

**Crayke Church of England Primary School**

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 **Headteacher – Mrs Judi Jackson**

Wednesday 20 May 2020

Dear Parents and Carers,

**Parents’ Guide to the Wider Reopening of Crayke C of E Primary School**

Please find below the plan we have outlined for the return to school for pupils in Reception, Year 1 and Year 6. Please note that this guidance is correct as far as possible at the time of going to press, but we are very aware that both government and Local Authority guidance is continually being issued and this may have an impact on what we are able to offer. However, we didn’t want any undue delay in sharing with you our plans, in order that you are able to make informed decisions as parents about the chosen course of action for your family. We are very much aware that this is a comprehensive document and have aimed to have covered all eventualities but if this document does not answer a question you may have, please do not hesitate to contact us.

**On which day can my child return to school?**

After careful consideration, consultation with staff and governors, and a comprehensive risk assessment procedure, we have decided that a gradual, phased return for pupils is our safest option. This will enable us to settle small groups of pupils (which we will refer to from now on as “bubbles”) back into school first and then apply this to other groups. With this in mind, the following dates for returning to school have been agreed as follows:

**Reception and Keyworker Children – Monday 1st June 2020**

**Year 1 – Thursday 4th June 2020**

**Year 6 – Monday 8th June 2020**

**What procedure do I follow for dropping off my child in the morning?**

We have extended the drop off and collection time so that parents will be able to maintain social distancing. It is really important that you drop your child at the allocated time and do not linger after drop off. We would ask that only one parent drops and collects their child so that we limit the number of people on site. We have allocated times as follows:

Keyworker children – 8:45am

Year 6 – 9:00am

Year 1 – 9:15am

Reception – 9:30am

You can drop your child at the school gate and they will enter school via their designated door. We would ask you not to come into school but to exit through the gates of Class 1’s outdoor area, past the front door of school, in a one way system to avoid congestion.

**How will my child get into the school building?**

Each bubble has been allocated their own entrance into school, as follows:

Keyworker children – Hall door near Class 3

Reception – Class 1 door into cloakroom

Year 1 – Door nearest Class 2 cloakroom

Year 6 – Hall door nearest Class 1

The children will only be able to enter and exit the building via their designated door.

**What procedure do I follow for collecting my child at the end of the school day?**

We have also staggered the collection times for your child, as follows:

Reception – 2:45pm

Year 1 – 3:00pm

Year 6 – 3:15pm

Keyworker children – 3:30pm

You will be asked to wait in a designated zone in the staff car park and the children will be brought to you at your allocated collection time.

**What happens if I have two children who fall into different “bubbles”?**

For the small group of families this scenario applies to, we have already begun discussions with you about the most appropriate timings for the start and end of the day for your children and will confirm these with you, dependent upon your circumstances.

**Will the children be in school all day, every day?**

Keyworker children will be able to be in school every day that they are required to be, as per previous discussions and agreement with those families.

For children in Reception, Year 1 and Year 6, we hope that we are able to maintain full day schooling provision as much as possible, as long as staff stay well and are able to maintain being in school. However there is one key exception to this. School will be closed early on Wednesday for these bubbles, to enable the school to have a mid-week deep clean and to allow staff to set and review the Purple Mash home learning tasks for the pupils in Years 2-5. The staggered collection times for your child on a Wednesday are therefore as follows:

Reception – 12:15pm

Year 1 – 12:30pm

Year 6 – 12:45pm

Lunch will be provided before they depart from school.

**What happens if my child usually travels on the school bus?**

At the moment, we are awaiting further guidance from NYCC about this. If you are intending for your child to make use of the school bus, we would encourage you to contact school to have a further discussion about this and the impact it may have on the timings of the school day for your child.

**Where should I park my car when I drop off and collect my child?**

We would encourage you to walk or cycle to school where possible. If this isn’t possible, we are asking all parents to park at the Sports Hall. This reduces congestion around the school site, which is especially important as we will be using the staff car park for zoning collection for your children and staff will therefore be parking in the layby outside school. Please note the layby will be closed to all parents and will only be available for staff parking and deliveries. We are grateful for your support with this.

**How big will the class sizes be?**

Children will be taught in their bubbles and these will be no bigger than 15 pupils. They will stay in their bubble for the entire day, during lessons, playtimes and lunch times.  Siblings who are in different bubbles will be unable to mix during the school day.

**Will the children be able to play with children from other bubbles?**

The children will not mix with other children from other bubbles. Please be aware your child may not be taught by their usual class teacher every day.

**What will the classroom look like?**

In the classrooms, the furniture has been organised in such a way that we are able to try to maintain social distancing and keep the children 2 metres away from one another. The layout of the rooms, especially in Class 1 and Class 2 is very different to how it would usually be or indeed to how we would love our classrooms to look. For this reason we will be sending photographs of the rooms to help you prepare your children for the altered layout.

**What will happen at playtime and lunchtime?**

The times of playtimes and lunchtimes will be staggered to enable all children some much needed fresh air in different areas of the playground or field. We are fortunate to have such extensive grounds and intend to maximise use of the outdoor space.

