



Moorfield Primary School

Vibrant Loving Proud

28/08/2020

Plans for Re-opening School in September

Please refer to :<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Dear Parents and Carers

As planned, ALL pupils will be returning to school on the 3rd September ready for the new academic year and we are very much looking forward to welcoming all of our children back to Moorfield. As you will be aware the government has provided new guidelines for the full reopening of schools and having used these to carry out stringent risk assessments, we have implemented protocols and procedures to protect children, staff and parents/carers by providing a Covid secure environment, reducing the risk of transmission of Covid-19. I know that some children and parents will be anxious about returning and this is understandable. However, please be assured that those children (up to 120 children) who attended school in June overcame these anxieties quickly and settled into the new routines, enjoying their learning and being with their friends.

There is a lot of information to convey. Therefore to support any families who may be confused or unsure about procedures, on the first day back to school (3RD September) we will operate 'Practice sessions' for each year group. On this day children will be shown where to stand and which classroom to go to. Start times on this day will be slightly different (Please see below or refer to the information sent out in July). Pick up times at the end of the day will remain the same.

Year group	Start of day drop off time	Entrance	End of day pick up time	Exit
Yr 1 Miss Hayes	9.10am	Car park gate	3.05pm	Car park gate
Yr1/2 Mrs Caswell	8.40 am	Main Gate	3.05pm	Main Gate
Yr 2 Mrs Taylor	8.55 am	Car park gate	3.15pm	Car park gate
Yr 3 Miss Scott & Mrs Cooke	9.55 am	Dykin Road	3.10pm	Dykin Road
Yr 4 Miss Riley & Yr4 Miss Scott	10.10am	Dykin Road	3.15pm	Dykin Road
Yr 5 Miss Smith	9.40am	Dykin Road	3.05	Dykin Road
Yr 6 Mrs Hunt & Mrs Rowlands	8.25am	Main gate	3.15am	Main gate

NB For those with siblings, please refer to individual times sent out in July.

Moorfield Road, Widnes, Cheshire WA8 3HJ
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Headteacher: Miss K Heyes B.Ed Hons, NPQH



Please see below for updated information (some of which was sent out in July) on how the school will be organised. Please read **it carefully** and take note of the details within it so that everybody can work together to ensure the term begins smoothly.

Attendance:

School attendance will be mandatory again from the beginning of the autumn term for all children unless they are unable to attend for health reasons, in line with the government guidance on pupils who are shielding or self-isolating. This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to ensure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence;
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct
- Term dates are available on our website. May I remind parents/carers that we are not able to authorise term-time holidays unless there are extenuating circumstances.
- If there are specific circumstances preventing your child from returning to school, please contact the school. There will be no home learning for children unless they are self-isolating or shielding due to medical advice. The school will require written evidence with regard to any child shielding or self-isolating.

Controlling the infection

The school will be implementing the following measures in line with government guidance to reduce the risk of transmission.

- Ensuring that people who are ill stay at home
- Regular handwashing
- Enhanced cleaning
- Active engagement with NHS test and trace
- Reduced contact between bubble at all times

Children must not attend the school if they display any coronavirus symptoms. In this situation, the school will only allow the child to return if they either have a negative test or have self-isolated for 7 days.

Children must not attend the school if a member of their household displays any coronavirus symptoms. In this situation, the school will only allow the child to return if the member of the household has a negative test or your child has self-isolated for 14 days.

In both cases it is the duty of the parent or carer to get their child or the member of their household tested and to inform the school about the symptoms and provide the proof of a negative or positive test. This will allow the school to protect others in the school community.

What happens if there is a confirmed case of coronavirus in the school?

If your child develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All children now have access to a test if they display symptoms of coronavirus, and parents and carers have a duty to get their child tested in this scenario.

Where your child tests negative, they can return to school and their fellow household members can end their self-isolation.

Where the child tests positive, the school will follow public health guidance on which classes need to self-isolate. The other household members of that wider class do not need to self-isolate unless the child they live with in that group subsequently develops symptoms.

Parents have a responsibility to get their child tested and inform the school of the outcome.

