



# Oughton Primary & Nursery School

Mattocke Road, Hitchin, Hertfordshire, SG5 2NZ

Tel: 01462 450716

Website: [www.oughton.herts.sch.uk](http://www.oughton.herts.sch.uk) Email: [admin@oughton.herts.sch.uk](mailto:admin@oughton.herts.sch.uk)

**Headteacher:** Mrs L Clayton

**Assistant Headteacher:** Mrs C Phillipson

2<sup>nd</sup> March 2021

Dear Parents and Carers,

Hooray! Everyone is back to school on 8<sup>th</sup> March 2021! Thank goodness for that! We are so pleased that this news has been announced. We cannot wait to see everyone back, as normal on Monday 8<sup>th</sup> March. It will be great to have full classrooms again and it will be lovely to meet some new children who have joined us this term. I know that the children have missed their friends and it will be great to catch up with everyone. I expect that many of you are relieved that you can now stop your home teaching!

Thank you to those Parents who have worked so hard with their children learning remotely – you did a great job, I am aware that it has been a very tricky time for everyone. I am so pleased with our remote learning – Microsoft Teams gave us a superb platform to see the children, interact with them and continue to provide a good education. I am sure that you agree that our Teachers did a superb job remotely.

This letter will be a long letter but a lot of it will be reminders. However, rather than send out a few letters, we decided to put everything in one letter to make it easy for all Parents. I would ask that you read this letter carefully as it contains a lot of information, even if your child has attended this term, as some aspects have changed.

I have formed plans, based on a lot of Government Guidance since January 2021, including Schools coronavirus (Covid-19) operational guidance February 2021, HCC guidance plus our own Risk Assessment, which has been updated following more staff and children returning to school. Be aware, our plans minimise risk, we cannot eliminate risks completely as we are working in a school with families, staff and most importantly - children. Our risk assessment will be shared with staff and then will be on our website before we return on 8<sup>th</sup> March.

Just to update you on some of the changes we now have in place. We are using the Lateral Flow Tests (LFT) with our staff, undertaking these tests twice a week. These give a result within a 30 minute time frame. If a member of staff tests positive with a LFT, then we will track the contact that staff member has had within a 48 hour period and isolate their bubble immediately if needed whilst they undertake a full Covid-19 test. We will then follow the normal procedures once that result is in. I understand that LFT can be used by Parents and family members of Primary school children, however, we do not organise these. When I find out more, I will let you know.

Our staff continue to wear face coverings within school in shared areas to limit the spread of any potential infection. The Government have recently introduced this, however, the staff at Oughton have been doing this since October half term. Staff do not wear face coverings within classes. We have also limited our use of shared areas with staff. Staff continue to wear face coverings whilst they are at the classroom doors.

We will continue to teach and remind children to wash their hands. Hand sanitiser must not be brought into school. We use hand soap and have some sanitiser, which is safe for use within schools, when this is not easily accessible. We will continue to teach the children how to keep themselves safe. I have tried to keep procedures similar to what was in place in the Autumn term for continuity for the children, however there have been some adaptations.

## **Well-being and Transition**

We have considered the well-being of our children, staff and Parents this term and I am pleased that the Well-being Wednesday activities were so well received by everyone. I have been told that the activities were the highlight of the week for some families! Thank you for joining in with these with such enthusiasm.

In order to continue to support the children in their transition back into school, we have planned a Well-being week starting on 8<sup>th</sup> March. Maths, English and PE will remain the same, however, activities have been planned across the school and resources have been purchased to enable the children to talk about how they feel, make resources to

support their emotions, to focus on the 5 ways to Well-being and to enjoy their learning alongside their friends and our staff. It is vital that the children return to school positively and feel safe within school and we feel that this will help the children settle back into their normal routine. For those coming into school, it will be a huge change and for those who have already been attending school, there will be many changes too.

Please prepare your child to come into school on the 8<sup>th</sup> March by talking and reassuring them. Walk by the school before your child starts back and talk about what they like best about school. Keep the conversation light and positive; talk about what might be the same and what might be different.