At play and lunch times the children will not be able to play with outdoor equipment nor play games such as 'tig' and catch. They will be encouraged at all times to adhere to the social distancing guidance. As you will all be aware keeping children, especially children who are 5 and 6 years old, 2 metres apart during play could be quite tricky. This is why we will keep the children in their bubbles throughout the day so that the number of children they are mixing with is limited. They will be allocated a particular area of outdoor space to play in – either the top or lower playground. If we are able to use the field, they will be allocated either the left or right zone.

**What does my child need to bring to school with them?**We would ask that your children brings as little as possible with them and limit to the following essential items:

* Water bottle (named)
* Packed lunch box (if they are bringing their own lunch)
* PE kit – brought in on a Monday; taken home each Friday
* Sunhat and sun cream if needed

They will not need a school bag, pencil case, reading book, bag or reading record book. They cannot bring any possessions or toys in from home.

**What will my child be learning in school?**

This will depend on their age. Mrs Chandler is keen for the Year 6 children to be as fully prepared for transition to Secondary School as possible and will therefore be focussing heavily on the Year 6 English, Maths and Science curriculum. Sadly, there will not be an end of year production this year. Mrs Helfferich and Mrs Dobson will be teaching the EYFS and Year 1 curriculum. Children in the Keyworker bubble will be working on the Home Learning Packs in the morning and a more flexible curriculum in the afternoon due to the wider age range of children in this group. Home Learning packs will continue to be uploaded onto the school website for pupils from all year groups.

All children will be given a named pack of resources, including their own pencil, ruler, etc. that will be for their use only whilst in school. The children will not be allowed to bring school bags or pencil cases into school.

**What should my child wear for school?**

The children will be asked to wear their school uniform. However, we fully understand that some children may have outgrown certain items, including shoes, and will therefore be more flexible up to the end of the summer term in our uniform policy. Trainers are fine to wear if school shoes no longer fit! Please do ensure that ALL clothing is named to avoid us having to deal with lost property items.

**Is my child’s sibling allowed to attend school?**

Unfortunately, children who are not in Reception, Year 1 or Year 6 are not able to attend school at this time unless they are in the Keyworker group. We would also ask that, unless it is totally unavoidable, siblings do not attend school at drop off or collection time in order to minimise the number of people present on the school site. We understand that this may present additional challenges for families at this time.

**Will school lunches be provided?**

We are able to provide a school prepared packed lunch for your child each day. This will include a sandwich with a choice of either a meat or vegetarian filling, a cold savoury snack, a piece of fruit, a cake and a carton of juice. These will be freshly prepared daily by Mrs Yates and bagged up for the children to eat in their class bases. Further details will be sent separately. As per usual arrangements, children in Reception and Year 1 will not be charged for their meals. For children in Year 6, the cost will be £13.25 per week. Payment can be made via ParentPay in the usual way.

For all children, we ask that you commit to ordering a week’s worth of meals at a time, to help with our ordering of supplies.

Should you wish to supply your child with their own packed lunch, please make sure that the lunch box is clearly named and that the items contained within are things that the children can easily open without adult assistance.

**What do I do if I need to get a message to my child’s teacher?**

Parents are politely asked to not chat at the school gate and if they need to speak to their class teacher then please do so by telephone or email via the school office in the first instance. It will not be possible to come into the school building, other than by a pre-arranged appointment.

Please note that the class teachers will be busy during the school day with their respective groups of children. This will mean that it may take longer than it has been doing for them to reply to you.

**How will the school be kept clean and hygienic throughout the day?**

The children will be encouraged to wash their hands throughout the day. They will, as a matter of course, wash their hands when entering or leaving the building, before and after eating, using the toilet etc. There will be additional cleaning of hard surfaces throughout the day. Children in Class 1 will use their separate toilets and cloakroom area. For children in the other bubbles, we have arranged for designated cubicles for girls in Years 1, 6 and Keyworkers as well as designated sinks. Boys will also have designated sinks to use. Additional bins and cleaning materials have been purchased to help maintain as clean an environment as possible.

**What will happen if children hurt themselves whilst they are at school?**

If a child injures themselves during the school day, such as a bumped head, cut knee etc, the staff may wear PPE to be able to look after your child safely. Please be reassured that your child will be given appropriate care and comfort if they are hurt or distressed.

**What will happen if my child becomes unwell whilst they are at school?**

If your child becomes unwell during the school day then we will contact you following the usual procedures. The ill child will be isolated from others in a well ventilated area. If they need to use the bathroom they will be able to use the accessible toilet in the main corridor. The staff member who stays with your child until they are collected will wear PPE.

All adults and children who have been in contact with the child will wash their hands for the recommended time and the areas the child has been in will be thoroughly cleaned.

**What happens if there is a confirmed case of coronavirus at school?**

If a child, or member of staff, develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.

Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

**What happens if I do not want my child to attend school at this time?**

Children who do not attend school will not be fined or penalised for not doing so. It is the decision of the parents, not school, whether you send your child back to school.

These are difficult times for everyone involved and the situation is ever changing. The only thing I can be resolutely clear about at this time is that to the very best of our abilities, we will endeavour to keep your child as safe as possible.

Thank you so much for your patience and understanding.

Should you wish to discuss this in more detail, please do not hesitate to contact us.

Yours sincerely

Mrs Judi Jackson

Headteacher