



Friday 4th September 2020

Dear Parents and Carers

WELCOME BACK

I do hope that you have had a good summer and have made the most of any opportunities to have a break. We are very much looking forward to welcoming children back to the school on **Tuesday 8th September**.

It is very important that you read the attached document which outlines in detail our plans for re-opening to all pupils next week. I would like to also draw your attention to the following items in preparation for staff and pupils' return next week.

The DfE have stated that attendance will be compulsory unless a pupil is unwell or is isolating. There is still uncertainty around symptoms of Covid-19, particularly in relation to children, therefore **if your child, or anyone else in your household is in any way unwell, please do not send your child into school**. Instead, please contact school immediately on admin@croft.dalesmat.org to inform us.

Pupils have had severe disruption to their education this year and it is therefore highly unlikely that any requests for exceptional leave will be authorised.

Face coverings are currently not in use by pupils in primary schools as pupils and staff are mixing in consistent groups and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education. **Therefore, please do not send your child into school wearing a face covering**. Staff will only use face-coverings in the event of dealing with a suspected case of Covid-19 in school or, for intimate care purposes.

Over the summer break we have installed a new handwashing sink in the children's cloakroom area. This gives children easier access to handwashing and will also allow staff to supervise effectively. The Early Years classroom also has a handwashing area. We will continue to direct children to wash and dry their hands thoroughly as they enter and exit school and frequently throughout the day. Please do not send hand sanitiser into school with your child.

Our Out of School Club will be open from Monday 7th September, managed by Kerry Wilford. We are looking forward to Hayley Park joining our school staff from next term – Hayley will be working with Kerry in the OOSC. Due to the revised timings of the school day, the available sessions and related charges have been amended and are as follows:

Breakfast Club	8am until start of school day	£4 per child
Extended Day Provision	End of school day until 3.30pm	£2 per child
After-School Care	3pm until 5.30pm A healthy snack and drink will be provided.	£9.40 per child (£8.70 sibling discount)

If you would like to book a place for any of these sessions, please contact Kerry by e-mail at outofschoolclub@croft.dalesmat.org

Please can I remind parents and carers to wait on the playground and telephone the OOSC on arrival at school for drop off or collection on **01325 722615 – do not enter the school, thank you.**

Please see the attached guidance regarding resources and items that pupils should bring to school. It is really important that pupils bring their school book bag and a drawstring PE bag only (no rucksacks please). We do not have the space in school to safely store larger bags.

We have a child in school with a severe nut/sesame seed allergy. This pupil can not be in an environment where nuts or sesame products are present or consumed. **Therefore, all food consumed in school should be nut and sesame free – please respect this if your child will be bringing any food whatsoever in to school. Please can we also request that you ensure that your child washes their hands thoroughly before arriving at school if their breakfast has contained nuts/sesame seeds – thank you.**

We are pleased to welcome two Initial Teacher Training students to Class 2 (Claire Thorns) and EYFS (Georgia Mann) from September.

We are very much looking forward to welcoming all pupils and staff back to Croft School on Tuesday at their allotted arrival time – please see the attached guidance for these times and other detail – it is important that all parents read this guidance before next week and explain to pupils our new procedures and how the school might be a little different at this time from what they have been used to. Please be aware that the Village Hall car park is currently out of action – parking is still available at the Croft Hotel. We ask that you are respectful of Croft residents when parking your car. Please walk to school wherever this is possible.

If you have any questions or concerns, please contact admin@croft.dalesmat.org and we will include them in an updated frequently asked questions in due course.

Yours sincerely

Mr S Robson

PLAN FOR OPENING OF SCHOOL TO ALL PUPILS IN SEPTEMBER

****IMPORTANT NOTICE****

IF YOU OR ANYBODY IN YOUR HOUSEHOLD FEELS UNWELL IN ANY WAY, DO NOT BRING YOUR CHILD INTO SCHOOL. IF YOU ARE UNSURE, PLEASE TELEPHONE SCHOOL BEFORE YOU SET OFF TO SCHOOL.

