

Dear Parents/Carers

### **Children's Return to School Monday 8th March 2021**

For the children's return to school, we have decided to hold an 'Outdoor Week' starting on Monday 8th March - Friday 12th March. We thought this would be a great opportunity to give all children the time to come together to work on wellbeing and rebuilding friendships.

As most of the activities we have planned are being held outside, it is extremely important that the children wear appropriate clothing. We are asking that they come into school all week wearing, tracksuit bottoms and a school jumper, wellies or old trainers and a warm waterproof coat. Please ensure your child also has a pair of shoes to change into for indoors.

**Please see attached further information regarding our return to school on Monday 8th.**

We will continue to use the class emails as a form of communication between teacher and parent, you can find the email addresses below.

nursery@saffrongreen.herts.sch.uk  
reception@saffrongreen.herts.sch.uk  
year1@saffrongreen.herts.sch.uk  
year2@saffrongreen.herts.sch.uk

year3@saffrongreen.herts.sch.uk  
year4@saffrongreen.herts.sch.uk  
year5@saffrongreen.herts.sch.uk  
year6@saffrongreen.herts.sch.uk

### **World Book Day 2021**



Wishing you all a joyful, peaceful and safe weekend.

Mrs Storey  
Headteacher

Saffron Green Primary School  
Nicoll Way  
Borehamwood  
Hertfordshire WD6 2PP



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March 2021

Dear Parents/Carers

**Re: Guidance on a full return to school for all year groups on Monday 8<sup>th</sup> March 2021**

### **Welcome back to the Spring Term of 2020-2021**

This letter is to advise you on how we plan to keep your children safe on their return to school on Monday 8<sup>th</sup> March 2021. Please note that all and any arrangements that we have put in place are to ensure that we are following strict health and safety guidelines provided by the government. The aim of the guidance is to minimise the number of contacts that pupils, parents, carers and staff have on a daily basis. We apologise for any inconvenience that any of these procedures may cause. A full risk assessment has been undertaken with guidance from Hertfordshire County council and Herts for Learning.

Government guidance stipulates:

*Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures. 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"*

The information below stipulates how Saffron Green will be adhering to this Public Health Advice to minimise coronavirus (Covid-19) risks.

### **One Way Systems**

We will continue to operate a one way system around the school grounds and within the school building. Inside the school building children and adults will walk on the left hand side of corridors wherever possible. The school has 5 gates and only gates 2, 3 and 4 will be used for parents/carers to drop their children off to school and collect them.

### **Which Gate to Use**

Below is information about how each gate will be used from 8<sup>th</sup> March 2021

Gate	Location	Usage during restrictions
2	Nicoll Way leading to EYFS and KS1 playground	Children and parents/carers of Nursery, Reception, Year 1 and Year 2 to use to enter school/classrooms
3	Nicoll Way, Main pedestrian entrance to school office	Staff, visitors and parents to use to enter for the school office ONLY
3	Nicoll Way, Main pedestrian entrance	Children and parents/carers of Nursery, Reception, Year 1 and Year 2 to use to exit school/classrooms
4	Nicoll Way leading to KS2 playground	Children and parents/carers Entrance and Exit for Years 3, 4, 5 and 6
	Drive in entrance to car park	Staff, visitors and disabled drivers ONLY

We will be opening and closing at our usual pre-Covid times.

This will be a soft opening at 08.45 with registers being taken at 9.00am sharp. Reception to Year 6 will continue to finish at 3.15pm.

For Reception to Year 2 (Key Stage 1), please enter at gate 2 and exit out of gate 3.

For year 3 through to year 6 (Key Stage 2), please enter and exit using gate 4.

Please use these gates when dropping or collecting children from different key stage playgrounds. Kindly, do not use other parts of the school to cut through. This is to avoid congestion and maintain social distancing at all times.

We apologise if this is a nuisance but this is the only way to maintain the integrity of our one way system.

