



Working together to



Wednesday 15th July 2020

Dear Parents and Carers,

As I mentioned in my last newsletter, the government guidance relating to September re-opening of schools for all children was released on 2nd July, and the risk assessment template from Leeds was released on Friday 10th July. Thank you once again for your continued support and patience whilst we have considered all necessary health and safety aspects. This is a detailed email which hopefully contains all of the information you will need for September.

Whilst we are very excited and looking forward to welcoming back all our pupils, as I'm sure you'll appreciate, having over 360 children entering the school site will mean that several key changes will need to happen in order to keep our children, staff and community safe.

We have spent a long time considering how to do this safely for everyone in our community. Our full risk assessment outlines all the procedures we will be implementing for the first half term and is based on the template provided to all schools in Leeds. Please be aware however, that the national picture may influence or change the published guidance over the summer period so all details are subject to change. Where we do have to adapt our plans, be assured we will inform you before your child returns in September.

The main logistical points are listed below.

1) New Term - we will be aiming to open the school for pupils in Years 1-6 from Tuesday 8th September.

EYFS

For children who will be starting in Nursery or Reception class, as we have only been able to use Tapestry for virtual transition, meeting the teacher... we are having a staggered start in order to help our children settle happily and successfully. Separate emails with details of start and finish times were sent out last Friday for children in Nursery and Reception class.

- 2) One Way Systems** – In order to reduce the risk of transmission, with such large numbers of children and adults that will be on site, we have no option but to introduce One Way Systems on entry and exit from the school grounds. These will operate as follows:
- Children in **Reception** will use the Early Years gate to enter and exit the site, following the one-way system.
 - Children in **Nursery** will use the main gate and turn immediately right, walking past the bike sheds and enter the Nursey playground. They will exit through the Early Year's gate.
 - Children in KS1 and KS2 will enter through the main school gate, past the office on to the main playground. ***This will be a one way system.*** Exiting the school site will be via the path by the Y6 shelter, onto the drive-through and exit through the drive-through gate. **This means that the drive through will be closed to cars until further notice.**

*We have explored many other options regarding exit from the school grounds, however, having risk assessed these, using the drive-through gate as the main exit point is the safest option. Government guidelines recommend walking to school – this is something we fully support and encourage, in order to gain health benefits and reduce congestion and parking problems for local residents. **Please see attached email from Saleem Tariq, Director of Children and Families for Leeds City Council.***

- 3) **'Bubbles'** – From September, children will largely be organised in 'Class Bubbles'. The key reason for the bubbles is to reduce the risk of transmission as well as being able to track any interactions between members of different bubbles, in case we were to have any child or staff member test positive for COVID-19. Small groups of children may be taken for intervention work; where possible these will be from the same class bubble. The guidance allows for additional bubbles to be formed for Kidz Club – see below.
- 4) **Attendance** – From Tuesday September 8th 2020, all children in years 1-6 will be expected to attend school. All pre-COVID systems and expectations for monitoring and assuring attendance will be reinstated by the government and local authority. It will no longer be the parental decision whether to send your child to school - exceptional medical circumstances, potential localised shielding and 'track and trace' may lead to children and/or staff being absent, but these will need to be managed on a case by case basis.
- 5) **Children who have been Shielding**– If your child was issued with a shielding letter from their doctor, please email the school office if you have not already done so. We will work with yourselves to ensure all measures are in place to best support your child.
- 6) **Staggered start and end of the school day** - to control gatherings and minimise unnecessary contact between adults and families, we are operating staggered start and finish times as per Government and Leeds City Council guidance. With the additional complication of many classes sharing a cloakroom, this adds an even greater need for the staggered start. It is crucial that all parents/carers strictly adhere to the timings indicated, arriving in the allocated time. With the number of children on site, we must ensure there are no gatherings. Parents / carers arriving early to drop off / collect children and waiting outside of the gates or on site unnecessarily, defeats the purpose and increases the risk of transmission. Wherever possible, parents and children should walk to school in order to alleviate parking issues on Stone Brig Lane. Parents should not be on site before their allocated slot. Ideally, children will arrive at various points within these 10 minutes. **ONLY** parents with children in more than one class bubble **AND** with different drop-off times are able to wait, providing they adhere to social distancing and the terms of the home-school agreement. As adult to adult transmission is a much higher risk, we must minimise the congregation of adults as much as possible. In the same way we have been operating, we would ask that only one adult enters the school grounds to drop your child/ren off at school.

