

Tuesday 14th July 2020

## Full School Opening from September 2020

Dear Parents/Carers

As the recently released government guidance states, the prevalence of coronavirus (COVID-19) has decreased and returning to school is vital for children's education and for their wellbeing. The Senior Leadership Team at Sitwell Junior School have digested and discussed all of the guidance and are now in a position to share with you our plans for **full opening of the school from Wednesday 2nd September 2020**. In accordance with the guidance, there are measures we need to put in place to create a safe environment at Sitwell Junior and these are outlined below. To ensure the safety of pupils, staff, parents and the wider community, it is vital that everyone follows the procedures we will be putting in place.

### Staggered Start and Finish Times

Following the government's directions, we have refreshed the school timetable and introduced staggered start, finish, break times and lunchtimes. Children and parents are encouraged to walk or cycle to school where possible and to avoid public transport. If you do need to travel by car, we ask that you park away from the school entrance, or on another side road, and walk the rest of the way. This will avoid congestion at the crossing point outside of school. **Your child needs to arrive at school, through the Grange Road entrance only**, at the time detailed below for their year group. **The Acres View and Osbert Road entrances are not to be used by pupils or parents**. Each year group has been allocated a staggered start time and finish time in order to limit the number of children and parents arriving, or leaving school, at the same time. **Please ensure your child arrives no earlier, or later, than the time specified below**. When dropping off your child, please do so at the school gate, where they will be greeted by a member of staff.\*

Year Group	Drop Off	Collection	Allocated Entrance
Year 3	8.40am	2.40pm	White Doors
Year 4	8.50am	2.50pm	White Doors
Year 5	9.00am	3.00pm	White Doors/5TS Fire Door
Year 6	9.10am	3.10pm	Fire Doors

On arrival at school, your child needs to go straight to their allocated entrance where they will be met by the class teacher. The children are not permitted to stand with friends, or use the playground equipment, during this time. When



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you come to collect your child at the allocated time for their year group, please wait outside the school gates and the class teacher will bring the children to the gates and dismiss them to you. Please do not attempt to enter the school grounds or building, or loiter at the school gates with other parents at drop off and collection times. If you need to speak to a member of staff, a prior appointment must be made by telephone or email.

Year 3 and 4 children must be dropped off and collected by an adult. Year 5 and 6 children are permitted to walk to and from school on their own with their parents' permission. If you would like your child to do this, please read the attached letter carefully and give your consent either via email, or by completing and returning the reply slip. **If you have more than one child that attends Sitwell Junior School then please drop them off at the earliest time and collect at the latest time.** For example, if you have a child in Year 4 and a child in Year 6, drop both children off at 8.50am and collect at 3.10pm.

\*Please note, as the Year 3 children are unfamiliar with the school building, we have agreed to allow parents to accompany their children onto the playground for the first week of the autumn term. Here, they will be met by their class teacher, or teaching assistant, and escorted into school. After this time, parents will need to drop off and collect the Year 3 children at the school gates.

### Staggered Lunchtimes

To ensure lunchtimes can run as safely as possible, the children will have staggered lunchtimes, which will last for half an hour. This will allow enough time for the children to eat their lunch, and get some fresh air, without coming into too much contact with other people and groups of children. In order to keep the school kitchen as safe as possible for staff, there are two options for lunch. Your child can either **bring a packed lunch from home or order a hot or cold 'grab bag' style lunch** option through school at a cost of £2.25 per meal (menu to follow). If your child requires a school 'grab bag' lunch, **it must be pre-ordered online** at home beforehand. To do this, please follow the link below which will take you to the Dolce website: <https://app.live-kitchen.co.uk/login.aspx?ReturnUrl=%2FParents%2Fpreorder.aspx>.

Please note: All meals will be eaten in classrooms under the supervision of school staff.

### Teaching and Learning

Our aim is to continue to ensure our school curriculum is broad and ambitious, whilst ensuring time is spent on the most important missed content from the previous year. In the autumn term, the first 3 weeks will be focussed on transition for all children in all year groups. They will take part in lots of PSHE lessons and a transition project, which will be based on the recovery curriculum model. This is centred around the losses children may have faced during COVID-19 (routine, structure, friendship, opportunity and freedom) and how we can help them recover from these losses through the 5 levers of recovery (relationships, community, transparent curriculum, metacognition and space).

### Uniform

All children are expected to attend school in their Sitwell Junior School uniform. School sweatshirts and cardigans will be on sale on Tuesday 1st September from the school office. To limit the number of parents on site on this day, we ask that you adhere to the timetable below and only come to purchase sweatshirts and cardigans during the time slot allocated to the initial letter of your surname. We understand that you may not be able to visit school on this day and we will be lenient towards any children that are unable to wear a school sweatshirt or cardigan during the first week back. Uniform will also be on sale during the week commencing 7th September. Please contact the school office on 01709 531867 or at [info@sitwelljunior.uk](mailto:info@sitwelljunior.uk) to make an appointment.

#### Uniform Purchase Tuesday 1st September

Allocated Time Slot	Initial Letter of Child's Surname
9.20 - 10.00am	A - D
10.30 - 11.10am	E - J
11.20am - 12.00pm	K - O

12.30 - 1.45pm	P - T
2.00 - 2.45pm	U - Z

### Book Bags and PE Kit

In order to minimise the number of items children are bringing to and from school, we ask that they only bring their school issued book bag (containing their school reading book and reading diary), lunch bag, filled water bottle and coat. The children in Year 4 to Year 6 should all have a book bag and the Year 3 children will be issued with a book bag on their first day of school. If you need to purchase a new book bag for your child, you can do so from the school office by prior appointment. School issued reading books and reading diaries can be taken home; these will be changed once a week only, on a Friday, so that they can be quarantined over the weekend before being returned to the school library.

Each child will be issued with a pencil case and all the writing equipment they will need whilst in school, so please do not send them with a pencil case, or any additional equipment from home.

To prevent the need for children to get changed for PE, we would like them to **come to school dressed in their PE kit on the days that they have PE**. Please see the timetable for when your child has their PE sessions. This means that the children do not need to bring their PE kits into school.

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	5TS 5RE	4EL 4ZN 4WN	3ND	3HS 4ZN	3FI 5MC
PM	6GO 6NE	6GO 3FI 6JB 3ND 6NE	6JB 5MC 3HS	4WN 4EL	5TS 5RE

### Breakfast Club and After School Provision

We are pleased to be able to inform you that we can continue to run our Breakfast Club provision from **Wednesday 2nd September**. Breakfast Club starts at 7.40am and the children must arrive promptly at this time as they will be met at the gate on Grange Road by a member of Breakfast Club staff and directed to the hall. Children will not be admitted into Breakfast Club after 7.50am. The cost for Breakfast Club is £3.00 per session, payable through Parent Pay. Please contact the school office on 01709 531867 or at [info@sitwelljunior.uk](mailto:info@sitwelljunior.uk) to book a place for your child. In order for us to keep both staff and children safe, and in accordance with government guidance, we have to limit places in Breakfast Club to a maximum of 48 in total; approximately 12 per year group.

Unfortunately, following government guidance, we are unable to offer our usual range of after school clubs for at least the first half of the autumn term. However, we will be running an after school provision for those parents that need it, starting from **Monday 7th September**. This will run from 3.00-4.00pm every day and will involve the children taking part in table top activities, such as board games, mindfulness, reading, craft activities etc. The cost of the provision will be £2.50 per session to cover resources and staffing. If you would like your child to attend, and have not already done so, please email the school at [info@sitwelljunior.uk](mailto:info@sitwelljunior.uk) confirming the days you would like to take up this provision. In order for us to keep both staff and children safe, and in accordance with government guidance, we have to limit places in our after school provision to 20 per year group. **Please note: this provision must be paid for in advance on Parent Pay prior to the session taking place.**

We understand that this may be a worrying time for parents and have, therefore, tried to answer some questions you may have about your child returning to school:

**What other measures is the school taking to make it as safe as possible for my child?**

The government guidance acknowledges that primary age children cannot be expected to remain 2 metres apart from each other and staff. However, we will follow the government guidance, and our own risk assessments, to make school as safe as possible. Some further measures we are putting in place, in addition to the ones already outlined in this letter, are:

- rigorous risk assessments
- avoiding contact with anyone with symptoms
- frequent hand cleansing and good respiratory hygiene practices
- regular cleaning of the school
- minimising contact and mixing
- using outdoor space as much as possible
- limiting the use of shared rooms e.g. the hall
- reducing the use of shared resources

### **What will happen if my child becomes ill at school?**

If your child becomes unwell with a new continuous cough, loss of taste/smell and/or a high temperature at school, they will be sent home, asked to self isolate for 7 days and get a test. All children can be tested; see the following guidance: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>. Everyone who lives in the same household should self-isolate for 14 days and follow the guidance found here: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>.

If you, or your child, display the symptoms of coronavirus at home (a new, continuous cough, anosmia and/or a high temperature) do not enter the school premises or attempt to send your child to school. Instead, follow the guidance outlined above.

### **How should I contact school if I need to speak to a member of staff?**

If you need to contact the school, you can do so via email at [info@sitwelljunior.uk](mailto:info@sitwelljunior.uk) or telephone (01709 531867) with any queries. If no-one is available to take your call, please leave a message and a member of staff will return your call as soon as possible.

Finally, while coronavirus remains in the community we have put the above measures, and more, in place in order to ensure a return to school that is as safe as possible for all of our pupils and staff. These systems of control form part of our risk assessment and are essential to minimise the risk of spreading the disease whilst delivering a broad and balanced curriculum. We are sure you will understand that, in our endeavour to bring all children back to school on a full time basis, we have had to significantly change the way we work at the school. We feel that these measures are necessary to ensure that the children and staff remain as safe as possible. We appreciate your full cooperation with all of the above measures and value your ongoing support.

If you have any questions, please do not hesitate to contact the school by phone or email. We will be in touch with any further updates or information during the summer break. In the meantime, enjoy the holidays and we look forward to seeing you all in September.

Kind regards

*S. Walker*

*E. Longstaff*

Mrs S. Walker

Miss E. Longstaff

**Head of School**

**Assistant Headteacher**