
Journey together, guided by God, to do the BEST we can

Dear Parents and Carers

ReOPENing Plan – Essential information for parents and carers

We are really looking forward to welcoming children back to school over the coming weeks. We know it has been really challenging for families during lockdown and we can't wait for school to begin the journey back to normality!

The school is working hard to re-open in line with government advice. We appreciate that parents will have many questions about what this will look like in practice. **Please be reassured that safety is our number one priority**, followed by supporting children, staff and families through this difficult period.

It must be noted that whilst we are working hard to put PLANS into place, we will only IMPLEMENT our plans if we are assured it is safe to do so. Ultimately this is the decision for the school's governors, who will take into account the advice of senior leaders, government, WSCC and representative bodies as well as the wishes and concerns of staff and parents.

We had hoped to start welcoming more children back from Monday 1st June, however, like some other schools, we have had to push this back because of the amount of planning and organising required to ensure that we can be as safe as we reasonably can. We will therefore start welcoming back additional children from Wednesday 3rd June. However, this could get pushed back further if we feel that this is in the best interests of our pupils.

Whilst we want to be in-step with other local schools, ultimately we all have to take into account our own building capacity and layout, staff availability, risk assessments and much, much more. We are very fortunate with the amount of space and accommodation that we have which is making reopening easier and safer for St Nic's.

Please read through this information and, if you have any questions, email office@stnm.org.uk by Thursday 28th May. We will then publish FAQs on Monday 1st June.

Kind regards

Mr Etherton, Mr Lincoln and Team St Nic's

There is a lot of information to read through.

Please take the time to read it carefully so that the new arrangements run smoothly and we can keep everyone as safe possible

Thank you

Essential Actions for Parents and Carers

1. **Make sure you prepare your child** (Nursery, Reception, Year 1 and Year 6) for coming back to school
 - Talk through the information we send to you including the attached 'Transition Ideas for Parents/Carers' (information to follow on Monday 1st June – this will include written information and a short video uploaded to the class website page)
 - Get school uniform ready (including for those attending Rainbow Classes)
 - Make sure they have everything they need eg lunch, water bottle, coat, plimsolls or trainers (but not full PE kit)

2. **Maintain 2m social distancing** from other parents/carers, staff and children
 - Use the correct gate to enter/leave the premises
 - Keep out of the bike shed (if at all possible) (Year 6 and YR have different places to store bikes)
 - Follow the one way system (as marked / signposted)
 - Follow any other signs/instructions
 - Do not sit on or touch the picnic benches (etc) unless physically necessary
 - Don't come to school too early and leave as soon as you can – please don't congregate!

3. **DO NOT ENTER THE BUILDING – INCLUDING THE FOYER / OFFICE**
 - Ring, don't pop into, the school office
 - Do speak to a member of staff on gate duty (from 2m).
 - Use the drop off box which will be placed outside the foyer (other than for medicines – ring first)

4. **Continue to book up** for Rainbow Club/Classes and/or Octopus Breakfast Club and Starfish After school Clubs
 - We expect demand to increase – if you don't book in we may have to turn you away
 - We may have to prioritise certain key workers if demand is too high

5. **Ask questions**
 - We appreciate you may have many questions about all these arrangements. Please email the school office with any queries – preferably by Thursday 28th May. We will not be able to give personal responses to everyone but will produce a 'Frequently Asked Questions' for all parents and carers.

Year 6, Year 1, Reception and Nursery – reOPENing

Staggered Start

The school is planning to re-open for Little Fishes Nursery, Reception, Year 1 and Year 6 from Wednesday 3rd June on a staggered basis (see table below).

We will be welcoming back no more than one additional year group per day:

- It essential that we ‘open’ one year group at a time so that staff can ensure the new systems run smoothly and be on hand to settle and provide support to pupils and families who need it.
- The order of return is led by the fact that older children will be able to settle back in to school more easily and more preparation is required for younger children e.g. setting up new classrooms so that we can spread out more.

Class organisation

Based on the recent parent survey, we are anticipating around 45 pupils in most year groups which we will organise into four ‘bubbles’ of about 10-12 children. The groups will be called after a combination of their original year/class name and a colour eg. Orange Whales, Lime Whales, Violet Whales and Pink Whales.

We will tell you which bubble and which classroom your child will be assigned, in due course. E.g. Monday 1st June. We will also share the first name (and sometimes an initial) of other children who will be in the same bubble as your child (unless we receive a request not to). Children have been grouped primarily by friendship.

