



Armathwaite School
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Headteacher: Mrs Helen Hepworth
28-8-20

Dear Parents,

As the summer holiday draws to an end we all hope you managed a safe and enjoyable break. We are busy preparing for the new school year and I am writing to let you know organisation and procedures we have planned to keep everyone safe and happy.

Procedures

We have carried out detailed risk assessments which have been submitted to the Local Authority. In order for us to keep everyone safe there are a number of procedures we need to follow additional to those we normally would. This means that although it is impossible for schools to guarantee we can eliminate all risk, we have and will continue to do all we can to reduce risk as much as possible. I am trying to make sure that this information is as clear and simple as it can be. Please give me a ring or drop me an email if you have any questions.

Bubbles

We will have 2 bubbles in school. Bubble 1 is for children in Years Nursery, Reception, Year 1, 2 and 3. Children in Year N, R and 1 will be taught by Mrs H, supported by Mrs Wylie and Miss Holmes. Year 2 and 3 will be taught by Mrs A and Mrs Glover, supported by Mrs Wylie and Miss Holmes. Children in Years 4, 5 and 6 will be taught by Mrs Gill and Miss Price, supported by Anne-Marie and Kath.

Dropping Off and Collecting Your Child

It is important that we all maintain social distancing when travelling to and from school and during the process of dropping off and picking up. Please consider safety when travelling to school, so you can keep your own and other children as safe as possible. School transport is available again and I have emailed families who are eligible. Please let us know if you are eligible for school transport but have not received this email.

So that all children can be dropped off and collected safely, it is important that we avoid stopping for a chat at the school gate and I would like to say a big thank you to everyone in advance for doing this. We will put some simple 2 metre markers to guide you when waiting to drop off and pick up. Routes for Bubble 1 and 2 will be clearly marked. Bubble 1 will be coloured red and Bubble 2 blue.

There will be several **hand sanitiser** stations at the school gate for you and your child to use before entering the school grounds. **Please make sure you use this when you arrive and as you leave at the end of the day.**

This letter is also available on the website



Start of the Day

Here are the plans to make sure everyone can arrive safely in the morning.

Bubble 1

Arrival time for Years Reception and 1, 2 and 3 is between 8.35 and 8.50am. To keep things flexible for you there are no time slots. If you see that there is someone at the gate or door please wait at a safe distance (or in your car) until the way in is clear.

Arrival time for nursery is between 8.45 and 8.55am.

Children in bubble 1 will hand sanitise at the gate before walking along the pedestrian walkway where they will be met by a member of staff. Children will go across the outdoor play area and enter school through the bottom doors near the hall.

Please will parent\carers leave across the **CAR PARK**.

Bubble 2

Arrival time for Years 4, 5 and 6 is between 8.25 and 8.40am. To keep things flexible for you there are no time slots. If you see that there is someone at the gate or door please wait at a safe distance (or in your car) until the way in is clear.

Children in bubble 2 will hand sanitise before walking right around the pedestrian walkway past the school office and around the tarmac area on the school field. They will enter through the field door. Please will parent\carers leave across the **CAR PARK**.

As always, we have tried to consider the needs of everyone in the plans we have made. This system relies on **everyone** arriving within the times for their bubble. Please make sure your children arrive at school within these times. If you bring your children earlier or later than the time planned safety could be compromised and learning of other children would be disrupted.

Pick Up at the End of the School Day

At the end of the day we will do the morning procedure in reverse. Children will be let out of the door they are using in the morning ~ one family at a time. Please walk across the car park and stand next to the 'please wait here sign' for your bubble, or at 2 metre distances while we call your child\children. Then use the pedestrian walkway to exit the school grounds, using the hand sanitiser as you go. Simple! I have spent years making sure pedestrians don't use the car park but at the moment there will be very few cars, none of which will be moving, so this is the safest option and only adults will be using the car park (children will always be walking on the pedestrian walkway). The car park continues to be for staff use only. The gates to the car park will be left open for drop off and pick up times.

Bubble 1

Please walk across the car park and wait by the gate with the bubble 1 pick-up point sign on it. Please maintain a social distance of 2 metres from other parent\carers. We will bring your child to meet you. Please leave using the **PEDESTRIAN WALKWAY**. Please hand sanitise as you leave.

This letter is also available on the website



Bubble 2

Please walk across the car park and through the wooden gate (which will be open for you), past the office round to the tarmac by the school field. Please keep a social distance of 2 metres from other parent\carers.

We will call your child and send them to you through the field door.

Please leave using the **PEDESTRIAN WALKWAY**. If you have a child to collect from bubble 1 please wait for them in the bubble 1 waiting area. **Please hand sanitise as you leave.**

The school bus will be asked to wait outside the school entrance and children will be walked along the pedestrian walkway to the bus by a member of staff at 3.25pm.

