



Headteacher
Mrs C Lahive

Wirral Education Committee

Riverside Primary School

Brighton Street

Wallasey

Merseyside

CH44 6QW

schooloffice@riverside.wirral.sch.uk



Tel 0151 639 9787

Fax 0151 639 8517

26/08/20

Dear Parents and Carers,

I hope you and your families are keeping well. As you can imagine, we are all very excited about seeing your children again and I just wanted to inform you of some details for the return to school in September. Things will be a bit different and some of the changes are so far removed from our usual welcoming, Riverside family way but I know that you appreciate everything we do is for the safety of our whole school community. We ask that you are patient at this time, especially at the beginning when we are all becoming used to the new routines. The governors have approved the risk assessment, which follows the government guidelines. At the bottom of this letter are the changes to the requirements for school from September. There is a lot of information so we have also included a Code of Conduct with the main points and next week, class teachers will make a short film showing your child their classroom and explaining a few important rules which I hope will be reassuring and helpful. This film will be uploaded onto the school website on Wednesday 2nd September in the 'parent's corner' section.

The Local Authority have been supporting us with some short term measures to improve the condition of the building but we are continuing Callum and Caden's mission to access funding from the government for redevelopment. I am sure you agree that our children and staff deserve to work in a place which matches how wonderful they are.

Finally, a huge thank you to my staff who have been working so hard since lockdown. I know you are appreciative, as we have received many lovely messages thanking them for their support and help, which as one of our parents put, 'I don't know what I would have done without Riverside the help I got meant the world to my family at a really difficult time'

Here's to happier times.

Yours sincerely

Mrs C Lahive
Headteacher

What will September look like at Riverside?

Practical organisation

Organisation of year groups	<ul style="list-style-type: none"> Year groups will be classed as 'bubbles' and where practically possible will be kept apart from other year groups. Where they are taught by specialist teachers in different rooms, these rooms will be cleaned in between. This may result in some sessions being slightly shorter. Year groups will not mix at lunch time. Some year groups will be eating in their classroom, others in the hall or corridor. (All year groups will be eating separately) Adaptations will be made for Breakfast Club and After School Club. This information will follow for those participants.
Large gatherings	<p>There must be no large gatherings onsite as groups can't mix, school assemblies etc. will be streamed live to the classrooms. Parents/Carers must not loiter and MUST leave the premises and surrounding area as soon as practically possible.</p>
Personal possessions	<p>Your child must only bring the following to school: F2 to Year 6</p> <ol style="list-style-type: none"> 1 school bag (not a plastic carrier bag) Packed lunch (if required) in a packed lunch box Their book bag (provided by school) book and, when required, their homework. <p>School will provide a water bottle for all children, which will be clearly named and cleaned. This will remain on their desk in their workspace. School will also provide each child with their own named stationary pack with everything they need for their work.</p> <p>Your child must not bring in anything else from home including: pens, pencils and toys</p> <p>Nursery – packed lunch if required and a school book bag (provided by school) We are hoping all our Nursery pupils will be toilet trained upon returning to school however, if your child is still prone to accidents, please provide a spare set of clothes that will remain in school.</p>
Medication	<p>All medication for pupils in F2 to Year 6 must be brought to school on Wednesday 2nd September between 9:30am and 3pm. All paperwork for the medication MUST be completed before you bring the medication into school. Please click on the link below to download the form from the school website. If you are unable to do this please email schooloffice@riverside.wirral.sch.uk</p> <p><u>Medication Form</u></p> <p>Nursery must bring their medication when they attend either morning or afternoon sessions but the form must still be completed.</p> <p>At the moment, the guidance is that children do not need to wear masks. However, any parent who wishes their child to wear a mask, may do so. Any parents coming onto the school grounds are encouraged to wear masks.</p>

