have revised our Home School Agreement to include our new rules so that all pupils clearly understand how they must behave while they are in their “bubbles” and





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around the school. It would be very helpful if families could talk this through the home school agreement with the children before they return to school.

## Taxis

Children who come to or go home via a school transport taxi will continue to have this service provided. A letter will have been received by each family from the Northumberland County Council School Transport Service to confirm arrangements. If there are any queries please contact me in school.

## Cleaning

Routines and schedules for cleaning have been increased to meet the higher protective measures which now need to be in place. Ongoing cleaning will take place throughout the school day; there will be cleaners in each evening and also a deep clean on Fridays so that everything is set for the next week.

## Handwashing

As we all know, one of the most important protective measures is regular handwashing. Please make sure that hands are washed before you leave home and again when you return. When in school, children will be required to wash their hands at frequent intervals throughout the day. We have sourced some 'kinder' soap so this will hopefully help to protect children's hands/skin a little better!

## Medicines and Individual Healthcare Plans

We continue to do all we can to support children with short and long term medical conditions or needs. Our policy for achieving this may be found on our website. Please speak to a member of staff and complete the appropriate forms if your child requires medication for a short time. If your child has a longer term medical condition or need please contact the school office so that we can ensure all records are properly updated.

## GDPR Privacy Notice for Pupils and their Families

Schools are currently required to inform pupils and their families about how their personal data may be collected and used. This is a requirement of the General Data Protection Regulation (GDPR). More information and a form to record consent will be emailed to all parents and carers.



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## Images & Videos Consent Form

Forms enabling parents/carers to record consent for use of any images of their child will be sent to all parents and carers. Shanklea Primary School will only publish images and videos of your child for the conditions for which you provide consent. Your consent instructions will continue to apply unless we are notified otherwise.

## School Prospectus and Website

Lots more information about how things work at our school may be found on our website at [www.shanklea.northumberland.sch.uk](http://www.shanklea.northumberland.sch.uk). Our school prospectus has lots of useful information and may be found in the Admissions section of the website.

## Welcome Back

We are delighted to welcome some pupils back but are aware that the protective measures and risk assessments involved will need to be continually reviewed. *The systems should be successful if common sense is applied* but clearly, we may need to revise some of these measures as we start to move through the coming days and weeks.

In the meantime, please continue to stay safe and healthy and if you think we can help in any way then simply let us know.

If you wish to contact us you could:

- Ring school and leave a message.
- Send an email via the 'contact us' section on the school website
- Leave a message via the school Facebook page.
- Send a message to your class teacher via Tapestry or Google Classroom.