

26th August 2020

Dear Parents and Carers,

Please see below a reminder of our plans for a **full return to school by all children this September.**

Assuming that there is no government advice or directives to the contrary, it is expected that ALL CHILDREN will return in September and usual absence procedures will be followed if children are not brought to school each day.

In order to ensure the safety of all in our community and to comply with our updated risk assessment we will have a number of **safety measures in place in order to keep children and staff as safe as possible. It is extremely important that these are adhered to.**

Return Date for Y1, Y2, Y3, Y4 and Y5 - Thursday 3rd September 2020

Return date for Nursery and Reception - from Monday 7th September 2020
(Nursery & Reception parents have received individual start times)

Staggered Drop offs and Pick-Ups

Staggered drop offs and pick-ups will continue. Please see below for your child's drop off time and location. Please where possible, **walk to school and only arrive at your allotted time.** NO parent cars will be permitted to drive onto the premises. The school gate will be closed from 08:30.

In the morning, drop offs will take place between 08:45am and 09:15am. Siblings will be able to be dropped off/ picked up at the same time as the earliest drop off/ pick up time but it is really important that you stick to the times allocated. It is also important that you do not try to spend time talking to your child's teacher or indeed to other parents. To be successful the flow of people needs to remain consistent and very quick. Please do not stand talking to other friends either on or outside the premises.

The **one way system** will also still be in place and must be strictly adhered to.

Drop off time	Year group	Location
08:45am	Nursery	Nursery Gate
08:50am	Reception	Nursery Gate
08:55am	Year 1	Usual KS1 Gate
09:00am	Year 2	Usual KS1 Gate
09:05am	Year 3	Usual KS1 Gate
09:10am	Year 4	Usual KS1 Gate
09:15am	Year 5	Usual KS1 Gate

PLEASE DO NOT BE LATE. Any late arrivals will not be permitted to enter the premises until 09:30am when all other children have entered, at which time you should approach but not enter the foyer area, call the office by phone and drop off your child. It is really important that you make every effort not to be late.

Pick up time	Year group	Location
2:45pm	Nursery	Nursery Gate
2:50pm	Reception	Mrs White/ Miss Doyle Gate
2:55pm	Year 1	Y1 Classroom Door
3:00pm	Year 2	Y2 Classroom Door
3:05pm	Year 3	Y3 Classroom Door
3:10pm	Year 4	Double Doors by Ms Byrne's Office **
3:15pm	Year 5	Y5 Classroom Door

*** At the end of the day Year 4 children will be collected from the double doors by Mrs Byrne's office at their allocated time unless you are collecting a younger sibling, in which case you will just follow the one way system around and collect at their classroom doors as with all other year groups.*

PLEASE DO NOT BE LATE TO COLLECT YOUR CHILD. If you arrive later than your time slot you will have to wait until all children have been collected.

It is imperative that you stick to your allocated time and do not stand and chat with other parents or with teachers as we need to avoid any congestion and ensure that everyone can move quickly through the one way system to leave the school grounds.

Know your password please

You, or whoever is collecting your child will need to know your password to avoid any delays. We are dismissing year groups in five minute slots which should work fine as long as people know passwords and children can be dismissed swiftly.

Bubbles

Each year group will form their own bubble. Our aim of reducing contamination will mean that children will be kept in their separate bubbles wherever possible. We will continue to have staggered/ separate playtimes and lunchtimes.

Staff will remain with their allocated class at all times. Where staff have to cross into more than one bubble during the course of the week for PPA or intervention purposes strict social distancing guidelines and increased hygiene will be in force.

Breakfast and After School Club

For the first two weeks there will be no Breakfast or After School Club.

In week 3 w/c 14th September we are hoping to recommence Breakfast Club. This will be on a **strictly pre-book and pre-pay basis**. Anyone who has not booked will not be permitted to attend. There will be quotas in place and once these booking numbers have been reached no further bookings will be taken. You must be in credit on parent pay to have access to the pre-booking facility.

