

Snape Wood Primary and Nursery School
Aspen Road
Bulwell
Nottingham
NG6 7DS
Telephone: 0115 9159146
E-mail: admin@snapewood.notttingham.sch.uk
Head Teacher: Mrs S Choudhury (B.Ed. Hons)
Chair of Governors: Mrs C Cotterill



6.1.21

Dear Parents & Carers,

RE- IMPORTANT Return to School Arrangements

We are very much looking forward to welcoming **all our children** back to school on Monday 6th September and in this letter, I would like to share with you the details to note for Monday.

I would like to state, our first priority is the safety and well-being of our children and staff, and in order to open safely we will need to make some changes to the school day and adjust the routines from the summer. Having reviewed and updated our Risk assessment and following the government guidance, below are a list of the measures which we will have in place to allow us to welcome all our pupils back into the school. These are some guidelines which will need to be in place when we open. I understand that the information can be overwhelming, but we want to ensure you are clear about the measures we are taking as a school to ensure our setting is as safe as we can make it at this time. We want to ensure that you are also clear on how seriously we are taking these measures as a school and staff. Key messages may be re-iterated verbally to your child or parents when they are on school site and signage will also re-inforce routines we now have in place. If you have any questions, then please do not hesitate to contact school.

NO ONE SHOULD COME INTO SCHOOL IF THEY FEEL THEY HAVE SYMPTOMS OF CORONAVIRUS:

If anyone in the school becomes unwell with:

- a new, continuous cough
- or a high temperature
- or has a loss of, or change in, their normal sense of taste or smell (anosmia)

Thank you for your continued support

Mrs Choudhury (Headteacher)

School Routines when your child returns in September:

Timings

In the latest government guidance document, it proposes that staggered start and finish times may continue but this must not compromise the entitlement for full day education for all children.

As a school we have made the decision to revert back to normal school hours. Please see table opposite.

We have also made changes to the entry and exits at the beginning and end of the day. This is to ensure that we still remain cautious and ensure that everyone is safe.

Please see the table opposite for entry and exit for your child/children's class.

All children **except Nursery** will enter the school via the entrance on Aspen Road (Normal children entrance) for entering the school premise, and the Toybox entrance (Aspen Road) for exiting the premise.

Nursery children will use the Main entrance to school and enter the premise from the Nursery entrance. The children from Nursery will leave the premise from the same entrance.

The table shows the drop off and pick up times for each class and the designated entrance and exits.

I politely ask that you adhere to these times and the correct entrance gate. By doing so it will enable us to avoid any large numbers of people at the school grounds – please collect your child and go.

- Children must be dropped off and collected promptly at these times
- At the end of the day, the children will wait in their classrooms, class teachers will release the children once they have sight of the grown-ups. Y5/6 – if the children are walking home, the office will need a permission letter as part of our safeguarding protocol.
- Children will **wash their hands** before they enter their classroom (using the outside sinks) and throughout the day.
- There will be NO breakfast club provision or After School Club provision for the Autumn term. We will keep you updated if these provisions will resume.

Times will be:

Class	Drop off	Pick up
CLASS 1	8:45 AM (ASPEN RD) No parent beyond the gates in the morning	3:15 PM Enter through Aspen Road and leave via TOYBOX gate
CLASS 2	8:45 AM (ASPEN RD) No parent beyond the gates in the morning	3:15 PM Enter through Aspen Road and leave via TOYBOX gate
CLASS 3	8:45 AM (ASPEN RD) No parent beyond the gates in the morning	3:15 PM Enter through Aspen Road and leave via TOYBOX gate
CLASS 4	8:45 AM (ASPEN RD) No parent beyond the gates in the morning	3:15 PM Enter through Aspen Road and leave via TOYBOX gate
CLASS 5	8:45 AM (ASPEN RD) No parent beyond the gates in the morning	3:15 PM Enter through Aspen Road and leave via TOYBOX gate
CLASS 6	8:45 AM (ASPEN RD) No parent beyond the gates in the morning	3:15 PM Enter through Aspen Road and leave via TOYBOX gate

Please Note: Nursery times below – Please use the main nursery entrance for dropping off and collecting. Please be on time as there is a late collection fee to be paid if grown-ups are late.