Start and Finish Times

Class	Drop-off Time	Pick-up Time
Nursery	8.45am – 8.55am	2.50pm – 3.00pm
Reception A	8.45am – 8.55am	2.50pm – 3.00pm
Reception B	9.00am – 9.10am	3.05pm – 3.15pm
Year 1 – Miss Martin	9.00am – 9.10am	3.10pm – 3.20pm
Year 1/2 – Mrs Fowley	8.40am – 8.50am	2.50pm – 3.00pm
Year 2 – Mrs Sparkes	8.50am – 9.00am	3.00pm – 3.10pm
Year 3 – Mrs Baker-Robinson	8.50am – 9.00am	3.00pm – 3.10pm
Year 3/4 – Mrs Miller	8.40am – 8.50am	2.50pm – 3.00pm
Year 4 – Miss Dowd	9.00am – 9.10am	3.10pm – 3.20pm
Year 5 – Miss Oglesby	9.00am – 9.10am	3.10pm – 3.20pm
Year 5/6 – Mrs Taylor	8.50am – 9.00am	3.00pm – 3.10pm
Year 6 – Mr Burmo	8.40am – 8.50am	2.50pm – 3.00pm

On arrival, pupils will line up socially distanced in their classes, where there will be markings on the floor. In order to reduce the number of adults on site, we ask that only one adult should enter the school site to drop the children off or collect them at the end of the day.

It is important to note that the children will still receive the same amount of learning time within the day, but we have shortened the lunch session, which is reflected in the timings of the school day.

- 7) **Bikes** – in order to ensure that children remain with parents/carers, to reduce the potential transmission and to ensure Nursery parents can safely enter school through their designated entrance, **bikes and scooters will unfortunately not be permitted on site**. As mentioned previously, all children should be encouraged to walk to school.
- 8) **Uniform/PE**– All children should return in full school uniform from September. See the school website or previous newsletter for more details on this. The only change from the school uniform is in relation to PE kit. From week 2, children will be allowed to wear their outdoor PE kit on the days they have PE. This is to reduce to the risk of transmission from children getting changed- often mixing up clothes as well as bringing more clothing and bags into school. In line with guidance, all PE will take place outdoors to reduce the risk of transmission. PE DAYS information will be shared during the first week back, ready to start during the second week. Please note – this MUST be plain outdoor PE kit – no other sports clothing will be permitted, thank you.
- 9) **Kidz Club**– Government advice is that schools can resume before and after school care. This will begin to operate from W/C 14th September. Please note that due to the restrictions required in our risk assessment, there are some changes to the usual way in which this provision operates. Children will either be in a Reception/KS1 group or a KS2 group. This is in-line with government guidance, but does mean these groups are within a second bubble during this time. A separate letter has been sent home to all parents who have requested a place for their child / children in Kidz Club before or after school. We have been able to accommodate all requests so far. Any further requests may be added to a waiting list; this is to allow us to ensure the procedures we have put in place are effective before widening our offer.
- 10) **PPE** – at present, school staff are not required to wear PPE, however, all this may well change by September. Staff will be provided with a clear visor or mask which they are able to wear at any time. This is particularly pertinent for:
 - ⇒ staff who will have to cross bubbles, for example: Kidz Club, PPA cover...
 - ⇒ staff whose role is necessary to support children across school, for example: pastoral support, supporting children 1:1 or when supporting an intervention.
- 11) **Children new to Reception and Nursery** - This Tuesday we held our Zoom meetings for children who will be joining us in Nursery and Reception Class in September. It was great to see so many of you and we hope you found these useful. If you did not manage to join us, we have posted the audio version of the meeting into your child's Tapestry account for you to listen to. There is also a video which shows your child's entry into school and what the classroom will look like for children in Reception; there will be available for Nursery later this week. Please watch this with your child to help familiarise them with the set up. As mentioned in the Zoom meetings, please email if you have anything you wish to discuss further. We are confident that the arrangements we have put in place will help your child to make a smooth transition into school.
- 12) **Break times and lunch times** – we will continue to stagger break times and all class bubbles will be allocated their own Play Zone for these times. We would encourage children to bring a piece of fruit for break time as we have found children returning to school have been hungrier than usual, so a piece of fruit would be a good idea. This should be kept in your child's coat pocket until break time.

