



**SWINEMOOR  
PRIMARY SCHOOL**

Dear Parents and Carers,

As I'm sure you'll be aware, there is an expectation from the Government that Primary Schools should open further from Monday June 1<sup>st</sup>, welcoming back children from Foundation Stage, Year 1 and Year 6 on a phased return. Staff will be given essential training during week commencing June 1<sup>st</sup> as this is the first time that we have been able to require all staff to return to the school building. Schools in the East Riding of Yorkshire have been asked to plan for children in Foundation Stage to come back first, on Monday June 8<sup>th</sup>. Children from Year 1 will be asked to return on Monday June 15<sup>th</sup>, and children from Year 6 on Monday June 22<sup>nd</sup>. Here at Swinemoor we intend to follow this plan. It is of course possible that it will change, depending on political and scientific factors, but we are currently working on the principle that children will start to return to our school from Monday June 8<sup>th</sup>. We would like to make you aware, however, that school will be closed every Friday afternoon following lunch for cleaning, resource replenishing and staff training.

Children will be taught in a 'bubble' of no more than fifteen pupils, with two staff members looking after them throughout the day as long as staffing allows, including breaks and at lunch time. To keep the numbers small, your child will not necessarily be taught by their regular class teacher and may not be taught in their usual classroom. Lessons will feel very different. We have organised the classrooms so that desks are two metres apart. We have removed soft furnishings. We will provide children with individual packs of stationery and other resources. Toilet visits will be carefully supervised. Regular hand-washing will take place. We will teach your children to socially distance as much as possible and to take great care with hygiene – however, we are sure that you will understand that we cannot guarantee that all pupils adhere to these principles on all occasions, as they are essentially young children who will find this hard. Playtimes will be staggered and different parts of the field and playground will be assigned to different 'bubbles.' Hot school lunches will be provided, but we will be unable to give you a menu until later, when numbers of children wanting lunches have been better established and food supplies secured. You should also be aware that if a child or adult becomes ill with Coronavirus symptoms, the whole 'bubble' will be sent home for a period of fourteen days. We enclose an addendum to our Behaviour Policy for you to read and share with your child. This has been adopted by the Governing Body and is non-negotiable. Please make sure that your child understands our expectations.

We are doing our best to make the school into a place of learning once more in a very difficult time. However, you will appreciate that we are not doctors or scientists and cannot guarantee that you and your family will be safe as a result of your child attending school. We are following Government guidelines. Only you and your family can decide whether or not you are happy to send your child back to school this term. There will be no fine to pay if you decide to keep your child at home.

If you have a child in EYFS, Year 1 or Year 6, please help us with our planning by emailing [swinemoor.primary@eastriding.gov.uk](mailto:swinemoor.primary@eastriding.gov.uk) to tell us whether or not you will be sending him or her back to school on the dates detailed above. If your child is in EYFS, please let us know by Wednesday 3<sup>rd</sup> June. If your child is in Y1, please let us know by Wednesday 10<sup>th</sup> June. If your child is in Y6, please let us know by Wednesday 17<sup>th</sup> June. If we have not heard from you by these dates, we will assume that your child will not be returning in the first instance. For parents/carers who are sending back their children, we enclose details about arrangements for arriving at school and leaving at the end of the day.

Thank you very much indeed for your patience and good wishes throughout this very difficult time. We have appreciated your kind messages of support over the phone and via email and Google Classroom over the last couple of months. We look forward to returning to some kind of normality as soon as possible!

Yours sincerely,

Mr L. A. Myers, Head Teacher

**Headteacher:** Mr L Myers

Swinemoor Primary School, Burden Road, Beverley, East Yorkshire, HU17 9LW

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**Entering and exiting the school site – further opening of Swinemoor Primary**

It is vital for the structure of the bubbles and appropriate staffing that you inform the school of your child's attendance. Any child who has not had their attendance at school confirmed via email or phone call with the office will not be able to attend in the first instance.

All drop off and collection of children will be from the Burden Road entrance gate. The entrance to the reception area will not be accessible.

Each year group will have a staggered start and end to the school day, the times of which will be detailed in the table below. Please ensure you are prompt, but not early, in both dropping off and collecting your child to ensure that there is appropriate time between year groups to allow for social distancing. If you have children in two or more year groups, you will be required to return to the back of the line following the first drop off as scheduled.

Please line up using the 2 metre distancing markers with your child. Your child must stand with you, and please ensure only one adult completes the collection or drop off. There will be a one-way system in place, and once your child has entered the school grounds we ask that you immediately exit using the markers to follow the one-way system.

A member of staff will greet children at the gate, and direct them to marked areas to line up with their assigned teacher. Once the bubble is complete, they will make their way inside.

At the end of the school day, the children will once again line up in their bubble on the school playground. A member of staff will return the children to waiting adults on a 'one by one' basis. Please be patient and follow the one-way system.

Once your child has been collected, there will be no opportunity for discussions with members of staff or to stand and chat with other parents. You will be required to immediately leave the school site. Any queries must be made via phone call or email.

