

# North Park Primary School

'Achieving and growing, together in friendship.'



Bessemer Green,  
Spennymoor,  
Co. Durham  
DL16 6PP

Head Teacher: Mrs P Monk  
Deputy: Mrs E Atkinson  
Tel: 01388 815943

E-mail: [northpark@durhamlearning.net](mailto:northpark@durhamlearning.net)  
Website: [www.northpark.durham.sch](http://www.northpark.durham.sch).

## IMPORTANT INFORMATION FOR PARENTS AND CARERS

### Wider reopening of schools for children in Nursery, Reception, Year 1 and Year 6 and maintaining provision for children of critical/key workers and vulnerable children

As you know, we have been working very hard on our plans to re-open schools, as directed by the Government, who have asked us to **begin making plans for the return of Nursery, Reception, Year 1 and Year 6** from the beginning of June, and to **maintain the provision for the children of critical/key workers and vulnerable children**.

I am aware many of you will have given the decision as to whether to send your child back to school lots of thought – I know some of you have already responded to this question for us. You will be concerned about safety, learning arrangements, what we are doing to reduce risk, how your child will be cared for, whilst also closely following the national picture of infection rates and measures in place countrywide. I know this decision been made more confusing by media reports about the position of different councils and by the range of scientific and other information in the media arena. This can make things very confusing for all of us.

Each new report can raise doubts and while there is doubt, Governors much prefer to proceed with caution and continue to look at the advice we receive; hence much time has been spent considering all of this in deciding when to move to wider reopening. Governors have considered:

- The local R rate – at present this is reported as being 0.8, which is double the rate of London – 0.4. Information suggests we are 2 weeks behind London in terms of this. The national infection rate remains between 0.7-1.0 - <https://www.gov.uk/government/news/government-publishes-latest-r-number>
- The scientific information released last week from both government and independent groups
- The availability of cleaning resources and PPE for emergency use in school
- The fact we are still awaiting the Government to begin effective test and trace.
- The updates from Government on infection rates
- The position of Durham County Council cabinet members supports a later return in Durham, saying that June 15<sup>th</sup> is a more realistic date for wider reopening.

All these considerations have therefore influenced the Governors' decision to plan for wider reopening from the week beginning **June 15<sup>th</sup>, 2020**. We hope you understand this decision to proceed with caution and thank you for your patience in awaiting this decision..

Please note, however, that the school **will remain open for children of critical/key workers and vulnerable children from June 1<sup>st</sup> onwards**. If you are one of these families but have not been accessing the provision in place and now need to do so, please contact school and we will discuss this with you.

Information about the individual year group's plans for wider opening is detailed in PART 2 so that when we bring in Nursery, Reception, Year 1 and Year 6, you will know what the expectations and arrangements are.

I also wanted to share with you more general information on the plans we are putting in place. I hope this helps you in making your ultimate decision about your child returning to school. At all times please remember we will work with you to support you. No parent, at present, will be fined for non-attendance.



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To date, we have fully consulted with all council services, including education and health and safety, to ensure that:

- we have **thorough and detailed risk assessments** in place.
- we have undertaken a full review of premises, cleaning, additional infection control measures.
- we have considered all implications and **advice from DFE and the local authority**

so that all members of our school community – pupils, families and staff – can be as safe as they possibly can be.

We must make it clear that at the present time there **will never be no risk in a world where Covid 19 remains present in the community**. The risk remains with us all until the time when a vaccine is developed, tested and rolled out across the country. It is our job, therefore, to **consider, manage and reduce the risk** as far as we can whilst providing the best education for the children in our care.

Each school's circumstances are different – decisions, therefore, have been made and plans developed based on the **current circumstances in our school**. Please note that **things may continue to change** in the future – these plans relate to wider opening from 15<sup>th</sup> June 2020 for some year groups; the Government have yet to share details for the further return of other year groups. Therefore, please bear in mind that **if circumstances change in the school or nationally** (including any issues with staffing, health and safety, infection, etc) **these plans may also need to be changed**. We will keep you fully informed.