Lunchtime arrangements

As mentioned previously, lunchtime will be staggered. In order for this to work, this time will be reduced to 45 minutes for each class bubble. At lunchtime, we will not be using the hall, as the logistics and risk factors would be increased greatly by doing so. All children will therefore eat in their classrooms and play in their allocated Play Zone.

In terms of lunches, we are finalising our menu and will send you a copy shortly. This provision is for children who are entitled to a free school meal or those who wish to purchase a meal.

As always, children are able to bring a healthy packed lunch to school. Just a reminder that no nuts or chocolate should be brought into school; this is because we have children with allergies as well as adhering to the Healthy School's Award. Crisps are for Friday only, as per our usual policy. Our packed lunch policy can be found on our website; please check this out if you are unsure of any elements.

All children in Reception Class and KS1 will continue to be provided with a universal free school meal. As always, we would encourage this uptake and will assume children in these year groups will want a school lunch. If you do wish for your child to bring a packed lunch, this is also fine. For Reception Class and KS1, there is no need to inform us of this. Children who we already know are entitled to a free school meal will also continue to be provided with this in September. If your circumstance have changed and you feel you are **newly** entitled to this, please inform the office via email, as there is a process you will need to follow to qualify for this.

13) Bags - No bags should be brought onto the school premises. Children will only need a hat, named water bottle and a snack (in their coat pocket). As mentioned, they can also bring a packed lunch if you wish for them to do so. Children should not bring mobile phones into school unless an email request has been made to school. For example, if your child will need to bring their phone as they are arriving on the 'My Bus' service, please email us to inform us that you would like your child to bring their mobile phone into school. An email also needs to be sent to school for any Year 6 children who will be walking home by themselves. Without this, we will not allow them to leave school without being collected.

14) What to do if showing symptoms - Although we will implement all measures from our risk assessment in order to minimise the risk, we obviously cannot guarantee that your child will not develop symptoms of Covid-19.

One way to reduce the risk or spread of Coronavirus is to ensure that you are vigilant to the symptoms of the virus. The medical advice is clear: you must self-isolate if you have coronavirus symptoms or live in the same household as somebody who does. The main symptoms of coronavirus are:

- high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

If you have one or more of these symptoms, you must call 119 to arrange a test and self-isolate straightaway for 7 days – or longer if you still have symptoms other than a cough or loss of sense of smell/taste.

If you live in the same household as someone with coronavirus symptoms, you must self-isolate straightaway for 14 days.

Other safety measures we will take in school include:

*Classroom layout in rows will enable all children to sit at desks, alongside each other, that face forward; this will avoid children sitting face-to-face. This will be different in Nursery and Reception where free flow provision is still permitted.

* Rigorous hygiene procedures will be followed at all times with regular hand washing and use of hand sanitiser for the children and adults.

*Enhanced cleaning will also continue within bubbles and across school.

