



# Scotforth St Paul's C of E Primary & Nursery School

Learning, growing and  
caring as part of God's family

"I am the vine, and you are the branches.  
If any remain in me and I remain in them,  
they produce much fruit." (John 15:5)

Scotforth Road  
Lancaster  
LA1 4SE  
Tel: 01534 65379

Acting Head Teacher: Miss S. Huddleston  
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## COVID-19 Return to School Arrangements

1<sup>st</sup> September 2021

Dear Parents/Carers

We hope that all our families have been able to enjoy the summer break and our children are looking forward to an exciting year in their new classes. As the new school year starts with less government restrictions in place, we want to reassure parents and carers of the procedures that we are introducing in September.

Government guidance now allows school to remove the bubble structure, other social distancing measures and control measures that have been in place for children. It also means we can remove our staggered start/finish times and revert many aspects of school back to how school was working before the pandemic started. However, we need to be clear that the pandemic has not gone away and as per government guidelines, we now need to learn to live with Coronavirus. As such some general measures will need to remain in place. From time to time, our arrangements may need to be reviewed in the event of any increase in infections or changes in government guidelines.

### The School Day

As we outlined in the last newsletter before the holidays, the school day will revert back to normal hours for all classes as of 2nd September 2021. School will open from 8:45am to all pupils, with an arrival window of 8:45am – 8:55am to help reduce the traffic in and out of school. Registration for all classes will be at **8:55am**. The gates will be open from 8:45am for the children to walk in and enter their classrooms immediately. A member of staff will be present at the playground gate to welcome the children. The gates will close at 8:55am; if you arrive after this time, you will be required to enter via the School Office. The school day will finish for all children at **3:10pm**.

### Bubbles

Children will no longer be kept in bubbles; however, we will continue to separate playtimes and lunchtimes to a degree to allow the children to have more space on the playground and acclimatise to playing within a larger group. Also, as part of our contingency plan, bubbles may be reintroduced if necessary.

### Entrance and Exit Points

During Covid-19 pandemic we have used different ways of entering and leaving our school site. These have been successful in many ways and we will be continuing with different entrance and exit points for different classes this term. Arrangements for drop-off and collection will be as follows:

#### Morning drop-off:

Parents and children should enter the school premises via the main pedestrian entrance. Children then enter the playground and make their way into their classrooms by their allotted entrance (see below). Parents should leave the school premises via the staff carpark. A member of staff will be on duty at the playground gate to welcome the children. The information below details the entrance points for your child's new class from 2nd September 2021.

Year 1 – Year 1 door	Year 4 – Top playground entrance
Year 2 – Year 1 door	Year 5 – Den door
Year 3 – Top playground entrance	Year 6 – Library door

**Nursery** – will continue to use the Chatsworth Road entrance to access the Nursery classroom via the ramps.





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**Reception** – parents and children will enter via the main pedestrian gates then turn right into the EYFS play area to be greeted at the Reception classroom door. Parents will then walk up the path and exit the premises via the Chatsworth Road entrance (unless they have older siblings who need dropping off at the playground gate).

## Collecting children at the end of the day:

School finishes at 3:10pm. Parents of children in Years 1-6 should enter the bottom playground via the large staff car park gates and wait to collect their children on the bottom playground. Parents will not need to line up in class bubbles, but it would help if you wait near the entrance your child will be leaving by and be conscious of your proximity to other adults (Y2 will be leaving via the hall doors). Once children have been handed over, parents and children should leave the playground via the main pedestrian entrance. Nursery – please collect your Nursery aged child first. You will enter through the Chatsworth Road entrance, collect your child and then walk across the EYFS playground and out of the main gate. If you have older children you would then walk up to the yard to collect them.

Reception – parents should enter the EYFS play area via the Chatsworth Road entrance and wait for staff to hand over your child at the Reception door. Please then leave through the Reception gate and exit via the main pedestrian gate onto the A6.

