

## **Information for parents – September 2020 return Updated 2<sup>nd</sup> Sept**

### **Please read in conjunction with the risk assessment.**

#### **Preparation at home**

- Talk to your child about their return to school. Explain that it will be different. This will be especially important for the children who did not have the opportunity to return to the school buildings before we broke up.
- 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. **If children are in a sports club after school they may also wear kit all day. Class timetables will be given out on the first day back so you know their PE days.**
- School bags are permitted but 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. **Year 6 will be in the portkabin with little storage space – please only send a very small bag.**
- **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.
- All children in Reception Class and KS2 need a pair of named wellies in a named carrier bag – the field will have to be used in all weathers.
- 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.
- A cap is allowed if it is sunny. Please put sun cream on before school if it is likely to be hot – this cannot be brought in to school.
- 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 £1.00. **Unfortunately the cost from our supplier has increased significantly. Bottles are now £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 - if you have a concern about this please let us know. Staff will wear visors in the dining room and the wearing of visors for teaching is discretionary.**

#### **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. (If reception children are upset at drop off, parents may be allowed in to the bike shelter area, but please wait for staff to suggest this).
- 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.

	<b>Drop</b>	<b>Pick Up</b>
<b>EYFS</b>	Crag Lane 8.55am	Crag Lane 3.15pm
<b>Year 1 and Year 2</b>	Otley Rd 8.40am	Otley Road 3.20pm
<b>Year 3 and Year 4</b>	Yr 4 Otley Rd 8.50am	Yr 4 Otley Rd 3.30pm
	Yr 3 Crag Lane 8.40am	Yr 3 Crag Lane 3.30pm
<b>Year 5 and Year 6</b>	Otley Rd 8.30am	Otley Rd Field Gate 3.30pm

## 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, as well as some after school provision.
- 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, and KS2 wellies 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. **We have asked the school shop to put the coloured school hoodies on the website – these may be worn when it is cold.**
- Toilets will be allocated to 'bubbles' to ensure levels of cross contamination are limited.
- Increased hand washing will be in place for children and adults in school. Hand sanitiser will be available but its use will be restricted for children – 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.
- **Extra staffing will be in place – 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 test is positive the whole 'bubble', including their family members **MUST** 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. These people **MUST** then isolate. This may mean that the school has to close or reduce pupil numbers.

## Staffing & Curriculum

- 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. **Yorkshire Cricket will also be running sessions in school. The use of these providers is detailed in the risk assessment.**
- 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 for the first half term. Local walks may be arranged. We hope that during the second half term we may be able to provide some of the exciting opportunities that we normally plan.

## 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 reflection times on the other days. On Fridays we will have a slightly shortened Zoom Sharing Assembly with certificates being awarded.
- We aim to be able to invite parents to some of the Zoom Sharing Assemblies.

**Before/After School Provision This is now full – if you have any issues please let us know**

- Due to the need for clearly defined smaller 'bubbles' and staffing requirements we are unable to offer wrap round care through our usual Funtime Zone.
- We will offer limited before school provision and after school provision for certain groups.
- 'Provision' will be initially prioritised for working parents who used Funtime Zone last year (this will be on a first come first served basis). If there are spaces left these will be opened up to other children.
- The provision will be based in Year group classrooms, with clearly defined pick up areas.

**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 prior to the half term 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.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak>