



# MICKLEOVER PRIMARY SCHOOL

## Information for parents



Full re-opening of school;  
September 2020



Dear Parents,

I hope that you have had a good summer. School is looking good (and very different); the new classrooms are wonderful! We have been busy getting school ready for the children to return on Monday 7<sup>th</sup> September and we are looking forward to welcoming them all back into school.

This booklet will explain to you, how we intend to operate as a school, when we re-open fully on Monday September 7<sup>th</sup>. We are planning to operate year group 'bubbles' and minimise contact with other year groups as much as possible.

Please read our guidance fully as this will help us to keep you, your child and the staff safe and healthy. We will continually review procedures, as they are new to us all, and will inform you via the usual channels if anything is being changed or adapted.

### **Date for re-opening**

School will re-open fully on Monday 7<sup>th</sup> September for all year groups. New reception children have slightly different timings initially, but you have had your timetable for the first week sent to you before the summer break.

Attendance at school from September is now a legal requirement and normal attendance monitoring by the school and Education Welfare Officer will resume.

### **Uniform**

Children will wear full school uniform once again, including school shoes.

On PE days, children should come to school in their PE kit with joggers over their PE shorts and trainers. No PE kits will be brought into/left at school. This will reduce the need for changing and extra bags.

### **Drop off and pick up**

**We respectfully ask that parents/adults who are dropping off/picking up, wear a face covering as social distancing between adults may not always be possible at these times.**

If possible, please walk, scoot or cycle to school to avoid congestion on Vicarage Road. When arriving at school to pick up or drop off, please do not arrive early as we want to avoid queues of parents at the school gate. If you do arrive early, please wait in your car or on Vicarage Road as parents will not be able to come onto the school site until their allocated time.

As mentioned in my previous letter before the holiday, we are operating a staggered drop off and pick up time (see timings below). **Only one parent/carer** should drop off and pick up, as per Government guidance; this will reduce the number of adults around the school site.



### Drop off

#### **A one-way system will be in operation:**

Upon arrival at school, wait at the pedestrian gate – do not come onto the school site or stand on the driveway. At the allocated times (see below) Mrs Gerver or a member of school staff will open the pedestrian gate and the children from those year groups will come through the pedestrian gate with their adult (older children may arrive by themselves), say goodbye and walk round into school the normal way, through the side gate. Adults must then walk up the drive back to Vicarage Road.

If you have a child in another year group, you will be able to wait on the car park until the allocated time for the sibling, at which point, your child will be able to walk round into school and you will leave via the driveway.

The gates will close at 9.15am.

### Pick up

Upon arrival at school, wait at the pedestrian gate – do not come onto the school site. At the allocated times (see below) Mrs Gerver or a member of school will open the pedestrian gate and there will be signs showing where to stand for those year groups being picked up at that time. If you are early, do not come onto school site; please wait in your car or on Vicarage Road.

The children will be brought round to the front of school by their teacher. As soon as your child is with you, please leave the school grounds, exiting via the driveway back to Vicarage Road. If you have a child in a different key stage, you will be able to wait for that year group to be brought round, although you may have to move to a different pick up area. Older children can walk home by themselves if you wish; they do not need to be picked up by an adult.

### Timings for drop off and pick up

	<b>Drop off at the pedestrian gate &amp; exit via the drive</b>	<b>Pick up – once gate open, parents to wait in designated areas</b>
<b>KS2 (Y3, Y4, Y5, Y6)</b>	8.45am	3.05pm
<b>KS1 (Y1, Y2)</b>	8.55am	3.15pm
<b>Reception</b>	9.05am	3.25pm

### Designated pick up areas

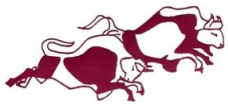
#### **3.05pm**

Y3 parents to wait in signposted area on the grass by the cycle shed.

Y4 parents to wait in signposted area on the grass by the staff room.

Y5 parents to wait in signposted area on the car park.

