

NORTH LANCING PRIMARY SCHOOL



Mill Road, Lancing, West Sussex BN15 0PT
(entrance in Browning Road)

Tel: 01903 752301

Fax: 01903 851132

e-mail: office@northlancing.w-sussex.sch.uk

Web Site: www.northlancing.w-sussex.sch.uk



Headteacher: Mrs E Brown - **Deputy Headteacher:** Mr J Todd

Wednesday 3rd March 2021

Return to school instructions

Dear Parents and Carers,

As the school welcomes back all pupils, many of the measures introduced in September are being maintained to try and reduce the risk of COVID-19 coming into school or spreading. As a result, it is important that you read through this letter and follow all the instructions.

Your child will be kept in a year group bubble. This bubble will not mix with any other bubble. Therefore, year groups will have staggered start and finish times, dedicated play spaces, lunch in the classroom, dedicated equipment and restricted movement around the school.

To help with navigation, the instructions are split into sections and are organised to replicate the order they happen during the day. Please take time to go through the instructions with your child so they know what to expect. These expectations will be reiterated by staff on Zoom sessions this week.

Please check your arrival and collection times. These are included at the end of this letter. If your child is in Reception, Year 1, or Year 2 they should be accompanied by one adult and arrive via the Twitten entrance at their dedicated time. Parents should say goodbye at the 'goodbye lines' and leave via the goods entrance. At collection time, parents should enter via the goods entrance and leave down the Twitten. Pupils in Year 3 may enter and leave school independently via the Twitten. Pupils in Year 4, Year 5 and Year 6 will enter and leave school via the Browning Road entrance. Staff will be on hand to help them. **All parents must wear masks whilst on site.**

If you have more than one child at school and are unable to manage multiple drop offs, you may opt to bring your children in together at the **latest** of their starting times e.g. with a Reception child (8.30am start) and a Year 2 child (8.50am start) – both children would arrive at 8.50am. Children will not be able to access school before their allotted time, so please ensure you select the latest of your children's times to arrive. Home time will remain staggered, siblings will not be able to leave together as this will cause too much disruption to teaching.

Most importantly, please help us to reduce the risk of COVID-19 entering or spreading at school by keeping your child at home if they or any member of the household has symptoms. Please notify the school if any member of your household tests positive for coronavirus. It is important that we can contact you promptly so please also notify the school office if your contact number changes. I have included a table of all start and finish times, entrance points and PE days for your information.

ClassDoJo and the upper school website communication platforms will revert to homework communication only from the 8th March. Please ensure any communication you require with school is via the school office after this date. Staff will not be expected to respond to messages and communications via these platforms as all children will be based in school. Communication using these will only resume if a bubble closes or is instigated by staff.

Your child may well be anxious about returning to school. This is perfectly understandable given the length of time they have been away. Please reassure them that everything will be done gently and gradually with their needs in mind. We will ensure time is dedicated to social and emotional requirements as well as establishing the best ways to support them with their learning. We are really looking forward to welcoming your child back to school.

I wanted to take this opportunity to thank you for your incredible support and hard work throughout this lockdown period. It has been amazing and very much appreciated.

Kind regards,



Emma Brown

Pre arrival – getting ready for school	
Handwashing	Please remind your child how to hand wash and encourage them frequently at home so that it becomes natural. A useful NHS video: https://www.youtube.com/watch?v=S9VjeIWLnEg
Contact numbers	Please update us (by phone or email) if your contact details change. The office email address is: office@northlancing.co.uk
Uniform	Please send your child in uniform. Summer uniform may be worn if you think your child will be warm enough. Pupils in Years 4-6 should come to school wearing PE kit on their PE days (see timetable at the bottom). Lower school pupils will not change for PE.
Footwear	Trainers can be worn. Children must have velcro fastening trainers if they cannot tie their own laces. Pupils may leave a second pair of trainers at school in the event their footwear gets wet/muddy.
Sun cream	Please apply sun cream to your child before they come to school. Try to use a cream that will last the duration of the school day as staff will not be able to reapply cream at school.
Bags	Bags are not needed at school as they take up a lot of space. However, if your child struggles to manage their belongings, please encourage them to use a carrier bag as these can be folded away on arrival at school.

What to bring to school	<p>It is vital we limit items travelling between home and school. Therefore your child must only bring:</p> <ul style="list-style-type: none"> • A named water bottle • Lunch box if not having hot meals (containing only things that can be opened independently) • Reading book • Waterproofs (essential as all breaks are outside) • A healthy snack
Toys	Toys must not be brought into school from home. Your child will be provided with resources at school. These will be cleaned daily or between groups if shared. If your child requires something from home to help transition into school, please try drawing a small heart (or something similar) on their wrist.
Stationery	No stationery from home is required. Your child will be provided with their own set of stationery at school. This will not be shared.