It remains vital for the health, safety and wellbeing of all of our children, staff and your families that you continue to be vigilant to any of the **current symptoms of infection** and immediately isolate and organise for a test to be undertaken, if anyone in your family presents with the following:

- **high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Please keep school informed if this is the case. We will not permit children or staff to attend who present with symptoms.

**When we move to wider reopening and to help school adhere to our plans and reduce the risk of infection, we ask for your support with the following:**

- **Hand washing** - good hygiene is vital – we will ensure regular handwashing; as children enter school and before they leave; before children go outside for break and once they return; in between activities in school, as necessary. Please encourage handwashing at home too. Encourage your child not to touch their face or mouth. Soap and paper towels are available in all classes, as well as toilet areas.
- **Clean clothes** – please send your child to school in clean clothes each day. This helps reduce infection; staff will also change their clothing daily to protect your child. We understand you may not have sufficient uniform for a change every day – if this is the case uniform measures can be relaxed.
- **Social distancing** – only **ONE parent** per child should come to school; when waiting to come into school please maintain a **2m** distance between you and other families. Please **DO NOT** linger for a chat at the school gate with other parents or with staff – if you need teachers to contact you, let them know and they will do this via telephone; this will help us be ready for the next group's arrival. Please come straight to school with your child – avoid visiting others or going to shops, etc. on your way in.



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- **Do not come on to the school yard** – staff will collect your child from the designated gate (as instructed in the next letter) – at present parents are not allowed on the yard. This helps us keep the play areas safe for your child to use throughout the day.
- **Main office** - If you need to visit the office for any reason, please note we ask that only one adult enters the reception area at a time – wait outside until the other adult leaves.
- **Start and end times will be staggered** – this will help us reduce your contact with others, and staff contact with others, and ensure safety for children (more information will follow). Please adhere to the times. If you have children in more than one year group, the earlier arrival time should be followed.
- **Children's own resources/belongings** – please DO NOT send anything into school with your child, other than their coat and packed lunch, if you usually provide one. As we will be outside a lot more, please send in a sun hat. We have named water bottles in school for all the children which they can use in class. We will not be sending homework out (until measures are further relaxed) and ask that children do not bring anything in. This includes bikes and scooters at the present time – we need to separate areas of the yard and bikes and scooters should not be sent in to help us with that. We will provide all the stationery children need.
- **PE kit** – please send your child in with a kit that can stay in school for the week – this will help as we may need to be more flexible in organising lessons (as they will take place outside and this is dependent on the weather!) After use we will send the kit home that day for washing before return to school.

## What else are we doing to reduce risk in school?

- **Thorough cleaning** – the school has been thoroughly cleaned and continues to be cleaned throughout the time of closure; chairs, tables and all areas children and staff touch are cleaned daily, as well as toilet areas etc. Staff have additional cleaning fluids in classrooms should they need them and there will be no resources in use that carry an increased risk of infection (e.g. soft furnishings, dressing up clothes, etc.) Resources will be regularly cleaned. Daily checks will be undertaken.
- **Groupings – our 'Work Groups'** – children will be organised into smaller groups, no larger than 15, (and at present smaller where we can). We will be sensitive to the needs and age of the children when grouping – we know how important it is for them to see their friends. Pupils will work with the same staff across the week and groups will not mix with each other, share resources, or use shared areas – in effect keeping them in the same social 'work group'. Although they may work with other teachers than normal, their own class teacher will keep an overview on progress and activities and staff are planning jointly for the provision in the groups.
- **School lunches** – we will be providing meals for children, which they will access in separate areas (within their groups). Lunchtime staff will be allocated to each of the groups. Cutlery will be provided on tables and children will not be required to queue together.
- **Resources** – children will have their own resources in each class – there will be no need to share other group's resources across lessons or a day, and any resources that do move between groups (e.g. iPad) will be cleaned before this happens
- **Organised rotas** – there will be rotas in place for use of playground, IT suite, lunches etc, so that children do not need to mix with other groups
- **Playground** – being outside is important for breaks, wellbeing and learning – we will manage this so that children will have plenty of space to play with the friends in their group and will have their own resources where needed. As the weather improves, please provide a sun hat and ensure your child has sun cream applied as required.
- **Exits and entrances into classes** – each group will use a different entrance/exit, so these areas are managed safely.