The children were superb in September and I am sure that next week will be as positive. However, some children may struggle more than others but staff are on hand to support you in this. If you have any worries or concerns, please phone the school to contact Mrs Phillipson, Mrs Woollon or your child's class teacher. Please see the attached Social Stories to help and you can view other well-being information and support via our website [www.oughton.herts.sch.uk](http://www.oughton.herts.sch.uk).

The Nursing Service have produced a PowerPoint to support Parents in helping their children return to school successfully. Please see [www.hct.nhs.uk/our-services/school-nursing](http://www.hct.nhs.uk/our-services/school-nursing) and scroll down to **Supporting your child's transition back to school after lockdown**. Then click on the here button to access the PowerPoint.

### **Illness**

One vital aspect of any child coming into school must be that they are in good health. You **must not** send your child into school if they are unwell. Remember to keep your child off school for 48 hours following a sickness / diarrhoea bug. If you are not sending your child in due to illness, please email or phone us to let us know what the illness is. We know that the Covid-19 guidance can be confusing so please leave us full details of any illnesses – do not leave a message which just says that your child is ill. We will guide you through the process if we feel that their illness is linked to Covid-19.

We will be continuing our first day response and will be phoning Parents if we do not hear from you. Please be aware, we often visit homes to ensure that the children are safe if we have not heard from any Parent.

**No one must enter the school site if they are displaying any symptoms of Coronavirus – no Parent or child.**

### **School Coronavirus (Covid-19) Operational Guidance 2021 states:**

*If anyone in school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), we must:*

- *send them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days*
- *advise them to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection*
- *advise them to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19)*

*Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days. If a member of the household starts to display symptoms while self-isolating they will need to restart the 10 day isolation period and book a test. If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms.*

*Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](https://www.nhs.uk/conditions/coronavirus-covid-19/testing), or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.*

**Once a test has been taken, Parents must inform us of the result of the test by emailing it into school.**

Guidance of Full Opening: Schools updated 7<sup>th</sup> August 2020 states: (This guidance remains in date)

- *if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.*
- *if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset*

of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone.

- The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.
- Other members of their household should continue self-isolating for the full 10 days.

Any child who displays symptoms of Coronavirus within school will be isolated and Parents will be called to immediately collect them. **Please ensure that we have your up to date contact details with a minimum of two emergency numbers, this is vital.**

What parents need to know about early years providers, schools and colleges during COVID-19 Updated 24 February 2021 states:

*A small number of children and young people may be unable to attend in line with public health advice to self-isolate. You should not send your child to school if they:*

- have symptoms or live in a household with someone who has symptoms
- have tested positive themselves, even if they do not have symptoms
- live in a household with someone who has tested positive, even if that person does not have symptoms
- are a close contact of someone who has coronavirus (COVID-19)
- are required to self-isolate for travel-related reasons

### **Returning learning devices – laptops**

All borrowed laptops will need to be returned the week beginning 8<sup>th</sup> March – each year group will be given set times, if you have borrowed 2 devices, just return them both at the same time. An adult will need to return the device, with the charger and case (for the Geo and Acer laptops). Mrs Channa will need to check each device back into school and you will be required to sign a letter, alongside Mrs Channa, to show that you have returned it.

If a bubble needs to close for 10 days, devices will be loaned back out to Parents as remote home learning via Microsoft Teams starts again. On a positive note, at least you are all experts in this now!