Entrance to Breakfast Club will open at 8:00am and close at 8:30am. Entrance to Breakfast Club will be through the side gate and in through the hall doors. The gate will be closed at 8.30am and not opened

again. If children arrive after 8.30am they will need to proceed to the main entrance and wait until their allotted time to enter the premises.

In week 4 w/c 21st September we are hoping to recommence After School Club. This will be on a **strictly pre-book and pre-pay basis**. Anyone who has not booked will not be permitted to attend. There will be quotas in place and once these booking numbers have been reached no further bookings will be taken. You must be in credit on parent pay to have access to the pre-booking facility.

After School Club will close from 5:30pm. There will be a £20 late collection fee.

There will be increased hygiene/ hand washing and sanitisation procedures in place and 1m social distancing will be encouraged at all times.

Uniform

Children should be in full school uniform and black school shoes when school reopens in September. It is really important that uniform is washed and clean in order to minimise the chance of any cross contamination. Please try to make sure that your child comes in shoes and coats they can manage themselves. Do not send children in laces if they are unable to tie them and please practise fastening and unfastening coats with smaller children. Please ensure that your child is warmly dressed as rooms will be fully ventilated at all times regardless of the weather.

PE Kit

Your child's teacher will communicate their PE day to you in September. On their PE day only, your child should come to school in their PE kit and trainers and not their school uniform.

*Additional info: A number of parents queried **children wearing PE kit to school all day once you have been advised of their PE day**. To clarify, children should arrive at school in full PE kit and will keep this on all day. In colder weather children are permitted to wear either plain black/navy leggings or tracksuit bottoms and a plain navy/ black tracksuit top/ hoody. If the weather is fine, they may just wear usual PE kit. Trainers or black pumps are allowed on PE days only.*

Reading Books, Bags and Homework

We want to minimise resources frequently going between home and school. With this in mind school reading books will be sent home on a Monday, kept at home all week and brought back to school on a Friday. Parents will be expected to supplement reading with books and materials from home. In addition to this we highly recommend that you use the 'Epic Reading' website where you can access a wide range of age related e-books. www.getepic.com your class teacher will advise you once the Epic Reading logins are available.

Homework diaries should also be brought in on a Monday. Your child's new reading book will be written into their diary along with spellings, times tables etc. This should be kept at home until Friday but should be looked at and signed every day to show that work has been engaged with and completed.

Book bags and other bags should not be brought into school except on change days (as above) and no personal belongings, toys or things to show etc. will be allowed.

Water Bottles and Snack

Children will have their school water bottle in class (please clean and return if you have not already done so). This will be emptied, cleaned and refilled on a daily basis. These will stay in school.

Children are provided with snack up to Year 2.

Children in older year groups may bring a healthy snack from home if you wish them to do so. This should be kept in their coat pocket until break time and any related rubbish will be thrown away and not returned home. Snacks should be in disposable packages not lunch boxes or similar.

Milk

We provide milk for all Nursery and Reception children. Cool Milk delivery will be available from September. Any older children wishing to have milk can go to the website and pay directly at www.coolmilk.com

Lunchtimes

For the foreseeable future and at least until the situation becomes far clearer over time we will continue to have lunches in classrooms. You can opt for your child to bring a packed lunch or order school dinners. We will be aiming to have hot meals at least 2-3 times a week. Again we are minimising cross contamination by not having large numbers of children eating in and passing through the hall space.

We will not be able to facilitate the usual pre-order menu system. Instead each morning at registration, children will choose between a meat, vegetarian, sandwich/ jacket potato. On two days per week there will be a sandwich only option. Allergies will be clearly displayed so that teachers can ensure selections are appropriate.

If these options are not suitable for you, please advise the office that your child will be having a packed lunch from home.

We will continue to review this and communicate any changes to you.

Classroom Cleanliness

Children will get used to cleaning hands very regularly and classroom and communal surfaces, handles etc will be regularly cleaned/ sanitised. Sanitiser will be on hand to use at all entrance and exit points and in toilets. Children will be reminded and supervised to clean hands.

