



Castleford Road  
Normanton  
West Yorkshire  
WF6 1QU

Telephone: 01924 890576  
Executive Headteacher: Miss Sarah Gordon  
Head of School: Mr Adam Riby  
Chair of Governors: Matt Elliott  
Email: [sgordon@watertonacademytrust.org](mailto:sgordon@watertonacademytrust.org)  
[ariby@watertonacademytrust.org](mailto:ariby@watertonacademytrust.org)

Monday 6<sup>th</sup> September 2021.

Dear Parents and Carers,

We hope you have all enjoyed a restful summer break. We are looking forward to welcoming pupils and their families back to school on **Wednesday 8<sup>th</sup> September 2021!**

As you may be aware, the Government has announced that many of the restrictions previously operating within schools due to the COVID-19 pandemic will now be lifted. This letter will explain some of the changes made for the upcoming autumn term. As noted in the letter shared below from Mr Dickinson, our Trust CEO, there is an updated Risk Assessment and newly compiled Outbreak Management Plan which are available for you to review on our school website (<https://normantoncommonacademy.org/>):

**Risk Assessment:**

<https://normantoncommonacademy.org/wp-content/uploads/sites/3/2021/08/Covid-19-RA-September-21.pdf>

**Outbreak Management Plan:**

<https://normantoncommonacademy.org/wp-content/uploads/sites/3/2021/08/Waterton-Outbreak-Management-Plan.pdf>

**Trust CEO Letter:**

<https://normantoncommonacademy.org/wp-content/uploads/sites/3/2021/08/CEO-Letter-to-Parents-September-21.pdf>

These documents provide an outline of the overall strategy and steps taken across all Waterton academies. We will continue to review any updated Government and Waterton Academy Trust guidance as it is released and will inform you of any amendments.

**Staffing Update**

As you are aware, Mrs Garside is currently on maternity leave. Mr Karl Gibbons will be teaching our Year 1 Hepworth Class until further notice. Mr Gibbons worked with us at Normanton Common Primary Academy in the last academic year and is therefore well versed with our expectations and ethos. Parents of our Year 1 children will have opportunity to meet Mr Gibbons at our 'meet the teacher' session which will be held on Monday 13<sup>th</sup> September from 3:30pm.

**Timings of the School Day**

There will no longer be a staggered drop off and pick up process in place and as such the timings of the school day will now revert to standard timings.

Designated Safeguarding Lead: Mr A Riby    Safeguarding Governor: Mrs P Forbes  
Deputy DSL: Miss S Gordon, Mrs S Conway, Miss H Ho

If you are worried a child is at risk of harm, please contact one of the above or **Social Care Direct on 0345 8503503**  
Copies of the Safeguarding Policy can be obtained from the school office or downloaded from the school website.



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### **Main School – return date Wednesday 8<sup>th</sup> September 2021**

School doors will open at **8.50 am** for main school and children are expected to be in their class no later than **9.00 am**. After this time, upon arrival parents / carers will be required to bring their child into school via the main school office and their arrival will be recorded as 'late' in the class register. The school day finishes for Key Stage One pupils at **3.15 pm** and for Key Stage Two pupils at **3:20pm**.

### **Nursery – existing pupils return date Wednesday 8<sup>th</sup> September 2021. For those joining the Normanton Common Primary Academy family in September 2021 for the first time, please refer to your individual return date and timings**

With regards to Nursery start and finish times; morning sessions will run **8.30 am to 11.30 am** and afternoon sessions from **12.15 pm to 3.15 pm**. All children will enter and leave via the separate nursery entrance. Our 30 hour sessions in nursery for those who have had places confirmed will run from **8:30 am to 2:30 pm**, with an option for those attending for 30 hours to pay a small fee to extend collection to 3:15pm (please contact the school office for further information).

### **Attendance**

The Waterton Academy Trust [Attendance Policy](#) remains in effect. It is expected that **all** children attend school as normal and that absences for any reason are reported to the office.

