



Monday 30th August, 2021

Dear Parents and Carers

I hope that you and your family have remained well throughout the summer and that you have found some time to relax.

If you are a family joining the Newbridge Primary School community, either with a Reception child or joining a year group across the school, then I offer you a very warm welcome.

As promised, I am writing to you with revised information about the return to school in September. We are planning for, and are very hopeful for, much more normality – life as we knew it before Covid-19, in many ways. However, some aspects we will introduce slowly, as there will be so much change for those pupils in Years 1 to 6. Also, we are amending some former procedures as we see this as an opportunity to bring about helpful change. And, as set out in a newsletter at the end of term, we will in fact be keeping some of the changes we implemented during the pandemic, as these have proved more efficient than previous procedures.

Below, I have informed you of the current health and safety procedures including contact tracing, actions to be taken when Covid-19 symptoms are identified, and what to do in the event of a positive case of Covid-19. Following this, I have detailed the school's operational procedures for the start of term. I am aware that I have detailed a good deal of information, but urge you to read it, and to refer back to it, to help all systems and procedures run as smoothly as possible.

Please know that all of this information is in line with current government and Public Health guidance. However, also in line to with guidance, if we find, as a school, we have met threshold infection rates which indicate we need to reverse some of our measures, will we do so in conjunction with Public Health advice.

Guidance for your reference

Below, I have summarised some of the main points from issued government guidance, but you may wish to refer to the full government guidance:

[Schools COVID-19 operational guidance](#) (updated 17th August 2021)

[What parents and carers need to know about early years providers, schools and colleges during COVID-19](#) (updated 17th August 2021).

Close contacts of a positive case of Covid-19 in education settings

Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:

- they are fully vaccinated
- they are below the age of 18 years and 6 months
- they have taken part in or are currently part of an approved COVID-19 vaccine trial
- they are not able to get vaccinated for medical reasons

Close contacts will now be identified via NHS Test and Trace and the school is no longer expected to undertake contact tracing. NHS Test and Trace will work with the parent of the positive case to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. NHS Test and Trace will advise all identified close contacts to take a [PCR test](#).

The school will continue to work with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in school or locally, or if central government offers the area an enhanced response package, Public Health might advise the school to temporarily reintroduce some control measures.

Testing when an individual develops symptoms of Covid-19

The most important symptoms of COVID-19 are recent onset of any of the following:

- a new continuous cough;
- a high temperature and/or
- a loss of, or change in, your normal sense of taste or smell (anosmia).

When an individual develops COVID-19 symptoms or has a positive test, pupils, staff and other adults should follow Public Health advice on [when to self-isolate and what to do](#). They should not come into school if they have symptoms, have had a positive test result or for other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).

If a pupil in school develops [COVID-19 symptoms](#), however mild, they will be isolated and parents will be contacted to arrange collection. For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household. The household (including any siblings) should follow the PHE [stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).

Confirmatory PCR tests

Pupils with a positive LFD test result should self-isolate in line with the [stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). They will also need to [get a free PCR test to confirm if they have COVID-19](#). Whilst awaiting the PCR result, the individual should continue to self-isolate. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.

Attendance

School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure children attend school regularly and are punctual each day.

Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by PHE or the DHSC, they will be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they will be recorded as code I (illness).

We must fully understand the reason for any absence, and this must be telephoned into the school office before 9.30am. Any absence not reported will be recorded as unauthorised.

Travel and quarantine

Parents travelling abroad should bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon return.

Ongoing control measures

Whilst some measures will be relaxed currently, there are some measures that will remain in place.

We will:

- Ensure good hygiene for everyone, with regular hand-washing and sanitising. The 'catch it, bin it, kill it' approach continues to be very important.
- Maintain appropriate cleaning regimes.
- Keep occupied spaces well ventilated and comfortable teaching and learning environments.
- Follow Public Health advice on testing, self-isolation and managing confirmed cases of COVID-19.

Handwashing and hygiene

It is essential that everyone maintains good hand hygiene. Hands will need to be cleaned often by washing hands thoroughly for 20 seconds with running water and soap and drying them thoroughly, or by using alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.

Hand washing and use of sanitiser will be supported and supervised. <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

Hands will be washed/sanitised:

- on entry to the classroom
- after sneezing or coughing
- after going outside
- before and after eating

Children will be reminded not to touch their mouth, eyes and nose.