<b>Year group</b>	<b>Time to return devices and accessories</b>	<b>Location to return device</b>
<b>Reception</b>	Tuesday 9 <sup>th</sup> March after drop off 8:45am – 10am	Front office
<b>Year 1</b>	Monday 8 <sup>th</sup> March 3:15pm	Year 1 classroom door
<b>Year 2</b>	Wednesday 10 <sup>th</sup> March 3:15pm	Year 2 classroom door
<b>Year 3</b>	Thursday 11 <sup>th</sup> March before drop off 8:30am – 8:45am or before collection 2:45pm-3:15pm	Front office
<b>Year 4 ED</b>	Friday 12 <sup>th</sup> March 8:45am-9:05am	Year 4 classroom door
<b>Year 4 RH</b>	Thursday 11 <sup>th</sup> March 2:45pm-3:15pm	Front office
<b>Year 5</b>	Wednesday 10 <sup>th</sup> March 8:40am	Front office
<b>Year 6</b>	Wednesday 10 <sup>th</sup> March 8:40am	Front office

### **Returning work and resources**

If you have work which has not been seen by a class teacher, ie paper copies of work completed and books, please bring them in on 8<sup>th</sup> March. Please be aware that Teachers have already marked the work submitted online and feedback has been given following lessons as part of the ongoing learning process.

Please give your child the school resources to return to school on Monday 8<sup>th</sup> March such as number beads, numericon, unifix, paint palettes and any other more specialised equipment your child was given. Feel free to keep writing equipment such as pens, pencils and rulers as these can be used for home learning tasks. Class Teachers will let you know if they need any additional resources back.

### **Contact**

We continue to ask that Parents do not approach the front office, as we need to limit site use. Parents must not enter the school building without a pre-arranged appointment. Meetings with Parents will be limited and only held if vital; they would need to be planned in advance and conducted safely, which is tricky due to our limited space to ensure social distancing rules are adhered to. Please do not ask for the Teacher or Teaching Assistant to meet with you. If you have a concern or query please ring 01462 450716 or email [admin@oughton.herts.sch.uk](mailto:admin@oughton.herts.sch.uk) if you have a query. Please be aware, due to staffing, there may not always be a member of staff on the front desk.

Please pay for school meals, uniform and trips on ParentMail. If you have the app, click on the top left hand side, scroll down to Payments and click on shop at the bottom.

## **Behaviour Expectation**

Please be aware that positive behaviour in school is vital. Staff will be teaching in the same way that they were in the Autumn term. All children must behave in a safe and respectful manner towards staff and other children.

If children do not follow the normal rules of school, **you will be contacted**. We expect children to follow our rules and we expect them to all follow the instructions of the staff. The health and safety plus emotional well-being of children and staff is paramount. Please ensure that if your child sometimes pushes the boundaries, they fully understand this. They must follow instructions from staff, this is vital.

## **Clothing**

Please ensure that your child is wearing their school uniform, including black shoes and all jewellery, hair dye, nail varnish and make up is removed. If you need a new sweatshirt, please order via ParentMail. Please ensure that uniform is washed regularly. Plain white collared t-shirt tops / shirts are absolutely fine. We do have some preloved uniform, please email Mrs Channa at [admin@oughton.herts.sch.uk](mailto:admin@oughton.herts.sch.uk) with sizes you require and she will see what we have.

## **Belongings**

Once again, we ask that you limit what your child brings into school. Please provide your child with a named water bottle. They may bring in their packed lunch and water bottle. If your child is in Year 3, 4, 5 and 6 they may bring in their own pencil case. However, if they chose to do this, the pencil case must remain in school and not taken home each day. Please do not go out and purchase equipment, we do have normal school equipment for children to use.

No mobile phones please in school as they cannot be locked up in the Office. If this is a problem, please email us to explain why you feel it is necessary for your child to bring their mobile into school. We do not take any responsibility for any loss of mobiles or any other item. No toys or games please.

Reading books will now be given out twice a week to go home. Once returned to school from a child, books will be stored for 72 hours. A different set of books will then be given out.

## **PE Kits**

When your child has PE, they will be asked to wear their PE kit into school. This consists of: plain white t-shirt, shorts (if the weather is hot/warm) and trainers **plus** their school jumper. If the weather is not warm, plain, dark (black preferably or navy) jogging or tracksuit bottoms. We are asking for the children to wear trainers and not black plimsolls as they will be wearing these all day. PE lessons will be outside the majority of the time and lessons will be adapted. You will be notified which day of the week your child has PE.