Uniform

We would like pupils to experience as much normality as possible when they return to school. Therefore, pupils will be required to wear their school uniform as described in the school uniform policy. As pupils will be taking part in frequent physical activity and outdoor learning, pupils will need to bring their PE kit and training shoes every day. Nursery pupils may, but do not need to wear school uniform. The English weather is very unpredictable. **Therefore, every day, it is really important that pupils come to school wearing a waterproof coat and a sun hat.** Sun cream should be applied before your child comes to school. Sun cream should not be sent into school.

Equipment

It is extremely important that the number of items pupils bring into school in their school bag is limited to essentials only. (Water bottles, reading books)

Please do not bring any other items such as soft toys and 'show and tell' items. Pupils will be provided with all of the pens and pencils and stationery they need in school each day for their own use. Water will also be available at lunch times with their school lunch. Milk will be available at morning break as previously.

Timings of the School Day

Children will need to be dropped off later and be collected earlier than usual. Please check your child's arrival and collection times carefully. **It is very important that you ensure that you arrive within your 5 minute collection and drop off slot** so there is limited congestion on the school grounds.

PUPIL GROUP	ARRIVAL TIME	BREAK	LUNCH 12noon – 1pm	COLLECTION
Class 4	8.50-8.55am	10.30am	12.20pm	3.15pm
Class 3	8.45-8.50am	10.30am	12.10pm	3.10pm
Class 2	8.40-8.45am	10.30am	12.00pm	3.05pm
Reception & Nursery	8.55-9.00am	ROLLING	11.40am	3.00pm
			11.40am	12.10pm or 3.00pm

If you have more than one child in school, you will drop them off together at the earliest time and collect them together at the latest collection time.

Arrival and Collection Procedure

We will need to operate a one way system for all visitors to the school site at drop off and collection times.

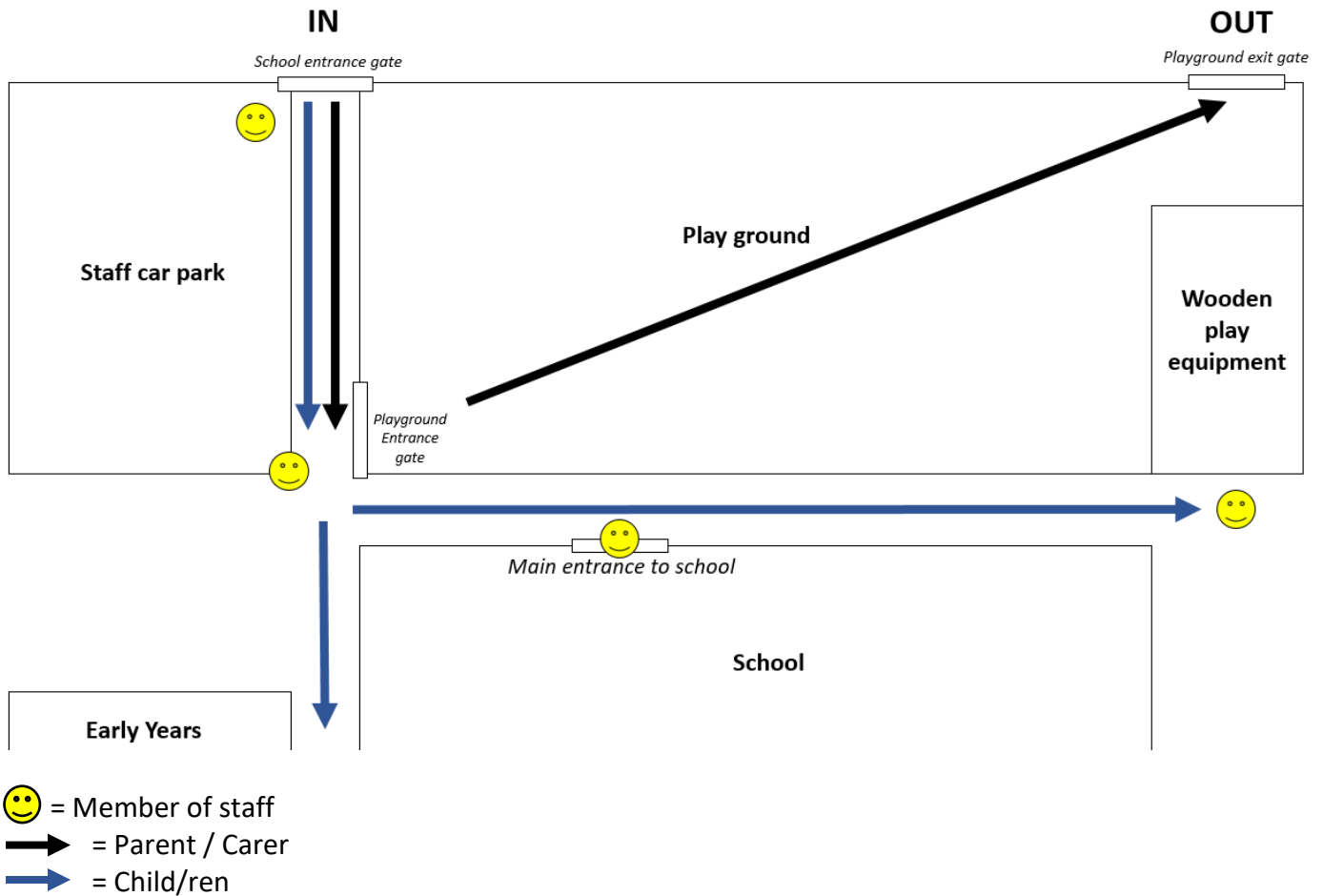
- **Please do not wait around at any point either inside or outside of the school gates after dropping your child off** or collecting them. If parents arrive in cars, please wait in the car until the allotted time.
- Only one parent / carer should enter the school grounds per child/ren. Parents and pupils should not enter via the school entrance gate, nearest the staff car park, until there is sufficient distance between children / adults in front of them. Staff will be there to direct children and parents with this.
- **Older children** can enter the school grounds without an adult to relieve congestion.
- Familiar school staff will be positioned to meet and greet pupils each day at the points highlighted on the diagram.
- Classes 2, 3 and 4 pupils will be directed to their classroom doors by staff and their teacher will be in their class ready to meet them and start their day.