NURSERY	START	FINISH
AM	8:45	11:45
PM	12:30	15:30

Please Note: Reception times below – Please use the main Aspen Road entrance for dropping off and collecting. Please be on time as there is a late collection fee to be paid if grown-ups are late. (There will be a variation to this as there is a slow transition in the first week WB 6.1.21)

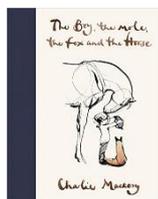
FIRST WEEK WB 6.1.21 RECEPTION	START	FINISH
MON - WEDS	8:45 – (DROP OFF AT ASPEN ROAD GATE)	13:00 (COLLECT FROM ASPEN ROAD GATE)
THURS AND FRIDAY	8:45 – (DROP OFF AT ASPEN ROAD GATE)	15:15 (PICK UP BY ENTERING SCHOOL VIA ASPEN ROAD GATE)

After that Reception will resume full day sessions.

RECEPTION	START	FINISH
MON - FRI	8:45 – (DROP OFF AT ASPEN ROAD GATE)	15:15 (PICK UP BY ENTERING SCHOOL VIA ASPEN ROAD GATE)

What will school look like?

- No more Class 'bubbles.'
- Children's tables will be placed in rows or groups.
- There will be signage around our school and in classrooms to remind everyone of staying alert to help prevent the spread of coronavirus by still sanitising and having the rooms ventilated.
- There will be assemblies in the dining room – windows and doors open – ventilation is key.
- iPad and laptops will be used in classrooms and will be cleaned after each use
- Children will continue to access a broad and balanced curriculum and we will have a **daily soft touch PSHE session** to support every child's emotional wellbeing.
- First week back focus on PSHE – Take one book: The Boy, The Mole, The Fox and The Horse by Charlie Mackey



What can my child bring in from home?

The only items children are permitted to bring from home are:

- a water-bottle
- lunchbox (only non-FSM)
- Coat, hat, gloves
- School bag
- Reading book
- Trainers for PE on additional P.E day (this will be shared on the class newsletter and website)
- Full school P.E Kit on Fridays

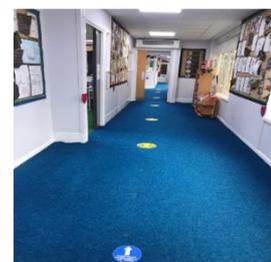
Pencil cases or toys from home are NOT allowed

PE:

- All PE lessons will take place outside whenever possible
- All equipment will be cleaned after each use
- Children will not need a full PE kit on their additional P.E day - just a pair of trainers

School Uniform:

- Full school uniform should be worn – at least one item must have the school logo
- School shoes must be worn – black (**all black with no embellishments or logos**)
- Windows / external doors will be open to increase ventilation. Please make sure your child has a jumper with them. It could get cold on some days!



School Uniform

Here is our school uniform policy. We feel that it encourages a sense of pride and unity and avoids children becoming competitive about what they are wearing. It should also be easier for parents and sets children up for the future as most workplaces have a uniform/dress code. You can purchase uniforms from **JUST SCOOTERS**, 289 Main Street, Buteville, NIG 8ED (0325 9794031) or Buteville Market. Although we would like children to have a sweatshirt/jumper or T-shirt with the school logo, we understand that these are more expensive and you may choose to buy a plain version from a local supermarket school wear selection. Please label all clothing using a marker pen or sewn on labels.

Yes Please...

- Navy blue jumper/sweatshirt/cardigan with school logo
- Grey pinafore dress or skirt with plain black or grey tights
- Plain grey/black trousers or shorts of a suitable length
- Plain navy blue blouse, shirt or polo shirt (with or without logo)
- School summer dress blue and white check
- Well fitted black shoes or plain black unbranded trainers with black laces
- Suitable black boots may be worn in winter
- Jewellery: small stud earrings may be worn or religious items (if jewellery must be removed for P.E or Swimming)
- Small hair accessories in school colours – navy blue – head bands, scrunchies



NO Thank YOU...

