



# Singleton Church of England Primary School

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Head teacher: Mrs. Amanda Clayton



28<sup>th</sup> August 2020

Dear Parents,

I hope you have all had a peaceful summer to date. We look forward to welcoming you all back in the coming weeks. We have missed the children and are looking forward to seeing them all again.

Education has been at the forefront of the news in recent days and for parents with older children taking A Levels and GCSE's, these for many, have been very challenging times. At this stage our intention is still, to open for all pupils from the start of term, however, a robust risk assessment has been carried out and new measures have been implemented. I wrote to you all at the end of the summer term outlining the changes and my intention in this letter is to summarise and draw your attention to the key information that you **must** follow.

The Government has produced guidance for schools as to the mitigations that need to be implemented in order for school to be opened as safely as possible for the children and the staff. We are, as **previously stated**, ultimately faced with an impossible task in terms of meeting the expectations of all parents and we are in no doubt that the new measures present challenges, especially the staggered drop off and collections. However, we must reiterate that these **must** be followed and are not negotiable. As previously pointed out **many** of the decisions that have had to be made for September have been driven **not** by what we would like to provide for our children, but by mitigations set out by the Government and the limitations that we have as a small school in terms of staffing and the buildings. Please do not compare our systems with other local schools as every school will implement the measures in different ways, depending on layout of the school, staffing levels etc. We have risked assessed our school and the decisions re measures are based on the outcomes of that risk assessment. We will continually review systems and modify as required.

School will be a very different place in September and whilst some of children that have been in the building before the summer holidays are used to the 'new norm', for others it will take a period of adjustment, not just for the children but for you as parents. Staff have been in school during the summer holidays preparing the classrooms, they have done a fantastic job and we feel very positive that the children will settle in to their new 'schooling' very quickly. But you do need to prepare your child for the fact that the classrooms will be different to what they are used to. There are many changes:- children will be in rows, they will not be able to move freely around the school and they will eat lunch in their classroom but to name a few. But the staff will approach all of the changes with positivity and sensitivity and ensure that the transition back to school is a happy one.

## Key information summary

- The school office will remain as a virtual office until you are notified otherwise. So contact is still via email or telephone once the new term begins.
- Parents are not allowed at this stage to enter the school premises. If you have information for the school office that you need to drop off – this can be done by prior arrangement with Rachel Reeves Office Manager or you can post into the post box attached to the external wall at the front of school.
- If you need to talk to the class teacher – see information in 'My Child in September Section' for the process.
- Only one parent is allowed on the premises with child/ren.
- Children must wear school uniform – **with trainers** – not shoes - see information in 'My Child in September Section'.

- There is a specific list of equipment children need to bring to school - see information in 'My Child in September Section'.
- All classes have specific drop off and collection times - see information in 'My Child in September Section'.
- A one way system has been developed for drop off and collection and must be followed - see information in 'My Child in September Section'
- The Village Hall car park is now available for parking – please use this
- All children will be on a packed lunch eaten in classrooms – these can be purchased from school. Rachel Reeves has sent separate information out regarding this.
- For the first half term – no PE kit is required in school.
- Children will not be using the cloakroom areas- they will keep their belongings with them at all times.
- Enhanced cleaning regimes have been introduced and implemented following COVID guidelines.
- There will be no extracurricular clubs until further notice.
- Children must not wear facemasks.

The remainder of this letter is the previously sent information from July 2020 re all the new measures that are now in place. We look forward to seeing you all on Thursday 3<sup>rd</sup> September.

Kind regards,

Amanda Clayton

## Key information from the Government Guidance given to schools:

- Whilst it is not possible to ensure a totally risk – free environment.... the measures set out in the guidance put in place proportionate protective measures for staff and children.
- The public health advice in this guidance ... endorses a ‘system of controls’, building on the hierarchy of protective measures that have been in use throughout the COVID -19.
- There cannot be a ‘one size fits all’ approach.

### Essential measures include:

- A requirement that people who are ill stay at home
- Robust hand and respiratory hygiene
- Enhanced cleaning arrangements
- Active engagement with NHS test and trace
- Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school’s circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible
- Schools should ensure that they implement sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level.

### System of controls

The system of controls provides a set of principles and if schools follow this advice, they will effectively minimise risks. All elements of the system of controls are essential. All schools must cover them all, but the way different schools implement some of the requirements will differ based on their individual circumstances. Where something is essential for public health reasons, as advised by PHE, we have said ‘must’. Where there is a legal requirement we have made that clear. This guidance does not create any new legal obligations.