Bubbles

Essentially, children will arrive at school within different time slots and go to an assigned classroom – via an external door if possible. Some of the children will go to their normal classroom and the rest will go to another classroom nearby. They will be taught by a member of staff within a group of no more than 15 children. Those children will largely stay with the same member of staff most of the week and be limited to how much they mix with other children. They will also remain in the same part of the building.

Typically, each group or bubble will have two members of staff e.g. one teacher and one teaching assistant (TA), except Year 6 where it will generally be one teacher.

We will not be using communal play equipment. Playtimes and lunchtimes will be staggered and we will not have whole school assemblies.

Children (and staff) will stay in their own ‘bubble’ (or at least class/year group) as much as possible, including playtimes and lunchtimes. Whilst older children will be encouraged to practise social distancing, this is NOT the expectation for younger children within their bubbles of up to 15 children.

We have developed ‘Bubble Rules’, which children must follow, to keep us safe.

Rainbow CLUB → CLASSES

From Monday 1st June, we will ‘rebrand’ Rainbow Club as **Rainbow Class**. It essentially remains for child care for children of key workers and vulnerable children whose year groups have not re-opened but will begin to transition to a more normal school experience rather than ‘holiday club’.

- Parents must book children into Rainbow Class(es) via sQuid.
- From Monday 1st June, children will be expected to wear normal school uniform, like other children who are returning to school.
- Children should be taken through the normal pedestrian gate, across the field (following one way signs) to The Ark door where they should go up the stairs. (They no longer go through the car park to the Rainbow Room; parents should no longer use the staff car park.)
- The Rainbow Class(es) will now be based in the Year 3 and 4 classrooms (top floor of The Ark). Normally children will be in a ‘bubble’ or classroom with peers from their own year group. Sometimes younger early years children may be based in the nursery (e.g. Wednesday afternoons and Thursdays).
- Parents should then leave via the gate near the school office entrance.
- If parents need their child to attend Octopus Breakfast Club and/or Starfish After School Club, they should book up via sQuid.
- It will mainly be staffed by teachers and TAs from Years 2-5.

Mrs Bishop will be overseeing the Rainbow Classes. Please see the separate letter from her with more information.

Octopus Club (Breakfast Club) and Starfish (After School Club)

Extended child care provision will run as normal but **only** for the children of key workers to start with. Children should be dropped off or picked up at the normal Rainbow Room door as per normal BUT:

- a) Parents and carers **MUST** book in via sQuid
- b) Children should wear normal school uniform
- c) Only drop off between 8.00am and 8.20am (to avoid congestion when Year 6 arrive)
- d) It will be in the Rainbow Room
- e) Parents should access the Rainbow Room by following the one way system through the staff car park (on the right side of the hedge within the coned area)
- f) Only pick up after 4pm (to avoid end of normal school day congestion)
- g) Parents must not enter the building – please wait outside the Rainbow Room door
- h) Parents and carers can no longer use the staff car park as more staff will now be using it

Wednesday Afternoons – school closure (Except for Rainbow Classes)

The school will close on Wednesday afternoons (most local schools are closing for half or a whole day) so that teachers have the Planning, Preparation and Assessment (PPA) time they need and are entitled to. We will not have the capacity to cover the PPA internally so will be closed – except for children attending Rainbow Classes (eg for children of Key Workers). In addition, it is best practice not to have staff float between ‘bubbles’ which should be relatively self-contained.

NOTE: Children of key workers in Early Years, Year 1 and Year 6 will need to book into Rainbow Club, via sQuid, for Wednesday afternoons.

Lunches

Lunchtimes will be slightly staggered in order to reduce contact between different groups of children. In Reception and Year 1 children will largely remain in their ‘bubble’ and stay with their own teacher/TA. They will eat at their own set tables and play together. Year 6 will eat their lunches by the pond and/or their bubble classrooms depending on the weather and whether they have hot dinners.

We will share more information about lunches in due course once we have heard from Chartwells, including arrangements for Free School Meals.

Attendance

It is up to parents when they want their child to re-start. However we would strongly recommend that once a child starts school again, they come every day until the end of the summer term. Otherwise it is going to be very unsettling for them and simply disrupt their education further. Parents will not be fined for non-attendance.

If your child has started attending school but is unable to attend (eg illness) please inform the school office in the usual way so that we don't have to chase up the reason for absence.

Poorly Children

Children aged 5+ can now be tested for COVID-19. Therefore, if there is any doubt about whether a child (or adult) has the coronavirus or not, they should be tested before turning to school. If a child/adult or a member of their household has COVID-19 symptoms, they should isolate as per normal. We will issue more guidance about this after half term.