Staff will be asked to reinforce good respiratory hygiene by promoting the 'Catch it, bin it, kill it' approach.

Mixing, 'bubbles', grouping and gatherings

We are no longer required to keep children in consistent groups ('bubbles'). This means that assemblies and larger gatherings can resume. Nor are we required to make alternative arrangements to avoid mixing at lunchtime, therefore we will resume use of the dining hall. In classrooms, teachers can decide how to group and seat pupils for all learning activities.

It may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups. However, any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and will be decided in conjunction with Public Health.

Any school events will be agreed as we move through the term.

The school curriculum

All subjects will now be able to be taught in full – previously we were limited on access to a full Computing, Music and PE curriculum.

Uniform and dress code

Full school uniform is expected at all times from the start of term. This includes a white polo shirt, a red cardigan or sweatshirt, grey skirt/shorts/trousers/pinafore and black shoes (not boots).

All hair longer than shoulder length must be tied back.

Nail varnish and dyed hair is not permitted.

Children should only wear plain gold/silver stud earrings, no other jewellery is permitted.

On Forest School days (Year 2 Tuesday - alternate weeks and Year 4 Wednesday - alternate weeks) children should bring their Forest School clothes to school with them.

Reception will visit the Conservation Area and will also require outdoor clothes. These should be a long sleeved top, long trousers, wellies and water proofs on wet days.

Further details about the dates of these sessions will follow.

PE Days

For Term 1, and to assist all of the procedural changes, children will continue to come to school in the correct PE kit, on their PE days.

Children must wear their house colour T-shirt, black shorts or black tracksuit bottoms/leggings and trainers.

Children in EYFS, Year 1 and Year 2 should have Velcro fastening trainers, whenever possible. Children should wear their school cardigan or sweatshirt and not another sports top or hoodie.

PE days are being arranged and I will notify you of these at the start of term.

Face masks and protective gloves

In line with government guidance, pupils are not permitted to wear face masks or protective gloves.

Drop off arrangements

Going forward, parents and carers will not enter the site beyond the bottom of the drive from Charmouth Road or the allotment area from Newbridge Hill, at the morning drop-off, except for EYFS parents during the induction phase, who will be able to enter the lower school playground. This is a decision that has been made with the governing body as we have learnt that this procedure, during the past 18 months, has supported a swift and calm start to the school day for the children and staff. The children have demonstrated that this can be achieved and many have enjoyed the independence of walking into school without a parent or carer, and with staff support.

Whilst there will not be the barrier system, which we have operated during the pandemic, we ask that parents enter the gate on the right hand side coming up Charmouth Road, walk across the drive and leave by the opposite gate. If we find this becomes too congested, we will also open the vehicular gates as well.

Children should arrive, going straight to their classroom for registration, between **8.45am and 8.55am**.

For safety reasons, children in **Reception and Year 1 will use the Charmouth Road gate**.

Year 2 to Year 6 children can use either the Charmouth Road gate or the Newbridge Hill gate.

- Reception children will enter the lower school playground (with parents during the induction period) via the side gate, by the Charmouth Road entrance.
- Year 1 children will enter their classrooms via the lower school door, off the driveway.
- Year 2 children, if entering via Charmouth Road, will access their classrooms via the pedestrian gate to the right of the school office. Year 2 children, if entering via the Newbridge Hill gate, will access their classrooms by using the pathway to the office.
- Year 3 and 4 children will enter their classrooms via the upper school front door.
- Year 5 and 6 children will enter their classrooms via the children's entrance at the back of the Key Stage 2 building.

Going home arrangements

Parents and Carers will be able to access the site at going home time. Prior to the pandemic, if you were a parent in school at that time, you will know that the paths around the lower school and the office area were very congested. Therefore, going forward, we want to operate a one-way system for collection, as much as possible.

All children will leave school at 3.15pm. Parents can enter/leave via either gate. However, we want parents to collect their youngest child first. Therefore, parents of EYFS, Year 1 and Year 2 must enter the lower school playground via the side gate at the Charmouth Road entrance. If parents are entering the site via the Newbridge Hill entrance, they must walk down the drive, through the large gate, and enter the playground gate, by the Charmouth Road entrance, to support the one way system.

