17th July 2020

Dear Parents, Carers and Families

**Start of Term – Tuesday 8th September 2020**

As you will be aware, the Government has set out the expectation that schools and academies will open for **all** children in September 2020. Government guidance may change during the summer break and any changes will be communicated through our website and Facebook. Our focus remains on providing excellent teaching and learning and protecting children and staff from contracting the virus.

As stated above, all children, in all year groups are expected to return to school on Tuesday 8th September 2020. **The exception to this are Nursery New Starters, who will already be aware of their personal start date.**

Please be aware that we will no longer be running dedicated groups for Key Worker and safeguarded children. However, in the first instance priority will be given to Key Worker and then safeguarded children, at our Breakfast and Tea-time club. Any places that are still available will be allocated to parents who request them first. With this in mind, if you are a Key Worker please email [admin@stakesbyschool.net](mailto:admin@stakesbyschool.net) should you require a place at the Breakfast club or Tea-time club. Please state the day and club that you require. Further information regarding this facility is provided in the information attached.

As you are probably aware, we have had a number of weeks of smooth and successful reintegration of some year groups so we are confident that we can operate safely for all the year groups. The arrangements for the start of term accompany this letter.

Should you have any queries or require further information please contact me via email at [headteacher@stakesbyschool.net](mailto:headteacher@stakesbyschool.net)

We are looking forward to seeing you all again. In the meantime, I hope you have a relaxing and enjoyable summer.

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Roy Gunning

Principal

**ARRANGEMENTS FROM 8TH SEPTEMBER 2020**

##### How will children be grouped?

Children will be in their own class with the exception of EYFS. Each class will operate as a ‘bubble’ which means that they will have their own classroom. Each class will be allocated their own toilets (with only one child using them at any one time) and each class will be allocated their outside play area; they will have no contact with any other ‘bubble’.

##### How will drop off/collection work?

Arrangements for dropping children off and collecting children will continue as we have been doing this term. Apart from Early Years children, children will leave their families at the gates on Byland Road and be accompanied into school by a member of staff who will be stationed at the gates. Early Years children can be accompanied by a single adult into the EYFS area. Markings, signage and one-way systems will be in place to help maintain social distancing throughout.Times of the school day are below. (Please continue to use the area in front of school to socially distance from other families if you arrive early.)

##### What time do I drop off and collect my child/ren?

|  |  |  |  |
| --- | --- | --- | --- |
| **Year Group** | **Drop off Time** | **Collection Time** | **Gate to be used** |
| Early Years - Super Squirrels (Nursery) | From 8:45am | 3.30pm | Early Years Gate |
| Early Years – Wise Owls (Reception) | From 8:45am | 3.15pm | Early Years Gate |
| Holly Class (Y1)  Beech Class (Y2) | From 8:40am  Children need to be in class by 8.55am | 3.15pm | Top Pedestrian Gate |
| Hazel Class (Y3/4)  Elm Class (Y4/5)  Oak Class (Y6) | From 8:40am  Children need to be in class by 8.55am | 3.15pm | Bottom Pedestrian Gate |

##### What should I do if my child is upset when I drop them off at school?

Your child’s teachers are looking forward to welcoming your child back.

No matter what age, we anticipate that some children will find separating from you difficult after a long time out of school. Our experience recently has shown us that children are usually excited and keen to be back in school – and then have a ‘wobble’ at the point of handover. Be ready for this!

Our Educational Psychology group have set out guidance to help parents and staff manage this. The principles behind this approach are that you give your child permission to feel safe away from you and that they are reassured you will return later to pick them up.

* Work with your child (including older children) to agree a ‘Goodbye ritual’.
* This could be a special wave, or a special hug, or a simple phrase that you will use as you handover or leave your children at school.
* Let them know of something to look forward to when they get home again.
* Please practise this beforehand with your child.
* Remember your child will take their cue from you – if you keep things calm, upbeat, bright and breezy, then this will reassure them. On the other hand, if you get upset or look and act worried and anxious, this may unsettle your child and lead to distress for all concerned.
* Expect tears! This is the simplest strategy that all children use to tug at heart strings and try to sway us to give in. Please leave your child with us, no matter how upset they seem to be. We will take them inside to calm and settle them. This will allow you to leave, and then we will ring later so that you can be reassured your child has settled.
* Please can we also ask that children do not bring any toys, blankets or similar from home with them. Thank you for your understanding.

##### What happens if I am late?

If you are unavoidably delayed, please bring your child to the ramp outside the main office. Please do not bring them into the school building. Once released to us, we will organise them to access their ‘bubble’ safely.