*Social distancing will be encouraged where appropriate in bubbles, however, the government recognise that this is not possible for many primary aged children. This is one of the reasons why the children are organised into smaller bubbles to contain and reduce risk.

*Windows will be kept open to aid ventilation – ***please ensure your child brings a coat to school each day***, regardless of the weather.

15) Google Classroom – We will not be using Google Classroom during the summer period, however we are looking into how we will continue to use this in September to set homework. Tapestry will continue to be available for our new starters to Nursery and Reception class for you to add any information and watch the videos. Staff will respond to any posts in September.

16) Medical forms and home school agreements.

For any child who has already attended school in the last few months, we will already have an updated medical form and a home school agreement. You **DO NOT** need to complete another one. We would just ask you to inform us of any changes to your child's medical details or your contact details between now and September.

For any children who have NOT been into school during the last few months, you will be receiving a medical form and a home school agreement to complete– these must be returned as soon as possible, ideally by Friday 17th July. If this is not possible, please return them by 11am on Monday 7th September. In order for children to return to school safely, we must have these completed forms. For health and safety reasons, we DO NOT want parents completing these when they drop their child off at school, as this will hold up the staggered starts and increase risks of transmission.

For all children: if there are any changes in terms of contact details or medical information, we will NEED to know BEFORE your child returns to school on September 8th 2020. Please update us of any changes by Monday 7th September.

Looking ahead, we are in a great position as all of our current children have had the opportunity to return to school at some point during this partial closure. We hope the transitions days will have helped to alleviate any worries your child may have had. We are aware that there are still some children who did not join us back in school and we have tried to add videos to Google Classroom and Tapestry to help them.

All parents were emailed with their child's report after the Easter holidays. We made these more detailed in case we were in this position. I know several parents have commented about how useful these were.

So many of our children have engaged with the high quality home learning that has been set - 75% of children overall. Thank you for your support with this; we know that this has required a great deal of support from yourselves to make this happen. For those who have not managed to complete as much as you would have liked, we have all done our best during these difficult times - please do not worry. In September we will prioritise children's well-being and ensuring they have the key knowledge and skills they need to make up for the time missed in school.

In September, a return to school for children, young people, parents/carers and school staff will involve a period of transition and change. Transitions for children and young people are part of the process of moving through education and provide opportunities for growth and development. Many may be looking forward to the opportunity to reconnect with friends and establish routines. We hope the way we have managed to invite all children into school will have eased some of this worry. However, some may still have some concerns about the return to school. Attached is a document from Leeds Education Psychology Team which provides parents /carers with advice about how you can support your child in this transitional period.

I recognise there is a lot of information here and numerous changes. We will need to work together to make these work in the best way that we can, which is why I am sending this letter out today. This will allow you time to contact school if it raises any points you need to clarify, as the school office will be closed over the summer holidays. Our incredible team in the office have worked over and above during all holidays, weekends and evenings in order to respond and support yourselves during these ever changing times. From Friday, the office will be closed until 7th September and, following this in September, they will only be checking and responding to emails during working hours. I would like to thank Mrs Clarkson, Mrs Ramsden and Mrs Copley for managing so many complex areas and for going over and above in every way to help our children, staff, myself and the school, always doing so with a smile. #What a team! #PROUD # REACH

As we move forward into uncharted waters once again, the importance of working together has never been so important. If you do have any concerns or queries, as always please communicate these in the respectful manner that this team deserves and we will be more than happy to try to help.

Thank you for your understanding and patience. These changes will take some adjusting to for us all but, as always, remaining positive and working through any challenges together in partnership will be what brings the best for our children, which is absolutely what we all want. You have been incredible and supportive throughout. Your kind words, social media posts, emails, cards and treats have all really helped us to feel appreciated and has kept us going during the challenges we've faced.

Thank you as always to my amazing school team! Just incredible!
There will be a short newsletter to follow before we finish this week.

Kind regards

Leila Rothenburg

Headteacher