24/8/20

Dear Parents and Carers,

**Plans for Returning to School for all Children September 2020**

Following Government guidance released in July that all children will return to school from Thursday 3rd September 2020, we have been working extremely hard to plan how to do this as safely as possible. We are really looking forward to our pupils returning and staff are ready to support the wellbeing of our pupils in adjusting to being back at school and coping with the changes we have made to keep us all safe.

Please find below further information on the measures that we will be putting in place in line with the government recommendations.

There will be social distancing measures in place, and social mixing between children, staff and parents/carers will be kept to a minimum. Children will not mix with children outside of their year group and parents/carers will not be allowed in the school building and beyond the playgrounds at any time.

There will be staggered start and end times for each year group. We would encourage parents, staff and pupils to walk or cycle to school where it is safe and appropriate to do so and to avoid public transport if at all possible.

Attendance will be compulsory for all children from September. Any absence that is not related to illness will be unauthorised and may result in fines being issued in line with government guidance. All absences should be reported to the office through the school phone number, in line with the expected absence procedures, on a daily basis.

All children will be required to wear full school uniform and have the correct P.E kit as per usual. These items should all be labelled as there will be no provision for lost property collection due to increased hygiene issues.

Face masks are not to be worn, by adults or children, while on the school premises. Disposable masks should be disposed of before entry to the site and reusable face coverings should be removed and stored away.

Children in years 3 to 6 should bring their own pencil case. The pencil case will be kept on their table so should not be too large. School will provide children in reception, year 1 and year 2 with their own stationary pack.

No parents / carers will be permitted to enter the school building without an appointment.

At arrival and collection times parents / carers should ensure a safe distance is maintained between other families at all times. Year groups that are dropped off in the morning will be guided to classrooms by staff and parents/carers will not be allowed beyond allocated drop off points.

Please ensure that you arrive at school at the time given for your child’s year group. For safety reasons we need parents and children to arrive at their given time and leave the site as quickly as possible, using the route given.

For families with siblings, please follow the guidance given for the earliest arrival and pick up time for your children and then follow the timings for the rest of your children in order.

Entrance to site will be from Sipson Road and there will be a one way entry and exit system. The long path out to Cherry Lane will be exit only at the end of the day, to avoid the need for families passing each other.

Year 6 children may come to school unaccompanied as long as we have written permission from parents for them to do so.

All children will have a staggered start time with different gates used for each key stage. In the morning Key Stage 2 parents must drop children at their allocated gate and not enter the playground. Please see details below:

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| --- | --- | --- | --- |
| **BUBBLE** | **Arrival time** | **ENTRY – from Sipson Road** | **EXIT –** main path (Sipson Road) or long path (Cherry lane) |
| **Nursery (30 hours)** | 8:30 | **Children’s Centre Gate** – through red gate to nursery | Across playground – exit via main path |
| **Nursery AM** | 8:30 | **Children’s Centre Gate** – through red gate to nursery | Across playground – exit via main path |
| **Nursery PM** | 12:30 | **Main Gate path (Sipson Road)** – through the large playground | Back the same way (long path onto Cherry Lane will NOT be open) |
| **Reception** | 8:30 | **Children’s Centre Gate** – through red gate, wait by classrooms | Through red gate – exit via main path |
| **Year 1** | 8:40 | **Children’s Centre Gate** – drop off at red gate | Exit via main path |
| **Year 2** | 8:55 | **Children’s Centre Gate** – drop off at red gate | Exit via main path |
| **Year 3** | 8:30 | **New Building Gate** – drop off at gate only |  |
| **Year 4** | 8:40 | **New Building Gate** – drop off at gate only |  |
| **Year 5** | 8:50 | **New Building Gate** - drop off at gate only |  |
| **Year 6** | 9:00 | **New Building Gate** - drop off at gate only |  |
| **SRP**  (only SRP pupils who stay in the SRP) | 8:50 | **New Building Gate** – to SRP play area | Exit via main path |

There are clear entry and exit paths labelled to guide parents when dropping off. Where possible please have only one person drop off and arrive for collection which will minimise adult to adult contact.

Children are only allowed to bring the following items to school; lunchboxes, hats, coats, book bags, PE bags and a water bottle – and pencil cases in Key Stage 2.

The Kitchen will be offering three ‘packed lunch’ options each day which should be booked the week before in the usual manner. Children can bring in their own packed lunches as per usual. Some year groups will eat in their classroom and some will eat in the hall so year groups do not mix.

School will need to be informed in advance if children need to attend any medical appointments during school time.

All children will be required to follow the amended behaviour policy changes related to Covid 19. This will include procedures related to safety and rules related to social distancing.

Breakfast club provision will commence from Thursday 3rd September from 7:45 for those families who need childcare before school and have no other option available. Parents / Carers will need to have received confirmation from school that a place is available for their child. A survey has already been sent out to families who regularly use breakfast club to ascertain numbers. Breakfast club will be split over three rooms to limit social mixing. Only pupils who are signed up for breakfast club can arrive between 7:45 and 8:15.

After School provision will be available via our after school provider Fit 4 Sport.

All children will have a staggered collection time with different gates used for each key stage. Please see details below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Bubble** | **Home time** | **ENTRY – from Sipson Road** | **EXIT** – main path (Sipson Road) or long path (Cherry lane) |
| **Nursery (30 hours)** | 3:30 | **Children’s Centre Gate** – through red gate to nursery | Across playground exit via main path or long path (Cherry lane) |
| **Nursery AM** | 11:30 | **Children’s Centre Gate** – wait at staff entrance | Via main path (long path, Cherry Lane will NOT be open) |
| **Nursery PM** | 3:30 | **Children’s Centre Gate** – through red gate to nursery | Across playground exit via main path or long path (Cherry lane) |
| **Reception** | 2:50 | **Children’s Centre Gate** – through red gate, wait by classrooms | Via main path (Sipson Road) or long path (Cherry lane) |
| **Year 1** | 3:00 | **Children’s Centre Gate** – through red gate, wait by classrooms | Via main path (Sipson Road) or long path (Cherry lane) |
| **Year 2** | 3:15 | **Children’s Centre Gate** – through red gate, wait by classrooms | Via main path (Sipson Road) or long path (Cherry lane) |
| **Year 3** | 3:00 | **New Building Gate** – wait by allocated door | Via main path (Sipson Road) or long path (Cherry lane) |
| **Year 4** | 3:10 | **New Building Gate** – wait by classroom door | Via main path (Sipson Road) or long path (Cherry lane) |
| **Year 5** | 3:20 | **New Building Gate** – to playground | Via main path (Sipson Road) or long path (Cherry lane) |
| **Year 6** | 3:30 | **New Building Gate** – to playground | Via main path (Sipson Road) or long path (Cherry lane) |
| **SRP**  (only SRP pupils who stay in the SRP) | 3:20 | **New Building Gate** – to SRP play area | Via main path (Sipson Road) or long path (Cherry lane) |

Our main priority will always be to ensure that school is a safe environment for both our children and staff. Please follow the government guidelines and do not send your child to school if anyone within your household is displaying CoVID19 symptoms.

Keep Safe



Miss N Tranter (**Co Headteacher)**