This is the set of actions schools **must** take. They are grouped into ‘prevention’ and ‘response to any infection’ and are outlined in more detail in the sections below.

#### Prevention:

1. **Minimise contact** with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
  2. Clean hands thoroughly more often than usual
  3. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
  4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
  5. **Minimise contact** between individuals and maintain social distancing wherever possible
  6. Where necessary, wear appropriate personal protective equipment (PPE)
- Numbers 1 to 4 must be in place in all schools, all the time.
  - Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.
  - Number 6 applies in specific circumstances.

## Response to any infection

- 7 Engage with the NHS Test and Trace process
  - 8 Manage confirmed cases of coronavirus (COVID-19) amongst the school community
  - 9 Contain any outbreak by following local health protection team advice
- Numbers 7 to 9 must be followed in every case where they are relevant.

## What does this look like in school?

### 1. Prevention

In terms of the guidance on PREVENTION – we have made a summary booklet for parents which is attached with this email. There is a lot of information to take on board, but it is really important that you read this.

- In our school the **Isolation zone** will be the Staff room – this is located at the front of school next to the school office. It has an external door where children / staff can be collected from.

### 2. Clean hands thoroughly more often than usual

- There will be sanitisation points in each 'bubble / zone'
- Protocols for sanitising hands – e.g. on entry , after break, before and after eating
- Posters on hand washing displayed around school
- Children will be encouraged to bring in their own hand gel.
- Staff / parents to teach / remind the children of the importance of this approach.

### 3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.

- Tissues will be available in every room and children will be encouraged to bring in their own tissues
- Posters – will be displayed around school
- Staff / parents to teach / remind the children of the importance of this approach

### 4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach.

- Cleaning schedules will be displayed on all zone doors around school (these are a COVID 19 cleaning checklist)
- Sanitisation will go on throughout the day – this is already in place. Each zone has cleaning products and staff sanitise and as and when required.
- Tables are sanitised regularly throughout the day and before and after food.
- Additional cleaning takes place over lunch (All staff are involved in this) this covers the toilets and tables and any resources that have been used in the morning session.
- Any equipment used at break time will be sanitised by staff after use.
- The Site supervisor has very strict cleaning schedules that have to be adhered to. These are monitored by line managers and the Health and Safety Governors.

### 5. Minimise contact between individuals and maintain social distancing wherever possible.

- Guidance states that;
  - Schools **must** do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum
  - This can be achieved through
    1. Keeping groups separate (in 'bubbles')
    2. And through maintaining distance between individuals
    3. It is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing.

4. For children old enough, they should also be supported to maintain distance and not touch staff where possible.

- In order to address this the school will be split into **5 ZONES**– (see chart below)
- Children will be kept in zone bubbles and will not mix with other bubbles.
- Drop off and collection will be staggered. (see chart below)
- Staff will as far as possible stay with one bubble – but given the limitations we have with staffing this is not always possible so some staff will cross bubbles.
- Staff will **try** to stay 2m away from the children – this is not always possible with the younger children and the emphasis with the younger children will be on keeping them in a separate group. Although, from year 1 onwards, we will where possible encourage social distancing and teach the children how this is possible.
- With the older children from Y3 onward we will spread the children out as far as possible within their learning spaces.
- Parents will **not be allowed** in the building
- We will continue to run a virtual office.
- All children will eat lunch in their own Classrooms – (Mrs Reeves has sent out correspondence regarding School dinner options)
- No whole school worships will take place at this time.
- Peripatetic music teachers will not be brought in for the first half term – we will look into alternative – zoom style lessons and see if this is a possibility. We will get back to you on this.
- We will not be in the first instance running any **after school extra-curricular** activities as at this stage it is too logistically challenging for a number of reasons:
  1. The clubs run across year groups – so this would break bubbles
  2. 50% of our children have not been in school under the new systems and we need time to embed and teach them the ‘new norm’.
  3. The new cleaning regimes are rigorous and we do not get any more funding to employ additional staff – so the Site Supervisor needs to be able to access areas immediately after the children leave, knowing they will not be contaminated once he has sanitised
  4. The new Hall is being used as a classroom
  5. There is very strict guidance in relation to sporting activities;
    - a. Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.
    - b. 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.
    - c. This is particularly important in a sports setting because of the way in which people breathe during exercise.
- As a staff we have yet to teach PE ourselves under these mitigations – so we do not fully understand the implications. The guidance clearly states:
  - Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities **where they are satisfied that this is safe to do so.**
- We do not feel at this stage we have any understanding of what ‘safe,’ looks like to make that decision.
- We will constantly evaluate the situation in the autumn term considering all the of the above and keep you updated

#### 6. **Where necessary, wear appropriate personal protective equipment (PPE)**

- We have had child friendly face masks made for staff that need to wear them.