School Uniform	<p>School Uniform</p> <p>Click on the link below to view details of our school uniform on the school website. We strongly advise that if children cannot tie their laces they wear Velcro shoes.</p> <p><u>Riverside Uniform</u></p> <p>On a PE day, the children must wear their PE kit to school and stay in it all day. Do not bring their normal uniform.</p> <ul style="list-style-type: none"> • Children must wear their school jumper or cardigan over their T shirt. • They must wear jogging bottoms over their navy/black shorts as PE will be outside. Girls may wear navy/black leggings as opposed to shorts. • As PE will be outside, we are happy for the children to wear trainers all day on PE days only. • If your child cannot tie their laces these must be velcro.
Beginning and end of the day.	<p>Teachers will be making a video on the inset days which will include where you will be coming in, lining up and where to pick up from.</p> <ul style="list-style-type: none"> • Your child must have washed their hands when leaving the house. They will sanitise their hands when arriving in class. • If you have an appointment e.g. dentist, you must inform the office in advance so we can have your child/ren ready for collection. You must inform us via phone or email. Please send a picture of either the appointment card or letter to the school office. Where possible, arrange appointments outside of the school day. • You must check your child for symptoms before bringing them to school. If you have any symptoms you must not bring your child to school. • Only one adult is permitted to bring in or collect your children. • Please do not approach staff for conversations at drop off times you can use the new class emails to communicate your child's teacher. Details of these emails are below.
Playtimes	<p>These will be staggered to keep year groups apart.</p>
Lunchtimes	<ul style="list-style-type: none"> • There will be two options each day of either a cold or hot lunch, apart from the first full week back, when the kitchen will only be providing a packed lunch option. • All meals must be paid for either in advance or on the day, via the parent portal Arbor app. The office cannot take cash payments. • Lunches will be staggered and spread across both the hall and in classrooms. • Each year group will have a designated midday assistant.
Access to the school grounds	<ul style="list-style-type: none"> • There will be no access to the school grounds unless by prior appointment, or when collecting children at the end of the school day. • Morning drop off will take place at your designated entry points. All adults must follow these guidelines.

Communication with the school	<ul style="list-style-type: none"> The school office will remain closed and can be accessed via email or telephone 0151 639 9787. All parents are encouraged to download the Arbor app in order to access the parent portal – please also ‘allow notifications’ on your phone settings. Class emails will be viewed by staff Monday to Friday from 3rd September up until 6pm. These are: F1 – acorns@riverside.wirral.sch.uk F2 – otters@riverside.wirral.sch.uk Year 1 – conkers@riverside.wirral.sch.uk Year 2 – bluebells@riverside.wirral.sch.uk Year 3 – adders@riverside.wirral.sch.uk Year 4 – larks@riverside.wirral.sch.uk Year 5 – ravens@riverside.wirral.sch.uk Year 6 – kingfishers@riverside.wirral.sch.uk Hérons – herons@riverside.wirral.sch.uk
Wraparound Care and Clubs	<ul style="list-style-type: none"> You must ensure that if there is a change of collection arrangements, the office are notified by 12:30pm. Breakfast club will resume on Monday 7th September and will be separated into consistent groups. Provision starts 7:55am and due to the pandemic and new restrictions, places will be limited. If you do require a space, you MUST book in advance via the Arbor app or by email to the school office. We cannot take casual bookings or drop offs on the day, as children will be split into smaller groups in different locations. After School Club will resume on Monday 7th September and will be separated into consistent groups. Provision starts 3:15pm and due to the pandemic and new restrictions, places will be limited. If you do require a space, you MUST book in advance via the Arbor app or by email to the school office. We cannot take casual bookings or drop offs on the day, as children will be split into smaller groups in different locations. There will be no other form of after school clubs for at least the first half term until the new routines have been fully adopted by children, staff and parents.
What will learning look like at Riverside?	
Curriculum entitlement	<p>Our core values: Be Kind, Be Happy, Be Safe, Be honest, Be A Great Learner were written before the pandemic. Covid has not altered that passion and focus. Coming back will be looking at what each child needs to flourish, grow and to rebuild from their individual experiences of lockdown so that they continue to meet their potential. That will mean focusing on the children’s Social, Emotional and Mental Health as well as their basic skills and an aspirational curriculum.</p>

Curriculum entitlement in the event of local or national lockdown	<p>There are two scenarios where home learning would resume.</p> <ol style="list-style-type: none"> 1. A year group bubble not attending site due to an outbreak of COVID within the bubble. 2. A local lockdown as a result of COVID <p>The school will have a similar programme to ensure continuity of provision with further enhancements. We will write to you in due course with further detail.</p>
Staff deployment	<ul style="list-style-type: none"> • Specialist teachers will continue to work across the school but will be encouraged to socially distance as they are coming into contact with a wider group of children. • SLT will do the same for monitoring and health and safety purposes.
Classroom organisation	<ul style="list-style-type: none"> • Classrooms will continue to be bright and interactive but in the short-term many (with the exception of Early Years) will be organised forward facing as per guidance. • Guidance on resources will be as above.
Public Health	<p>There will be a strict system of protective measures that will be familiar to some of you from the summer term.</p> <p>Essential measures include:</p> <ul style="list-style-type: none"> • 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 practical • The school's response to a suspected or confirmed case of COVID-19 and the steps that the school and parents should take is outlined in Appendix A and taken from Guidance for full opening of schools