The school will take the temperature of a child only if they have concerns about their health.

Safety Procedures

- As far as possible, we will keep children within their own bubbles to reduce the amount of contact they have with others. There will be five bubbles to allow us to operate our maths and English curriculum effectively. During the morning, children will be taught in ability sets. This will mean some children will have a different teacher, for their English and maths lessons, other than their class teacher: Bubble 1- EYFS; Bubble 2 -Year 1 and Year 2; Bubble 3-Year 3 and Year 4; Bubble 4- Year 5 and Bubble 5- Year 6.
- It is important that children understand the following:
 - They should not touch or hug anyone – staff or pupils.
 - They will be expected to sit and stay at their own table when in class unless directed otherwise to by the teacher.
 - They cannot share snacks or any food.
 - Each child will use their own personal stationery. Occasionally they may share learning resources when directed to by the teacher.
 - They must maintain distance at playtime, which means they cannot play contact games such as football, catch and tag.
 - They have to wash their hands properly, for 20 seconds, using the advised technique throughout the day as guided by staff and after toileting or if they have coughed or sneezed into their hands.
 - They will be encouraged to cough/sneeze into the elbow crease.
- We would appreciate you practising full hand washing technique with your children, though we will also go over this when they return. The benefit of doing this at home first is that you can support them closely with this in preparation. This is a video that will support you: <https://youtu.be/S9VjelWLnEg>.
- Assemblies will be held in classes and there will not be any activities where children from different bubbles come together.
- There will be hand sanitising stations at all entrance points and teachers will continue to ensure that regular hand washing takes place – particularly after transition points in the day.
- All classes will have specific entrance and exit points and drop off and pick up times. Only one parent or carer should accompany their child to school. Parents and carers will not be

allowed on the school site. A member of staff will guide the children on how to enter and exit school safely, with distancing measures in place at the allotted time

- We will also ask that parents/carers avoid getting into conversations with teachers at these entrance and exit points .If you need to talk to a member of staff, please use email address sec.moorfield@halton.gov.uk or telephone the School Office 0151 424 3108.
- There will be a one-way system operating at each of the entrance and exit points around the school building and we request that parents and carers leave the site quickly and avoid chatting with each other.

There will be **no vehicle access** to Dykin Road Car Park between 8.15am - 9.15am and 2.30-3.30pm Children will not be allowed to bring bikes and scooters onto the school grounds for the foreseeable future.

Year group	Start of day drop off time	Entrance	End of day pick up time	Exit
Yr 1 Miss Hayes	8.35am	Car park gate	3.05pm	Car park gate
Yr1/2 Mrs Caswell	8.35am	Main Gate	3.05pm	Main Gate
Yr 2 Mrs Taylor	8.25am	Car park gate	3.15pm	Car park gate
Yr 3 Mrs Cooke	8.30 am	Dykin Road	3.10pm	Dykin Road
Yr 3 /4 Miss Scott	Y3 8.30am Y4 8.40am	Dykin Road	Y3 3.10 Y4 3.15pm	Dykin Road
Yr 4 Miss Riley	8.40am	Dykin Road	3.15pm	Dykin Road
Yr 5 Miss Smith	8.20am	Dykin Road	3.05	Dykin Road
Yr 6 Mrs Hunt & Mrs Rowlands	8.25am	Main gate	3.15am	Main gate

NB times may vary for siblings: please see individual information sent out in July.

‘Funky Monkeys’ will also have a specific entrance and exit point and drop off and pick up times for those children in their care.

The times for Reception classes will be different due to their phased introduction to school and these have been sent out in a separate letter.

- The furniture and layout of classrooms will be slightly different, with children facing forwards, avoiding face to face contact.
- **Lunchtimes and playtimes** will be organised so that children remain in their bubbles to avoid too much contact with others. Children will eat in their classrooms apart from year 3 and 4 who will eat in the hall. School dinners are available.
- **Snack** Unfortunately, for the foreseeable future, children cannot bring a snack to school. Snack can be purchased from school, as normal.

