

19<sup>th</sup> August 2020

Dear Parents/ Carers

I hope you are all as excited as we are to have you all back to school, with perhaps some reservation of how it will all look and feel.

As I have previously stated the health and safety of our pupils and their emotional well being, is our top priority and it continues to be the case. I believe opening is the right thing to do, therefore we have put in place everything we feel is needed, to open safely for pupils, staff and parents.

We must all take responsibility to keep each other safe both in and out of school, especially how we all lead our lives. We must work together.

I have included information regarding opening, organisation, health and safety, compulsory attendance.

We welcome Nursery to Year 6 children from Wednesday 2<sup>nd</sup> September.

Nursery and Reception have separate schedules for the first few weeks (attached for those parents). These times are provisional and may slightly change.

#### We ask parents at these times:

- WALK where possible, avoiding traffic congestion.
- Only 1 adult with their child in any one area.
- Arrive on time, know their childrens class, socially distance.
- Parents DO NOT linger around the school gate or on the yard.
- Only parents of N,R,Y1/2 can enter the yard- no parents can enter the building.
- Y3,4,5,6- PUPILS ENTER THE YARD ON THEIR OWN.
- Keep siblings together and wait in areas until their doors open.
- Ideally children will not line up, instead at the scheduled times entrance doors will open.
- Any children wearing masks, remove BEFORE entering the yard, (parents to keep).

		Entrance			Exit
		Time	Gate	Class	
Nursery	AM	See separate schedule	Main-1	Nursery door	See separate schedule
	PM				
	FT				
Reception	RW		Main-2	Reception outdoor	
	RP				
Year 1	1RS	8.40	Double	Y1/2 main door	3.10
	1B			Friendship Garden	
Year 2	2CW	8.45	Double	Class Fire Door	3.20
	2S			Class Fire Door	
Year 3	3D	8.50	Double	Y1/2 main door	3.25
	3B			Library entrance	
Year 4	4W	8.40	Double	Class Fire Door	3.15
	4B			Class Fire Door	
Year 5	5G	8.50	Single	Class Fire Door	3.25
	5O			Y5/6 main door	
Year 6	6H	8.40	Single	Y5/6 main door	3.20
	6C			Y5/6 main door	3.15

**Note:**

All gates will open at least 5 mins prior to the class start time

Main 1- Path alongside the caretakers house: One Way- entrance only, exit Ranson St.

Main 2- Staff car park automatic gate: 2 way system- both entrance and exit.

Double gate- Onto the main yard: 2 way system- both entrance and exit

Single gate- Onto main yard: One way- entrance only

Ranson Street: EXIT ONLY

I ask everyone to use the designated gates for entering school, but any exit gate. I also apologise in advance for having to wait on the yard for siblings and maybe having to exit school and re-enter in a different area e.g. nursery.

**How do we intend to reduce risk:** (key points below)

- We have carried out a full risk assessment which is a live document and amended as required.
- Minimise contact between groups:
  - Children will operate in a 'Year group bubble' - there will be contact only within their bubble.
  - Staggered entry, breaks, lunches, exit and use of toilets.

- Clear walkway markings will be on carpets in all shared areas.
- Staff will have reduced contact between each other, always social distancing
- Parents will not be able to speak to staff on entry instead and only if urgent-  
ring the office or e-mail.
- Increased cleaning regime, especially of frequently touched surfaces (FTS),  
shared equipment within the bubble.
- Sanitising and washing of hands on entry and regularly throughout the day.
- Windows and or doors will be open in classrooms, to increase ventilation,  
being mindful of class temperature.
- Children will have their own every day resources that are not shared (Y2  
upwards), all soft toys and toys with intricate parts have been removed.  
From Y2 upwards tables will be facing forward.
- Lunchtime: Hot meals will be served, all children will eat in the dining hall and  
play outside within their own bubble. All tables will be cleaned between  
bubbles.
- Staff will be adhering strictly to social-distancing guidance. When  
addressing children close face to face discussions will be avoided, instead  
talking from behind / beside a child.
- Limited visitors will access school during the school day, this also includes  
parents. Please do not come to the school office unnecessarily.

#### Use of Faceshields:

When working with very young children it is important to get close, at times comfort them and especially to ease worries for new starters. Therefore we have issued Nursery and Reception with faceshields to enable them to support your children. Also any other staff working in those areas ( midday supervisor, HT, SAHT, AHT).

Year 1 staff also have faceshields, only to be used in certain situations.

#### What children can bring/need:

- Coat, packed lunch, pencil case (y2-6).
- Pocket hand sanitiser (choice y2-6)
- Please only return all reading books issued prior to school closure, no learning packs to be returned.
- School uniform
- Outdoor PE kit at a date to be confirmed (shorts, tracksuit bottoms, T shirt, sweatshirt, trainers)

I ask that all uniform, packed lunch boxes and coats are regularly washed. I suggest any old equipment be replaced by new. (Supermarkets, BnM, Home Bargains etc.)