- Children will not be allowed to wear facemasks in school.
- If the children travel to school in Facemasks we ask that **parents** remove these on arrival at school and if not disposable take them away and bring them back when the child is collected.
- Pupils will not be allowed to bring reusable facemasks into the classrooms as it is not logistically realistic for the staff to ensure that the children are using these correctly and the masks do not become contaminated.

The Government safety guidance stipulates that

- Pupils must be instructed **not to** 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.

Full PPE will be used:

- where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained
- where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used
- School has received PPE from Lancashire County Council and has purchased additional equipment.

**7. Response to any infection**

**8. Engage with the NHS Test and Trace process**

**9. Manage confirmed cases of coronavirus (COVID-19) amongst the school community**

**Contain any outbreak by following local health protection team advice**

- Numbers 7 to 9 must be followed in every case where they are relevant.
  - School has produced a summary booklet for parents explaining this – this is a separate attachment. There is an overwhelming amount of information with regards to this but it is very important that you read the information.

## My Child in September

### Do I have to send my child back to school?

The simple answer is yes the majority of children should return to school although a small amount will still be unable to attend in line with 'Public Health Advice.'

- From September the usual rules on attendance apply.

### Does my child have to wear a uniform?

We will be asking all parents to send children back in full uniform from September. However:-

- Children **should** wear trainers not shoes. The reason for this is that we are very restricted in terms of what we can do in P.E. (see early information) so we intend to as per the guidance make break times as active as possible, for example completing the daily 'active mile' etc. Therefore we need children to be wearing suitable footwear at all times.
- In the 1<sup>st</sup> half of the autumn term there will **no** requirement for the children to have a PE kit in school. The majority of activities we will be doing will require trainers only and if staff feel a track suit type outfit is required (weather depending) they will contact you and ask you to send the children into school wearing one. We will inform you if this requirement changes.

### What equipment does my child need to bring to school?

As per the guidance children must not where possible share resources

- Tissues
- Hand gel
- Pencil case – pens, pencils , coloured pencils, glue, ruler and pencil sharpener
- Y5/6 – if possible a protractor and felt tip pens
- Drink
- Fruit snack
- Pack lunch (if not getting one from school)
- Coat

### What time do I drop off and collect?

DROP OFF AND COLLECTION SEPTEMBER	AM - DROP	PM - COLLECT	Reduction of lunch time
Foundation Stage	9:00am FS door	2:45pm FS door	<b>Reduce by 15 mins</b> – so that teaching hours remain the same
Year 1/2	8:50 am Class 3 door	3:00pm Class 3 door	No reduction required
Year 3/4	8:40am Class 2 door	3:15pm Class 2 door	No reduction required
Year 5/6	8:30am Rear fire door – new hall	3:30 pm Rear fire door – new hall	No reduction required

### What is the drop off and collection process?

Please note that the drop off and collections are staggered as per the GOV.uk Guidance.

” If those patterns allow, schools should consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school.”

- You must be **prompt** and **stick** to the drop off and collection times that you have been allocated, as the timeframes are extremely tight.

There is a new protocol in place for entering and exiting the playground as follows:

We ask that all parents park at the Village Hall car park. We are introducing a one-way system for drop off and collection as follows:

- Parents will enter the school playground via the usual route.
- Please ensure that if you are queuing at the gate you adhere to the 2m distancing rule. (lines are marked on the floor)
- Parents will exit the playground via the large gate between the two sheds on the playground. This will take you down the lane and back to the Village Hall car park.

Information for parents re drop off and collection will be as follows;

- You will be given the drop off and collection times for your child
- You will be given the location of the drop off and collection point
- Only **one** parent should attend
- Parents must not gather at the gates /doors
- Please stand back in the playground and send your child to the door alone
- Parents must adhere to social distancing guideline of 2m whilst on school premises
- Drop off and collection should be prompt
- Doors will be open for children to walk straight into school

Whilst far from ideal, siblings **cannot** be dropped off and collected at the same time. Parents must stick to the allocated times for their child's class. We ask that you wait back at your car until the allocated slot. The logistical challenge is that we have an enormous amount of siblings and if we allowed you to wait on the playground this would raise issues with social distancing and mixing of groups. It would also disrupt teaching and learning if children were entering and exiting at different times.