Y6 parents to wait in signposted area on the grassed area by the car park/hall.



### **3.15pm**

Cats' parents to wait in signposted area on the grass by the cycle shed.

Dolphins' parents to wait in signposted area on the grass by the staff room.

Owls' parents to wait in signposted area on the car park.

Tigers' parents to wait in signposted area on the grassed area by the car park/hall.

### **3.25pm**

Ladybirds' parents to wait in signposted area on the grass by the cycle shed.

Bees' parents to wait in signposted area on the grass by the staff room.

### **The school day**

All children will wear MPS school uniform and black school shoes.

To avoid crowded corridors and cloakrooms, all infant children and 3W (Mrs Watson) will enter and leave their classrooms via the external doors. In these early stages of opening, cloakrooms will not be used and coats, book bags etc will be put on the back of the chair/on or under the desk, therefore please only send your child with a book bag and lunch box if required.

All junior children will enter their classrooms through the usual external doors. Again, cloakrooms will not be in use so please send a book bag/small bag, not a big rucksack as these need to be stored under the tables.

PE bags are not currently needed as children will come to school in their PE kit with joggers over their shorts and trainers on their PE days.

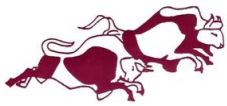
In the classrooms, children will be sat at tables all facing the front, as per Government guidelines. (NB this does not apply to the Reception classes).

Equipment: If your child is in key stage 1 or key stage 2 (not reception children) please provide your child with their own small, named pencil case which contains: pencil, pen (if your child has their pen licence - juniors), pencil crayons, rubber and a ruler. Please check the information sent out by your child's class teacher before the summer for any additional items your child might require; these might include a glue stick and a dry wipe pen to use on white boards.

Water bottle: It is really important that you send your child with a named water bottle each day as the water fountains in school cannot be used in current circumstances.

Lost property: Please name all items of clothing, especially coats, scarves, hats and gloves as we can't hold items in lost property currently.

Hand washing: The children will be encouraged to wash or sanitise their hands regularly throughout the day. Hand sanitiser is available in every classroom and all other areas of school. If you would like to provide your child with their own hand sanitiser, please label and instruct your child to keep it in their bag and not to share it with other children.



Throughout the day, playtimes and lunchtimes will be staggered to ensure that year group 'bubbles' are able to distance from each other. The playground will be zoned so that each year group has a zone to play in. Playground equipment will be allocated to the zone and that year group will play with that equipment for the week. Each week, the zones will rotate to allow each year group access to the different equipment.

### Lunchtime

Lunchtimes will be staggered:

Reception and KS1 (Years 1 & 2) 11.45am – 12.45pm

KS2 (Years 3, 4, 5 & 6) 12.30pm-1.30pm

Infant parents must pre-order their child's lunch via the online system, Scopay. There will be a reduced menu choice of a meat or vegetarian option. A ham or cheese sandwich can be made via request to the office in advance. Juniors will be able to order their meal on the day, as they have done in the past. (Parents can pre-order using Scopay if they wish)

On entering the lunch hall, each child will be given a squirt of hand sanitiser to use. There will only be 3 children sat at each lunch table (designed for 8 places). They will be sat next to each other and facing in the same direction. After each year group has eaten, the tables and chairs will be cleaned and sanitised ready for the next year group.

Reception children will initially be eating their lunches in the classroom before going out to play. Tables will have been cleaned and sanitised prior to lunches being eaten and the children will have washed their hands.

KS2 children who bring a packed lunch, will initially be eating their sandwiches in the classroom before going out to play. The timings and organisation will be subject to review once we see how long children take to eat lunch, how many bring packed lunches etc.

As KS2 children will not be getting their lunch break until 12.30pm, please send plenty of healthy snacks to keep your child going throughout the morning.

Daily free fruit will be available for all infant children (Reception, Y1 and Y2) as normal. If your child doesn't eat fruit, please send a healthy alternative eg carrot sticks, small box of raisins.