### Attendance:

The DFE Guidance stipulates that school attendance will be mandatory from the beginning of the autumn term.

It states:

It is parents duty to ensure their child attend regularly and on time.

It is schools duty to record attendance accurately and follow up on all absences, including using all available sanctions.

### Clubs:

- Breakfast Club and After School club will commence Monday 7<sup>th</sup> September (entry/ exit as normal, confirm places initially by phoning the main office, payments to be made **online in advance**). We are expecting that all bookings will be in advance and no late amendments will be made.
- There will be no lunchtime or after school clubs for the foreseeable future.

### Payments:

We are asking that all payments to be made online, especially dinner money and BC/ASC in advance. The link to pay can be found on [www.sunderland.gov.uk](http://www.sunderland.gov.uk) - pay for it. If you require further guidance please call the office.

### Lunchtime:

What are your children doing for lunch? We are assuming your children are continuing with their lunch pattern of packed lunch or school meal, as they did in March. Unless we are informed otherwise, a week prior to returning that is what we will plan. This is so important!

Please note that Year 3 children having meals will now need to pay, (£11 per week) as the government offers free meals for R, Y1, Y2 only and all those children who have separately applied for FSM.

If you feel you may be entitled to FSM please contact the office and they will advise.

### Communication:

Our main form of communication will be by e-mail and we intend to send far less letters out, so please be aware and check you e-mails regularly.

We also use the texting service, twitter, facebook and the website- please ensure you have signed up to all of these communication channels.

I also urge parents to stay away from posting their own posts of any concerns, whispers or general tittle- tattle regarding the very difficult situation we are all trying very hard to manage. Don't hide behind your phones, ring and ask to speak to us if you have any concerns. That's what adults do!

**Also remember to please inform us if your e-mail/phone number has changed.**

### Healthy children and staff:

- If pupils are generally unwell please keep them off school, however you must inform us and be very clear regarding their symptoms.
- If a child, family member in the same household or member of staff show COVID-19 symptoms, (new continuous cough, high temperature, loss/ change in normal sense of smell/ taste)
  1. Inform School
  2. Book a test ASAP (results currently available in 24h)
  3. Self- isolate whilst awaiting results.
  4. A. Negative: Return to school  
B. Positive: Self-isolate for 14 days from the start of symptoms

### Learning from Home:

I do not know what the future holds for the City of Sunderland and I hope we are not one of those cities that has to go into Lockdown, but we must be prepared. My advice to all parents is they are ready for online learning. Many families have the internet to access X box/ Playstation but do not have the devices for their children to learn, or only have 1 device between 4. I appreciate they are not cheap, but we need to weigh this up against the lost learning and the potential damage.

We at school will be doing some online learning during the week, just to keep the childrens skills tip-top, we ask that you think about your families position. If you require any advice please contact school to speak to Mr Zebollah.

I appreciate how difficult a time this is for us all, I urge parents to trust us, support us, send your children to school regularly. Prepare your children for their return, have you discussed it, have you walked passed the school? I urge parents to appreciate how much learning has been missed and do everything in your power to support your children with their learning. I urge parents to remember we are all in this together and by keeping yourselves safe (social distancing, not having unnecessary contact, keeping your bubble small etc.) you in turn keep us all safe.

The school office is open, I am in school often, if anyone has any queries, please contact us.

I am sure the first few days will be a learning curve for all, but your children will be safe and into the swing of school life in a couple of days... you wait and see.

Looking forward to seeing you all!

Mrs Todd  
Head Teacher

# Staffing 2020-2021

(Reminder)

Year Group	New Teacher	Name	Previous Teacher
Nursery	Mr Williams	NAM NPM NFT	
Rec	Mrs Waller Miss Pilcher*	RW RP	Mr Williams
Year 1	Mrs Robson/ Mrs Southern Miss Bell*	1RS 1B	Mrs Dunn Mrs Waller
Year 2	Miss Cameron/ Mrs Walsh Miss Scott*	2CW 2S	Mrs Robson/ Mrs Southern Mrs Walsh/ Miss Cameron
Year 3	Miss McMaster Miss Davison	3M 3D	Miss Higgins Miss Cherrett
Year 4	Mr Walkman Mr Bolton	4W 4B	Miss McMaster Miss Davison
Year 5	Mr Old Miss Green	5O 5G	Mr Walkman Mr Bolton
Year 6	Miss Howard Miss Cherrett	6H 6C	Miss Wallis Mr Old

**\*New staff September 2020**

Mrs Dunn and Miss Higgins are currently on maternity leave.

We also have additional staff who teach Maths and / or English in most year groups:

Year 2: Miss Lowther

Year 3: Miss Ellis

Year 4: Mrs Southern

Year 5: Mrs Grainger

Year 6: Miss Walker