- Early Years pupils will be met by Miss Bleasby who will walk each child to their class room door and hand them to staff in Early Years. There will be fun activities ready for children as soon as they enter.
- Parents / carers must not wear **potentially contaminated 'work clothes'** when onsite.

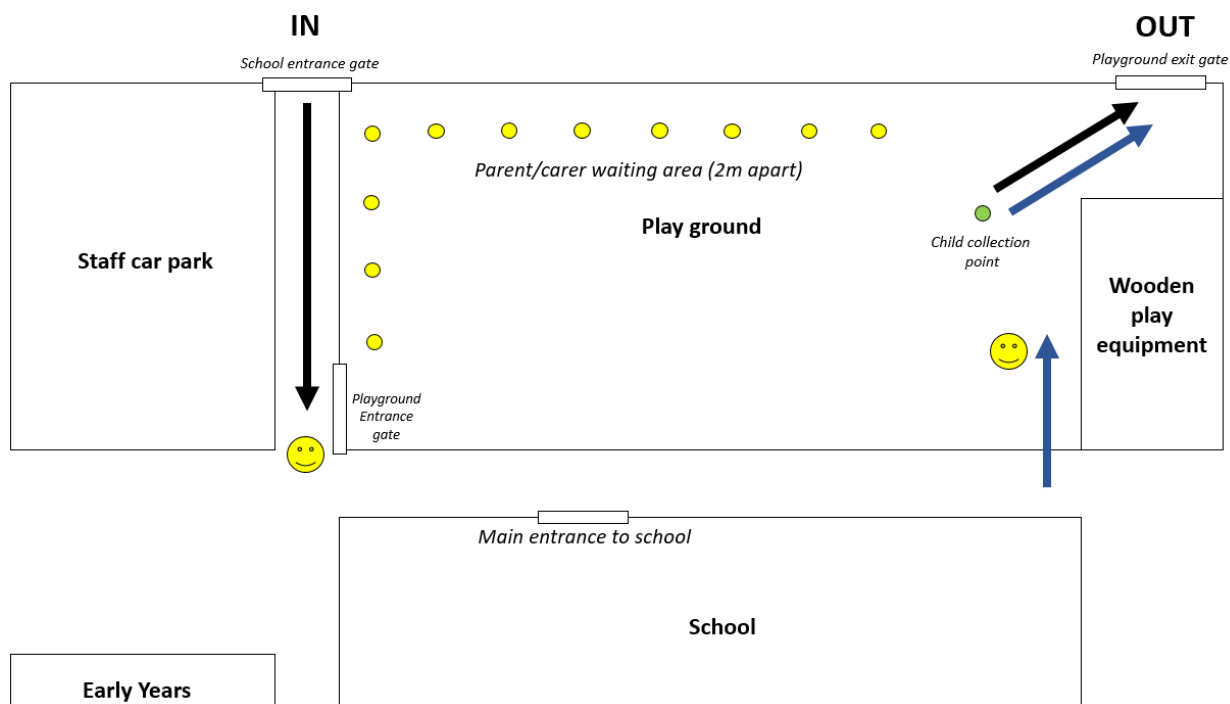
****IMPORTANT****

If you are collecting your child at any point other than during your 5 minute drop off or collection window, you must telephone the school on 01325 720528 before you enter the school premises so that we can prepare your child for collection and immediate handover on your arrival.

The diagram below illustrates the procedure for **drop off**:



The diagram below illustrates the procedure for **collection**:



- ☺ = Member of staff
- ➡ = Parent / Carer
- ➡ = Child/ren

Please note that until further notice the **main school entrance door is for staff and visitor use only**. We ask that parents do not come into school unless they are coming to collect an unwell child (see below). If you have any concerns or questions, please contact Mrs Banks in the office on 01325 720528 or e-mail: admin@croft.dalesmat.org

Class Organisation

Pupil Group	Staff	Room
Years 5 and 6	Mr Conway, Mrs Sellers	Class 4
Years 3 and 4	Mrs Donoghue, Mrs Martin	Class 3
Years 1 and 2	Mrs McManus (Mon, Tues, Weds) Mrs Lancaster (Thurs, Fri) Miss McNulty SCITT student – Claire Thorns	Class 2
Reception	Miss Bleasby, Mrs Little, Mrs Hinley	Early Years
Nursery	SCITT student – Georgia Mann	

The best way to describe how classes are organised to manage risk is to think of each class as a 'bubble'. Each class bubble will have the same staff working with children each day and the group will use their classroom only. Children will enter and exit through their own classroom door which leads immediately outdoors. To further reduce risk and promote physical and mental well-being, staff will include lots of outdoor learning and exercise into their plans. When learning indoors, rooms will be well-ventilated with doors and windows open and heating to a minimum. Surfaces and high use areas such as door handles will be regularly cleaned throughout the day using disinfectant. Children and staff will limit their use of other parts of the school to visit the toilets, wash and dry hands and to collect their lunches from the school hall at lunch times. Classrooms have been reorganised so that children do not face each other at their desks. All

children will be provided with a new pencil case, stationery and new books to complete work in. These resources will not be used by anybody else. Any other items used by children including ICT equipment and toys and play equipment used by younger pupils will be cleaned frequently. Staff will clean resources and work areas each evening.

Outdoors

Children will have access to separate areas of the school field / playground and their own play equipment. The large wooden equipment will be closed off temporarily.

Learning

Teaching staff will be delivering an exciting, broad curriculum as usual. Gaps in children's learning will be identified at an early stage in the Autumn term and support put in place to enable children to catch up where needed. Staff will use a variety of assessment strategies to assess where pupils are with their learning. There will remain a focus supporting pupils' social and emotional and physical wellbeing and development. Where needed, pupils will be supported through Drawing and Talking and other interventions. Support staff may work across classes.

We will continue to use Tapestry for Early Years and SeeSaw for all other pupils to enhance learning in school and at home.

We will take learning one step at a time based on children's 'current' needs as they integrate back into school. Collective Worship will take place in class each day and Celebration Worship will take place each Friday by video link.

In the event that pupils need to isolate, e-learning will resume until they can return to school.