### **The curriculum**

When the children return to school, our key priority is the children's mental and physical well-being and getting them back into the routines of school. Once settled, we will gradually introduce all subjects from across the curriculum. The first few weeks will be used to check where the children are with their learning and establish the 'gaps', particularly in English and Maths. Once this has been established, we will be able to tailor the learning to meet the needs of each class. There will be a big emphasis on phonics and reading, which we ask that you help us with, by reading with your child every day. Reading books are allowed to be sent home; your child will be given their reading book by the end of September (we have had a major audit and re-banding of our reading scheme – further information to follow.)





Initially, the children won't be bringing a library book home; we hope to re-establish this by half term.

**On PE days, as mentioned previously, your child will need to come to school in their PE kit, with joggers over shorts and wearing their trainers.**

### **Assemblies**

We are hoping to still have some socially distanced assemblies on most days, in small groups, (without singing until current guidance changes). This means that we will still be able to have celebration assemblies, so if your child has a certificate or trophy from their activities outside of school, please do send them in so we can all celebrate. Unfortunately we won't be able to invite parents in but photographs of Outstanding Team Members, Bronze, Silver and Gold certificates, will be sent home as normal.

### **Messages**

If you need to send a message to your child's class teacher, in the infants, Class Dojo is the best way to communicate; in the juniors, the best way to get in touch with the teacher, is to email/phone the office who will pass it on. Mrs Gerver will be able to pass on brief messages given verbally when parents drop off.

If you need to speak to your child's class teacher, again Class Dojo or a message through the school office to arrange a mutually convenient time to speak.

At the moment, face to face meetings with parents are not possible except in certain situations, when face coverings will be required.

### **First aid**

When being treated for first aid, the member of staff will be wearing gloves, an apron and possibly a face covering. Where possible, and depending on the injury, the child will be encouraged to do what they can for themselves eg use a wipe to clean a scrape; put a plaster on themselves etc. Serious injuries will of course be treated by a member of school staff and fully trained first aider.

### **Cleaning**

All surfaces, door handles etc are thoroughly cleaned and disinfected on a daily basis. At lunchtime, the tables and chairs will be cleaned and disinfected in between groups of children entering the lunch hall.

Classroom tables, chairs & door handles will also be disinfected at lunchtime.

Any equipment used in the classroom will be regularly disinfected; PE equipment will be sanitised before use by another year group; this includes the ICT suite and any tablets used in the classroom.

### **Illness & covid symptoms**

**If your child is in any way unwell, please do not send them to school.**

If your child is showing any symptoms of covid-19, you must inform school and you and your family should book to have a test and inform school as soon as you receive the results.



## Information booklet for parents

You must not bring your child to school and follow the 'Stay at home guidance' available on the gov.uk website. This states that you must self-isolate for at least 10 days. Other members of the household should also self-isolate for 14 days from when the symptomatic person first had symptoms.

If your child tests negative, they feel well and no longer have symptoms, they can stop self-isolating. Other members of the household can also stop self-isolating.

If your child develops symptoms of covid-19 whilst at school, they will be isolated and looked after by a member of staff who will be wearing a face mask, disposable apron and gloves, until they are collected. You must then book your child a test.

School will liaise with the local health protection team if a pupil or member of staff tests positive. They will work with school to decide on the actions that need to be taken which may include sending groups of pupils/staff home to self-isolate for 14 days. If we are advised to send a group of pupils home to self-isolate as a result of a positive test, the rest of the household does not need to self-isolate unless a member of the family subsequently develops symptoms.

I realise this is a lot to take in; please rest assured that we are doing everything possible to ensure that the children and staff are safe whilst at school. We will be constantly reviewing and updating procedures and protocols, as necessary, as guidance changes.

Take care, stay safe and we look forward to seeing you next week.

Mrs Lynne Gerver  
Headteacher