



Arrangements for Whole School Return from Monday 8th March

Dear Parents and Carers,

My main reason for writing to you today is to update you on arrangements for our return to whole school attendance from Monday 8th March, however, I cannot do that before taking the time to thank you for all that you have done to support your child(ren) and Carclaze over these past few weeks. We do not underestimate the stress that working from home, home learning and government restrictions have put on families since December and we are truly grateful for all that you have done to continue working with us during these unprecedented times. We have loved seeing the work completed whilst at home and for those children that have returned to school, it has been lovely to see their resilient attitude towards the changes in place and the resulting work has been fantastic too.

We have now reviewed the procedures and arrangements that we have had in place since September and are happy that these continue to meet government guidance and advice. We have included a reminder below of the key information to ensure that everyone understands the requirements.

If we are to keep our children safe and the school infection free, we cannot emphasize highly enough that this is an equally shared commitment between school and home. In the same way that the school shall be operating a 'new normal' and not 'business as usual', we must ask parents to be equally mindful of their responsibilities regarding their family's social interactions and preventative hygiene measures outside of school hours too. Without that, the strategies put into place in school will be undermined and the virus transmitted throughout the community.

Return Dates

- All children will return to school on Monday 8th March 2021
- The government has stated that **attendance is once again statutory** from the 8th March

Bubble Systems

- The school will continue to operate 6 bubbles:
 - Years 2 – 6 (5 separate bubbles)
 - Phase 1 (FS + Y1) will form the 6th bubble
- For the majority of the time the children will be taught in class groups, and for year 1 children within their Year 1 unit but there will be mixing within their own wider year group at lunchtimes and playtimes and for some teaching activities e.g. intervention groups.
- Year groups **will not mix** with other year groups at playtimes and lunchtimes. Whilst we will keep it to a minimum, staff will mix between different bubbles where necessary – this may include cover teachers, intervention TAs, peripatetic music teachers, supply teachers and other school staff.
- Drop-off and collection times will be staggered to ease congestion (see below).

Drop off and Collection Arrangements

- Morning drop-off, afternoon collection time, entrance gates, playtimes and lunchtimes will all be continue to be staggered.
- Only one adult to drop children off/collect children at the start and end of the day to limit the number of people on the school site.
- All adults (unless medically exempt) to wear masks when on the school site



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- It is essential that parents and children do use the required entry/exit gates as they have been designated to minimise the flow of parents on site at any one point at any given time and minimise the risk of transmission.
- Parents will not be allowed to enter the school. A member of staff will collect your child from your designated drop off point and return them to you at their collection time. If you need to speak to someone in the office, we would ask that where possible you phone them as they can deal with all enquiries over the phone, however, if you absolutely need to speak to them *regarding an urgent matter that cannot be dealt with over the phone*, we ask that you enter the entrance foyer and wait for someone to assist you. We will operate a strict one person at a time policy – you will need to queue outside until the foyer is empty.
- The only exception to parents entering the site will be for meetings that have been planned and agreed in advance. Then there are specific guidelines that we must follow. Where possible all parental meetings will take place via teams or over the phone.
- Please ensure that your children bring all their things with them in the morning e.g. lunch boxes, trainers, coats etc as access to the office is limited.
- **We ask that you arrive promptly at drop off and pick up times and that you do not remain on school property after either time.** We understand it's nice to catch up with friends, but we need to keep the number of people on site to a minimum and ensure that social distancing can remain.
- **If you have more than one child in different year group bubbles:**
 - Morning drop off: Please drop both children at the time and place for your **eldest** child. Their sibling can come through with them and will be taken to their classroom where a member of staff will be waiting and they can start preparing for their day.
 - Afternoon pick up: Collect both children from the place and time allocated for the **eldest** child.

