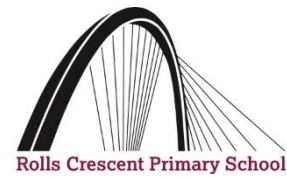


## Back to School Arrangements



Dear parents/ carers,

We hope you are still enjoying the summer holiday and have kept safe and well throughout the break.

We are writing to give you information about arrangements for September and some of the procedures we have put in place to keep everyone as safe as possible

As you're likely aware, the government has announced that schools should fully reopen from the start of the upcoming autumn term. They've decided this on the basis of:

- The prevalence of coronavirus decreasing
- The new NHS test and trace system being in place
- More clarity about the measures that need to be in place to create safe environments in schools
- Time out of school being detrimental to children's development
- The low risk to children of becoming severely ill from coronavirus

This means we're planning to open to all of our pupils in September. We're looking forward to welcoming everyone back on **Thursday September 3rd**, and we're working hard to make the school a safe, enjoyable environment.

We wanted to get in touch to explain what you can expect from us and what we will expect from all of our parents and carers.

### Attendance

Attendance will be mandatory in September, as the government expects all pupils to attend school. The usual rules will apply, meaning we'll be recording attendance and following up on any absences.

If your children have been staying at home due to shielding guidance, the government paused this guidance from 1<sup>st</sup> August. That means they should be able to come back to school in September.

However, if you've received clinical or public health advice that your children should still remain at home, please let us know and continue to follow that guidance. We'll be offering remote education to these pupils.

### Safety measures

The children will be grouped into 4 Phase bubbles. These bubbles will be kept apart throughout the day (including before and after school, playtimes and lunchtimes). Therefore, we are having to change our procedures for arriving and leaving school and our arrangements for playtimes and lunchtimes.

When your children come into school, we'll have the following protective measures in place:

### Beginning and end of the day

**Four entrances** to the school site will be used for pupils and parents/carers:

- Entrance 1: **Main gate on Rolls Crescent then Carpark gate - Nursery & Reception**
- Entrance 2: **Main gate on Rolls Crescent then turn right to KS1 back gate - Y1, Y2**
- Entrance 3 **Shearsby Close gate - Y3 & Y4**
- Entrance 4: **Clopton Walk Gate - Y5 & Y6**

Please look for your child/children's year group below to find start and finish times and the relevant entrances and pick up points for the beginning and end of the day. (Children cannot wait in the playground before school and should come straight into school through their designated entrance gate). Staff will be around to help.

### Timings

Groups	Entrance	Start	Playtime	Lunch time	Finish	End of Day Pick up
Nursery	1. Car park gate	9.10am		11.30 – 12.30pm	3.10pm	Outside Nursery
Reception	1. Car park gate	9.10am		11.30 – 12.30pm	3.10pm	Outside reception
Y1	2. Main gate then KS1 gate	8.50am	10:10 – 10:25am	12.00 – 1.00pm	2.50pm	Outside classroom
Y2	2. Main gate then KS1 gate	9.00am	10:10 – 10:25am	12.00 – 1.00pm	3.00pm	Outside classroom
Y3	3. Shearsby Close gate then playground door	8.50am	10:30 – 10.45am	11.45 – 12.30pm	2.50pm	From KS1 Muga Pitch
Y4	3. Shearsby Close gate then playground door	9.00am	10:30 – 10.45am	11.45 – 12.30pm	3.00pm	From KS1 Muga Pitch
Y5	4. Clopton Walk gate then dining room entrance	8.50am	10:55 – 11.10am	12.15 – 1.00pm	2.50pm	From KS2 Muga Pitch
Y6	4. Clopton Walk gate then dining room entrance	9.00am	10:55 – 11.10am	12.15 – 1.00pm	3.00pm	From KS2 Muga Pitch

Please see photographs below to ensure you know which entrances/ collection points to use. Staff will be around to help during the first few weeks.

### Nursery & Reception



Through main gate.



Turn left to car park.



Turn right at car park.



Head to EYFS gate.

### Year 1 and Year 2



Through main gate



Turn right



Head to KS1 back gate



Pass sheds to classrooms.