Morning Drop Off	Afternoon Collection (must be only one adult on site)
<ul style="list-style-type: none"> • You must socially distance when lining up outside the school and when on school grounds. • Messages must be communicated to the class emails or office by phone / email before the start of the day or after drop off. • You must not communicate messages to staff on the gate. • You must not arrive before your allotted time slot as this will slow the process and increase the risk of transmission. Late drop offs for allocated times will be asked to remain outside the gates until the site has cleared. 	<ul style="list-style-type: none"> • You must socially distance when lining up outside the school and when on the school site. • You must not arrive outside your allotted time slot as this will slow the process and increase the risk of transmission. • You must keep moving under the supervision of school adults. • After collection you must move off the playground, away from the gates and clear the street as quickly as possible. • Messages about changes to adults collecting must be communicated by phone or email prior to 12:30pm. • Late arrivals must remain outside until the site has cleared.

Please see below for timings locations for the start and end of the school day.

We have staggered the start and end of the day timings to reduce the amount of children and adults on the playground at any one time. It is crucial that you do adhere to your allocated times and leave as soon as you have dropped off/collected your child.

Please note: If you have children with different start times, please bring all your children in at the earlier start time.

	Start time	Finishing time	Classroom		Enter school by	Home time
F1	Morning sessions 8.45 am Afternoon sessions 12.15 pm	Morning session 11.45 am Afternoon session 3.15 pm	Nursery (off Foundation Stage playground)		Main gate (next to Guinea Gap)	Wait on the Foundation Stage playground
F2	8.55 am	3.25 pm	F2 room- the first door on the Foundation Stage playground		Main gate (next to Guinea Gap)	Wait on the Foundation Stage playground
Y1	8.45 am	3.15 pm	Off the Key Stage One playground		Gate on Demesne Street (KS1 playground)	Wait on KS1 playground in designated area
Y2	8.55 am	3.25 pm	Off the Key Stage One playground		Gate on Demesne Street (KS1 playground)	Wait on KS1 playground in designated area
Y3	8.45 am	3.15 pm	Off the KS2 playground		Main gate (next to Guinea Gap)	Wait in designated area on the KS2 playground
Y4	8.45 am	3.15 pm	Downstairs in the old building		Main gate (next to Guinea Gap)	Wait in designated area on the KS2 playground
Y5	8.55 am	3.25 pm	Off the Key Stage One playground		Gate on Demesne Street (KS1 playground)	Wait in designated area on the KS1 playground, near the Y5 classroom.
Y6	8.55 am	3.25 pm	Upstairs in the old building		Main gate (next to Guinea Gap)	Wait in designated area on the KS2 playground

A summary of the main government headlines

- The guidance is based on a **twin strategy of limiting contact between pupils and implementing hygiene measures**
- Schools are told that "all elements of the system of controls are essential", but "the way different schools implement some of the requirements will differ based on their individual circumstances."
- Schools will be familiar with many aspects of the system of controls already, e.g. thorough and regular handwashing and promoting good respiratory hygiene (the 'catch it, bin it, kill it' approach)
- The main changes relate to how contact between individuals is to be limited in schools. Contact is to be limited in two main ways:
 1. By ensuring pupils remain in consistent groups ('bubbles') wherever possible, thereby minimising the number of contacts between different people across the school.
 2. By maintaining distance between individuals wherever possible ('social distancing').
- The DfE states "if schools follow the guidance set out here, they can be confident they are managing risk effectively."
- Schools are told that it is a legal requirement that they now revisit and update their covid-19 risk assessments
- Schools are also being asked to prepare a 'plan b', i.e. arrangements to allow remote learning to take place should a partial or full closure of the school be required, at any point in the next academic year. The government has set out in its guidance what those arrangements should include.

Minimising contact - 'bubbles' and group sizes

The main and most pressing logistical consideration for schools is determining group or 'bubble' sizes for September. The DfE has said that, ideally, bubbles will be kept as small as possible, i.e. the size of a class. However, where this restricts a school's ability to deliver a full curriculum, schools have the flexibility to implement year group bubbles, or as acknowledged below, wider consistent groups where it is otherwise not practical to deliver specialist teaching, wraparound care etc.