- Hoop or dangly earrings
- Ugg style boots even if they are black
- Open sand sandals, flip-flops, crocs, or any type of current fashionable footwear
- Heels on footwear – heels and zipper risk
- Large hair accessories – larger than a closed fist
- Fashion trends – make-up, hair dye, stunner streaks, nail varnish and inappropriate hairstyles are not part of the school uniform and will be challenged at the HT discretion
- Branded trainers that are not plain black.

Yes Please... P.E Uniform

- Navy blue jumper/sweatshirt/cardigan with school logo
- Plain black/navy shorts, tracksuit bottoms
- Plain white T-shirt
- Plain black trainers
- Black pinnies



Please Note: children must wear the correct P.E kit on Fridays and on their individual class P.E days trainers.

How do I enter school?

- All children **except Nursery**, MUST enter through the entrance gate (this is the normal pedestrian gate on Aspen Road). Follow the shapes and hearts. Wash hands at the outdoor sinks using soap. Hand sanitize their hands before entering the class.
- **Parents are not permitted to enter the school site at drop off time. SLT supervise.**
- Parents are encouraged to walk or cycle to school and avoid public transport to minimise contamination.
- The wearing of masks is optional.
- Parents will need to contact teachers via email, class email, class dojo or phone for an appointment. Class teachers will not engage in conversation at the door. This is to ensure that we give you quality time, and protect your confidentiality.

Entrance at beginning and end of day:

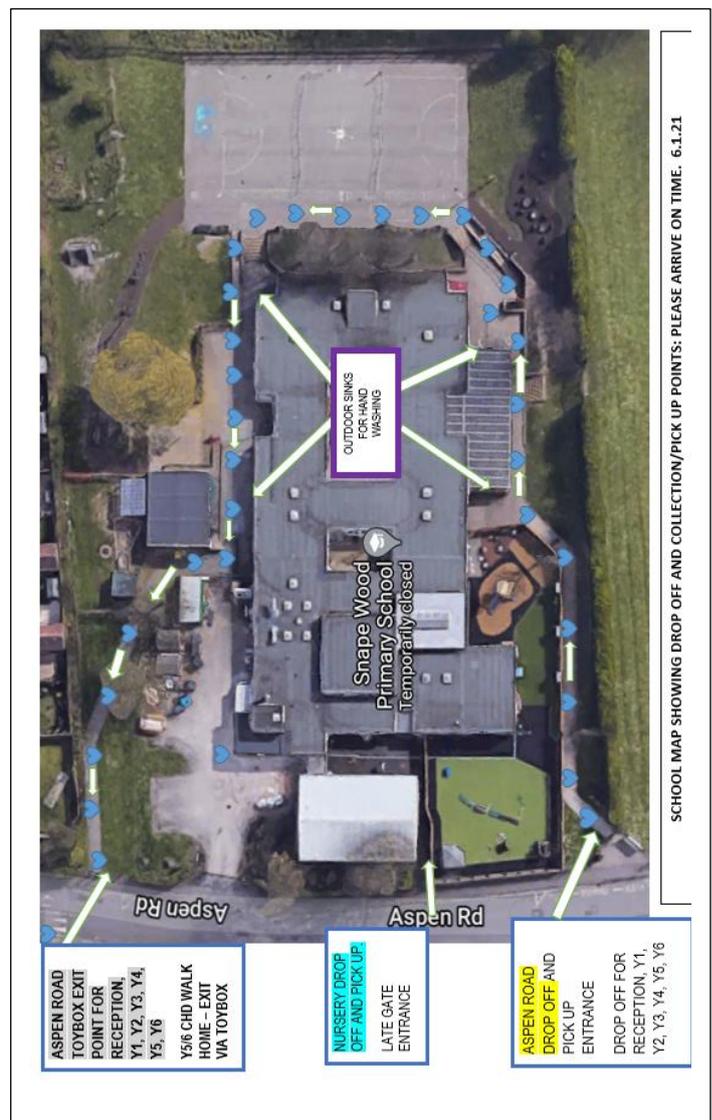


Exit via the ToyBox Gate – at the end of the day.