Breakfast and After School Club

Breakfast club will continue, from 8 am until it is time for children to join their class for morning jobs. In order to avoid mixing bubbles we will have separate seating areas. Each child will have their own crockery and cutlery and we will follow before and after food hand washing procedures. Please drop your child for breakfast club by following the pedestrian walkway all the way around, past the office and round to the field door. For the time being the cost of breakfast club will remain at £2 including breakfast.

After school clubs will run to support you with child care needs. Most clubs will continue, including free transition club for all children in Year 6. We are still finalising details so more information on clubs will follow when school starts back and we are able to establish interest. The cost of after school clubs will be £2 from 3.30 to 4.30pm, with additional wrap around from 4.30 to 5pm for a further £2. If you would like your child to attend during the first week please let us know by email.

School Day

From September the government requires us to provide a recovery curriculum to close gaps in learning. Alongside this, we are required to deliver our usual broad and rich curriculum. Please find attached timetables of the school day for each class. For the first few weeks we will stay in our bubbles with the possible exception of any outdoor lessons such as PE or music. We are staggering break and lunch times slightly so that areas such as corridors and lockers don't become hot spots.

Each child will have their own locker within their bubble. This is where they will keep their coat, shoes and book bag. Children will need outdoor (wellies or waterproof boots) and indoor shoes, a waterproof coat\hat and gloves (sun hat and cream if sunny weather) and PE kit.

Social distancing

Signs or floor spots will be available to help you to socially distance when dropping off and picking up. The classroom layouts are such that children have their own learning area and equipment. We have planned very carefully so that children can learn and play alongside their friends. They will have access to their own set of pens, sellotape, scissors etc. which will stay with them. All other resources they need (ie glue gun (older children), Lego (younger children), will be sterilised after use.

In true Armathwaite style we will make our own social distancing and handwashing posters. Then the children will be experts at reminding each other and us to SD ~ social distance and HW ~ handwash!

This letter is also available on the website



Although we cannot guarantee that social distancing will be followed at all times (our children are young and will forget ~ so do adults sometimes), we have planned carefully to avoid any hotspots such as toilet use and moving around school for playtime etc.

You will see on the timetable that handwashing has been planned in at very regular intervals. We will also wash hands at any other times needed. Use of the toilets will be carefully staggered to reduce risk. Children will have a toilet and basin that they are given to use each time they need to. Toilet areas and all other hotspots will be cleaned regularly throughout the day. We have foot operated pedal bins for paper towels in toilet and handwashing areas.

Mrs Dowes and I have revised the fire emergency plans and we will continue to have practise fire drills (with social distancing).

Outdoor learning

We will spend as much time as possible outside and will move our areas outside if the weather permits.

Cleaning

Shoes will be changed at the door. Staff and children will change their shoes and use indoor shoes in school. When staff get home we remove our shoes, wash our hands and change our clothes. When washing clothes we don't shake them, instead just put them straight into the washing machine. We will wear clean clothes to school each day. Please make sure your child does this too. Easy to wash and dry clothes are best. We will clean hotspot areas throughout the day. Doors will be propped open to avoid touching handles. Our cleaners will clean thoroughly at the end of each day.

Lunch time

Our catering service Orian will be providing school meals. This will be a limited menu so we have included a sandwich\jacket potato option. You can order on Lunchshop as normal. We will have staggered lunch times with each bubble eating in a different area (Bubble 1 in the school hall, Bubble 2 in the Top Room (like the old days before the school hall!) Children will continue to have their own water bottle at school. This will be cleaned and sterilised at the end of each day. They do **NOT** need to bring a water bottle to school.

If your child is having packed lunch please send it to school in a named wipeable box or lunch bag. No drink will be needed as we provide water bottles.

Working Together to Keep Everyone Safe

An important part of keeping everyone safe is that we all follow guidelines on social distancing, both in and out of school. As a staff team we are all aware of our responsibilities and whilst restrictions are being relaxed all the plans we have put in place for school to run as safely as possible are reliant on our staff and the families of all children attending school ensuring they follow the current guidelines. I know we will all work together to keep each other safe by doing this.

For your information please find attached a GOV.UK guidance leaflet and a link highlighting the symptoms of COVID-19 <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/> . If your child shows symptoms please keep them at home and contact us to let us know. Should your child become ill with symptoms whilst at school we will contact you straight away and isolate them from other children until you collect them. For this reason please let us know by the beginning of term if your contact details have changed (mobile numbers etc).The Department for Education coronavirus (COVID-19) helpline is available to answer questions about COVID-19 relating to education and children's social care. Staff, parents and young people can contact this helpline by calling: Phone: 0800 046 8687 Monday to Friday

This letter is also available on the website



from 8am to 6pm ~ Monday 31 August (Bank Holiday) from 10am to 4pm. I have also attached a letter from the Local Authority and head teacher associations.

Finally, please let us assure you that whilst Covid-19 has affected all our lives and required us to make some adjustments to our day to day running, Armathwaite School ethos remains unchanged and will continue to do so. We learn, play and grow together in a rich, happy and challenging environment. We are all so excited to see you next week.

Until then have a good weekend.

Yours sincerely,
Helen Hepworth
Head teacher

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