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- **First aid/changing/wellbeing** – please be assured that if there is any need to support children who are distressed, require first aid, etc that staff will do this as normal. The only additional measure staff will take for first aid purposes is the use of disposable gloves (as normal practice) and a disposable mask (to protect your child). Please note masks WILL NOT be worn by staff undertaking day to day activities in school, nor by children.
- **Limited/no movement around school** – children will not be asked to move around school to mix with others – this reduces the risk for them all, and for staff in school. Any shared areas will be timetabled to avoid this.
- **Medicines and inhalers** – please ensure your child has an up to date inhaler in school if they need one, which can be left in school. Any medical needs can be discussed with staff and our procedures for administration of medication remain the same – please see Mrs Harris in the main office about this.
- **Breakfast club** – because we must minimise contact between groups now, this will not be offered across school at present. The only exception to this is for the current key/critical worker children and vulnerable children who are already accessing this and have done since closure. If the restrictions are relaxed this may change.
- **If anyone becomes ill** – we have systems in place to isolate any children who are unwell. They will be seated away from other children and looked after in a well-ventilated area until a parent can collect them. We advise immediate testing and isolation for family.
- **Risk assessments** – thorough risk assessments are in place, devised by the local authority and school, and checked by Governors. These are reviewed weekly and cover all aspects of this planning.

I hope the information in this letter has reassured you about the measures we have taken, in line with DFE guidance, to reduce and manage the risks and organise for the staggered return of the children.

We know there are some changes made to the way we normally work, but please be assured the things at the heart of our school – the children's happiness, learning, welfare and wellbeing – remain our first priority and we know when they come back to school they will adapt quickly to the new routines. Thank you for your support and understanding about these changes and arrangements. Please do not hesitate to contact school if you have any queries or concerns.

We are really looking forward to seeing the children again and firing up their enthusiasm for learning!

Sincerely,

Mrs P Monk

**See Part 2 for your child's year group arrangements**



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## PART 2

Please note critical/key worker children and vulnerable children will continue to attend school from June 1<sup>st</sup>. The following information is for children in the other year groups we have been asked to now return to school.

## Arrangements in place for NURSERY

- The school will reopen to Nursery pupils on **MONDAY 15<sup>TH</sup> JUNE**
- **Times as normal** – please be prompt; to help us keep group numbers small we may request that children swap their normal sessions to morning/afternoon or vice versa. You will be contacted if this is the case.

**Morning – 8.45am – 11.15pm**  
**Afternoon – 12.30-3.30pm**

- **Drop off and pick up - Please come to the Nursery entrance as normal.**
- **Social distancing** - support us to maintain social distancing by lining up **2m apart** with your child and remain beyond the metal gates. Staff will come to the door and greet your child then escort them in.
- **Please do not linger** – if a child is nervous or distressed, we encourage you to settle them but please also rest assured that the staff will look after them when they arrive. Staff will help your child with coats, etc.
- **Children will access the full provision in small supported groups with familiar staff.**
- **Resources** - organised and thoroughly cleaned between use by morning or afternoon groups, as normal. Anything that is difficult to clean will be avoided (e.g. dressing up clothes, soft furnishing that cannot be cleaned each day)
- **Handwashing** - children will be supported with handwashing routines.
- **Access to outdoor area** - will be organised in their group – no mixing with other groups, to ensure safety
- **Pick up** – please wait at the door, beyond the gated area, again at 2m distance – children will be brought forward to you.
- **Please contact school to speak to the class teacher if there is anything specific, as opposed to holding any conversations at the door – this is not ideal but is designed to protect you, the staff and the children.**



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### Arrangements in place for YEAR 1