How do I leave school?

- At the end of the day the children will remain in their bubble.
- Children who walk home will be released **first (Parents must notify in writing if their child is to walk home alone)** – they will be escorted with 2M distancing to the exit-ToyBox.
- Parents will wait at the ToyBox entrance gate on Aspen Road.
- Bubble staff will release the children once a parent has been identified. Parents must collect their child leave immediately – No loitering.
- There will not be an opportunity for parents to talk with the class teacher. Any discussions or concerns should take place by phone call, Dojo or email.
- Only one parent will be able to drop off or pick up their child, and parents will not be able to enter the school building unless in an emergency.



Playtimes and Lunchtimes:

- Playtimes and lunchtimes will resume. KS1 and KS2 will have playtimes at different times due to their timetable



Dinners:

- There will be hot dinners served. Menu available on request and on website.
- Children are **not permitted to bring a packed lunch (if they are in YR, 1, 2 (Universal Meals are free) or if in receipt of FSM KS2) – they MUST have a school dinner (a sandwich option will be available with limited filling)**
- **(Parents must inform school at the beginning of the week of their child's intention of fillings for the term/half term – this cannot be changed mid-week)**
- Children will be eating in the dining room or Gym (Packed Lunch)
- If you are not in receipt of FSM and pay for school lunch, then the price is £2.25 per day.
- **If you are not in receipt of FSM (KS2)** and opt for packed lunch, then this must be brought into school in a disposable bag or lunch box. Please ensure that there is a balanced meal for packed lunch: sandwich (optional filling – pasta, sausage rolls, wraps etc. is also good – a piece of fruit, cheese, and yoghurt. Crisps and chocolate is not recommended. Please remember that we are a nut free school.
- **We are a cashless school. There will be no opportunity to buy a school dinner with a cash payment. All payments will need to be made via the Parent Pay app or in the school office via appointment**

- Behaviour policy will resume as per normal – this will include isolations, and partner class sanctions.
- **Children will wash their hands** often throughout the day.
- We will have a **daily soft touch PSHE session** to support every child's emotional wellbeing
- We will encourage children to be doing as **much physical exercise** as we can. Pupils **do not** need a PE kit on their additional P.E day.
- Any P.E equipment used will be cleaned between uses by other classes wherever possible.
- If your child needs sunscreen please apply this before school
- We will only be able to administer long term prescribed medicine and a form will need to be filled in, but where possible this should be administered at home.
- **We will not administer any pain relief medicines**

- We will continue to upload remote learning activities onto the class page on the website and the Home learning page – if a child is isolating.
- Home learning packs will be provided for those children that do not attend school due to self-isolating
- **Children who do not attend school will receive a well-being call.**
- **Please follow the government guidelines regarding track and trace.**

There will be signage around our school to remind everyone of staying alert to coronavirus spread prevention. The virus is still out there and it is everyone's responsibility to support the government and school to ensure that everyone remains safe and well.

Our plans mean we are taking every possible step to follow government guidelines whilst ensuring we are acting with the safety of our pupils and staff at the heart of every decision we make

School, on Monday 6th September, will be a different experience from when we broke up on Wednesday 26th July 2021. The children's safety and well-being are our top priority, and all of our decisions about how we re-open will be based on the welfare and safety of the children and staff.

We will upload this information letter onto the website also. Look at it with your child and talk to your child about how they are feeling. We have done this to re-assure you and so you can make an informed decision about sending your child to school. **DO NOT send your child to school if they display any symptoms.**

If you have further questions, please do get in touch by either telephoning school on 0115 9159146, email: admin@snapewood.nottingham.sch.uk , headteacher@snapewood.nottingham.sch.uk

Kind Regards,

Mrs Shewley Choudhury

Head Teacher

QUESTIONS YOU MAY ASK:

Q) What if my children have a different start and finish time?

