



Dear Parents and Carers,

We are delighted to be reopening to all pupils on Monday, 8th March unless any further announcements come in the next few days. We will be resorting back to most of the arrangements that were in place during the Autumn term but I've included in this letter a reminder of the aspects that are most pertinent to you.

What time does my child need to arrive and be picked up at?

We are continuing to stagger the times that different year groups are dropped off. As many families have more than one child, please determine from the chart below the drop off times for your children and then choose the earliest of these for dropping off and the latest of these for picking up. If you have only one child in school, then they should be dropped off at the allocated time.

Year groups	Year 6	Year 5	Year 4	Year 3	Year 2	Year 1	Reception	Nursery
Drop off time	8.40am	8.40am	8.45am	8.45am	8.50am	8.50am	8.55am	9.00am
Pick up time	3.15pm	3.15pm	3.10pm	3.10pm	3.05pm	3.05pm	3.00pm	3.00pm

If your child attends half days in Nursery, then they should be dropped off or collected at 12noon where appropriate.

Please only arrive at your allotted time to keep all of our school community safe.

We are looking forward to seeing you all but please resist the urge to stop to chat to us as it is most important that we get everybody in swiftly so that we can manage the social distancing of all involved. If we find that we cannot maintain the social distancing at drop off and pick up times, it may mean that we would need to stagger these times further.

What lunch time arrangements will be available?

The kitchen will be providing school meals and Universal Infant Free School Meals will begin again for Reception, Year 1 and Year 2. Other children can pay for a meal at £2.40 unless they are entitled to Free School Meals in which case they will receive a free meal as normal.

Children can bring a packed lunch from home which will be stored in the cloakroom.

We would appreciate it if all parents paying for meals could do so using School Gateway so that the office staff can be protected from handling cash.

Does my child need to bring anything with them?

Children will all need their own water bottle which they will bring to and from school every day so that it can be washed at home each night. They will use their water bottle for their drink at lunchtime so please make sure it is with them each day. If they are having a packed lunch, they will obviously need to bring this with them and we would encourage a wipeable container or bag for this. They must bring inhalers if they need them and any other medication should be dropped at the school office so that a medication form can be completed. They can bring a coat and obviously a hat if the weather necessitates it.

PE kits will be needed in school as we will be hoping to resume PE lessons. The PE kit should be in a bag which can hang and remain on their peg for the whole half term.

We are reintroducing book bags every day so please ensure that your child has their book bag (or a suitable bag) with their reading book and reading record in it every day. We will be listening to children read in school and therefore it is

important that these are in school. This is so that we can assess where they are with their reading and provide additional catch up support where it is needed. We will be setting homework using Google classrooms after Easter but in the meantime, we would like families to focus on reading as their homework each week. We would really appreciate it if you could listen to your child read every night. If your child is a fluent reader in Key Stage 2, please still listen to them reading aloud at least once a week but on the other days, please ask them questions about the pages that they have read independently to enable them to practise their comprehension skills.

Will Out of School Club be opening?

Yes. Out of School Club provision for children in Nursery, Reception and Year 1 will be in the Children's Centre building in the car park and Y2-6 will be in the main school building both before and after school. Please wear a mask when dropping off and picking up children from Out of School Club to help to protect the staff.

Please be aware that to prevent the children from mixing with parents while crossing the car park, we will be taking Out of School Club children to their classes from 8.30am in a morning and therefore children arriving after 8.15am will not be able to be offered their breakfast.

Will Get Set Go and After School Clubs be operating?

Initially, Get Set Go will not be reopening although we are hoping to get this up and running on a rota basis after Easter but more information will follow once we have re-established our systems and routines. There will not be any clubs running after school during this term.

Do I need to do anything differently at drop-off and pick-up times?

Please wear a mask when on school premises. We ask that all children are dropped off by an adult but only one adult except Year 5 and 6 who can come to school and leave on their own as normal. We understand that parents may need to bring younger siblings which is fine when they are dropping off or picking up children from school. All adults dropping off children should enter through the playground gate and then move towards the classroom entrance that they need. We ask that all adults keep their children close to them while in the premises waiting to be allowed entry. Family groups should remain socially distanced from other family groups. When asked to approach by the member of staff on the door, please do not approach the door beyond the 2m marked out area so that you remain socially distanced from staff and then allow your child to enter independently. Until you are asked to approach, please stand well back to allow those moving towards the door to do so safely and at a social distance of 2m.

Once your child has entered, you will need to move around the building towards the car park and you will leave through the car park gate. Adults will not be allowed to exit via the playground gate.

I'm worried that my child will not want to leave me when I am dropping them off. What is the best thing to do?

