

Thursday 16th July 2020

Dear Parents/Carers,

I would like to begin this letter, which will update you on the plans for opening to all in September, by thanking you for your continued patience and understanding during the most difficult and challenging of times.

We are aware that your child is very young and may be new to Moorside. In order to make their first day at Moorside as smooth as possible we have decided to stagger the classes on arrival. Mrs Coen's class will arrive at 9:15 and Mr Millward's class should arrive at 9:30. This is for the first day only (Wednesday 2nd September). After the first day, the drop off time will be 9:00am and pick up time will be 3:30pm.

I would like to reassure all parents that school have worked exceptionally hard to ensure that guidance is followed in order to reduce risks. We have had the opportunity to 'test' our systems during these final weeks of the summer term, as we have had over 140 children in school every day. Recommended safety measures have been implemented effectively across school and will continue in September. These include:

- Children in Year group bubbles.
- Wherever practicable, children will have the same adults teaching them.
- Staggered starts/finishes/lunchtimes and playtimes for each year group bubble.
- One-way systems throughout school and on entry and exit to school premises.
- Only one adult allowed to accompany their child to school. Adults who accompany children to school will be expected to maintain stringent social distancing and there will continue to be one-way systems for drop offs and pick-ups to reduce risk.
- Cleaning regimes in school ensure that all classrooms and shared areas are cleaned thoroughly with extra attention paid to touch points.
- Where appropriate, children will have personalised packs of frequently used equipment. Shared resources will be cleaned regularly.
- Children will be required to sanitise their hands on each entry and exit to school. Hand sanitisers are also in every classroom.
- If anyone in your household is contacted by Track and Trace, all guidance given by them must be followed.

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Market Street | Droylsden | Manchester | M43 7DA

Principal: Mrs M. Taylor



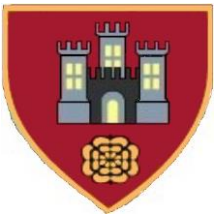
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- Children must not attend school, and the household should self-isolate, if either they or any other member of their household are displaying symptoms of Covid-19. Tests are available for children and members of their family.
 - If a child becomes unwell in school, they will be isolated and you will be informed immediately. Please ensure that your contact details are up to date and you are able to be contacted.

Attendance will be compulsory in September and the Attendance Policy will be adhered to. If your child is unwell, as previously was the case, please report their absence to school at the earliest opportunity. If you have any concerns or worries regarding your child's return, please contact school to discuss further.

In order to reduce risk and the number of people around school, we will be staggering start and finish times. Please ensure that you drop off and pick up at the set time, to ensure everyone's safety. Please see the timetable at the end of this letter for the start and finish times for your child.

Instructions for drop off:

You will enter the premises through the pedestrian gate and then go through the Key Stage 2 playground around to the Reception drop off area. Staff will be waiting at the gate and will direct your child into the classroom. Social distancing between you and staff must be maintained at all times. You will then leave the playground taking care to maintain social distancing and exit through the car park gate which will be used for pedestrian access only. There will be staff around to help with the directions. Unfortunately, due to Covid safety requirements, you will not be able to accompany your child into their classroom.

Instructions for pick up:

You follow the same arrangements above to collect your child. Please maintain social distancing whilst waiting for your child. If you have any queries or want to pass on information about your child, please send a message through Dojo or by ringing the office. Please be patient as staff are releasing children, they will need time to get used to the known adults to begin with so this may take longer than normal.

There will be staff around to help and guide you.

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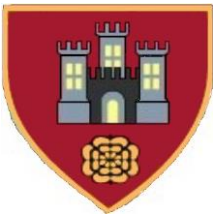
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If your child has a sibling, then you must drop off and collect all children at the earlier drop off and pick up time. Children will be sent to their classroom and will remain there with staff. Children will be picked up at the earlier time together from the earlier pick up point. Please see the table at the end to see the start and finish times of all year groups.

School will be providing a Universal Free School meal for your child if required. Your child may bring in their own pack lunch which must be in a named lunch bag.

Other information:

- Children should wear full uniform and sensible shoes.
- Your child may bring in a bag, but no toys are to be brought in from home.
- Reading books will be sent home. These will be changed daily if your child has read them. They will be stored for a period before being given to any other children to ensure we are reducing risk.
- As far as is practically possible, children will have their own set of frequently used equipment. Any shared equipment will be regularly cleaned.
- You **must** ensure that you are on time for dropping off and picking up as other year groups have staggered start and finish times and it is crucial for everyone's safety that these times are adhered to.
- Children will be required to sanitise their hands on entry and exit to school. Santisers are placed throughout school at all entrances and exits and in all classrooms. Children are encouraged and supervised when wash their hands.
- Parents and carers who wish to speak to the office, must ring or email. No adults will be allowed entry to the office or onto school premises unless by prior arrangement.
- It is expected that children will attend every day. If they are unwell or unable to attend that day, please telephone the office to let us know.
- No cars will be allowed to drive into school as this entrance is being used as an exit point for parents once children have been dropped off.

Important Reminder

School have recently sent out two links to an online multi-purpose consent form and information form. It is crucial that you complete these forms for each of your children who attend Moorside before we return in September. This is to ensure that

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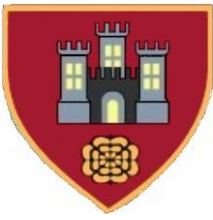
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all details including contact information is accurate and up to date. If you have any queries regarding this, please contact school.

Further information will be shared with you about Reception and will be sent to your email address. Please share this with your child. Your child's class teacher will also be making contact with you over the next few days to have a chat with you and answer any questions you may have.

If you have any further queries or questions, please do not hesitate to contact me via Dojo or by email to admin@moorside-primary.org.

We are looking forward to welcoming your child to Moorside!

Kind Regards

M Taylor, Principal

Staggered drop off and pick up times for each year group.

Year group	Drop off time	Pick up time	Entry through	Exit through
Nursery	9:00	12:00	Nursery path way	Key Stage 1 playground
Reception	9:00	3:30	Key Stage 2 playground	Key Stage 2 playground
Year 1	9:00	3:30	Key Stage 1 playground	Key Stage 1 playground
Year 2	9:00	3:30	Key Stage 2 playground	Key Stage 2 playground
Year 3	8:50	3:20	Key Stage 1 playground	Key stage 1 playground
Year 4	8:50	3:20	Key Stage 2 playground	Key stage 2 playground
Year 5	8:40	3:10	Key Stage 1 playground	Key stage 1 playground
Year 6	8:40	3:10	Key Stage 1 playground	Key stage 1 playground

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