Social distancing within bubbles

- The DfE has recognised that strict social distancing will not always be possible, especially with primary-aged pupils. The guidance specifically states "we recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group."
- If older children can maintain social distancing, they are encouraged to do so. The DfE states "for children old enough, they should also be supported to maintain distance and not touch staff where possible." If this is possible for older children in primary too, that is to be encouraged, but as the DfE has made clear, it is not an essential requirement
- The DfE has stated that pupils passing each other briefly in a corridor or playground (e.g. walking past each other) is a relatively 'low risk', but that schools should try to avoid large groups of pupils mixing together in these spaces at the same time.
- Another important point it makes is that "both the approaches of separating groups and maintaining distance are not 'all or nothing' options and will still bring benefits even if implemented partially. Some schools may keep children in their class groups for the majority of the classroom time but also allow mixing into wider groups for specialist teaching or wraparound care. Siblings may also be in different groups. Endeavouring to keep these groups at least partially separate and minimising contacts between children will still offer public health benefits as it reduces the network of possible direct transmission."

- Primary schools are encouraged to take a realistic approach in this regard. This may include reminding children of the need to give each other space where possible; some schools may consider using a simple 'no touching' approach to help children understand the need to maintain distance. However, the reality is that to fit all pupils in a classroom, they are likely to be in close proximity. The DfE has accepted that pupils will need to be sat close to each other in most classrooms (The DfE recommends that pupils sit side-by-side and do not face each other if this is possible.)

School staff

- The DfE has said that teachers are permitted to move between bubbles. While it is advisable to minimise movement if and where possible, the reality is that this will not always be possible. This also means that PPA teachers can teach across different groups.
- Supply teachers, peripatetic teachers, therapists and other specialists are permitted to move between schools. These teachers are advised to ensure they minimise contact and maintain as much distance as possible from other staff.

Other important measures

- There should be **no large gatherings** bringing different groups together, e.g. whole-school assemblies.
- Schools are encouraged to **consider staggered break and lunchtimes**, and schools must clean dining halls between groups.
- Where possible, schools have also been asked to consider **staggered start and finish times** to keep different bubbles apart as they arrive at and leave school.
- Schools can run breakfast and after-school clubs, although they may need additional time to get these back up and running. Ideally schools will keep to the bubbles used during the school day, but it is recognised this might not be possible. It is stated that "if it is not possible to maintain bubbles being used during the school day, then schools should use small, consistent groups."

Equipment and resources

- For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared.
- Classroom-based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces.
- Resources that are shared between classes or bubbles, such as sports, art and science equipment, should be cleaned frequently and meticulously.
- Outdoor playground equipment should be more frequently cleaned.
- It is recommended that pupils limit the amount of equipment they bring into school each day to essentials.
- The DfE has stated that "pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided."
- Furthermore, "outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene."

Curriculum and remote learning

- Schools will continue to provide a remote learning offer for all pupils in the event of a localised or national lockdown, or for pupils who are having to self-isolate.

- In terms of the curriculum, the document states "school leaders will be best placed to understand the needs of their schools and communities, and to make informed judgments about how to balance delivering a broad and balanced curriculum."
- It also states a key principle that **"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."

Response to any infection

Parents and staff should engage with the NHS Test and Trace process

Schools must ensure they understand the NHS Test and Trace process and how to contact their local [Public Health England health protection team](#). Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:

- [book a test](#) if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- [self-isolate](#) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Pupil displays symptoms

Teacher to send the pupil to medical room and to tell the pupil to keep 2 metres away from anyone they pass and not to touch anything



Teacher to inform office and headteacher so they can arrange for the pupil to be picked up and for the supervision of the pupil until then

Staff member displays symptoms

Staff member to inform Headteacher or SBM before leaving the school premises, avoiding contact with others



If teaching, staff member to wait until supervision has arrived for their class before leaving



Symptomatic pupil/staff member will be told by Headteacher or Deputy Headteacher :

- To self-isolate for 7 days
- To take a coronavirus test (if a home testing kit is available in school, this can be given to them to take home)
- That members of their household should self-isolate for 14 days



Areas that the symptomatic individual has come into contact with will be closed, so these can all be deep cleaned. If the individual is part of a class group, the rest of their group will be moved into an alternative location



Symptomatic pupil (via their parents or carer)/staff member to inform the school (via Headteacher or SBM) of the coronavirus test result as soon as possible



If test is negative

The pupil/staff member can return to school if they feel well and no longer have symptoms, and members of their household can stop self-isolating. Other pupils/staff in their class group can continue to stay in school, unless they display symptoms

If test is positive

Local health protection team will be contacted to carry out a rapid risk assessment. They will ensure that any pupils or staff who had close contact with the person when they were infectious are asked to self-isolate for 14 days since they were last in close contact



If pupils or staff who are asked to self-isolate develop symptoms, they should get tested and inform the school of the result as soon as possible. Even if the result is negative, they should remain isolated for the full 14 days

If there are 2 or more confirmed cases in 14 days, or an overall rise in sickness absence where coronavirus is suspected, the local health protection team will be contacted again to decide next steps