	<b>Start of school day</b>	<b>End of school day</b>	<b>End of day Friday</b>
<b>Foundation Stage</b>	8.30am	3.15pm	12.30pm
<b>Year 1</b>	8.45am	3.30pm	12.45pm
<b>Year 6</b>	9.00am	3.45pm	1.00pm
<b>Key worker</b>	8.45am	3.30pm	N/A

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**Covid 19 Addendum**

This addendum is to be used in conjunction with and alongside our Behaviour Policy. The rationale behind its creation is to ensure that the children and staff at Swinemoor Primary School act in a manner that fully supports the very necessary safety measures that have been put in place during the Covid-19 pandemic and national crisis. Some behaviour concerns referred to in this addendum may have previously been deemed less serious; however, if an action now results in the potential compromising of a person's ability to socially distance and stay safe it will now be treated in a more serious manner. It is necessary, in light of the Covid-19 pandemic, to make some adjustments for the safety of all pupils and staff. These adjustments are set out below:

- Children will enter and leave the school through the Burden Road entrance. Children will enter the building individually under the supervision of a member of staff and will go straight to their desk, keeping a distance from any other individual. Movement around the school will be limited and interactions with other pupils limited to their allocated bubbles.
- Children will be expected to follow all handwashing and hygiene routines while in the school.
- Children will be expected to socially distance from their peers and adults in the school and on the playground/field at all times. When children are in their allocated bubble, they will be expected to go straight to their table and nowhere else in the room. Children will put their hand up if they need an adult's support. They will not get out of their seats.
- Each bubble will have allocated toilets to use. These will be supervised by a member of staff throughout the day. Children will use the toilets one at a time. When a child has finished in the toilet, they must wash their hands.
- Children will have a designated place to play during break and lunch times. They will not be able to use the outside equipment and will be unable to use sports equipment. Children will be expected to remain socially distant from both peers and adults during play and break times. Children must stay in their designated area at all times.
- Lunch will be eaten in their bubbles inside their classroom. They will not get out of their seats. Children will have packed lunches or a school lunch if required, which will be brought to them in their bubble.
- Staff will continue to praise individuals for good work, attitude or good behaviour, and show recognition, if these are brought to their attention. Walking through the school to show their work to the Head Teacher or other adult for acknowledgement and praise during this time will not be permitted.

Failure to abide by any of the rules, which are in place to ensure the safety of staff and pupils at the school during this pandemic, will be considered as high-risk behaviour. Please see Covid Appendix 19 below.

This addendum also applies to children with Special Educational Needs, whose specific needs may result in them finding it more difficult to socially distance or self-regulate. Staff will adhere to social distancing guidelines and will not use any form of physical restraint using Team Teach training, soothing or reassurance, for example hugs or children sitting on laps.

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**Covid 19 Appendix**

<b>Stages</b>	<b>Possible Behaviours</b>	<b>Possible Sanctions/Language</b>
<b>1</b>	<p>Child displays non-green behaviour, such as (or similar):</p> <ul style="list-style-type: none"> <li>• Swinging on a chair</li> <li>• Interrupting/calling out</li> <li>• Talking when should be listening</li> <li>• Making silly noises</li> <li>• Distracting others</li> <li>• Slow to complete work</li> <li>• Ignoring instructions</li> <li>• Refusal to complete work</li> <li>• Name calling</li> </ul>	<p>First warning given</p> <p><i>“(Child’s name), you are currently (behaviour), this will lead to you being placed on amber if you do not demonstrate green behaviour. To stay on green you must _____.”</i></p>
<b>2</b>	<p>Continuation of any behaviours from above within the same session.</p>	<p>Child is moved to amber <i>“(Child’s name), you are still (behaviour), I am placing you on amber. To return to green you must _____.”</i></p>
<b>3</b>	<p>Continuation of any behaviours from above within the same session whilst on Amber.</p>	<p>Child is moved to red <i>“(Child’s name), you are still (behaviour), I am moving you from amber to red. To return to green you must _____.”</i></p> <p>If the child does not manage to move back to green, a member of the Senior Team may be informed. The child returns to green at the start of the next session.</p>
<b>4</b>	<p>Continuation of any behaviours from above within the same session whilst on Red.</p>	<p>The child will miss their break by being provided an isolated place to rest. The child’s parents will also be called to discuss their behaviour.</p>
<b>5</b>	<p>If a child’s behaviour is deemed high risk, for example, refusing to adhere to safety measures, such as, hand washing, social distancing, remaining in their pods or deliberate behaviours that put themselves or others at risk, such as spitting or deliberately coughing at people. The following sanctions and disciplinary procedures could be used:</p>	<ol style="list-style-type: none"> <li>1. Other children in the class will be removed to a place of safety</li> <li>2. Parents/Carers called to collect child from school immediately</li> <li>3. Immediate swap from onsite education offer to online education offer</li> <li>4. Fixed term exclusion</li> <li>5. Permanent exclusion</li> </ol>

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