



Tuesday 2<sup>nd</sup> March 2021

**OPENING OF SCHOOL TO ALL PUPILS 8<sup>th</sup> MARCH 2021**

Dear Parents and Carers,

As you are aware, we will be welcoming all pupils back to school on **Monday 8<sup>th</sup> March**. The DfE have stated that attendance will be compulsory unless a pupil is unwell or is isolating.

I have attached a final draft of the school's plan for your attention. **It is essential that you read the plan carefully.** The part that you play as parents and carers is very important and I ask you to adhere to the plans rigorously. Should you have any further questions or concerns about your child returning to school, please send them to Mrs Banks at [admin@croft.dalesmat.org](mailto:admin@croft.dalesmat.org).

We are very much looking forward to welcoming all children back to school.

Please take care and I look forward to seeing you next week.

Yours sincerely

Simon Robson

Head Teacher

## PLAN FOR OPENING OF SCHOOL TO ALL PUPILS ON MONDAY 8<sup>TH</sup> MARCH

### **\*\*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. However, we would like all children to wear a pair of sensible training shoes instead of school shoes at the moment. As pupils will be taking part in frequent physical activity and outdoor learning, pupils will need to bring their PE kit on a Monday and take it away with them on a Thursday. All pupils from Y1-6 should wear their PE kits for school every Friday. 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 with a waterproof coat, hat and gloves.** When the weather is warmer, please ensure that your child has a sun hat and sun cream 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, PE kit)**

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. Milk will be available at morning break as previously, please contact Mrs Banks if you wish your child should have milk.

### Timings of the School Day

Collection and drop off times will still need to be staggered. Please check your child's arrival and collection times carefully. **It is very important that you ensure that you arrive within your 10 minute collection and drop off slot** so there is limited congestion on the school grounds. Face coverings can be worn if you wish and, if it is particularly congested, we recommend that parents/carers arriving on the school site do this.

| PUPIL GROUP | ARRIVAL TIME | BREAK   | LUNCH<br>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   | 8.55-9.00am  | ROLLING | 11.40am               | 3.00pm                                                                                              |
| Nursery     |              |         |                       | 12.00 noon (if not staying for lunch) 12.30pm (if staying for lunch) or 3.00pm (if staying all day) |

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.

