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2nd September 2020

Information for all Parents/Carers in Key Stage 2 (Years 3 & 4)
Children in Year 3 and Year 4 return to school on the 7th September.

Dear Parents/carers.

We hope you have had a restful summer and that the children are looking forward to returning to school. Over the summer we have been busy organising things in school ready for the children to return. Although the school set up is different to last year, we are confident that the children will adapt very quickly to the new routines. We are really looking forward to seeing you all. However, to ensure the safety of our school community, there are a number of procedures that we all must adhere to.

Arrival and Entry

Children should arrive at school as close to their entry time as possible and make their way straight to their classes.

Year 3 Foxes:

Entry time: 8.55 am.

Children go through gate to the left of the Mitchell Bailey Building. No parents/carers beyond the gate. Children follow the path and access their class using the first set of external steps. Coats etc to be kept in the cloakroom.

Collection time: 3.25 pm.

Children will line up outside the front of the Mitchell Bailey Building. Please ensure you keep your distance when you come to collect your children.

Year 3/4 Puffins:

Entry time: 8.55 am.

Children go through gate to the left of the Mitchell Bailey Building. No parents/carers beyond the gate. Children follow the path and access their class using the third set of external steps. Coats etc to be kept in the cloakroom.

Collection time: 3.25 pm

Children will line up outside the front of the Mitchell Bailey Building. Please ensure you keep your distance when you come to collect your children.

Year 4 Badgers:

Entry time: 8.55 am.

Children go through gate to the left of the Mitchell Bailey Building. No parents/carers beyond the gate. Children follow the path to the end of the building, go through the gate, turn right, then use exit steps from the Mitchell Bailey Building to access their classroom. Coats will be placed on white coat racks and packed lunches on blue racks outside the classroom.

Collection time: 3.25 pm

Children will line up outside the front of the Mitchell Bailey Building. Please ensure you keep your distance when you come to collect your children.

Children will enter and exit classrooms through their designated doors. They will be expected to wash their hands immediately on arrival. Although children no longer need to be placed 2m apart, they will be allocated tables which all face the teacher. All classrooms will be cleaned at lunchtime and at end of each day. Children will stay with their class all the time that they spend in school. They will not mix with other classes to avoid cross contamination.

PE: PE days are Monday and Wednesday for all Key Stage 2 classes. Children should come to school in PE kit (but not on the 7th September).

Uniform and equipment

Children need to come into school in their clean uniform. They should come to school in their school P.E. kit on days when they are doing P.E. We cannot provide clothing unless it is an emergency. No earrings or jewellery to be worn. All children will need to bring a named water bottle.

All children will also need to bring a named waterproof coat, sun hat and sun cream (if needed). Sun cream must be applied on your child before they arrive to school. Staff will be unable to assist with this. Asthma inhalers must be left in school with spacers for children who cannot administer the medication independently.

Children **should not** bring any large bags, rucksacks, or toys from home into school at this time. We recommend that clean clothing is worn every day. Uniform and accessories that cannot be machine washed should be avoided. If your child needs additional clothing e.g. underwear, please put it in a named bag.

Children will be using exercise books for classwork and reading books will be sent home. Due to having to store returned books for 48 hours and clean them, we will not change reading books daily. Staff will explain to the children the routines for changing books. Book bags will need to be put in children's trays and removed at the end of the day. Homework will be sent home weekly but will not be in a book.

The car park is for staff only. It is important that parents/carers are punctual, within their allocated time slot, to avoid large numbers of people on site at any one time. Please leave siblings at home where possible. Only one parent/carer should bring/collect their child/children. **No bikes or scooters** are to be brought to school as the scooter bay will remain locked. These must not be left anywhere on the school site.

Children **must not** use the climbing equipment before or after school due to cleaning procedures. If we find the equipment being used before and after school, we will make it out of bounds.

Parents/carers must not congregate to chat, either outside the school gates or within the school grounds. If parents/carers urgently need to speak to the office, they should wait on 2m markings on path C (path from Roysia pedestrian gate). Ring the bell and a member of the office staff will come out.

There will be staff outside to direct the children and to take messages. Please do not try to speak with your child's teacher. If you need to make contact about anything, please send a message to the class teacher by emailing the office. **Gates will be locked at 9.05 am**

Breakfast club

We will be offering breakfast club. Please contact the school office if you require this provision. We kindly request parents/carers book and pay for breakfast club a week in advance.

Break and lunch time

Children will have allocated outdoor areas for play. Classes will not mix during these times. Children will have staggered lunch times to enable us to clean the dining facilities between sittings. We will be offering a limited hot meal option. If your child is bringing a packed lunch from home, please ensure they can open their box/bag without help.

Assemblies and meetings

Unfortunately, we will not be having whole school assemblies or large gatherings until further notice.

Staff will send out usual key stage information relating to topics and routines at the beginning of term.

What we would like parents to do

- Ensure you bring your children on time and collect them on time.
- Talk to your children to help prepare them for returning to school. It will be different, but we are doing everything possible to make it a happy place to be.
- Remind your children that they will be washing their hands lots of times.
- Make sure that if children are wearing shoes with laces, they can tie these themselves.
- Please ensure that children with long hair arrive to school with their hair securely tied up with a minimum amount of hair accessories. Children must not wear big bows in their hair.
- If your child feels unwell, keep them at home and notify school.
- Share the PowerPoint with your children which will be uploaded onto our website at the end of this week that explains the new systems.

What we would like children to do

- Wash their hands thoroughly.
- Cover their mouths when they cough or sneeze.
- Always listen carefully to staff and follow their instructions.
- Talk to staff if they feel anxious or worried.
- Enjoy being back in school.

We will continue to update you regularly, which will hopefully answer any concerns.

Many thanks for your support and understanding,

Kind regards
Mrs Baxter