## **Lunches**

I am pleased to inform you that Herts Catering will continue to be providing children with hot lunches as well as cold packed lunches. We are going back to the procedures in place last term.

Year 3, 4, 5 and 6 – remember if you are eligible for a Free School Meal, you need to apply:

[www.hertfordshire.gov.uk/freeschoolmeals](http://www.hertfordshire.gov.uk/freeschoolmeals) if not, the cost of a school lunch is £2.65 – please pay for school lunches on ParentMail. You will need to provide your child with a packed lunch if they are not having a school lunch.

- Year 6, 5, 4, 2 and 1 will be eating lunches in their classrooms.
- Reception and Year 3 will be eating their lunches in the dining rooms.

**Nursery children will need to be collected at 11:45pm.**

## **Special Educational Needs Provision / Interventions**

Mrs Phillipson will continue to monitor the provision given to SEND children. We have less staff movement across the school and interventions are limited. Children will not be able to leave their room to work with a Teacher or TA outside of the classroom, due to space. Mrs Phillipson, Mrs Murray and staff are continuing to work closely with outside agencies and are flexible in their approach so that children receive the support required.

## Staffing

Please be aware that staffing may change at any time due to staff illness. Some of our staff are shielding and some have needed to adapt the way they are working in light of Covid-19. Some staff will be working with children via Microsoft Teams within the classroom.

## Breakfast and After School Provision

Premier Education will continue to provide Oughton with wraparound care. The Parental handbook that contains all of the information you need can be found on our website: [www.oughton.herts.sch.uk](http://www.oughton.herts.sch.uk). You will need to book a place in advance if you require it, on their website which is: [www.premier-education.com](http://www.premier-education.com).

## School timings – a reminder

Following Government guidance, our timings continue to be staggered. I know that for some families with two or more children in different classes, this is tricky and we have made slight adaptations – these will continue to be in place.

**Children must be on time for school and must arrive in time to access their classroom door.**

**Late arrivals put our Office staff at risk – make sure you are punctual.**

<b>Cohort</b>	<b>Location</b>	<b>Arrival</b>	<b>Pick up</b>	<b>In via</b>
Nursery Plum Mrs Ward and Miss Renney	Near the Family Centre, near car park	8:45am	11:45pm	Red front gate and up to Nursery class by the Family Centre.
Reception Pear Miss Hurley, Mrs Murray and Mrs Merriman	Opposite the front entrance of the school	8:50am	3:15pm	Red front gate, then Reception green gate. Please wait outside on the markers.
Year 1 Elm Miss Savage, Mrs Brand, Mrs Strange, Miss Mossman and Mrs Nunn	By KS 1 playground	8:50am	3:20pm	Moss Way red gate then green gate and walk round to the class by the fence panels in KS 1 playground.
Year 2 Oak Mrs Stephenson, Mrs Baverstock, Mrs Chalkley, Miss Duggan and Mrs Lacy	First classroom by green gate	8:45am	3:15pm	Moss Way red gate, green gate, keep walking to the first classroom.
Year 3 Alder Mr Lewis, Mrs Baverstock and Miss Evans	KS 2 block, upstairs	8:45pm	3:15pm	Front main gate, then green gate, first doorway you come to (white doors, which lead upstairs).
Year 4 Beech ED Miss Daniels, Mrs Harriss, Mrs Jones and Miss Anderson	Opposite the KS 2 adventure playground	8:55am	3:25pm	Moss Way red gate, green gate walk around, through KS 1 playground, past Apple room, keep to the path and you will come to the classroom through a green fenced path.
Year 4 Beech RH Miss Harvey, Mrs Harriss, Mrs Jones and Miss Anderson	Opposite the KS 2 adventure playground	8:55am	3:25pm	Moss Way red gate, green gate walk around, through KS 1 playground, past Apple room, keep to the path, past the other Year 4 through a green fenced path and then another fenced area. <b>Collection via front door.</b>
Year 5 Willow Mr Marshall, Mrs Lopez and Mrs Jennings-Dawes	KS 2 block, downstairs opposite the sheds	8:55am	3:25pm	Front main gate then green gate, first classroom you come to.
Year 6 Silver Birch Mrs Smith, Mrs Lopez and Miss Fletcher	KS 2 block, downstairs by KS 2 playground	8:50am	3:20pm	Front main gate then green gate, second classroom, entrance opposite the KS 2 playground.