### **I am worried about my child having gaps in their learning, what will September look like?**

The Guidance is as follows:

- Substantial modification to the curriculum may be needed at the start of the year, so teaching time should be prioritised to address significant gaps in pupils' knowledge with the aim of returning to the school's normal curriculum content by no later than summer term 2021.

Our priority in September is to welcome our children back and settle them in to their 'new norm', ensuring that the children are not anxious and feel positive about coming back to school.

The classroom spaces will look very different – from year 1 onwards with the desks in rows and the protocols and procedure will be very different with class bubbles, additional handwashing, not sharing resources etc. So the emphasis will be on the emotionally wellbeing of our children and ensuring that they are happy in school.

In terms of learning, initially we will be running a reduced curriculum focusing on Literacy and numeracy. Assessing the children's needs, ensuring that we 'close any gaps,' and prioritising that the children that need catch up support receive it. However, that we are mindful that some children may also need 'Stretch and Challenge,' provision and we have also planned for this. We have set up the Old Hall and the original Y1/2 classroom as learning zones where we can take smaller groups of children from years 1,2, 3 &4 to facilitate targeted support.

We are not running to definite timelines as to when the full curriculum will be up and running, the flexibility will be there to ensure we give all our children the best opportunities to make the expected progress by the end of the year. Our intention is however, from the start to ensure that we engage creatively with our curriculum bringing in as many subjects as possible. For example in literacy when we ask the children to complete a piece of writing such as a diary extract we would link this to the history topic of World War II and the children would write as if they were a soldier in the trenches.

### **What about behaviour?**

We are currently reviewing our behaviour policy, to include new 'COVID' rules and are looking at how we can adapt our reward systems within the new situation.

This will be shared with you via your children's class teachers in their autumn term curriculum letter.

### **Will my child still receive reward / award such as Star of the Week?**

Our intention is to carry on with many of the reward / award systems, how we present prizes and award may just differ slightly moving forward.

### **Will my child be able to have a school dinner in September?**

The short answer is yes although they may just look a little different.

Because of our bubbles the children have to eat lunch in their bubbles. This means that dinners will not be served via the usual methods in the dining hall.

The implication of this is that LCC caterers cannot serve the 'hot lunch', option however, LCC catering have released the following information.

- Option 2 – A packed lunch meal which will be served and eaten within the classroom bubble. This offering will follow a newly created packed lunch menu which will include a range of hot and cold sandwiches, savoury pastries and chilled pasta dishes. Packed lunches will also include a range of vegetable snacks, dessert options and milk-based yogurts and drinks.
- Tables will be sanitised before and after eating and hands will be washed / sanitised before and after eating

### **Will my child move from table to table around the classroom – how will they be sanitised and made safe?**

In foundation stage the children will all mix together in a group 'bubble', but cleaning schedules and protocols will be in place throughout the day. The children at this stage learn through play and we want them to engage with learning and enjoy school. We will try where possible to minimise risk, e.g. putting rotas in place for role play areas and sanitising in between group use.

From year one onwards the desks will be in rows and children will be allocated a set place. This will be their place and there will be no movement to other tables. The children will eat their lunch in this place.

For Y1/2 and 3/4 they have access to 2 rooms. Within the main larger rooms (old Hall and class 3) the children will have a set place. If they go off to work in another learning space they will also have a set place. Staff will ensure desks are sanitised between use.

### **What about going to the toilet?**

Each bubble have their own labelled toilets. These will be fully sanitised at lunch time in addition to the usual daily cleaning routines.