	School gate/Entrance to be used	Drop off Time	Collection Time
Year 1	Patio Gate Entrance	8:50am	3:10pm
Year 2	Bike Shed Gate	8:50am	3:10pm
Year 3	Patio Gate Entrance	8:40am	3:20pm
Year 4	Bike Shed Gate	8:40am	3:20pm
Year 5	Bike Shed Gate	8:30am	3:30pm
Year 6	Patio Gate Entrance	8.30am	3:30pm

Uniform and Equipment

- Uniform will be worn by pupils. Some children may have grown out of their shoes. If this is the case they may wear any sensible shoes that fit until more shops open during the Easter Holidays.
- PE Kits will not be needed in order to limit close interactions between pupils when getting changed in confined spacing. Children need to bring trainers to change into for PE lessons.
- Pupils will be able to bring bags, coats, and trainers for PE. Reading books will once again be able to travel between home and school.
- Lunchtime will be staggered for pupils and in order to maximise the amount of space we have to use during these times, we will be using the field as much as possible at playtimes and lunchtimes. If we have had rain, the field can become muddy. *To save school shoes from becoming dirty, you can send*



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in a pair of wellington boots for your child to change into – these need to remain in school where possible.

Lunchtime Arrangements

- The provision of school meals, their ordering and payment will return to pre-lockdown arrangements as normal but we will be offering the reduced menu (the one those children in school have been accessing) until Easter.

Additional Information

- We will not hold whole school assemblies – class worship and assembly opportunities will be planned in each week within classrooms or via an online system within school.
- Children will need to share toilets within their year groups but a strict supervision and cleaning regime will be in place.
- The enhanced daily cleaning and hygiene regimes adopted during lockdown will continue.
- All children will be taught in their usual classrooms

Keeping up to date

- Now that everyone is used to using eSchools we will keep on using it. This will be a good way of keeping in touch with class teachers. It will also mean we are ready for blended learning should any form of local lockdown or periods of self isolation be needed. Home work will also be set using eSchools.

Wrap Around

- Breakfast Club and Busy Bees, the paid for wraparound, will be available as it was prior to lockdown, however, we may have to limit numbers in order to manage the amount of interaction between children.
- Wrap around provision **will begin from Monday 9th March 2021** on our first full week back.
 - Priority will continue to be given to Key Workers and all places will be issued on a first come, first served basis.
 - In order to reserve your place, it will have to be **booked for and paid for in advance**. Failure to do this will mean that your child will not be allocated a place and you will be expected to collect your child at their normal collection time.
 - If you book a place but do not use it, you will still be charged as staffing and admin time will be arranged to cover those booked in. The only exception to this will be if your child is unwell and not at school that day. Please let us know if your child is booked in when you call in with the absence as we may be able to offer the place to another child.
 - Spaces will be in demand and so please do not be offended if we contact you and ask you to collect your child at the end of the day or wait with your child in the morning if their place has not been booked and paid for.
 - Late collection fees will be charged to cover the staffing costs required for unplanned supervision and you will be expected to clear this fee before your child can attend another session.
 - Children cannot be dropped to come breakfast club on their own. Parents will need to accompany their child to the main school doors and sign their child in so that staff can check against the register for that day.



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- Wrap around care will be available to book with the following options:

Wrap Around Option	Time	Cost	Additional Information
Breakfast Club	7:30am to 8:30am	£3.50	At 8:30am children will be taken to their classroom where a teacher will be present
Busy Bees Option 1	End of school until 5pm	£7	You can collect your child at any time during this period but they must be collected by 5pm.
Busy Bees Option 2	End of school until 6pm	£10.50	You can collect your child at any time during this period but they must be collected by 6pm.
Late Collection fees	If you are late collecting your child and you collect any time after 5pm (for option 1) or 6pm (for option 2) you will be charged a £5 late collection fee and you will be unable to access the wrap around care until this fee has been paid.		

I apologise for the amount of information shared within this letter but we wanted to share all the relevant details with you before we welcome all pupils back on 8th March.

Best wishes

Simon Pollard
Head Teacher