Whilst we would encourage all our families to try and stick to the start and finish times for their child's class. There is only one staggered start and finish – that is the nursery sessions. All main school children will start from 8:45 am to 3:15 pm.

We are requesting that all parent carers support school with the timings stipulated and will then adjust after we have trialled the procedure for the first half term.

Late Collection Policy

Any child who has not been collected by 3:30 pm will be taken to the main reception area to wait. At this time all school gates will be locked and parents will need to use the intercom system at the main reception to notify staff. Your child will then be brought down to meet you. Please be aware that there will be a charge for late collection.

Q) What if my child is late arriving at school?

If your child is going to be late please phone school to let us know. Once the school gates are closed you will need to walk to the main gate on Aspen Road, press the intercom and let the reception know. A member of staff will collect your child/ren.

Q) What if my child is sick? Do I keep them off school?

Yes – as you usually would. Call school if you are unsure. If you feel your child has any symptoms of coronavirus – follow this advice:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a 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 of taste and/ or smell

All staff and pupils who are attending a school will have access to a test if they display symptoms of coronavirus. <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

Q) What if my child does not follow instructions e.g. following not washing their hands when asked to?

I hope this will not happen. However, if a child is not following instructions consequences will apply as usual. **If a child compromises a staff member or pupils' safety by deliberately spitting, coughing, sneezing at them they may receive a fixed term exclusion.**

Q) Can I enter the school site and building?

Yes, If it is an emergency at the main office. You will not be permitted to enter the school site at drop off. **You will not be able to enter the school building without a prearranged appointment.** Communication with school staff, including the reception/admin team, should be via email and telephone, or Class Dojo.

Q) What happens if my child has an appointment to attend during the school day?

Please inform school via email or telephone of the date and time of the appointment. On the day arrive at school at the Main gate entrance (Aspen Road) and press the intercom to let the reception team know you have arrived. A member of staff will then bring your child to you outside the reception area..

Q) Can my child wear a face mask to school?

Currently the wearing of face masks is not advised in school (Government guidelines). If a child wears a face mask to school they will be asked to remove it in a safe way and either dispose of a temporary face covering in a covered bin or put a reusable face covering in a plastic bag so they can take it home with them.

Q) What if my child or someone else in their bubble shows coronavirus symptoms?

We have a designated "sick bay" in school. This is our Meeting room. They will be taken there and you will be asked to collect them, contact the NHS for a test and self-isolate. Our school is also well stocked in PPE for staff. If your child has suspected coronavirus symptoms – a staff member will wear PPE whilst they administer care.

Q) Does my child need their PE kit in school? Will they be getting changed for PE?

Your child will not need PE kit – just trainers on their additional days and full P.E kit on Fridays.

Q) How can I communicate with my child's class teacher?

Best to contact via email or class Dojo. If it is more urgent, call the school office. 0115 9159146

Q) Will staff, wear PPE?

Again it is not recommended but if staff choose to wear it then that will be their choice in communal areas but not in the classrooms.

Key Messages for parents to consider:

All members of our school community are being asked to support each other during these unprecedented times.

You know us well at school and we very much will work with you to get this re-opening of school as right as we can for your children. **Talk to us calmly if you have any concerns.** We want to hear your feedback and we will do our very best to ensure your child is safe and happy in school.

If you have to come to the main reception area, only one adult will be permitted in the area. Any one waiting is reminded to stand outside. **Do contact us via phone or email. This will continue to be our main method of communication at this time. 0115 9159146, admin@snapewood.nottingham.sch.uk**

THESE ARE UNPRECEDENTED AND UNCERTAIN TIMES. SCHOOL, PARENTS, AND THE COMMUNITY NEED TO WORK TOGETHER IN ORDER TO FIGHT THE COVID-19 VIRUS – WE CAN ACHIEVE THIS BY FOLLOWING THE PROTOCOLS BELOW:

- SNAPE WOOD PRIMARY STAFF ARE HERE TO SUPPORT OUR FAMILIES IN THESE UNPRECEDENTED TIMES: PLEASE USE EMAIL (ADMIN@SNAPEWOOD.NOTTINGHAM.SCH.UK) OR PHONE (0115 9159146) TO COMMUNICATE.