Siblings

We appreciate that these arrangements will cause challenges for families with more than one child with different start times, and some children in school whilst others are not.

Uniform

All pupils (except nursery) are now expected to wear normal school uniform from the 1st June. We appreciate that some parents will have financial or practical issues in ensuring they have school uniform that still fits their child(ren). If you have challenges about this, please email the office.

Home Learning

Home learning for Reception, Year 1 and Year 6 will be gradually phased out as these year groups restart in school. Where parents choose not to send their children into school, they can still access online learning such as BBC Bitesize

and Oak National Academy. Home learning will continue for year groups not in school eg Years 2 to Year 5. If you have questions about this, please be in touch in due course.

Drop off and Pick Up

- We would strongly encourage parents and carers to walk / cycle / scoot to school.
- Parents and carers will need to drop off their child at different times than normal in order to ease congestion.
- Everyone must follow the one way system and signs
- Adults must respect social distancing to others including all children, staff and parents/carers
- Staff will be present to ensure that these new arrangements run smoothly. Do approach staff on the playground but maintain a 2m distance. (Private and longer conversations are best done via phone/email)

Group	Drop off Time Monday to Friday	
Octopus Breakfast Club	From 1st June onwards 8.00am and 8.20am only (via Rainbow Room door)	
Rainbow Classes	From 1st June onwards 8.30-9.00 via east end of Ark near Noah Mural (not Rainbow Room) → PLEASE FOLLOW ONE WAY SYSTEM →	
Year 6	From Wednesday 3rd onwards 8.40 Coral Class 8.50 Oyster Class Year 6 to enter, with bikes/scooters, via the back gate – see below	
Year 1	Thursday 4th and Friday 5th only 9.00 Violet Dolphins 9.15 Orange Dolphins 9.30 Lime Dolphins 9.45 Pink Dolphins	From Monday 8th onwards 8.40 Violet Dolphins 8.45 Orange Dolphins 8.50 Lime Dolphins 8.55 Pink Dolphins
Reception	Friday 5th and Monday 8th only 9.00 Violet Whales 9.15 Orange Whales 9.30 Lime Whales 9.45 Pink Whales	From Tuesday 9th onwards 8.40 Violet Whales 8.45 Orange Whales 8.50 Lime Whales 8.55 Pink Whales
Nursery	From Tuesday 9th onwards 9.00-9.30 (for morning session – except Thursday when LFN is closed) or 11.45-50 (for afternoon session – except Wednesdays and Thursdays)	