## Face Coverings

The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. Therefore, infrequent visitors to school will be asked to wear a mask when entering the building and, although not compulsory, we advise parents/carers to continue to wear a face covering when dropping off or picking up children from school due to the volume and close proximity of parents on the playground. As part of our contingency plan for an outbreak in school, face coverings will become mandatory on the school grounds if necessary.

## Social Distancing and Hygiene

Good hand-hygiene will continue to be a focus, with children encouraged to regularly wash their hands with soap and water or use hand sanitiser. There is no longer a 2m social distancing rule; however, we will continue to teach children about personal space. In classrooms, staff will be able to decide how they wish to arrange seating for the children.

## Ventilation

Government guidelines stress the importance of ventilation in the prevention of the spread of Coronavirus. Therefore windows will continue to be kept open throughout the school day. However, as the autumn term progresses and temperatures begin to drop, it is important that all children have their school jumpers/cardigans in school each day, along with a coat. We will continue to do as much activity outside as we can.

## Lunchtimes and Break Times

Children will be eating lunch in the hall, as the majority did previously. The children have only played with children from within their own bubble at breaktimes for the last year. We will initially extend this to two/three classes playing together on a playground on a rota/staggered breaktimes basis and keep this arrangement under review.





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## Worship and Assembly

During the last 18 months collective worship has been held in classes, using a combination of YouTube or Zoom. We know the importance of physically coming together as a whole school community and will be working towards holding worship together in the hall. We will begin by holding separate Key Stage worship, with some classes each day still using YouTube/Zoom. We will again be welcoming Rev Rebecca back into school to lead worship once a week. These arrangements will be kept under review as children become more accustomed to the conventions of meeting in a large group again and in light of any further government guidance.

## Attendance and Illness

Attendance continues to be a statutory requirement; therefore, our normal attendance procedures will be in place from September. It is only acceptable for your child to be absent from school for a genuine reason, such as illness, religious observance etc. However, if your child displays symptoms of COVID19 there are clear steps to take, as indicated below. In school, Class Teachers will be vigilant in reporting illness to the School Office. If we feel that your child is unwell, we will ask for them to be collected as quickly as possible. Please see the accompanying letter for further details of the changes to national testing and self-isolation guidance.

- If any child or adult becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell, they will be sent home immediately and instructed to self-isolate for a minimum of 10 days and asked to arrange a PCR test (NOT Lateral Flow Test) to see if they have coronavirus.
- Other members of the same household, and close contacts, will not need to self-isolate if they are under the age of 18 years and 6 months or are fully vaccinated or are unable to get vaccinated for medical reasons. Instead, they will be contacted by NHS Test and Trace and informed that they have been a close contact with a positive case and advised to take a PCR test.
- Parents must inform school immediately of the results of any COVID19 test that their child has taken. If the test result is negative, the child may return to school if they are well enough to do so. If the test result is positive, they must continue to self-isolate and can access remote learning (if they are well enough).

## School Events and Clubs

School events have changed dramatically over the last 18 months with many meetings taking place virtually and many usual events being unable to take place in the normal way. As we move through the autumn term we hope to be able to reinstate many of the usual events and clubs, but will be led by the latest data/guidelines at the time. Some alternative methods of working have proved beneficial and these will continue eg. offering Zoom parents' evening appointments and preparing a virtual open day.

Finally, in the case of a Covid-19 outbreak it may be necessary to revert to a different school organisation once again, following government/DfE advice. These procedures would be similar to those we have worked in during the last 18 months so parents and children should feel confident and at ease with them.

Many of our children have experienced disrupted learning over the last two academic years. We will of course continue to work to ensure that gaps in learning are identified and a quality curriculum is taught enabling children to learn, succeed and move forward. Class teachers will shortly be sending out details of





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the curriculum being taught in each year group and information will be available on the class pages of the school website. We will also continue to make well-being a priority, as reflecting our school vision, we learn, grow and care for each other as part of the family of God.

We look forward to welcoming everyone back into school tomorrow,

Yours faithfully,

Miss S. Huddleston  
Acting Headteacher