In order to support a peaceful and safe school environment the school cannot tolerate parents, carers and visitors exhibiting the following:

CONDUCT OF BEHAVIOUR THAT WILL NOT BE TOLERATED:

- Disruptive behaviour which interferes or threatens to interfere with any of the schools normal operation or activities anywhere on the school premises.
- Using loud/or offensive language, swearing, cursing, using profane language or displaying temper.
- Damaging or destroying school property.
- Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parents/staff/governors at the school on Facebook or other social sites. Any concerns you may have about the school must be made through the appropriate channels by speaking to the class teacher, Headteacher or the Chair of Governors, so they can be dealt with fairly, appropriately and effectively for all concerned.
- Abusive or threatening e-mails or text/voicemail/phone messages or other written communication. This includes physical punishment of your own child on school premises.
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences).
- Threatening to do actual bodily harm to a member of school staff, Governor, visitor, fellow parent/carer or pupil regardless of whether or not the behaviour constitutes a criminal offence.
- The use of physical aggression towards another adult or child.
- Smoking, taking illegal drugs or the consumption of alcohol on school premises.
- Dogs are not permitted on site at any point (other than guide dogs). Please do not carry them in or bring them on a lead. School does not have a risk Assessment for Dogs on site. Parents bringing dogs on site will be asked to leave immediately.
- Please make sure that any dog owners do not stand outside the gates as this can be intimidating for other parents and children. Thank you for your co-operation and consideration.

Should any of the above occur on school premises or in connection with school - the school may feel it is necessary to take action by contacting the appropriate authorities or consider banning the offending adult from entering the school premises.

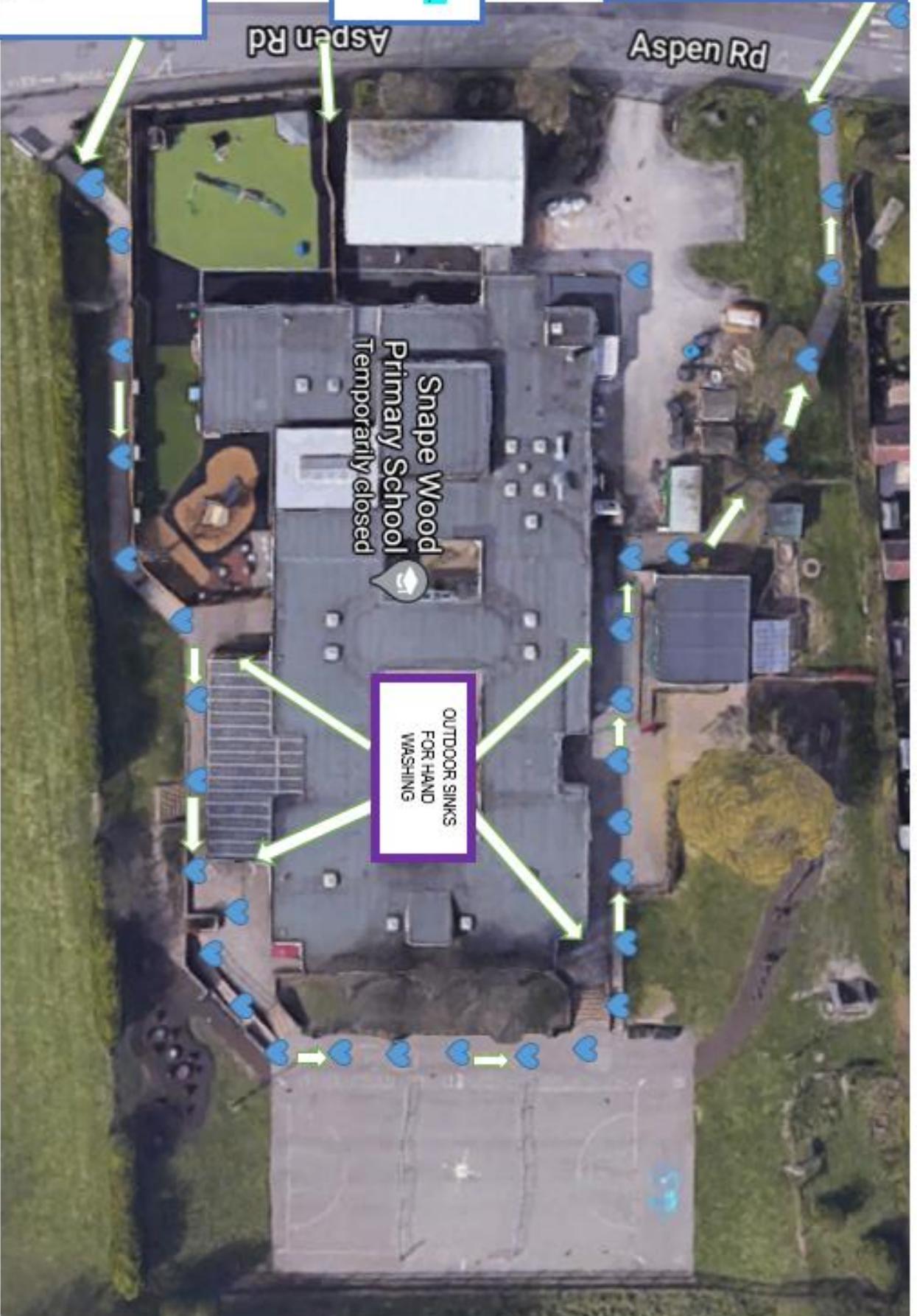
Thank you for abiding by this code in our school. Together we create a positive and uplifting environment not only for the children but also all who work and visit our school.