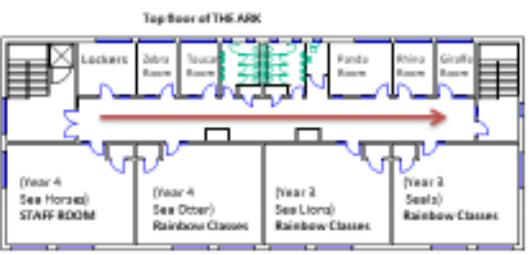
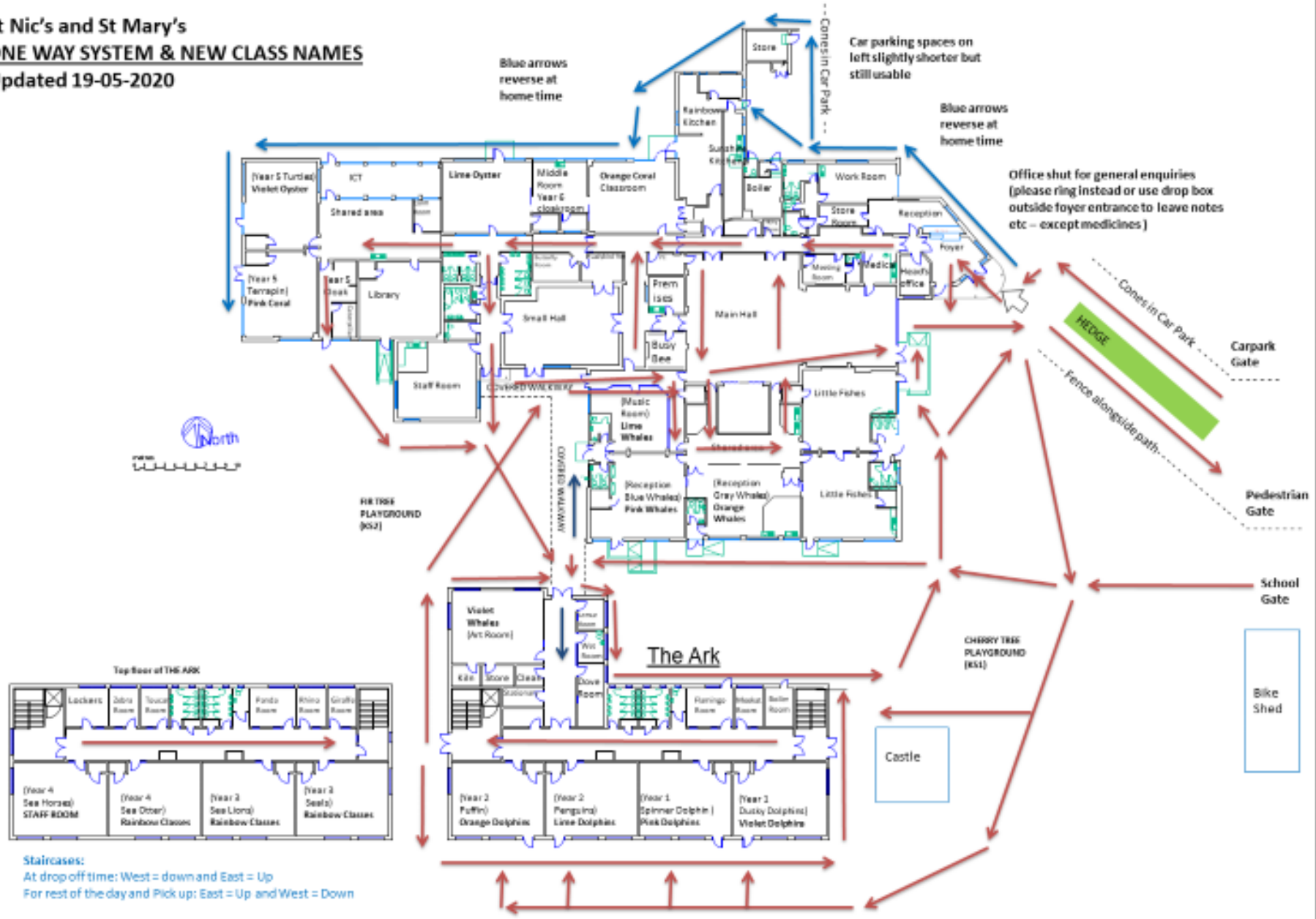
Group	Pick up Time Monday, Tuesday, Thursday and Friday	Pick Up Time <u>Wednesdays*</u> The school, except for Rainbow Classes, will be closed Wednesday afternoons
Starfish After School Club	Between 4.00 and 5.30 only (except Fridays when there is no club)	Between 4.00 and 5.30pm
Rainbow Classes PLEASE WAIT IN THE AREA INDICATED (NEAR TYRES/CASTLE)	3.10-3.20 (from the east end of the Ark)	3.10 for children in Years 2 and 3 (and nursery, reception and Year 1 on days when they do not have classes) 3.20 for children in Years 4 and 5 (and Year 6 on Wednesday afternoons)
Year 6	3.10 Coral Class 3.20 Oyster Class (via the back gate – see below)	12.55pm Coral Class 1.05pm Oyster Class
Year 1	2.50 Violet Dolphins 2.55 Orange Dolphins 3.00 Lime Dolphins 3.05 Pink Dolphins	12.30 Violet Dolphins 12.35 Orange Dolphins 12.40 Lime Dolphins 12.45 Pink Dolphins
Reception	2.50 Violet Whales 2.55 Orange Whales 3.00 Lime Whales 3.05 Pink Whales	12.30 Violet Whales 12.35 Orange Whales 12.40 Lime Whales 12.45 Pink Whales
Nursery	11.45am or 3.00pm	11.45am

OVERVIEW More detailed information will be sent to each year group on Monday 1st June

Our proposal for partial re-opening is as follows:

Date	Year groups	Notes / Rationale
Monday 1 st June	Rainbow Club only	<p>Essential Staff training and preparation including</p> <ul style="list-style-type: none"> • Update/check with the latest government / local authority / union advice • Further health and safety training / update of risk assessments • Completion of timetables and rotas • Resolve any outstanding issues/questions/concerns from parents / staff. • Send further information to parents and carers including videos, who is in what 'bubble' and where that bubble will be based. • Further contact vulnerable children to help prepare them for transition
Tuesday 2 nd		Further staff training and preparation. Final review of whether we are ready and safe to open the school to more children. (Governor decision)
Wednesday 3 rd Half Day only	Year 6 (and Rainbow Class)	<p>Year 6 pupils will be the easiest to welcome back to school. We can send them instructions prior to the first day back and they can read signs and follow instructions on their return. Essentially they will use Year 5 and Year 6 classrooms and access these externally via the back gate (just past the Rainbow Room door at the end of the staff car park). They can take bikes and scooters this way too (They are not to use the bike shed) Pupils will largely remain in the Year 5/6 area 'bubble'. This includes the IT suite.</p> <p>Note: On Wednesdays the school day will finish at lunchtime EXCEPT for Rainbow Classes which parents/carers need to book up for on sQuid. (See separate table for pick up times)</p>
Thursday 4 th	Year 6 and Year 1 (and Rainbow Class)	<p>Year 1 children will use Year 1 and Year 2 classrooms and largely remain in a 'bubble' on the ground floor of The Ark (excluding the Art Room). Parents/carers will need to come in via the normal pedestrian gate and across the field. Today (only) the start times will be more staggered than normal. (See separate table) They should keep 2m from the external classroom door and other adults/children. Parents and carers should then cross the Cherry Tree Playground and leave via the side gate near the foyer entrance.</p>
Friday 5 th	Year 6, Year 1 and Reception (and Rainbow Class)	<p>Reception The school needs more time to prepare for Reception to return to school. We will be setting up additional Reception classes in the Music Room and Art Room depending on demand.</p> <p>Parents and carers will need to bring their children across the Cherry Tree Playground to the wooden Early Years gate. Staff will then take children to their respective classes or 'bubbles'. Parents/carers will then need to leave via the pedestrian gate near the office, following the one way signs. Drop off will be more staggered for Reception for the first two days.</p> <p>At pick up, parents and carers will need to go through the wooden Early Years gate on Cherry Tree Playground, leave via the far end wooden gate and walk back around via the path ('road') between the Early Years garden and the Ark (just follow the one way signs!) The music room and art room are near the far wooden gate and will be clearly signposted. Parents must keep 2m from the external classroom door and other adults/children – and not enter the building.</p>
Monday 8 th	Y6, Y1, yr (and Rainbow Club)	<p>We will continue to ensure that children are happy and settled following the weekend.</p> <p>This will be the second (and last) day of a more staggered drop off for parents and carers bringing Reception children to school.</p>
Tuesday 9 th	Y6, Y1. Reception and Nursery (and Rainbow Class)	<p>Little Fishes children can come back to nursery from 9th June. Parents and carers will need to bring their children in via the normal pedestrian gate, across the Cherry Tree Playground and follow one way signs to the external nursery door (near the school hall, NOT in the Early Years garden). Parents and carers should not enter the Nursery until invited to do so by a member of staff. This means that only one parent/carer at a time will allowed into the doorway at a time. If a child is confident to come in on their own, that is fine, we are not going to stop them!</p>

St Nic's and St Mary's
ONE WAY SYSTEM & NEW CLASS NAMES
 Updated 19-05-2020



Staircases:
 At drop off time: West = down and East = Up
 For rest of the day and Pick up: East = Up and West = Down

Frequently Asked Questions (so far!)

Q Will you definitely start opening on Wednesday 3rd June?

A No. We will only do so if we are sure that we are sufficiently ready and that it is as safe as we can reasonably make it. As a Church of England (Aided) school, it is the governors who make the final decision about whether to open or not.

Q What about Personal Protective Equipment (PPE)?

A Staff will not wear facemasks in school unless dealing closely with a child/adult who is displaying symptoms of coronavirus. Staff will wear gloves when appropriate eg cleaning or doing first aid. Children should not wear facemasks in school as this is not government policy and could unsettle other children.

Q Will parents be told if someone has COVID-19 in school?

A We will inform the relevant authorities and seek advice. It may be that staff and children within the affected bubble are advised to be tested and/or isolate.

Q Why are we not opening on Monday 1st June?

A Some schools are completely closing over half term whilst we are remaining open for the vulnerable children and children of key workers. This means we have reduced capacity and there is a huge amount of preparation including:

- Reviewing / implementing huge amounts of (and sometimes contradictory) advice from the government, local authority, unions and others.
- Completing re-organising all of our timetables and rotas for 70 staff – some of whom have their own childcare and other complicated personal circumstances.
- Reorganising the curriculum with certain resources and parts of the school out of use.
- Implementing new health and safety requirements.
- And a million other things.

Whilst we do this, we still have to continue to run the school in terms of financial planning, HR, premises management and the normal health and safety routines from electrical testing to water checks.

Got a question? Please email by Thursday 28th June