We will no longer close for cleaning but we will continue to clean equipment as often as possible and should the situation arise where we need to perform a deep clean, we will do so.

Contact with Teachers and with the Office

Please do not try to speak to your child's teacher at drop off or pick up as this will adversely affect the effective flow around our one way system. Instead, if you need to speak to the teacher please email to ask your question. Teacher email addresses can be found on our website. We hope you understand.

Parents and Carers will continue to not be permitted to come on site. Should you require a conversation with a member of the office, you must phone 0161 339 7822 or email inspire@victoriousacademies.org.

We are already cashless/ contactless and would ask that you continue to pay for things via parent pay and that you are well prepared so that you DO NOT return to school during the day with items you and your child may have forgot.

Parents Evening, Assemblies and Other Large Gatherings

There will be no onsite large gatherings. Arrangements will be made to discuss your child by phone or video call at the time of our usual Parent's Evening around October/November.

There will be no Parent or Family assemblies but children will have weekly assemblies in class from a member of the senior leadership team and may have additional assemblies from other staff members. These will be done remotely/ online and beamed into classrooms.

Weekly Star of the Week and Jigsaw PSHE certificates will be awarded in class. Certificates and awards from home must not be brought into school. Instead these should be tweeted and celebrated on Twitter.

We may also use technology to share class work and achievements. Watch this space as we navigate new ways and technology but rest assured we will keep in touch and keep you updated as much as possible.

First Aid and COVID Test and Trace procedure

DO NOT send your child to school if they have any COVID symptoms, in particular temperature, cough or have lost their sense of taste or smell.

If this is the case, you must follow the guidance and arrange a test.

www.gov.uk/government/publications/covid-19-stay-at-home-guidance

You must keep school informed at all times of the results of the test.

Where a bubble has to be dispersed in the event of a positive case, you will receive communication from school about what you need to do next regarding testing/ isolating etc.

In the event of a bubble closure you should access the school website and class page which will give very clear instructions regarding the home learning your child will be expected to do and you will be expected to fully support.

Blended Learning/ Home Learning Offer

In the event that your child's bubble is dispersed you should access the school website which will contain our blended learning offer and will give clear instructions on what is expected each day in terms of learning at home whilst your child is out of school.

I hope that this communication helps a little to answer your questions about how things will work. This is a new and unprecedented situation for us all and I want to reassure you that the wellbeing of our children, staff and community is of the utmost importance to us. This is very much going to be an evolving situation but please rest assured of our very best intentions at all times and that we will aim to keep you informed at all times.

A final reminder of the responsibilities and expectations on parents/ carers as part of living with Covid.

- Only ONE PARENT can drop off at school
- Children who do not come to Inspire should be kept at home as far as possible. If this is not possible please keep any pre-school age children in a buggy, sling or on reins.
- You MUST follow the social distancing guidelines.
- You MUST adhere strictly to the staggered drop off and pick up times and should walk to school where possible as we will be unable to manage offsite congestion and NO parent vehicles will be permitted to drive onto site.
- There will be a strict one way system in place, please follow it. Please ensure you take responsibility for distancing yourself and your child from other parents and families.
- Move quickly through the system. Please do not stand waiting for or chatting to other parents either on site or outside school. There must be no gatherings or blockages.
- There will NOT be an opportunity to speak to your child's teacher or the office face to face. You must email or call to make an appointment and you will be called back.
- NO scooters, bikes or other property from home is permitted to be brought on to school premises

May I just take this opportunity to thank you all for your continuing support. As you can imagine this situation has and continues to be very challenging. It has always been and will always be our intention to support our children and families in any way we can. I hope you can all take heart in being valued members of a very special school community. Our strength as always will be found 'together'. Please support those around you and know that school is here for you and your child at all times.

Although very differently, we are so excited that our community will be reunited in September and that we can continue to work together to ensure our children thrive, achieve and are happy at all, even the most difficult times.

With kindest regards and my thanks,



Ms L Byrne
Principal