

28 August 2020

Dear Parents and Carers,

I hope you are well. I am writing to update you about the arrangements which have been made to reopen school to all pupils. Staff have been working hard to ensure school is ready and safe for welcoming your child back from Wednesday, 2nd September.

Drop-off and collection times

We will continue to stagger the drop-off and collection times, with the overriding aim to reduce contact between different classes. From Wednesday, each year group will be able to arrive and leave at the same time (see table below).

Class	Teacher	Drop-off	Collection
Alder	Miss Halliday	8.30am	3.00pm
Ash	Miss Steele	8.30am	3.00pm
Birch	Miss Taylor	8.30am	3.00pm
Elm	Miss Tonge / Mrs Farmer	8.40am	3.10pm
Hawthorn	Miss Slingsby	8.40am	3.10pm
Hazel	Mrs Wray	8.50am	3.20pm
Holly	Mr Watkins	8.50am	3.20pm
Juniper	Miss Brindley	9.00am	3.30pm
Linden	Mr Hansen	9.00am	3.30pm
Maple	Miss Parnell	9.10am	3.40pm
Oak	Miss Gatehouse	9.10am	3.40pm
Willow	Miss Atwal/ Miss Lewis	9.20am	3.50pm
Yew	Miss Lawton / Mr Severn	9.20am	3.50pm

If your child is in Reception, the times are as below, and full-time attendance starts for all Reception children on Monday, 7th September:

Class	Teacher	Drop-off	Collection
Week 1: Wednesday 2nd, Thursday 3rd and Friday 4th September			
Ash A	Miss Steele	9.00am	12.00pm
Alder A	Miss Halliday	9:00am	12:00pm
Ash B	Miss Steele	12:45pm	3.00pm
Alder B	Miss Halliday	12:45pm	3:00pm
Week 2: Monday 7th September (full-time attendance)			
Ash	Miss Steele	8:30am	3:00pm
Alder	Miss Halliday	8:30am	3:00pm

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If you have more than one child attending school, you may want to drop-off at the same time. If this is the case, we would just ask that you follow the times for drop-off and collection allocated to your youngest child. It is important that they arrive on time for this to work successfully.

Drop-off and collection system

One parent/carer should bring their child to school, and we would encourage you to walk or cycle, if possible, to reduce the number of cars parked on the roads around the school site. Grantham Road will be closed to traffic, at drop off and pick up times, and we will be operating a one-way system through the school site, with staff manning the entrance and exits. The entrance will be through the gate on Grantham Road and a clearly marked path will lead you through the playgrounds to exit from Rawson Street North. Please remember that when you are dropping off and collecting your child, you always need to keep 2 metres apart from other parents/carers. Before entering the site, children will be asked to use the hand sanitiser at the 'hand sanitiser station' which will be located by the gate. Once you reach the playground, your child will leave you to join the line for their class. If they are wearing a face covering, they need to either dispose of it in the lidded bin provided or place reusable face coverings in a plastic bag you provide, taking care not to touch the fabric with their hands. At collection time, your child will be lined up in one of the playgrounds – you will follow the same path through school as morning drop-off and staff will send your child to you. You will be unable to speak with your child's teacher on a morning or after school, so please ring or email school if you have a concern. Also, please do always not congregate together and maintain a 2m distance from other people.

Please be assured that we will look after your children really well and ensure that they are okay. We have many lessons planned to help your child make sense of what has been going on and we will encourage them to share their worries or questions with us. Many children have been attending school for some time now, but we realise that for other children these systems and routines will all be very new to them in September.

There are several other updates from the government guidelines for schools and reminders which I will outline below:

Attendance – From September, all pupils must attend school (unless they are unwell, are showing Covid symptoms, or have been classed as clinically extremely vulnerable due to pre-existing medical conditions and have been advised to shield by a medical practitioner). Any absences will be followed up in line with the Academy's Attendance Policy.

Uniform – Children need to wear their full uniform when they return to school in September, including a tie and black shoes.

PE Kits – Your child will undertake one PE lesson a week and will need to bring in and take home their PE kit on that particular day.

Lunches – We will provide hot school meals as usual. Lunchtimes will be staggered with two bubbles in the hall at once, socially distanced from each other.