The usual procedures relating to attendance will apply, meaning we shall be recording attendance and punctuality and following up on any absences as part of our safeguarding duty of care.

### **Uniform**

Our full uniform policy will be in place from September 2021. **All** children are expected to wear full school uniform as set out in our uniform policy (<https://normantoncommonacademy.org/uniform/>). Please note children must wear black, brown or navy school shoes in line with requirement of the uniform policy. Please note trainers **are not** permitted.

### **Face Coverings**

In line with Government guidance, we are no longer insisting that face coverings be worn by parents / carers when dropping off or collecting children.

### **Social Distancing and Bubbles**

There is no longer a requirement to adhere to social distancing when on school grounds. We understand that some families may choose to continue to distance themselves from others and therefore ask that parents / carers be respectful of each other's space, especially at busy times.

From September 2021, except in the case of an 'identified outbreak', there will no longer need to be a system of 'bubbles' within school. Children will continue to spend the majority of their time with their class; however, they will now be able to mix with other classes in relevant circumstances (for example assembly).

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### Self-Isolation

The latest guidance around self-isolation for close contacts of a positive case is as follows.

If someone you live with has symptoms of COVID-19, or has tested positive for COVID-19, you will **not** need to self-isolate **if any of the following apply**:

- you're fully vaccinated – this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS
- you're under 18 years, 6 months old
- you're taking part or have taken part in a COVID-19 vaccine trial
- you're not able to get vaccinated for medical reasons

As the above includes all children and fully vaccinated adults, there will be no requirement for a class to isolate in the event of a positive case. In the event of an outbreak being identified the Outbreak Management Plan will be followed, and parents / carers will be informed of next steps.

### Quarantine and Travel

Any families who have returned from a foreign holiday in the 10 days prior to returning to school must check the Government guidance around travel and quarantine, which can be found here: <https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england>

### Symptoms and Testing

All staff will continue to be encouraged to participate in twice weekly lateral flow device (LFD) testing for asymptomatic individuals. LFD Tests are also available to parents / carers, and can be ordered here: <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>.

The main COVID-19 symptoms are a high temperature, a new continuous cough and a loss or change to sense of taste or smell. If a member of the household has symptoms, but your child does not they should still attend as long as they can safely be brought to school without breaching self-isolation rules.

If your child has any of the above COVID-19 symptoms, they must not attend school and must stay at home and self-isolate.

Any adults in the household who are not fully vaccinated (but have no medical reason not to be vaccinated) must also self-isolate should a member of the household have COVID-19 symptoms. The symptomatic person and unvaccinated adults may only leave the house to take a PCR (polymerase chain reaction) test. Tests can be arranged here: <https://www.gov.uk/get-coronavirus-test>. If this test is negative, the symptomatic child may return to school once feeling well enough. See below for action if the PCR test is positive.

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### Reporting a Positive Case

In the unfortunate event of your child having a positive COVID-19 PCR test, they must stay at home and isolate for 10 days after the first onset of symptoms (or test date if asymptomatic). Parents / carers should report this positive PCR test result to the school office as soon as possible. At the end of the 10-day period, if your child is feeling well and no longer has a high temperature they may return to school.

If you have any questions or concerns regarding any of the points set out above, please get in touch with the school office in the first instance on 01924 890576 or at [NCPAadmin@watertonacademytrust.org](mailto:NCPAadmin@watertonacademytrust.org).

We are looking forward to welcoming our children back to school and are extremely grateful for support received to date from our school community. We will remain in touch should there be any updates required to our current plans or should we need to make changes due to new or updated Government or Waterton Academy Trust advice.

Please continue to visit our school website <https://normantoncommonacademy.org/> and the Waterton Academy Trust website, [www.watertonacademytrust.org](http://www.watertonacademytrust.org) for updates and further information.

With kind regards,

**Miss Gordon**

Executive Headteacher

**Mr Riby**

Head of School

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