Behaviour

It is school’s expectation that all children, regardless of their age, follow school staff’s advice and guidance for the safety of all the school community. Exceptions may occur where a child’s additional needs do not enable them to understand the protocol that is being set and asked of them. Should a

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child, with or without additional needs, intentionally and/or repeatedly not comply with the appropriate expectations being set for them, their parents may be called and asked to take the child home.

Uniform, Book Bags and PE Kits

When we return in September, we will expect that all children are wearing full school uniform. Children will not need a school bag for the first term.

Children should only bring the following into school:

- Waterproof coat with a hood – children will be outside as much as possible, including on days where there is light rain.
- Packed lunch (if relevant)
- Water bottle – this will need to be taken home every evening and washed. Children must have their own bottle and will not have access to water fountains
- Tissues – this is advisable if you are able to send your child in with their own packet; however if not, we can provide some.
- Children **must not** bring toys or anything else into school.
- We are asking all KS2 children bring a pencil case to school to store their personal equipment to prevent sharing with others. The pencil case should be easy to wipe for cleaning so a plastic zipped pencil case would be required containing only : an HB pencil, fountain pen and ink cartridges (yr4-Yr6) plain rubber, small pencil sharpener and coloured pencils. This pencil case will remain in school over the half term.

School Uniform Reminder

Please can I remind everyone of acceptable uniform, which is available from Boydells:

Boys

White long sleeve, formal shirt and school tie
Navy V-neck school jumper with logo
Slate grey tailored long trousers (no skinny trousers)
Grey socks

Girls

White long sleeved, formal shirt and school tie
Tartan kilt / skirt / pinafore/ tailored slate grey trousers
Navy, knee length socks / tights

Shoes

Black shoes / flat heeled black shoes i.e. shoes that can be polished and stay securely on children's feet. (Trainers/canvas pumps or slip on shoes are not permitted). To avoid any confusion over permitted footwear, please see examples.

Acceptable footwear



Unacceptable footwear



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Hairstyles

Please ensure that your child does not come to school with an extreme hairstyle or a hairstyle that becomes a distraction during lessons and hinders learning – for example, an overly long fringe. All long hair should be tied back with plain black/blue bobbles and/ or a thin blue ribbon only.

PE

PE will be a bit different for at least the first term. To accommodate timetabling restrictions, children will have one long PE session outside, instead of two short ones Please note that **ALL PE LESSONS WILL BE HELD OUTSIDE** unless it is raining heavily. Your child **MUST** have the correct outdoor PE kit for colder weather.

- All PE sessions will begin the week of 7/9/20
- Children should come to school dressed in their PE kit on their PE day

PE timetable for autumn term 1: 7/9/20- 23/10/20

<u>Class</u>	<u>PE Day</u>
EYFS	Wednesday from 30.9.20
Year 1 Miss Hayes	Tuesday
Year 1 / 2 Mrs Caswell	Tuesday
Year 2 Mrs Taylor	Tuesday
Year 3 Mrs Cooke	Monday
Year 3 / 4 Miss Scott	Wednesday
Year 4 Miss Riley	Monday
Year 5 Miss Smith	Thursday
Year 6 Mrs Hunt and Mrs Rowlands	Monday

Clothing for PE

- **Indoor/warm weather PE kit** - White School T-shirt with logo and school navy shorts (no cycling shorts). A change of socks is also required i.e. white ankle socks. Black canvas pumps.
- **Outdoor/ cold weather PE kit** – Navy school hoodie with logo (available from approved supplier) and navy plain sweat-pants (available from supermarket / other outlets) and all black trainers. A change of socks is also required i.e. white ankle socks Children **will not be allowed to wear jumpers and cardigans for outdoor PE lessons.**

Children will be given school reading books at the beginning of term and they will be changed regularly. Books will be quarantined after use before being re-circulated. Please can all school reading books, which were sent home with the children in March, be returned to school on the first day back.