Breakfast Club and After-school Club – These clubs have been limited to 20, bookable in advance for the half-term. Extra-curricular activities will continue to be postponed until further notice.

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Swimming – Swimming lessons have been cancelled by the LA until further notice.

Book bag – Your child can bring a book bag to and from school.

Reading books/homework planners – Your child will be able to bring these to and from school.

Water bottles – Please provide your child with their own water bottle/container and this needs to be washed at the end of each day at home. Just a reminder that children are only allowed water, so please do not send your child with orange juice, fizzy drinks etc.

Classroom equipment – Your child will be provided with their own equipment (i.e. frequently used items such as pen, pencil, ruler, glue stick etc.) which will be kept in a zipped plastic wallet on their own desk at all times. Please do not send your child with their own pencil case. Other classroom-based resources can be used and shared within the bubble, but they will be cleaned regularly along with all frequently touched surfaces. If there are any resources that are shared between classes, such as sports or science equipment, they will be cleaned frequently and meticulously and some items will not be used for a period of time (48 hours or 72 hours, depending on the material).

Cleaning and hygiene – The classrooms and all areas of the school (surfaces, door handles, equipment and toilets) will be cleaned regularly throughout the school day and a timetable is in place for this. Children will be taught/reminded how to wash their hands properly and routines will be in place to ensure that children are washing their hands regularly. In addition to this, there will be hand sanitiser in each classroom and in other areas of the school, including outside. Please support school be enforcing, 'Catch it, bin it, kill it' at home, please.

Behaviour – We will be sharing updated Behaviour Principles with pupils, staff and parents/carers in the first week back e.g. movement around school, expectations about sneezing, coughing, tissues, and disposal etc.

Curriculum – In the first term, there will be a focus on identifying any gaps and re-establishing good progress in areas such as phonics, reading, vocabulary, writing and maths. Over the year, pupils will be taught the full range of subjects.

PSHE (Personal, Social and Health Education) – We understand that children who have not been able to attend school over the last few months will need to re-adjust to coming back to school and things are going to seem quite different, especially at first. We also recognise that some children might be anxious so we will support them with this (particularly in the first few weeks) and we will continue to include more PSHE lessons. As always, please do not hesitate to contact us if your child is feeling unsure or worried about anything at all so that we can support them and you. PSHE lessons about good hygiene practices will also be delivered on a frequent basis to all children (for younger children we will continue to do this through rhymes and stories).

Main entrance to the school – Unfortunately, the main entrance to the school will not open to parents/carers. If you need to contact school, please do not hesitate to ring or email and we will get back to you as soon as possible. In certain circumstances, it will be possible to set up an appointment with a member of staff. The school emergency mobile telephone number will continue to be in use if you need to speak to a member of staff urgently (07464 262818).

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Remote Learning – In the event of a local lockdown, or if your child needs to self-isolate, they will be provided with lessons they can access through Microsoft Teams on a mobile phone, tablet or laptop. More information will follow regarding this intervention.

Child feeling unwell – If your child feels unwell while at school, we will make sure that you are contacted straight away so that you can collect him/her. Your child will wait in a separate area away from other children and will be supervised by a member of staff until you arrive. Guidance states: to self-isolate for 10 days if they have Covid-19 symptoms (persistent cough, high temperature and loss of taste or smell) and arrange to order a test by ringing 119. Other members of the household (including siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. Please inform school immediately, if anyone in your household test positive for Covid-19, so we can act in school.

Fake News - WhatsApp messages have been circulating with fake news that parents will have children removed from their care, if they develop Covid-19 symptoms at school. I want to assure you that this is false.

Further information can be found at [gov.uk/backtoschool](https://www.gov.uk/backtoschool)

I will be in the playground before and after school, as much as possible, in the coming weeks, so that I am able to meet some of you to say hello. I will also be visiting children outside at breaktimes in the first few days, so that I can get to know them, and them me. I am aware that for some parents, sending your children back into school at this time may be daunting. I would like to reassure you that all possible steps have been taken to ensure the safety of both children and staff. If there is anything further that you would like to ask, please do not hesitate to get in touch.

I look forward to working with you all.

Yours sincerely,



Annie C. McNally
Principal

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