Visitors are only allowed inside the school building with an appointment. Should you require urgent assistance from the school office please ring the bell at Gate 3 and you will be allowed in. Please wait in line as only one person at a time will be allowed to enter the building and approach the school office window. Again I do hope you understand that this is to keep everyone safe and limit the number of contacts every person has on a daily basis.

In order to prevent cross contamination the government states we must follow their "Systems of Controls". These can be seen below.

**Prevention:**

*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*

*clean hands thoroughly more often than usual*

*ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach*

*introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach*

*minimise contact between individuals and maintain social distancing wherever possible*

*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:

*engage with the NHS Test and Trace process*

*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*

**Classroom Set up**

All unnecessary furniture has been removed from the classrooms.

It is generally acknowledged that children in Early Years and Key Stage 1 will not be able to socially distance at all times. In Key Stage 2 we will encourage and expect the elder children to keep their social distance from each other. We will encourage all pupils not to touch each other and staff when at all possible.

Nursery and Reception will continue to operate within their classrooms working either on the carpet or in one of their learning areas. For the time being all other years groups will have their classrooms set up in rows of desks with 2 children per desk. All desks will face the front of the class so children will not be facing each other. The teacher will teach from the front of the class and work the room when necessary (any time spent under 1 metre distance will be minimised). Outdoor learning will take place when possible. Teachers will aim to keep their social distance at all times.

In order to avoid large gatherings we will not be holding whole school assemblies.

## **Education: What will be taught?**

- *Education is not optional: all pupils receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life.*
- *the curriculum remains broad and ambitious: all pupils continue to be taught a wide range of subjects, maintaining their choices for further study and employment.*
- *remote education, where needed, is high quality and aligns as closely as possible with in-school provision: schools and other settings continue to build their capability to educate pupils remotely, where this is needed.*

*DfE asks that schools and other settings meet the following key expectations if considering revisions to their school curriculum for academic year 2020 to 2021:*

*Teach an ambitious and broad curriculum in all subjects from the start of the autumn term, but make use of existing flexibilities to create time to cover the most important missed content: Up to and including key stage 3, prioritisation within subjects of the most important components for progression is likely to be more effective than removing subjects, which pupils may struggle to pick up again later. In particular, schools may consider how all subjects can contribute to the filling of gaps in core knowledge, for example through an emphasis on reading*

*Aim to return to the school's normal curriculum in all subjects by summer term 2021: 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.*

*Plan on the basis of the educational needs of pupils: Curriculum planning should be informed by an assessment of pupils' starting points and addressing the gaps in their knowledge and skills, in particular making effective use of regular formative assessment (for example, quizzes, observing pupils in class, talking to pupils to assess understanding, scrutiny of pupils' work) while avoiding the introduction of unnecessary tracking systems.*

*Develop remote education so that it is integrated into school curriculum planning: Remote education may need to be an essential component in the delivery of the school curriculum for some pupils, alongside classroom teaching, or in the case of a local lockdown. All schools are therefore expected to plan to ensure any pupils educated at home for some of the time are given the support they need to master the curriculum and so make good progress.*

*Schools may consider it appropriate to suspend some subjects for some pupils in exceptional circumstances. They should also have a coherent plan for returning to their normal curriculum for all pupils by the summer term 2021*

*Relationships and health education (RHE) for primary aged pupils and relationships, sex and health education (RSHE) for secondary aged pupils becomes compulsory from September 2020, and schools are expected to start teaching by at least the start of the summer term 2021.*

## **Academic Focus**

The government guidance states,

### ***“Specific points for early years foundation stage (EYFS) to key stage 2***

*For children in nursery settings, teachers should focus on the prime areas of learning, including: communication and language, personal, social and emotional development (PSED) and physical development. For pupils in Reception, teachers should also assess and address gaps in language, early reading and mathematics, particularly ensuring children's acquisition of phonic knowledge and extending their vocabulary.*

*For pupils in key stages 1 and 2, school leaders are expected to prioritise identifying gaps and re-establish good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so they read widely, and developing their knowledge and vocabulary. The curriculum should remain broad, so that the majority of pupils are taught a full range of subjects over the year, including sciences, humanities, the arts, physical education/sport, religious education and relationships and health education.”*

Below you will find details of how we plan to run our timetable during the Spring term.