The best thing to do is not to rush the situation. Allow other children to go into the classroom and step back away from the door to talk to your child and reassure them. If you are holding your child, try to stand them on the floor holding just one hand. Communicate at a distance with the member of staff on the door and they will then approach your child at their level so that they are not face to face with you. By only holding one of their hands, it means that the member of staff can take hold of their other hand and then between you, hopefully the member of staff can draw the child towards them and take them inside. We would still offer the usual cuddles and reassurances to young children who were upset when you had left but by leaving quickly, children usually calm down. We would always ring you if they remained upset for a prolonged period of time and we were worried about them. Equally, please feel free to give us a ring after a little while and the office staff will check in on them to make sure that they are ok so that you do not worry about them for the rest of the day.

What regimes will be in place to keep children safe within school?

We have followed government and local guidance in establishing the risk assessment and planning for the reopening of school. This includes a range of routines and systems which I have summarized here.

Hand washing will take place in the classrooms where sinks are available and in allocated sinks for classes without sinks except when children have been to the toilet when the sinks in the bathrooms would be used. Children and adults will wash hands regularly throughout the day but particularly at the following times: on entry to the building, before eating, after eating, when returning inside from playtimes etc, after using the toilet.

The cleaning of tables, surfaces and door handles will take place during the school day by the staff in the classrooms to prevent the need for further staff to enter the rooms while they are in use. Toilets and sinks in the bathrooms will also be cleaned during the school day to maintain high standards of cleanliness. Normal cleaning regimes will be in place before and after school as well as these additional requirements.

Staff will be remaining socially distanced from each other within classes and when taking breaks and lunch.

Playtimes and lunchtimes have been staggered for different year groups and areas identified outside for each year group to play in so that year groups don't mix during these times outside. We will continue to do the 1k each afternoon on a rota basis. These timetables mean that year groups can remain separated from each other.

Staff movement between year groups has been limited as much as possible.

We will not be holding assemblies in the hall for multiple year groups and assemblies will take place via video.

We will be improving ventilation in school by ensuring that windows are opened all day. Please bear this in mind if the temperature starts to drop as the children may need vests and jumpers.

Equipment will not be passed between year groups unless careful cleaning of the equipment has taken place.

What happens if someone in the school gets symptoms?

Staff would go straight home and would be asked to organize a test for themselves. For children, we have set up an isolation room. The child displaying symptoms will be separated from the rest of the year group in this room with a member of staff supervising them until arrangements can be made for them to go home. The adult may wear Personal Protective Equipment while with the child if they cannot remain 2m away. The room would be thoroughly cleaned after every use.

We would expect parents to let us know if a child develops symptoms while at home and that they would be kept at home. Staff know not to come into school if they are experiencing the symptoms of COVID-19. Staff are able to carry out LFD tests to identify any asymptomatic carriers of the virus.

If there is a positive case within children or staff, the person should not be in school and should let myself know through clasdojo, email or by ringing the school office. We can then liaise with Local Public Health to ascertain which children and staff would need to also be told to self-isolate. This may result in a whole bubble closure.

What if someone in the household has symptoms or has tested positive?

If anyone in any household has symptoms or tests positive, you should self-isolate and follow government and Test and Trace guidance. We had a number of situations before Christmas where a member of a household had experienced symptoms and so had booked a test but the child has still been sent into school while the adult at home waited for the result. Children should remain at home if anyone in the household has symptoms and has sought a test until the test comes back negative or the household has isolated for 10 days.

What if someone in the household has been contacted by the Test and Trace scheme and told to self-isolate?

All parents, children and staff are expected to follow any instruction provided by this scheme to maintain the safety of the rest of the school community.

What if a whole year group has to self-isolate?

If a whole year group is informed that they must all self-isolate, we will provide home learning activities to the year group to enable them to continue learning at home for this period of time. This will be via Google Classrooms as you have been doing in these last few months.

How is attendance being recorded from March?

Attendance is being recorded as normal with the exception that your child will be marked as 'not expected in school' for any periods of time when they have been told to self-isolate or stay away from school.

Is the road closure of Withinfields remaining?

Yes. Withinfields (the road outside the school gates) will be closed to traffic during pick up and drop off times. This has been agreed by Calderdale Council to ease congestion around the school gate and to allow safer passage for pedestrians leaving and arriving at the school. Please park responsibly in other areas of Southowram and refrain from using the pharmacy and doctors' car park. The road will be blocked at the bottom and only residents, deliveries, emergency vehicles and Blue badge holders will be allowed through.

Can I arrange a meeting with staff in school?

Although we will be more accessible when we reopen, we still ask that as much communication as possible comes through Clasdojo, email or telephone to protect the staff from contact with parents. We continue to look forward to the time when we can welcome everyone back together but will only allow this when we know that we can keep everyone, children, staff and parents, safe.

I'm worried about my child returning to school, what do I do?

Please get in touch with us. Whatever you are worried about, let us know as we will probably be able to offer advice or help. We can be contacted by email or clasdojo in the next few days and we will get back to you as soon as possible.

The staff are very excited to be returning to 'normal' and seeing all the children again. Although we cannot function just the same as we would normally, it will be lovely for the school to feel full again. Unless anything changes in the meantime, we look forward to welcoming you all back on Monday, 8th March.

Yours sincerely,

H R York