Arriving at school

Travel to school	Wherever possible please walk, scoot or cycle to school. This will avoid having to find parking spaces. There will be no car access to Browning Road.
Arrival time window	Please arrive at the time stated at the bottom of this letter. Do not arrive early as this causes congestion. If opting to drop siblings together, then siblings should arrive together at the latest of their allocated times. No waiting on the playground between siblings. Years R-2 must arrive with an adult.
Entrance	Year R-3: Arrive via the Twitten entrance at the allocated time. 1 parent per family only. Please avoid pushchairs where possible. Year 4-6: Arrive via the Browning Road entrance
Sibling – later arrival option	Twitten arrival: It is the responsibility of parents opting for one drop off time for siblings to watch their child enter the school building before leaving. Parents <u>must not</u> enter the school building. Browning Road arrival: parents must wait with both siblings until the children are directed into school by a member of staff. The older sibling will be responsible for dropping the younger into school (by the first aid door on their way into school.) Staff will oversee this.
Social distancing	Please ensure that at all times government guidance on social distancing is adhered too. Whether entering school, on school grounds or waiting near the school – a 2 metre distance from others must be maintained.

Mask wearing	All parents must wear a mask on the school site. Pupils who arrive with a face mask should remove it safely avoiding touching the front at all times. Disposable masks should be placed in lidded bins. Reusable masks should be placed in a plastic bag to be taken home. Hands must be washed or sanitised straight after. If you would like your child to wear a mask in school please ensure they know how to wear it safely.
Sanitiser	Hand sanitiser will be given to each pupil at the gate.
Entering school	Children will be directed to their classrooms by staff on the school site.
Temperature taking	Pupils will have their temperature taken (with a 'no touch' digital thermometer) once in the classroom.
Trouble separating	If your child struggles to separate from you (as it is all a bit different) encourage them to go with school staff. Parents must not enter the school building.
Parents leaving	Parents must follow the one way system and leave via the goods exit if using the Twitten entrance or the north side of Browning Road if using the Browning Road entrance.
Late arrivals	If you miss your child's time window, you must enter the school via the main entrance (Browning Road). Office staff will ensure your child receives hand gel and has their temperature taken.

At school	
Signage	Child friendly signs have been placed around the school reminding children to wash their hands, catch sneezes and to keep a safe distance.
Classroom	Your child will be allocated their own resources. These will be named and placed in a zip folder. Children in Year 2 to Year 6 will be allocated their own named desk and chair. Tables will be front facing.
Furniture	Most soft furnishings have been removed. All classroom surfaces have been cleared and resources put away to allow for thorough cleaning.
Keeping clean	Each group will have their own lidded bin, hand sanitiser, soap/water, tissues and a disinfectant spray. Cleaning will take place during the day and a deeper clean at the end of each day.

Reading books	Your child will be provided with reading books, these will be selected by their teacher in lower school. These books will be kept in your child's folder at school and can go home to be read. Book bags are not necessary. Once read, these books will be taken out of circulation for a week to ensure they are safe for the next user.
Pupil Feedback	Your child's work will only be marked with a stamp. There will be limited written comments to avoid staff touching lots of different surfaces. Oral feedback will be given throughout the day.
Resources	Wherever possible, your child will be given individual resources to use. Where this is not possible, resources will be cleaned in disinfectant after use.
Movement around the classroom	Children will be shown how to move around their classroom safely.
Movement around the school	The corridors have been divided and marked out to allow safer movement. Movement around the school will be restricted.
Toilets	Each group has been allocated their own toilet cubical and sink. Children will go to the toilet one at a time. The toilet block entrance door will be propped open. Cubical doors will be opened and closed as normal. Pupils must wash their hands before leaving.
Assemblies/group gatherings	There will be no group gatherings in school. Therefore assemblies will not take place in the same way. The traditional Friday award assembly will take place via Zoom.
Curriculum	The curriculum will allow time to cover missed learning. It will be broad and balanced. PE will take place outdoors. Subjects such as music will be modified to ensure safety.
Ventilation	Please ensure your child has a jumper or cardigan for school. Classroom doors and windows will be left open wherever possible to improve ventilation. You may send them with an additional jumper or a blanket (to be left at school) if they are prone to getting cold.

Break and lunch

Hand hygiene	Pupils will be asked to wash their hands before and after break, before and after eating and before and after using the toilet.
Playtime	Playtime will be slightly shorter and staggered. Each group will have their own space to play. Different year group bubbles will not be able to play with each other.
Resources	Resources will be allocated to each year group. Pupils will not use the log roll, adventure playground or climbing wall unless they have been allocated to their year group.
Hot meals	Pupils in Year R to Year 2 have the option for a free hot meal. Pupils entitled to free school meals are also entitled to a hot meal. If you would like to have a hot meal in Year 3 – 6, these can be ordered through Chartwells. Hot meals will be served in classrooms to avoid different bubbles mixing.
Packed lunch	Your child may opt to bring a packed lunch to school. Please ensure that your child can open everything in the packed lunch independently. Lunch boxes should be cleanable.
Lunch arrangement	Pupils will eat lunch in their classroom.
First aid	Staff administering first aid will wear PPE. This is to protect both your child and themselves.
Supervision	Pupils will be supervised by their bubble support staff at break time. Lunch time supervisors will remain with specific bubble where possible.
Wet weather	All playtimes will be outside regardless of the weather. Please ensure your child has a waterproof clothes at school every day. There will be no provision to stay indoors at break/lunch time.