W/C Monday 8<sup>th</sup> we will be welcoming your children back and settling them in. We will be working on reducing anxiety, stress or low mood and promoting good mental health and wellbeing during our outdoor week activities.

In order to fill the gaps that have been missed during the covid outbreak Saffron Green has bought into the Herts for Learning package called “Back on Track” for both English and maths. This will ensure that all key areas that your child may have missed in English and maths will be covered during the academic year 20/21. We will aim to lose as little as possible from the other 11 curriculum subjects.

It should be noted that Physical Education will be taught with the exception of contact sports and where possible using social distancing. Music will be taught in smaller bubbles where appropriate and whenever possible outdoors. We will advise you if KS2 swimming lessons will re-start this year.

### **Lunch times**

Lunch times will be staggered as follows:

Lunch Time Bubbles	Location	Time
Nursery and Reception	Main school hall	11.30
Years 1 and 2	Dining Hall	12.00
Years 3 and 4	Main school hall	12.30
Years 5 and 6	Dining hall	13.00

### **Playtimes**

At playtimes the pupils will access the outdoor areas in their lunchtime bubbles of 60. For the time being we will continue to keep playground equipment closed and will provide equipment to play with on the playground that is washed daily. Wet play will be held in each child's classroom.

### **What your child/children may bring to school**

To limit cross contamination please do not send your child in with any items other than their school library book, their individual reading book, PE kit and if required their packed lunch. All other items needed will be provided by the school. Should they accidentally pack additional items these will be held in a box to avoid cross contamination and returned at the end of the school day. Please clean the surfaces of books every evening before your child returns to school.



## After School Clubs

We will be following guidance and hope to start clubs again after the Easter holidays.

Children will be asked to wash their hands at regular intervals throughout the day starting when they arrive at school in the mornings.

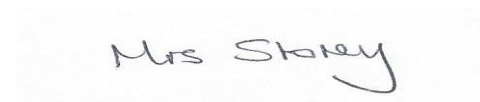
Should your child develop any symptoms of Covid we will telephone you and ask you to take your child for a test. Further details can be found in the attached document "**Information for parents and carers on suspected COVID-19 (coronavirus) in a child**".

Topskidz will be in touch with their users directly in regards to their opening information.

If you have any further questions please email [admin@saffrongreen.hert.sch.uk](mailto:admin@saffrongreen.hert.sch.uk)

We look forward to welcoming your child/children back on Monday 8<sup>th</sup> March 2021 from 8:45am.

Yours sincerely



Mrs Storey  
Headteacher

### Symptoms and when to get tested

The main symptoms of coronavirus are:

**A high temperature**

**A new, continuous cough**

**A loss or change to sense of smell or taste**

If you or anyone in your household develops symptoms, arrange for a coronavirus test. This can be done online at: [www.nhs.uk/coronavirus](http://www.nhs.uk/coronavirus) or by calling **119**

If you are not sure if symptoms could be coronavirus, consult the online NHS symptom checker: [www.nhs.uk/conditions/coronavirus-covid-19/symptoms](http://www.nhs.uk/conditions/coronavirus-covid-19/symptoms)

### Incubation timeline

It can take up to 10 days to develop symptoms after exposure - this is known as the incubation period.



**DAY 0**

Hannah was exposed to coronavirus.

**DAY 5**

Hannah got tested and was negative.

**DAY 7**

Thinking she didn't have coronavirus, Hannah attended school, and was in close contact with 17 people.

**DAY 9**

Hannah developed symptoms and tested positive. She was contagious for 48 hours before her symptoms started, and exposed 17 people to coronavirus. These 17 people now all need to self-isolate for 10 days.



**This is why it's so important to self-isolate for the allocated time and to only book a test if you develop symptoms.**