## Can you tell me more about my child's zone?

Zone 1	Zone 2	Zone 3	Zone 4	Zone 5
<p><b>Zone 1 – The Office Zone</b></p>	<p><b>Zone 2 – Foundation Stage Zone</b> This will encompass the FS classroom and outdoor area</p> <p>The FS children will not have access to any other areas of school and should remain in their zone at all times. They will have</p> <ul style="list-style-type: none"> <li>• Own toilets</li> <li>• Own exit and entry</li> <li>• Children will eat a packed lunch in this zone at their own table.</li> <li>• Staggered drop off and pick up.</li> <li>• The children will not come into contact with other children.</li> <li>• Staff will try as far as is reasonably possible to social distance with the children – but given their age this will not always be possible</li> <li>• We do not expect that the children in this zone will be able to social distance so the emphasis will be on <b>separating the groups</b> as per the guidance</li> </ul> <p>The staff members in this zone are</p> <ul style="list-style-type: none"> <li>• Mrs Rund</li> <li>• Mrs Lilley (moves between zones in various roles)</li> <li>• Terrienne (lunch cover )</li> </ul>	<p><b>Zone 3 – Year 1 /2 Zone</b> This will encompass Mr Goostry's Classroom as well as class 1 and the playground – <b>but not the quiet garden</b></p> <p>The Y1/2 children will not have access to any other areas of school and should remain in their zone at all times</p> <ul style="list-style-type: none"> <li>• Classroom 3 and classroom 1 – the reason behind this is that class 1 has a post in the middle of the room and does not allow for all the desks to be set out in rows – whilst still having viability of the interactive whiteboard.</li> <li>• Class one room will be used to support smaller groups for catch up programmes.</li> <li>• Own toilets – 2 toilets boy / girl – labelled on the corridor</li> <li>• Own exit and entry – via the Class 3 door way off the playground</li> <li>• Staggered drop off and pick up.</li> <li>• Children will eat a packed lunch in this zone at their own table.</li> <li>• The children will not come into contact with other children.</li> <li>• Staff will try as far as is reasonably possible to social distance with the children – but given their age this will not always be possible</li> <li>• We do not expect that the children in this zone will be able to social distance so the emphasis will be on <b>separating the groups</b> as per the guidance</li> </ul> <p>The children will use the two labelled toilets on the corridor – all other toilets will be locked.</p> <p>The staff members in this zone are</p> <ul style="list-style-type: none"> <li>• Mrs Marshall</li> <li>• Mrs Beattie</li> </ul>	<p><b>Zone 4 – Year 5/ 6 zone</b> This will encompass the New Hall and the quiet garden – but not the trim trail. Or the MUGA at a different time to Y3/4 – with risk assessment measures implemented</p> <p>The Y5/6 children will not have access to any other areas of school and should remain in their zone at all times.</p> <ul style="list-style-type: none"> <li>• This group will have the New hall - This is the largest cohort in the school with 32 children</li> <li>• The children will be in rows and will be as spread out as possible within the New hall</li> <li>• Own toilets – One labelled on the corridor for boys and the disabled toilet for the girls</li> <li>• Own exit and entry – via the rear fire exit door way off the quiet garden</li> <li>• Staggered drop off and pick up.</li> <li>• Playtime – will be on the MUGA and will be covered by the staff giving each other breaks</li> <li>• The MUGA will be shared with Y3/4 – staff will rota the MUGA and will ensure that the children do not use the same outdoor equipment and all equipment is sanitised after use</li> <li>• This class will eat lunch between 12:20 – 12:40 and go on the MUGA from 12:00 – 12:20pm</li> <li>• Sanitising of tables before and after eating lunch</li> <li>• We will with this group support them with socially distancing – and playtimes will introduce activities like the daily mile that encourage socially distance play</li> <li>• They will bring in their own equipment – be taught about the importance of not sharing and will be taught facing the front in rows.</li> </ul> <p>The staff members in this zone are</p> <ul style="list-style-type: none"> <li>• Mr Goostry</li> <li>• Miss Manning</li> <li>• Mrs Fretwell (lunch)</li> </ul>	<p><b>Zone 5 – Y3/4</b> This will encompass the Old Hall / Class 2 and the MUGA.</p> <p>The children will not have access to any other areas of school and should remain in their zone at all times.</p> <ul style="list-style-type: none"> <li>• This group will have Class 2 and Old hall – class 2 is undersized and the position of the fire door hinders how many desks we can effectively get in rows</li> <li>• The old hall will be set up in rows. We have applied for a grant to purchase an interactive white board and projector for this room.</li> <li>• Children will be split between the two rooms – but will be one bubble as they will move between the rooms depending on the level of support required</li> <li>• Own toilets - boy / girl – labelled on the corridor</li> <li>• Own exit and entry – via the Class 2 door way off the playground</li> <li>• Staggered drop off and pick up.</li> <li>• Playtime – will be on the MUGA</li> <li>• MUGA will be shared with Y5/6 – staff will rota the the MUGA and will ensure that the children do not use the same outdoor equipment and equipment is sanitised after use</li> <li>• Children will eat a packed lunch in this zone at their own table.</li> <li>• This class will eat lunch between 12:20 – 12:40 and go on the MUGA from 12:40 – 1pm</li> <li>• Sanitising of tables before and after eating lunch</li> <li>• We will begin with this group to support them with socially distancing – and playtimes will introduce activities like the daily mile that encourage socially distance play</li> <li>• They will be socially distanced as far as is possible between the two room rooms whilst sat at their tables</li> </ul> <p>The staff members in this zone are</p> <ul style="list-style-type: none"> <li>• Mrs Millward</li> <li>• Mrs Topping</li> <li>• Mr Scudder (lunch)</li> </ul>