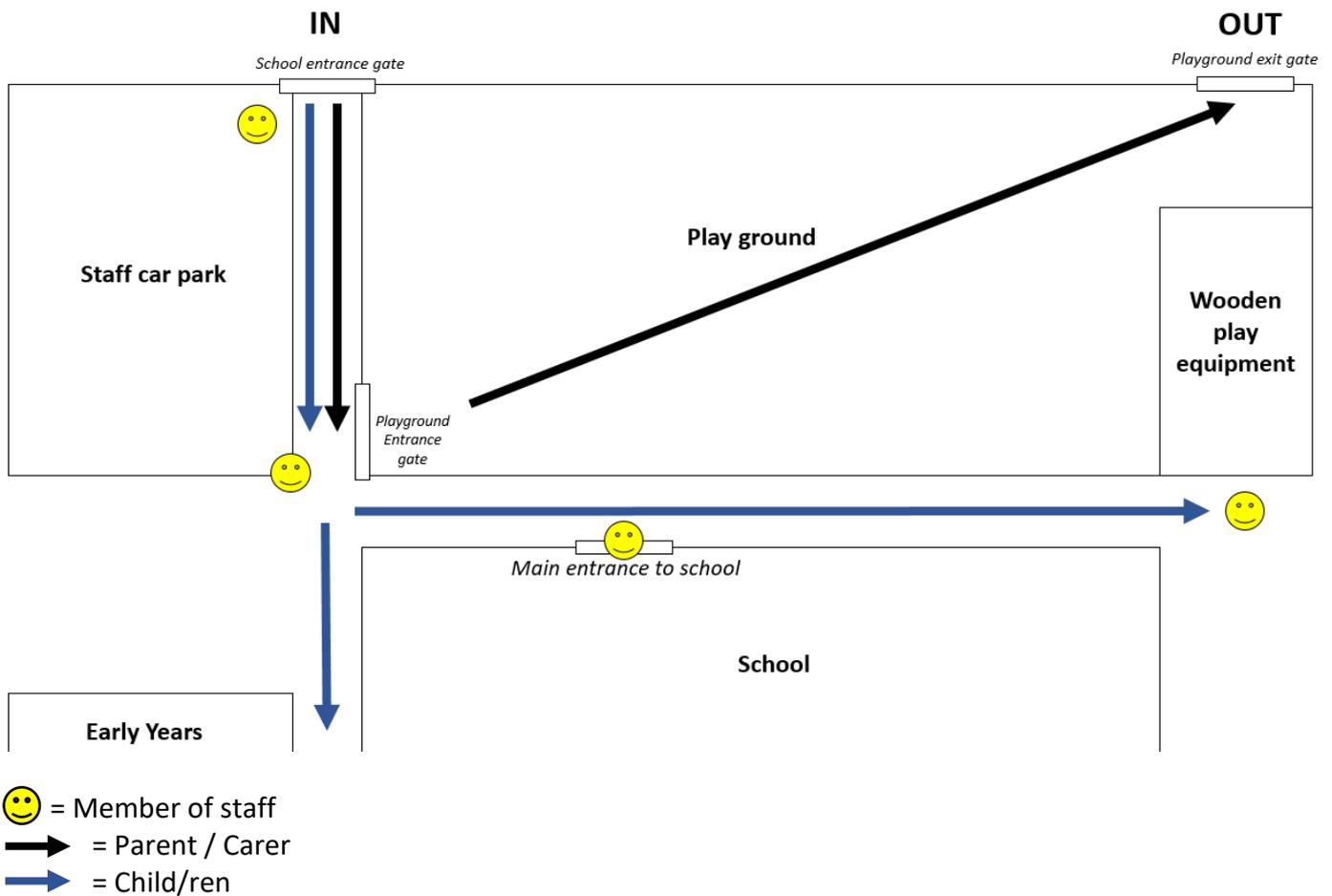
- **Please do not wait around at any point either inside or outside of the school gates after dropping your child off** or collecting them. If parents arrive in cars, please wait in the car until the allotted time.
- **Only one parent / carer should enter the school grounds per child/ren.** Parents and 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.