ASPEN ROAD
TOYBOX EXIT
POINT FOR
RECEPTION,
Y1, Y2, Y3, Y4,
Y5, Y6
Y5/6 CHD WALK
HOME - EXIT
VIA TOYBOX

NURSERY DROP
OFF AND PICK UP
LATE GATE
ENTRANCE

ASPEN ROAD
DROP OFF AND
PICK UP
ENTRANCE

DROP OFF FOR
RECEPTION, Y1,
Y2, Y3, Y4, Y5, Y6



Snape Wood
Primary School
Temporarily closed

OUTDOOR SINKS
FOR HAND
WASHING

SCHOOL MAP SHOWING DROP OFF AND COLLECTION/PICK UP POINTS: PLEASE ARRIVE ON TIME. 6.9.21

School Uniform

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Although we would like children to have a sweatshirt/jumper or T-shirt with the school logo, we understand that these are more expensive and you may choose to buy a plain version from a local supermarket school wear selection. Please label all clothing using a marker pen or sew on labels.

Yes Please...

- Navy blue jumper/sweatshirt/cardigan with school logo
- Grey pinafore dress or skirt with plain black or grey tights
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- School summer dress blue and white check
- Well fitted black shoes or plain black unbranded trainers with black laces
- Suitable black boots may be worn in winter
- Jewellery: small stud earrings may be worn or religious items (all jewellery must be removed for P.E. or swimming)
- Small hair accessories in school colours – navy blue – head bands, scrunchies



No Thank you...

- Hoop or dangly earrings
- Ugg style boots even if they are black
- Open toed sandals, flip-flops, crocs, or any type of current fashionable footwear
- Heels on footwear – health and safety risk
- Large hair accessories – larger than a closed fist
- Fashion trends – make-up, hair dye, temporary tattoos, nail varnish and inappropriate hairstyles are not part of the school uniform and will be challenged at the HT discretion
- Branded trainers that are not plain black.

Yes Please... P.E. Uniform

- Navy blue jumper/sweatshirt/cardigan with school logo
- Plain black/navy shorts, tracksuit bottoms
- Plain white T-shirt
- Plain black trainers
- Black plimsolls



Please Note: children must wear the correct P.E. kit on Fridays and on their individual class P.E. days trainers.