- Parents/carers will collect EYFS children as they are dismissed to the lower playground from their classroom door, entering the site from the gate by the Charmouth Road entrance.
- Parents/carers collecting a Year 1 child will walk from the lower school playground and walk up the slope/steps to the top playground to collect their child from the back gate of the Year 1 classrooms.
- Parents/carers collecting a Year 2 child will wait outside the staffroom door and collect their child from their Year 2 cloakroom door, having entered the site from the lower school lower playground.

Parents/carers should walk in the direction of the office and we ask that you move on promptly once you have collected your child/ren to help ease congestion.

- Year 3 will leave via the upper school front door and will line up, in classes, under the walkway to await collection. Parents/carers should wait between the laurel hedge and raised bed.
- Year 4 will leave via the upper school front door and will line up by the tree at the bottom of the field to await collection/find their parent/carer.
- Year 5 and 6 children will leave via the black gate at the rear of the Key Stage 2 building and line up on field behind the bike racks, unless they are making their own way home. Any collecting parents and carers should wait in this vicinity.

If parents arrange to meet their Key Stage 2 children on site, please advise them not to go against the one way system.

We have, as you may know, introduced many new systems due to Covid-19, and in some cases these systems have been revised over time. If we find there are any problems with this new system, we will act accordingly to manage them. It may take a few days to embed this new procedure, so please can I ask for your cooperation and patience as we do so.

Going home arrangements – when parents designate another adult

Parents will continue to notify the office by 10.00am of collection arrangements when an adult other than the parent is collecting EYFS, Year 1 or Year 2 children. Please email the school office with this information at newbridge_pri@bathnes.gov.uk with the subject heading **Revised Collection Arrangements**.

Breakfast Club and After School Club

Breakfast Club will operate from 7.45am until the start of the school day in the Blue Room, moving from the more recently used Lower School Hall.

After School Club will continue to operate from the Upper School Hall and Blue Room, and will commence at 3.15pm and until 5.45pm.

In both activities, the children will no longer be required to be in upper school and lower school groups. Hand washing and hygiene will be promoted at all times.

Parents should continue to call the Breakfast Club and After School Club mobile number to indicate arrival for drop off and collection at the Charmouth Road gate. Children will be brought to and from the Charmouth Road gate by a member of staff.

Transporting pupils to school

Parents and carers are strongly encouraged to walk to school whenever possible. Scooters and bikes will now be allowed on site but must not be ridden on site. You will know that the neighbouring roads become very congested and can be unsafe when cars are not parked responsibly, so please can I ask for everyone to be considerate to keep families safe.

Mobile phones

Older children are allowed to bring their phones to school only to support independence in walking unaccompanied. Any phone brought to school must be handed to the class teacher.

Cloakrooms

In the lower school, children will use class cloakrooms. In the upper school, children will use the main cloakroom, except for Class 6B who will use a space in their classroom.

Children's toilets

We will continue with year groups in the upper school being allocated toilets. Children in the lower school have toilets next to their cloakroom areas in each classroom and they will also be able to use the outside toilets.

Playtimes and playgrounds

We will continue to have staggered playtimes with year groups mixing, except EYFS initially. Year groups have not mixed at all during the pandemic and we want to introduce this with two year groups mixing at playtime, but with wider opportunities for pupils to hold roles such as play leaders for the younger children.

School meals

Children will no longer eat in their classrooms. If having school meals, the children will eat in the lower school dining hall. If having packed lunches, and in Key Stage 2, the children will eat in the upper school hall. We are very aware that we will need to support the children with these routines and take time to embed them, as again it is 18 months since this system was operated.

The school menu has been revised and is available on the school website at:

<https://www.newbridge.bathnes.sch.uk/key-information/school-meals> . Here, you will also find all information about ordering meals daily and payment.

Please note that nuts are not permitted in school.

Fruit and vegetable snacks

We understand that the government free fruit scheme will commence for Reception, Year 1 and Year 2 children at the start of term.

Children in Years 3 to 6 can bring their own fruit or vegetable snack from home.

Remote Learning

In the event of any school closure, children will be taught via Google Classroom.

For children who are required to isolate, teachers will provide weekly timetables for parents with useful links.

The school's remote learning offer will be followed as set out at:

<https://www.newbridge.bathnes.sch.uk/remote-learning/remote-learning-offer-for-parents> .

Peripatetic music lessons and extra-curricular activities

We will be offering both peripatetic music lessons and extra-curricular activities, once the term starts.

Details about the B&NES Music Service lessons have already been sent to parents and these are available to children from Year 3 upwards. Details of the extra-curricular activities will be issued in due course.