School Lunches

We would like all pupils to eat a school lunch and **not bring a packed lunch into school** in order to reduce risk. In September we will have a child in school with a severe nut and sesame allergy. If all food consumed in school is prepared on site this enables school to manage the risk most safely. We will operate our usual pre-order and pre-payment system on School Money for the Autumn term. However, for the first 3 weeks of term pre-ordering will not operate – pupils will choose their meal daily at registration time in their classroom. Children may choose between 2 main courses or a jacket potato with fillings each day and a dessert. Children in Reception, Year 1 and Year 2 will not be charged as they are in receipt of Universal Infant Free School Meals. Children in any other Year Group will be charged £2.45 per meal as usual. Nursery and Reception pupils will eat in the school hall. All other pupils will collect their lunch from the hall as normal and then return to their classes to eat their lunch at their desks. When pupils are collecting their lunches from the lunch hall, staff will clean the area where they are eating ready for when they return.

Toilets

Pupils will be able to use the school toilets as and when they need to.

Handwashing and Drying

Correct handwashing and drying will be actively encouraged throughout the school day. Staff, pupils and all visitors will be reminded to wash their hands as they enter and exit the school and frequently throughout the day. We will provide all pupils with guidance and pupils will be supervised to wash and dry their hands correctly. Please do not send hand sanitiser in to school with children.

Illness

If your child is in any way feeling unwell, **you must not send your child into school**. Usually, we would encourage parents and carers to send pupils into school with mild illnesses such as a runny nose and other very mild symptoms. At this point in time however, children should be completely symptom free. If your child becomes unwell in school, they will be immediately isolated in the large group room near to the main office where they will be supervised. We will contact you and ask that you collect your child immediately. **It is extremely important that the contact numbers that we hold in school for you are current and that parents/carers are available at all times to collect your child immediately if required.**

If your child has a trip or fall, staff will follow the usual system and will contact you if your child has bumped their head. It is unlikely that staff will need to wear PPE to administer simple first aid. If there are any concerns, or your child is particularly upset, we will contact you immediately.

It is very important that if your child or family have come into contact with COVID-19 or any family members develop symptoms, you should contact the school immediately and follow NHS guidance at:

<https://www.nhs.uk/conditions/coronavirus-covid-19/>. The NHS track and trace service will be in operation. PLEASE CONTACT SCHOOL IMMEDIATELY ON admin@croft.dalesmat.org TO INFORM US.

Medication

The usual rules apply to administration of medication in school. Only prescribed medication can be administered. Please contact the office in the first instance. Mrs Banks will provide the relevant paperwork and advice. All medication will be kept in your child's classroom and will be administered by the class teacher. **Inhalers should return to school with your child on the first day that they return to school.** If there have been any changes to the medical information that we already hold in school for your child (including dietary requirements and allergies), please contact the school office well before your child's return to school to ensure that staff are fully informed and your child remains safe.

Out of School Club

I am pleased to say this will operate as normal between 8am and when school starts and when school ends to 5.30pm. If you require childcare after 5.30pm please do contact us to discuss. Kerry Wilford and Hayley Park will be supervising pupils. Pupils will use the Out of School Club room. Cleaning protocols are in place and once again pupils will be outdoors as much as possible. Please book in the usual way.

A member of staff will meet you and your child/ren on the playground and they will take your child to the Out of School Club. Please phone 01325 722615 on arrival. On collection please also call the Out of School Club number so they can hand your child over on the playground. **Please do not come to the Out of School Club entrance.** Please do not send your child into school with breakfast. If you would like your child to have some cereal, please let us know and we will provide your child with some cereal free of charge.

Mental Health and Well-being

If your child is particularly anxious about returning to school, please contact Mrs Banks who will put you in touch with your child's class teacher who will contact you to discuss what we can do to support your child. It is normal for children to feel anxious about returning to school, staff will be prioritising support for children back into school and will be planning activities to do this as a class. If pupils have any particular problems, we can offer more specific support such as drawing and talking therapy. We can also direct you to resources that can be used with your child at home. If your child is moving to a new class your child's new class teacher will send you a "welcome to your new class" video before September.

Thank you for taking the time to read this guidance. If you have any queries, please do not hesitate to get in touch at admin@croft.dalesmat.org.