### **What do I do if I need to talk to my child's teacher or a member of the staff team?**

At this stage face to face contact with the staff is not an option, which we know is far from ideal. The teachers will be on the door on drop off and collection and therefore will be able to deal with the day to day things via a socially distanced brief conversation.

We applied for a grant from the Government to set up a Microsoft Teams learning platform – this process is now underway. Staff are due to receive training in September and we believe this will provide an effective medium for communication between home and school. We will keep you updated with our progress in terms of this.

However, in the interim continue using the dojo platform to communicate. Please be mindful that staff will be teaching full time as well as taking on many additional COVID duties (for example all school staff are now on the Kids Club rota in order that Kids Club can provide the wrap around care) In light of this they will respond in priority order to emails and it is unlikely that you will get a response the same day. We ask for your continued patience and understanding

In case of an emergency or urgent need to speak to a member of the staff team please contact the school office, who will make the necessary arrangements.

### **My child is anxious or not coping with coming back to school do I contact Mrs Lilley the Family Learning Mentor?**

The simple answer is no.

We expect that the majority of children in school will feel levels of anxiety and may struggle in the initial weeks. The person you need to alert if this doesn't settle down after a few weeks is your class teacher. We will be prioritising mental health and wellbeing in the autumn term.

Mrs Lilley has a very specific role in school her role is to deal with what we call 'WAVE 2' support.

All children get WAVE 1 support from their class teacher and the other adults in the class with them. Teachers are highly trained and skilled at meeting the needs of the children not only academically, but socially, emotionally, behaviourally and also when they have specific learning needs. 90% of the time just a small adaptation within the classroom or the teacher having an awareness of something that has happened that is impacting on a child's life can be simply and easily addressed and a child can be effectively supported.

So with any 'worry' or 'concern' your first point of call **is always** the teacher. The teacher will usually monitor a situation, put in some additional support or make minor adjustments and this will have a positive outcome. In a small number of cases, where the situation or the need of a child is more complex then the teacher will discuss with parents and refer the case to Mrs Clayton / Mrs Millward (SENCO) who will decide that WAVE 2 intervention is required.

WAVE 2 intervention is the point at which Mrs Lilley becomes involved and usually involves additional support for children and families from outside agencies. Occasionally, Mrs Lilley may under the direction of Mrs Clayton put in place '**in house**' specific provision for the children or support for the parents. Mrs Lilley only has 10 hours per week as the Learning Mentor and her role in school is to support the most vulnerable and high need pupils and families. All of Mrs Lilley's cases are allocated by Mrs Clayton / Mrs Millward (SENCO) after a full evaluation of the information.

Mrs Lilley has been in constant contact with all the families that receive WAVE 2 support throughout the pandemic and she will continue to support and check in with these families moving forward

**My child has special educational need and I am worried about them coming back to school. What should I do?**

Mrs Millward (SENCO) ensured that staff, where appropriate and where the need arose kept in constant contact with parents throughout the pandemic. So she has a very clear view as to the necessary support that is required for these children. Where specialist transition is needed to help children come back to school the process is already underway.

The process for any worry or concern is exactly the same as above. The first point of call is **the class teacher**. On returning to school the staff will support the children as they always have and they are best placed to deal with any issues that arise.

Mrs Millward will continue to deal and support families where WAVE 2 and 3 intervention / provision is required – so again where external agencies are involved.

IEP's will be slightly different in September – In that we will use the last IEP as a starting point rather than writing a new one as the children have been off school for so long that we feel it important to revisit and consolidate as a starting point. Staff will reissue the IEP's via email and will contact parents via the phone to touch base, get feedback from you re home learning and go through the IEP.

**Can I enter school to go to the school office?**

Simple answer no, unless it is an emergency

The school office will continue to run as a virtual office open from 8:00am until 4:15pm each day (please note closed for lunch between 12:00 – 1:00pm)