N.B. Some of our staff work part-time.

## Site Arrangements – same arrangements as the Autumn term

We have organised a one-way system around the site to reduce people passing as much as possible.

The entry gates are: front red gate and green gate near Year 6 classes (by Kitchen) and Moss Way gate (by Early Days Preschool). Please note - **the top red gate in KS 2 Playground, Redhill Road is exit only** for Year 1, 2, 3, 4, 5 and 6. **Please do not try to enter via this gate.** Some Parents dropping a few children off may have to take a longer route around the site.

**No bikes or scooters are allowed to be ridden on site.**

## **Dropping off and collecting children**

**Mobile phones are not permitted to be used on our school site, please refrain from using them when picking up and dropping off children.** Please give your full attention to your child and our staff.

**Only one Parent is allowed to accompany children onto the site, to limit the number of people. All visitors to the school site must wear a face covering, unless they are exempt under the Government rules.** Secondary school students are **not** allowed to come onto school grounds at drop off and pick up times as they are mixing with their own bubbles. **Parents are not allowed in the classrooms.**

Please wait with a 2m distance from others. If you can, please leave other children at home with an adult, although I know that this is not possible for all.

Children **must not** run around the site at all during these times. They must stay with the Parent / childminder who is dropping them off at all times. They must not come into close contact with any other family. The school outside equipment must not be touched at all, this includes climbing frames, theatre area and reading area (near the rabbits). This includes at the end of the school day too, please ensure that your child is next to you walking through the site. We continue to ask that Parents do not gather at entrance gates or doors.

Children who do walk to and from school on their own (Year 5 and 6 children) will continue to keep their distance from others who are not in their bubble.

## **Layout of rooms**

Our Year 1 to Year 6 classroom tables continue to be set out following Government guidelines – with desks facing the front. Children will be sitting next to each other. Both Early Years classrooms will be set out in the normal way for this age of children. We continue to limit the sharing of areas and have staggered break and lunches.

## **Bubbles / Areas**

Each year group will be in a 'bubble' and will be kept in these bubbles at lunchtime and break time. Each bubble will have their designated areas to play. This also means that Year 4 children will be able to work across the two classrooms; this ensures equal provision regarding support.

Early Years (Nursery and Reception) will be two bubbles and the outside area has been split into 2 areas.

Please be aware that if there is a positive case of Coronavirus in a bubble, all children who have come into contact with that person will be impacted. We will not be mixing bubbles within school. Children may access shared rooms, such as the ICT room; however, equipment will be cleaned after use.

Some of our staff will be working in more than one year group across a day or the week; this is allowed under the guidance and without this, the school cannot function in an effective way. Our Teachers are entitled to their PPA (Planning, Preparation and Assessment time) and if a member of staff is ill, we need to cover classes with other staff. If these member of staff become Covid-19 positive, this will impact on more than one year group. However, we have moved some staff to limit the crossing of bubbles.

Finally....

My priority remains as always - to keep everyone as safe as possible and minimise the risks to all - children, Parents and staff.

Thank you for your support this term. Once again, the feedback from Parents across the school has been so positive. I am glad that our remote learning provision worked so well, however, I am so pleased that school is open to all of our children.....we have missed every single one of you! I am really looking forward to seeing everyone and their Parents on Monday 8<sup>th</sup> March. It will be lovely to have a full school again and get back to some normality and I am sure that you all feel the same.

Yours sincerely



Lisa Clayton  
Headteacher