We have based all of this information on Government guidance to ensure that we are doing everything we possibly can to implement and maintain safety measures. Once again, thank you all for your patience and support. We hope that the information helps you to prepare as a family for your child's return to school. Summary parent and child protocols have been sent as attachments for you to refer to as quick daily reminders. Undoubtedly, we will all have to remain flexible and open to change in the coming weeks as all arrangements are subject to change so please do contact us if you have any further questions. We very much look forward to seeing you all on **THURSDAY 3rd SEPTEMBER 2020!**

Best wishes

K Heyes

Headteacher

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Pupil Protocol Coming to School Each Day

We're looking forward to seeing you when you return to school. Please read through the information with someone at home so you will know what to do when ready for starting back at school

Before School

Please

- Help your parents/ carers to get you to school at the correct time by being quick getting ready.
- On your first day in school, bring a packet of tissues which will stay on your desk.
- Make sure you have everything you need i.e. packed lunch if needed, a waterproof coat, water bottle and a plastic pencil case for KS2. NO BAGS

When you arrive at school

Please

- Line up with your parents or carers, socially distancing from others, even your friends.
- Give your parents or carers a wave
- Listen very carefully about where to go.
- Use the gel to clean your hands
- Walk to the teacher or teaching assistant remembering to keep your distance.
- Go into class and hang up your coat
- Sit in your place
- Wash your hands when your teacher tells you.

When you are in school

Please

- **Enjoy yourself. We're so pleased to see you back in school.**
- Socially distance from everyone- you must maintain distance at playtime, which means that you cannot play contact games such as football, catch and tag.
- Listen and follow instructions carefully
- Wash your hands for 20 seconds, during the day. Wash your hands when you come in and go out of the classroom, at lunchtime, playtime and PE.
- If you sneeze or cough wash your hands. Remember Catch it, Bin it, Kill it, or sneeze/cough into the crook of your arm.
- Put your tissues into the bin with a lid and a red cross on.
- Always try your best with your work and have fun



When you leave school

Please

- Wash your hands before you leave school
- Make sure you have everything before you leave school especially your reading book in a plastic wallet
- Leave tissues and pencil cases in school
- Keep your distance and follow your teacher to the gate.
- Stand in a line until you are asked to go to your parent or carer.
- A teacher will call your name when it is your turn to go to your parent or carer.





Moorfield Primary School Parent/ Carer Protocol

Please ensure you have read the government guidance below

- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- [Implementing protective measures in education and child care settings](#)

If possible, please walk to school to avoid parking problems.

Before School

Please

- Talk to your child about school being different and the need to socially distance
- Ensure your child can dress themselves independently which includes putting on and fastening their coat. Also they must be able to fasten their own shoes. If possible please avoid shoes with shoelaces if your child cannot tie them independently.
- Children are expected to wear full uniform every day. All children must have a waterproof coat and outside school PE kit (please see school website for full details)
- Children are allowed to bring to school: Tissues (this is advisable. If you are able, send your child in with their own packet-if not, we can provide some), a water bottle, (this will need to be taken home every evening and washed), a packed lunch (if required) and a small plastic pencil case (KS2). NB pencil cases will remain in school for the half term.
- Snack will continue as normal. Please ensure your child's snack account is in credit.

Drop Off

Please

- Endeavour to walk to school to avoid parking problems. Please note that Dykin Road Car park will be closed to all vehicles between the hours of 8.15-9.15am and 2.30-3.30pm
- Note that children **CANNOT** come to school on bikes and scooters until further notice.
- Only 1 adult to bring child/ children to school.
- You must arrive at the given time,
- Queue at your designated drop off point, following social distancing, keeping 2 metres apart.
- Note if your child is wearing a face mask this must be taken off and disposed of in the bin provided before entering the school grounds
- Leave the school gate following the one-way system and please do not stop to chat to others.
- If you are late **DO NOT** come to school, please ring the office and you will be given a time, later in the day when all the other children have been admitted. If this is not possible attend the next day
- Please phone or email the school to communicate messages or information to the relevant staff, rather than during drop off time. Please use sec.moorfield@halton.gov.uk or telephone the School Office 0151 424 3108

Pick Up

Please

- Only 1 adult to pick up the child/ children at school. You must arrive at the given time
- Queue at your designated pick up point socially distancing
- Collect your child and then leave the area.
- Please do not stop to chat to other parents.
- If you are late for your pick up time you must ring school to be given a new pick up time.