## Year 3 and Year 4



Through Shearsby Close gate



Pass the mosaics



Head to playground door

## Year 5 and Year 6



Through Clopton Walk gate



Pass Muga pitch then turn right



Follow path round EYFS



Head to dining room door

**Staggering entrance/collection times** will help adults and children distance appropriately and will reduce the risk of children coming into contact with children from other bubbles.

## Nursery – Year 6 arrangements

Please could you support us with these arrangements by:

- Entering and leaving through the designated gate/ gates ensuring that social distancing is maintained.
- Arriving on time for entry to school. In the instance that you have children in more than one-year group, you may wait with your children at the appropriate entrance, following social distancing from other parents/ carers and children.
- Dropping off your child/ children and leaving, rather than remain on school grounds. Children will come straight into school through the designated entrance for their year group and not wait outside.
- **Picking your child/ children up on time at the end of the school day so staff can release children safely.** The playgrounds will be open to wait in before your children are released. Whilst waiting in your child's designated pick up area, social distancing must be adhered to.

## Children who walk to school by themselves

We recognise that some of the older children make their own way to and from school. If this applies to your child/ children, you will need to fill in the permission form and return it to school

Children will receive permission forms on the first week back.

At the end of the day any child walking home by themselves will be dismissed first.

## Communication

Staff will not be available to speak to at the beginning and end of the day unless they initiate the contact. Staff must commit their time to ensuring that all children safely leave their care. Parents/ carers can contact teachers through email or Seesaw if they have queries about the day, or they can call the school office to make a phone appointment.

The school office is not to be accessed by parents/ carers unless through prior arrangement via a call or email. The office will not be open for parents/ carers to drop-in to. The DfE guidance states that coming into the site without an appointment is not allowed. However, parents/ carers can still call and receive support over the phone or via email.

## Before school Provision

Breakfast Club to start at 8.00am. Phase bubbles will be kept separate. **All pupils will need to arrive through the main school entrance and then go the designated area for their phase.**

- EYFS- in Nursery
- KS1- in Main Hall
- LKS2- in dining room
- UKS2- in AMEC building/ packed lunch room

(Bagels will be served to pupils in school from designated areas in each phase)

## After school Provision

BOSH will continue to provide after school care and can facilitate 3 separate groups. Depending on uptake, children will be grouped in Phases (EYFS, KS1 & KS2) and situated in EYFS (for Nursery and Reception), AMEC building (for Year 1 and Year 2) and Dining Hall (for Years 3, 4 5 and 6).

## Seating plans and Resources

EYFS & Y1 classes are to reflect an early years' environment. Years 2, 3, 4, 5 & 6 classes are to have tables and chairs set up in rows so that no pupils are facing each other. Individual class teachers will review where pupils sit.

Each pupil will have their own set of resources in an individual tray/pencil case on their desk space to limit movement around the class.

## What we will do if we have a confirmed case of Covid-19

- Engage with the NHS Test and Trace process
- Contain any outbreak by following local health protection team advice

## What you can do to support your child

To help your child feel confident about her/ his return to school, please talk to her/him about the following:

- Start and finish times (see above)
- Which entrance to use each morning (see above)
- To go straight into class rather than waiting/ playing in the playground before school
- Hanging coat on back of chair rather than peg
- No belongings from home to be brought into school- other than packed lunch and book bag
- She/ he will have her/his own equipment to use

- Regular and thorough hand washing/ sanitising, particularly on entry/ exit of school, and before and after playtimes and lunchtimes and after using the toilet.

## **Pastoral support**

We're aware that the lockdown has been a difficult time for many of us, including our pupils.

Please let us know if you think your children might need extra support when returning to school, such as if they feel anxious about coming back or they're experiencing bereavement.

If you have any questions or concerns about the points we've set out above, please get in touch with us by emailing: [admin@rolls-crescent.manchester.sch.uk](mailto:admin@rolls-crescent.manchester.sch.uk) or ringing the school office on 0161 209 9930.

We're extremely grateful for all the support we've received so far from the school community. We'll continue to keep in touch if there are any updates to our plans or if we need to make changes due to new or updated government advice.

Kind Regards

Ms Turner & Mr Reynolds

Heads of School