Educational Visits

Educational visits will be able to take place in due course. Full and thorough risk assessments will take place for any proposed visits and will follow Public Health advice, such as hygiene and ventilation requirements.

Pupil wellbeing and support

Some pupils and adults may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood. Please see this link to Every Mind Matters which offers support around this matter <https://www.nhs.uk/every-mind-matters/>

Our School Nurse is Clare Squires and she can be contacted on: 07872 422 445

Transition videos

You will know that your child's new teacher left a welcome message on your child's Google Classroom Stream at the end of July. If you have not already watched this, please do so as it may alleviate some concerns your child may have about returning to school and meeting their new teacher. The Google Classrooms have not yet been reset, so please login as you did in July. These will be reset, with the new class names, after Friday 3rd September.

Google Classrooms were set up for the incoming Bee and Ladybird classes and here you will also find a welcome message from the EYFS teachers.

For those children starting in Year 3, Mrs O'Gara has made a video to help with the transition to the upper school. This can also be found on the Google Classroom Stream for Class 2T and Class 2G.

Medication and Medical Needs

Please can parents update the school office, via email, of any medical changes at:

newbridge_pri@bathnes.gov.uk with the subject heading **Medical Needs**.

Only prescribed medication can be administered in school and parents must complete an indemnity form where necessary, which is available on the website at <https://www.newbridge.bathnes.sch.uk/school-life/useful-forms>

Please can parents bring necessary medication to school e.g. inhalers and epi-pens, and hand these to a member of staff.

Back to school information

Once the term starts, teachers will issue parents with information about the routines in each year group and the curriculum areas being taught. This will be uploaded to the school website, for each class.

Volunteering in school

The school benefits hugely from the volunteer support of parents and community members. We will recommence volunteering from Term 2. All volunteers need to obtain a DBS and should be aware that any existing certificates will now be out of date due to not having access to school for 18 months. Please contact Mrs Cherry Hill, via the school office at newbridge_pri@bathnes.gov.uk for further details.

Communication

Whenever possible, please can we ask that parents continue to communicate regarding any queries and concerns, via the school email at newbridge_pri@bathnes.gov.uk or via phone on 01225 421675/421620. Emails will be responded to within three working days. Parents are able to attend meetings with teaching staff on site, by arrangement.

The School Office

You may know that this is a confined space and was very busy at times before the pandemic. We are encouraging parents to make full use of the school website to access necessary information, newsletters and forms and to make payments electronically, so that the office does not need to be visited.

Contact details

Please ensure that the school office has your up to date contact details – phone number, email address, home address and emergency contact. If these have changed, please email the school inbox at newbridge_pri@bathnes.gov.uk with the subject heading **Pupil Contact Details**

Parents' Consultation Evenings

Having used School Cloud online meetings successfully during the pandemic, we will be continuing with the system for the October, March and July consultations.

Term dates and Inset days for the academic year 2021/2022

We will continue to follow the term dates set by B&NES Local Authority for the academic year 2021/22. You can find these at:

https://www.bathnes.gov.uk/sites/default/files/sitedocuments/Schools-and-Learning/School-Term-Dates/school_term_dates_2021-2022.pdf

Please note this calendar has not yet been updated to reflect the change to the end of the school year, due to the additional bank holiday marking the Platinum Jubilee of Her Majesty, The Queen, which falls in the May half term. A Statutory Instrument is in place which reduces the number of sessions that are held in the 2021/22 school year and this instrument reduces the requirement for schools to operate from 195 days to 194 days. To reflect this change, the term will now end on Thursday 21st July 2022, and Friday 22nd July 2022 will be the start of the summer holiday period. Therefore, Newbridge Primary School will move the planned and published Inset Day from Friday 22nd July, to Thursday 21st July, 2022, meaning that the children will finish school on **Wednesday 20th July, 2022**, and not Thursday 21st July, as previously published.

The Inset (staff training) days which fall within the term dates will be:

Thursday 2nd September, 2021

Tuesday 4th January, 2022

Monday 28th February, 2022

Friday 24th June, 2022

Thursday 21st July, 2022

Thank you for your continued support, this will be much needed as we work together to support all of the children to return to more usual routines. I am very much looking forward to a new school year and hope, more than anything, that it will be smoother for everyone than the last.

With best wishes



Gill Kennaugh

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