



School organisation September 2020



Dear Parents / Carers

In preparation for our return in September we have had to make changes to the way the school operates and we ask parents to comply with our arrangements please, they are designed with everyone's health and safety of prime concern.

During discussions with you we may refer from time to time to the 'bubble'. Each child will be taught in a 'bubble' and have lunches and breaks within that bubble and we have timetabled the day to enable no crossover of bubbles. These bubbles are actually your child's class with the one teacher taking the class and one allocated lunchtime supervisor. Where a member of staff needs access to more than one bubble, they will take additional precautions to reduce the risk of any cross contamination, including wearing face visors.

There will be a one-way system in place and people must come up the main path but return down West Park Avenue. This is to try to avoid congestion and maintain social distancing.

It is essential that all parents comply with timings and routes around school. This includes the fact that at the start of the day no adults are allowed past the West Park Avenue gates. At the end of the day parents / carers will go to the pick-up areas but not enter the yellow boxes. Thank you for your co-operation.

If a parent needs to see a member of staff they must make an appointment and these will be at the end of the school day.

School office

Please can you ensure that only one person at a time enters the reception area to speak to the office staff. There is no waiting in this area and please keep your distance from the office hatch. We respectfully ask that face masks are worn in this area.

Timings:

Start of the day

8.30 am Nursery and Pre-Nursery children arrive at 8.30 am and enter via EYFS gate, no parents past the gate please

8.40 am all teachers go to their collection area

Parents will have a one- way system up the boulevard (main path) and down West Park Avenue and are asked to socially distance.

8.40 am Reception pupils will enter via the EYFS gate, no parents past the gate please

8.40 am Mr Caley will open the gates and no adults will go past the entrance gates (This will be manned by two members of staff). Parents are asked not to arrive early and congregate outside the gates

8.45 am Year 4, 5, 6 and SLC children will line up with their teacher on the playground (MUGA area)

8.45 am Year 1 and 2 pupils line up outside their classroom doors

8.45 am Year 3 pupils will enter the hall with Mrs Porter or Mrs Brodie

8.50 am Year 4 pupils and Y6 pupils will enter via the green staircase entrance

8.50 am SLC and Y5 pupils will enter via the purple staircase entrance

Mr Caley will lock the gates at 8.55 am

Any late arrivals will go to the office and will wash their hands in the medical area before being taken to their class bubble.

On entry into the school every child will wash their hands with soap and water.

On leaving the class for breaks every child will sanitise their hands and wash them when returning. Work areas will be cleaned when children leave for breaks. Lunchtimes and break times are staggered so that children stay in their 'bubble' at all times with designated staff.



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End of the day

Please note all exits will be clearly signed and staff available to direct parents on the first day back.

3:00 pm Reception pupils leave via EYFS gate

3:00 pm Nursery and Pre-nursery pupils leave via EYFS gate

3.05 pm Mr Caley will unlock other gates

3.05 pm Y1 and 2 leave via classroom doors

3.10 pm Y3 and SLC leave via Purple staircase (first external doors at the side of school)

3:10pm Y4 leave by the green staircase (external door furthest from school entrance)

3.15 pm Y5 leave by purple staircase (first external doors at the side of school)

3.15 pm Y6 leave by green staircase (external door furthest from school entrance)

What to bring to school

1 book bag available from the office (first one free)

Years 1 – 6, black shorts white t-shirt and a pair of trainers / pumps for PE (A PE bag will be provided by school on the first day back), these will be brought to school on Monday and taken home for washing on a Friday.

Lunch box if applicable

What not to bring to school

Backpacks

Extra bags to those above under what to bring to school.

Pencil cases

Toys

General requirements.

Attendance at school from 1st September is mandatory and usual procedures will be in place for poor attendance.

Please do not send your child to school if they have any symptoms of coronavirus or are generally unwell. Miss Tully will be contacting absent families under our normal procedures on a daily basis.

Breakfast club

Breakfast club will operate as before however we can only take children who are booked in to breakfast club the week before and not on the day or the previous day.

When in breakfast club children will stay in their family unit or their class 'bubble' and engage in the play activities and asked not to swap groups.

Parents are asked to socially distance when dropping off their children and stay with their child until Mrs Robinson and Mrs Oakley open the doors at 7.45 am, last admission to breakfast club will be 8.00 am. Breakfast club costs , will rise slightly to £2 per day to cover additional costs however any parents experiencing difficulties with this are asked to contact Mrs Blakeley or Miss Tully to discuss the matter.

After School clubs

In order to enable thorough cleaning school will close at 3.30 pm with the exception of Mondays when a staff meeting for teachers occurs. Therefore, we are unable to offer after school clubs on our return to school but we will keep this under constant review. Once teacher assessments have taken place and we are confident of what 'catch up' is required by individual pupils, it may be possible for teachers to offer an after-school club one day during the week just for their classes.



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Parent consultations

In addition to you being able to contact teachers on their usual e-mail addresses if you have any concerns (No e-mails after 6pm please) we will be holding parent consultations early in the term to share the results from assessments with you and discuss any catch up sessions which will be required for your child.

Reading

We will be continuing with our 'Read for the Stars' reading programme however a few changes have been made. Every Monday, your children will have the opportunity to change their reading book and on a Friday their reading records will be collected in over the weekend so teachers can monitor reading at home and give the children their star if they have read three times. This means, in order for your child to achieve a star, they must read three times at home from Monday – Friday. It is extremely important that your children have their reading books in school every day and their reading records need to be signed and handed in on a Friday. More information will be sent out regarding 'Read for the Stars' when we return to school.

The school has carried out full risk assessments for our activities in light of Covid 19 and these are kept under constant review when government guidance changes. If parents have any concerns or questions they wish to ask please e-mail Mrs Blakeley at hblakeley@handale.rac.sch.uk or for matters dealt with via the office then office@handale.rac.sch.uk, please note we will not be using Facebook to answer questions.