Home Time

Collecting from school	Please arrive at your allocated time (bottom of this letter). The morning routine will be reversed for collection. Siblings will leave school at their allocated time, there will be no joint pick up time.
Where to arrive	For pupils in Year R to Year 3: Please arrive via the goods entrance (gate you left from) and make your way into a safe space on the playground, 2 metres apart from other parents. Your child will be sent out to you. For pupils in Year 4 – 6: please arrive down the south side of Browning road or wait opposite the end of Browning Road. You must wear a mask on the school premises.
Leaving the school	Year R to Year 3: Please leave by exiting down the Twitten, adhering to social distancing markings. Year 4 to 6: Please leave Browning Road using the north side.
Siblings	Siblings must leave at the allocated year group time. Do not wait on the playground for siblings but come back for their allotted time.
Removing uniform	Uniform should be removed as soon as returning home and hung up until the next day or washed if possible. This will reduce chances of virus spread between school and home.
Feedback to parents	Any communication regarding the day at school will be electronic (either by telephone, StudyBugs or email.) The class teacher will let you know if they are sending you communication. Please do not come into the school office.
Communicating with your child's teacher	If you need to let your child's teacher know something, please ring or email the office. If it is related to the day ahead, please send the email the night before or in the morning.
Arranging to see your child's teacher	Parents must not enter the school building. An appointment must be made to see your child's teacher via the school office. Where possible, this meeting will be held outside.
After school clubs	Staff will not be running after school clubs initially to avoid mixing bubbles. This will be reviewed regularly with a view to starting after the Easter holidays.
Home learning	All home learning (apart from reading) will be set and returned using the school learning platforms. Most home learning will commence after Easter. All pupils are expected to read at home each day.
Parents Consultations	Parents' consultations will be held via StudyBugs in March.

If your child falls ill with COVID-19 symptoms

<p>COVID-19 Symptoms</p>	<ul style="list-style-type: none"> • High temperature • New, continuous cough • Loss or change to your sense of smell or taste
<p>If you or your child displays symptoms of COVID-19 at home</p>	<p>Even if your symptoms are mild you must not to leave your home. This is called self-isolation. You must self-isolate for 10 days and seek a test. The following guidance should be followed: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance Other members of the household, with no symptoms, should isolate for 10 days from symptom onset or positive test date.</p>
<p>If you or your child displays symptoms of COVID-19 at school</p>	<p>If your child develops COVID-19 symptoms at school we will contact you immediately. Your child will be placed in the medical room with a supervising adult who will wear PPE until you are able to collect them.</p>
<p>If a child in the same group as your child tests positive for COVID-19</p>	<p>The local health protection team will advise school actions if there is a positive test result. Based on advice, school must send home people who have been in close contact with the positive individual: direct close contact, face to face conversation, skin-to-skin contact, proximity contact (within 1-2m) for more than 15 minutes. Being in a small enclosed space with infected individual e.g. car.</p>
<p>If your child tests negative for COVID-19</p>	<p>Those who have negative test results may return to school if they feel well enough and no longer have symptoms similar to COVID-19.</p>
<p>If there are 2 or more confirmed cases of COVID-19 in the school</p>	<p>2 or more confirmed cases in 14 days may indicate an outbreak. The local health protection team will advise. This may include larger scale isolation of year groups or the whole school.</p>
<p>If your child's bubble or the wider school closes</p>	<p>Remote learning will be provided when a group or whole school closure is enforced. Remote learning will not be provided for pupils whose parents have elected to keep them at home.</p>

Key Information Page



Start and finish times:

Year Group	Start of session	End of Session	Entrance/Exit
Reception	8.30am	2.30pm	Twitten
Year 1	8.40am	2.40pm	Twitten
Year 2	8.50am	2.50pm	Twitten
Year 3	9.00am	3.00pm	Twitten
Year 4	8.35am	2.35pm	Browning Road
Year 5	8.45am	2.45pm	Browning Road
Year 6	8.55am	2.55pm	Browning Road
Nurture	9.00am	3.00pm	Browning Road

PE kit days:

Class	Day 1	Day 2
4F	Tuesday	Friday
4S	Tuesday	Thursday
5F	Wednesday	Thursday
5M	Monday	Thursday
6C	Monday	Friday
6T	Tuesday	Thursday