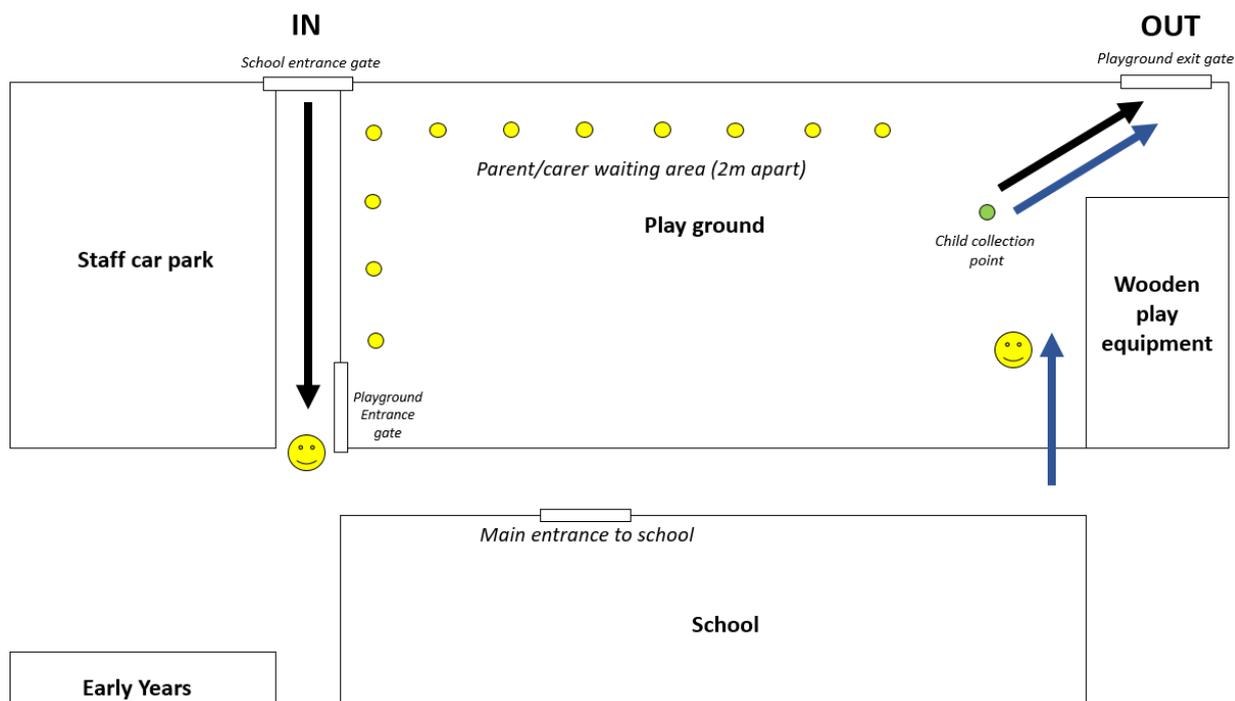
**\*\*IMPORTANT\*\***

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](mailto:admin@croft.dalesmat.org)

### Class Organisation

| Pupil Group          | Staff                                                                      | Room        |
|----------------------|----------------------------------------------------------------------------|-------------|
| <b>Years 5 and 6</b> | Mr Conway, Mrs Donoghue                                                    | Class 4     |
| <b>Years 3 and 4</b> | Mrs Sellers, Mrs Martin, Mrs Goundry                                       | Class 3     |
| <b>Years 1 and 2</b> | Mrs McManus (Mon, Tues, Wed)<br>Mrs Lancaster (Thurs, Fri)<br>Miss McNulty | Class 2     |
| <b>Reception</b>     | Miss Bleasby, Mrs Little, Mrs Hinley,<br>Mrs Robinson                      | Early Years |
| <b>Nursery</b>       |                                                                            |             |

In order to manage risk, we will continue to operate in class 'bubbles'. Each class bubble will use their classroom only. Staff will not wear face coverings when they are teaching however, there may be times when pupils will see staff and visitors in school wearing face coverings. Please speak to your child about this. Children will enter and exit through their own classroom door which leads immediately outdoors. To further reduce risk and 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 use the school hall at lunch times. All children will be provided

their own stationery and books and these 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 used on a rota basis.

### **Learning**

Teaching staff will be delivering an exciting, broad curriculum as usual. Strengths and gaps in children's learning will be identified in the final weeks of the Spring term to help staff prepare learning for the Summer term. Support strategies and interventions will be 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 strong focus on 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 technology and 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, remote learning will resume until they can return to school – please see the school's remote learning policy which is available on the school website for more information about this.

### **School Lunches**

If possible, we would like as pupils to eat a school lunch in order to reduce risk. We have children in school with nut allergies and one pupil with a severe nut allergy. If all food consumed in school is prepared on site this enables school to manage the risk most safely. No NUTS or SESAME SEED products should come into school. This is very important. We will operate our usual pre-order and pre-payment system on School Money. 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.

### **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. Prescribed hand creams and 'over the counter' emollients are now allowed, however a form must be completed before these can be used in school. Please request a form from Mrs Banks on [admin@croft.dalesmat.org](mailto:admin@croft.dalesmat.org).

### **Illness**

If your child is in any way feeling unwell in any way, **you must not send your child into school. This is very important.** If your child becomes unwell in school, they will be immediately isolated. 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.**

### **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 8.00am and when school starts and when school ends to 5.30pm. If you require childcare after 5.30pm please do contact us to discuss. Miss Wilford will be supervising pupils. Pupils will use the Out of School Club room. In order for Out of School Club to operate as normal, this will mean that children will enter a new Out of School Club bubble. Cleaning protocols will be in place and pupils will be outdoors as much as possible. Please book in the usual way. Charges will remain the same for the Academic year 2020-2021.

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 and she 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 have transition activities planned to support children's return to school. 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.

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](mailto:admin@croft.dalesmat.org).