

Information for parents – March 2021 Return to School

Please read in conjunction with the risk assessment.

Preparation at home

- Talk to your child about their return to school. Re-assure them.
- All children to wear school uniform and bring a coat.
- No PE kits to be brought in to school – on PE days children to attend in their PE kit and school shoes – just bring trainers in a bag. Staff will inform you of their PE days.
- Ideally no school bags are needed, if absolutely necessary please keep these as small as possible. Children must NOT bring unnecessary items in to school. Hand sanitiser and similar items are not allowed to be brought in by children.
- Pencil cases, pens, pencils etc have never been allowed in school, this is especially important now. KS2 children will be provided with their own pencil case of equipment, KS1 will be provided with group equipment which will be sanitised regularly.
- If your child requires an inhaler or other medicine, please download a form from the website to complete. Send this back with your child or via email. Once the form is completed medicine can be handed to staff at drop off.
- Please ensure that children in Reception and KS1 have a change of underwear and some shorts or similar in their book bag each day just in case they have an accident.
- Children to bring a plastic water bottle with their name on that we can put through our industrial dishwasher. New school water bottles are available at a cost of £1.50.
- All items on uniform MUST be named – lost items cannot be stored in school. If these are not named you risk the chance of them being disposed of, this is to avoid cross contamination.
- Masks are not advised to be worn in primary schools by children. Staff will wear masks.

Drop off/Collection

- Please see the specific times and places for drop off and collection. You must stick strictly to these times to avoid 'bubbles' mixing. If you are late, do not try to enter – ring through to school to request the best way to drop off. If you have siblings to drop at different times, please do not hang around at the gates to wait – return to the car or go for a walk away from school. Please be prompt at your child's drop off so that teachers can take all children in their class in to school together.
- As soon as you have dropped your child, please leave the school area. Parents must abide by social distancing guidance - do not stop to chat to other parents around school. Parents MUST NOT congregate outside school.
- NO parent should enter school. If you need to make contact, please telephone or email if communication is needed. Staff will do the same. Staff will telephone, email or write in home/school books if there is any communication needed each day.
- Drop off/collection will be at the exterior school gates, parents/carers will not be permitted to escort children in to school – staff will meet the children at the gate. Only one parent should drop off/pick up
- At pick up, please wait at the relevant gate in an orderly line, with social distancing in place. Do not arrive early. Staff will send children to you once you get to the gate.

	Drop off time & gate	Pick up time & gate
Unicorns	8.45am Crag Lane gate	3.15pm Crag lane
Dragons/Giants	8.40am Otley Road gate	3.20pm Otley Road gate
Pegasus	8.35am Crag Lane gate	3.25pm Crag Lane gate
Centaur	8.30am Otley Road gate	3.30pm Crag Lane gate
Griffins/Phoenix	8.50am Otley Road gate	3.30pm Otley Road gate

During school

- We will have clearly defined 'Bubble groups'
 1. **EYFS Bubble**
 2. **Yr1/Yr2 Bubble**
 3. **Yr3/Yr4 Bubble**
 4. **Yr5/6 Bubble**
- All children will have their full allocated teaching time.

- Children will mainly stay in their class groups, with the vast majority of time spent in their own classroom, but their bubble allows the flexibility for group work and interventions.
- Children will only be able to 'play' with children in their own 'bubble'.
- There will be limited 'playtime' space and this will be in allocated 'bubble' sections of the playground and field. Children must have coats in school every day.
- As much as possible doors and windows to classrooms will be kept open to allow for air flow – please ensure children always have their sweat shirts. School hoodies can be worn an extra layer.
- Toilets will be allocated to 'bubbles' to ensure levels of cross contamination are limited.
- Increased hand washing will continue to be in place for children and adults in school. Hand sanitiser will be available but its use will be restricted – hand washing is a better alternative.

Lunch time

- At lunch times we will have two sittings, with 'bubbles' seated accordingly to be kept apart. There will be a clearly defined space in the hall between the 'bubbles'.
- Yr3/4 packed lunch children will be required to eat in the year 3 classroom.
- Children who have packed lunches must have a suitable named lunch bag/box. These will need to be stored in classrooms or lockers.
- Please be aware that staff will not be able to support children with lunches as we usually do, so time spent at home on using a knife and fork would be helpful. We will of course help when it is necessary.

Illness/Accidents

- If children are poorly or have an accident in school, staff will keep them safe but this will mean an immediate call to home, and staff may need to put on protective wear (PPE).
- It is vital that parents keep children away from school if they are poorly in any way.
- If a child exhibits COVID symptoms they will immediately be sent home. If another family member exhibits symptoms, school must be informed. A test should then be undertaken immediately. Where any pupil test is positive the whole 'bubble' may be asked to isolate in line with Govt guidelines. This could result in partial or full closure of school. Any decision on 'bubbles' being sent home/partial closure will be done in consultation with the Local Authority Education and Health Teams.
- Parents must keep school informed if their child has had any contact with anyone who exhibits Covid symptoms or has a positive test, and that the child and family must isolate.
- If a member of staff has symptoms and a positive test all children and other adults that they have come into contact will be informed. This may mean that the school has to close or reduce pupil numbers.

Staffing & Curriculum

- We do have some staff absence due to screening – this should not impact on teaching and learning.
- The Govt guidance says that staff, sports coaches and external teachers can move across bubbles so we will be having our Total Sport coaches in school, as well as music and French specialist teachers.
- We will deliver the full curriculum requirements while endeavouring to put 'catch up' in place to accelerate learning that may have been missed during closure.
- Trips and visits involving travel will not be arranged until we have a directive to say that these are again possible. Local walks may be arranged.

Collective Worship

- We are unable to have whole school gatherings including worship. We will hold whole school worship via Zoom on Monday and Wednesdays; there will be class worship and reflection times on the other days. On Fridays we will have a slightly shortened Zoom Sharing Assembly for the children with certificates being awarded.
- We aim to be able to invite parents to some of the Zoom Sharing Assemblies.

Before/After School Provision

- There will be no extra provision before Easter – we will review this before the start of next term.

Monitoring and Evaluation of Processes

- We will be constantly monitoring and evaluating whether our systems are working. If at any point we are concerned about pupil or staff safety, we will review our systems.
- We hope to be able to slowly reintroduce 'normal systems'. A full review of these guidelines will take place during the Easter holiday.
- Please remember that our actions are governed by the Govt guidelines and what is logistically possible for us to do while keeping everyone safe.