##### How will breaktimes and lunchtimes work?

These will continue as they have done for this half term. They will be held outside, weather permitting.

**Breaks** will have staggered timings so that ‘bubbles’ do not meet each other. We are lucky to have plenty of separate outdoor spaces to facilitate this. To maintain social distancing the children will have plenty of space to run around and will be discouraged from playing contact games (eg tig). Equipment will be limited to things that can be easily and quickly cleaned between use by different bubbles.

**Snack** will be a homemade biscuit. To limit the potential spread of the virus, juice will not be provided. Please ensure your child brings their own water bottle. Snack can be purchased from the school and will cost £1.00 per week. This is now to be paid for via ParentPay; **cash can no longer be accepted.** Children can continue to bring their own healthy snack from home.

**Lunch** times will be staggered. Children can either bring a packed lunch from home or can buy a hot school meal prepared by the kitchen staff. A choice of a hot meal or jacket potato and filling is available. Lunches will be brought to the class and eaten there. Packed lunches, brought from home, and water bottles will be wiped down on entry to class and before use. (Please avoid fabric packed lunch boxes for this reason). Children will be given half an hour to eat their lunch and half an hour to play outside. Additional lunchtime staff will be on duty for all groups to encourage social distancing and hygiene. As with breaktimes, children will only use their designated toilets.

**Will there be any clubs after school?**

Due to the Covid-19 virus, we will need to maintain the ‘bubbles’ and therefore we are, unfortunately, unable to run clubs during the first half term of the new academic year. This will be reviewed at the end of the first half term. We are ready to reinstate clubs once restrictions are lifted. As mentioned in the main part of the letter, Breakfast and Tea-time club will be running and in the first instance priority will be given to Key Worker and then safeguarded children. Any places that are still available will be allocated to parents who request them first. With this in mind, if you are a Key Worker please email [admin@stakesbyschool.net](mailto:admin@stakesbyschool.net) if you require a place at the Breakfast club or Tea-time club. Please state the day and club that you require. Charges will apply for this facility (£3.00 per hour and £2.70 for a sibling). This should be paid, in advance, on ParentPay.

**Times:**

Breakfast – 7.45am to 8.45am

Tea-Time Club – 3.15pm to 5.15pm

**PE**

Please send your child to school in their PE kit on their designated PE day. Your child’s class teacher will notify you of the day via Class Dojo. Children do not need to bring their uniform on this day; they will remain in their kit. PE will take place outside so please ensure your child is wearing suitable trainers, white t-shirt, black shorts/leggings/jogging bottoms and dark hoodie. Hair longer than shoulder length must be tied back and earrings must be removed.

##### How will good hygiene be promoted?

Children will be taught and reminded about good hygiene and will regularly wash their hands and/or sanitise them with alcohol-based gel. They will also be taught and reminded about ‘catch it, bin it, kill it’ with tissues if they sneeze or cough.

Every bubble will have sanitiser, tissues, and wipes, plus there will be additional sanitising stations at front and back entrances.

Classrooms will be well ventilated and disinfected regularly through the day using wipes. Handles, push plates, taps, switches, keyboards, surfaces and chair backs will be wiped down as part of regular sanitisation through the day.

PPE is available and will be used for:

* First Aid where close contact is needed
* Intimate care
* Dealing with any cases of children/adults who show symptoms during the school day

##### What if someone falls ill with symptoms of Covid 19?

Our Trust has developed robust and comprehensive protocols and procedures that we have used successfully over the last few weeks.

If your child falls ill at school, staff will be provided with PPE and will move the child to a safe and secure isolation space away from others. You will be contacted to come and collect them.

If your child becomes ill at home, please let us know as soon as possible and keep your child at home for at least 7 days.

Children and staff will be eligible for Government testing if they show symptoms. If a test is positive, the person who tests positive, the whole ‘bubble’ and their adults will have to self isolate at home for 14 days.

If a ‘bubble’ is isolating, learning will continue without pause using the Home Learning facility. If your internet or hardware is an obstacle to this, please let us know now so that we can support you in being ready for this eventuality.

##### What will happen with Free School Meals?

The youngest children will be eligible for Universal Free School Meals as before. Older children can receive Free School Meals if you have applied for them. Please consider looking into this if your circumstances have changed as we also receive additional funding to support learning for children receiving Free School Meals.

##### How will you keep us up to date?

We will keep you updated through our existing channels:

* Facebook and the school website – for whole school messages
* Teams and Class Dojos - for year group messages
* Class Dojos – for direct contact with your child’s teacher
* Phone – 01947 820231 – to speak to office staff (from 7th September 2020)
* Email – [admin@stakesbyschool.net](mailto:admin@stakesbyschool.net)