- The school will reopen to YEAR 1 pupils on **MONDAY 15TH JUNE**
- Please bring your child to **EITHER the Main KS2 Gate OR at the Youth Centre Gate (whichever is highlighted in this letter) and stay beyond the gate**
- **Drop off time – 8.55am Pick up time – 3.00pm**  
Drop off and pick up times are staggered between classes to help us maintain social distancing for you, your child and the staff.
- **Social distancing** - support us to maintain social distancing by lining up **2m apart** with your child and remain beyond the gates. Staff will come to collect your child at the start of the day and bring your child to you at the end of the day.
- **Please contact school to speak to the class teacher if there is anything specific, as opposed to holding any conversations at the gate– this is not ideal but is designed to protect you, the staff and the children.**
- **Children will enter classes via the KS1 door – no other classes will use this entrance**
- **Children will be organised into two groups** - working with familiar staff and will remain with those staff all week. Activities in the groups will be the same.
- **Handwashing** - children will be supported with handwashing routines.
- **Access to outdoor area** – this will be organised in their group – no mixing with other groups, to ensure safety
- **Lunchtime** – children will have lunch in the hall. Supervisors will ensure cutlery and drinks are on tables and minimise movement. No other year groups will use the hall.
- **Breaks** – children will be able to play on the KS1 playground, as normal, with the other children in their group. Play resources will be organised for them to use.
- **IF YOU ARE A KEY/CRITICAL WORKER and still need to access Breakfast club** – please contact school and we will arrange for your child to continue to come in; your child should arrive at 8am at the main entrance as normal. Breakfast will be organised in the hall and children will be supervised to go to their classroom to be with their year group for the remainder of the day.



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## PART 2

Please note critical/key worker children and vulnerable children will continue to attend school from June 1<sup>st</sup>. The following information is for children in the other year groups we have been asked to now return to school.

### Arrangements in place for RECEPTION

- The school will reopen to RECEPTION pupils on TUESDAY 16<sup>TH</sup> JUNE
- Please bring your child to the Main KS2 Gate and stay beyond the gate
- Drop off time – 9.15am Pick up time – 2.45pm  
Drop off and pick up times are staggered between classes to help us maintain social distancing for you, your child and the staff.
- **Social distancing** - support us to maintain social distancing by lining up **2m apart** with your child and remain beyond the gates. Staff will come to collect your child at the start of the day and bring your child to you at the end of the day.
- **Please contact school to speak to the class teacher if there is anything specific, as opposed to holding any conversations at the gate– this is not ideal but is designed to protect you, the staff and the children.**
- **Children will enter classes via the Reception door** – no other classes will use this entrance
- Children will be working with familiar staff and will remain with those staff all week. Activities in the groups will be the same.
- **Handwashing** - children will be supported with handwashing routines.
- **Access to outdoor area** – this will be organised in their group – no mixing with other groups, to ensure safety
- **Lunchtime** – children will have lunch in the side hall room. Supervisors will ensure cutlery and drinks are on tables and minimise movement. No other year groups will use this room.
- **Breaks** – children will be able to play in the EYFS area, as normal, with the other children in their group. Play resources will be organised for them to use.
- **IF YOU ARE A KEY/CRITICAL WORKER and still need to access Breakfast club** – please contact school and we will arrange for your child to continue to come in; your child should arrive at 8am at the main entrance as normal. Breakfast will be organised in the hall and children will be supervised to go to their classroom to be with their year group for the remainder of the day.
- **If your child has a sibling who has been asked to arrive at an earlier time**, please bring both children to the earlier timeslot and entrance and we will escort them to their class.



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### Arrangements in place for YEAR 6

- The school will reopen to YEAR 6 pupils on **TUESDAY 16<sup>TH</sup> JUNE**
- Please bring your child to **EITHER the Main KS2 Gate OR at the Youth Centre Gate (whichever is highlighted in this letter) and stay beyond the gate**
- **Drop off time – 9.30am**                      **Pick up time – 3.15pm**  
Drop off and pick up times are staggered between classes to help us maintain social distancing for you, your child and the staff.
- **Social distancing** - support us to maintain social distancing by lining up **2m apart** with your child and remain beyond the gates. Staff will come to collect your child at the start of the day and bring your child to you at the end of the day.
- **If you decide your child can come to school or go home unaccompanied**, as they are older, please explain they will have to go straight through the gate and follow teacher instructions on arrival and go straight home after school.
- **Please contact school to speak to the class teacher if there is anything specific, as opposed to holding any conversations at the gate – this is not ideal but is designed to protect you, the staff and the children.**
- **Children will enter classes via the KS2 door – no other classes will use this entrance**
- **Children will be organised into two groups** - working with familiar staff and will remain with those staff all week. Activities in the groups will be the same.
- **Handwashing** – please encourage your child to follow good hygiene routines.
- **Access to outdoor area** – this will be organised in their group – no mixing with other groups, to ensure safety
- **Lunchtime** – children will have lunch in their own classroom; meals will be brought to them. Supervisors will ensure cutlery and drinks are on tables and minimise movement.
- **Breaks** – children will be able to play on the KS2 playground, as normal, with the other children in their group. Play resources will be organised for them to use.
- **IF YOU ARE A KEY/CRITICAL WORKER and still need to access Breakfast club** – please contact school and we will arrange for your child to continue to come in; your child should arrive at 8am at the main entrance as normal. Breakfast will be organised in the hall and children will be supervised to go to their classroom to be with their year group for the remainder of the day.
- **If your child has a sibling who has been asked to arrive at an earlier time**, please bring both children to the earlier timeslot and entrance and we will escort them to their class.



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## PART 2

Please note critical/key worker children and vulnerable children will continue to attend school from June 1<sup>st</sup>. The following information is for children in the other year groups we have been asked to now return to school.

**Arrangements in place for CHILDREN OF CRITICAL/KEY WORKERS OR VULNERABLE CHILDREN**  
(arrangements have been slightly adjusted for this group as we now have more children in school)

- The school will be open for your child, as usual, from **MONDAY 1<sup>ST</sup> JUNE** and you should come to the main entrance as usual at 8.55am
- Once the remainder of the Nursery, Reception, Year 1 or Year 6 year group return, please follow the guidance for that year group unless you are already accessing Breakfast Club.
- **IF YOU ARE A KEY/CRITICAL WORKER and still need to access Breakfast club** – please contact school and we will arrange for your child to continue to come in; your child should arrive at 8am at the main entrance as normal. Breakfast will be organised in the hall and children will be supervised to go to their classroom to be with their year group for the remainder of the day.
- **Critical/key worker or vulnerable children in Year 2, 3, 4 and 5 - please arrive at the main entrance at 8.55am**, We will ensure your child remains within the same work group all day.
- **Social distancing** - support us to maintain social distancing by lining up **2m apart** with your child and remain beyond the gates or the main entrance. Staff will come to collect your child at the start of the day and bring your child to you at the end of the day.
- **If your child has a sibling who has been asked to arrive at an earlier time**, please bring both children to the earlier timeslot and entrance and we will escort them to their class.
- **Pick up time – for those in Nursery, Reception, Year 1 and Year 6 – as per the guidance you have been sent**
- **Pick up times for other Year groups (Y 2, 3, 4 and 5) – as normal, 3.15pm at the main entrance.**
- **Children in Nursery, Reception, Year 1 and Year 6** – arrangements will now be made for these children to spend the school day with their classmates in small groups, following the routines as set out for these groups.
- **Children in Year 2, 3, 4 and 5** – these children will continue to work in their current groups, supported by their teacher. They will have lunch and breaks together and will not mix with the other groups. Lunch will be served to them in their classroom (Year 4 room). Supervisors will ensure cutlery and drinks are on tables and minimise movement. Children will enter their class after outdoor break via the Year 4 classroom door - no other classes will use this entrance.
- **Please contact school to speak to the class teacher if there is anything specific, as opposed to holding any conversations at the gate/main entrance – this is not ideal but is designed to protect you, the staff and the children.**
- **Handwashing** – please encourage your child to follow good hygiene routines. Younger children will be supported with this.
- **Breaks** – children will be able to play on the playground, as normal, with the other children in their group. Play resources will be organised for them to use.



SCHOOL MEMBER

