Hello Everyone

We cannot wait to welcome you all back to school in September. We hope you will find this booklet helpful and in it, find all the information you will need for a happy and successful transition back to school in September.



On returning to school we will;

* do our utmost to ensure everyone attending our school is kept safe
* focus on the emotional, spiritual and physical well-being of our children
* support the well-being of our staff and our community
* be aware of, and adapt to, the challenges each family face
* prioritise any gaps in learning whilst ensuring all children make progress
* ensure proper transition arrangements are in place for each year group

We are very conscious that every child returning to school will have had a different experience of home schooling. All will have different sensitivities around returning to school and will begin from different starting points. Our priority is the wellbeing and safety of our whole school community and our set up and approach is focused around this.

We are also planning how to reintegrate the children back in to school-based learning. We are adapting our wide and varied curriculum to ensure that any gaps are filled and that all children have the opportunity to rediscover learning being happy and fully engaged in school life. Please do not worry about what your child may have “missed” – our job will be to ensure that every child achieves their full potential.

Please do read this information carefully, however – even though we have put plans in place, they may need to change at very short notice if circumstances or the latest government advice changes. This is why we have waited as long as possible to confirm arrangements. We are now confident we will be opening to all children in September.

The changes we have introduced are in line with Government guidance for keeping everyone safe. The measures we are taking to enforce social distancing around the school are there to ensure everyone can stay as safe and healthy as possible. Thank you again for all your support and encouragement and for doing such a great job with your children throughout the long period of home schooling. This now feels like a really big step back towards the ‘old normal’ and we will embrace it, as ever, with determination and a big smile!

**What will school be like?**

 • The school day will start and end at the same time as before

• The children will be in class with all their friends and all their teachers

• They will enjoy the full curriculum every day

• They will enjoy playtime and lunchtime outside

• Playtime and lunchtime will be just as long as before

• There will be the same choice of a hot lunch or a packed lunch as before

• There will be Breakfast Club and after School extra-curricular clubs

• There will be lessons outside just like normal.

**There will be some differences**...

• Handwashing at the classroom sink will be very much a part of daily life

• There will be more space at playtime and lunchtime to play and enjoy the time with friends

• Assemblies will be in classes rather than whole school

• Everywhere will feel more light and airy as the windows and doors will be open all the time

**Travelling to and from school** We would like to encourage you to walk, cycle or scoot to school and avoid driving. If you do scoot or cycle, please use the bike racks in the front yard –remember bikes and scooters must be walked on to and around the school site. Families using public transport should refer to the Government’s safer travel guidance for passengers. If you have to drive, please park as far away from the school site as possible and walk the last part of the journey. Please always drive and park carefully and sensitively and legally.

**Drop off, collection times and arrangements** Drop off times are not changing from normal: The gates will open at 8.30 –children MUST NOT be left on site any earlier than this unless they are booked in to the Breakfast Club. (Breakfast club provision will be available from Monday 7th September). Registration starts at 8.40 and will finish at 8.55 so all children should be in class by then.

**What’s new? One way system**

A strict one way pedestrian route will operate around the school site to ensure everyone’s safety and appropriate social distancing which we ask that you follow and respect at all times, even if it is inconvenient. The route, which will be clearly signposted, will take you around the school with entry and exit points clearly marked. Staff will be highly visible to help guide you on your safe route around school.

Children should go straight to their classrooms on arrival at school, following the one way system around the school site to their classroom external door. Their teacher will be on the door to welcome the children who will then wash their hands on arrival, sort their belongings and begin an independent task/challenge straight away. Parents and carers who have accompanied their children on site should drop the children at their classroom door and keep going along the one way system to exit the school site. Please do keep to the one way system.

Please do consider whether or not you need to enter the School site with your child or whether they can be independent enough to get to their classes without you. Certainly Year 5 and 6 children (and no doubt many in the years below that) can safely find their way in to class and save you walking around the site to drop them off. If you do come on to site it would be great if only **one adult** from a family came and it is imperative that as adults we set the example by maintaining social distancing at all times. Thank you. Please do respect the one way system and maintain your distance from other parents, staff and children.

**What if we're late?** If you are late for school start then please bring your child to Reception by using the intercom at the gate and the office staff will take your child to their class -we will sign them in for you.

**Pick up arrangements** At the end of the day the children should be collected from their external classroom doors. The same one way system around the site will operate. Again, if your child is older and able to walk home on their own or walk to an agreed meeting point off site that means that you do not have to come on to the school site then please do make that arrangement. If you do make such an arrangement please ensure that written permission for your child to leave the school unaccompanied is given to your child’s class teacher. If you are coming on to the site to collect your child please then follow the same route out of the school and be careful to maintain social distance from others. After School Clubs will commence from Monday 14th September and details will be communicated in due course.

**What if I have children in different year groups?** Please collect your children in the following order which works with the one way system ; EYFS, Y1/2, Y3/4, Y5/6. Please don’t worry, staff will be around to help and there will be signs to help too. The important thing is to keep walking in one direction only and to keep your distance from everyone else!

**What if we have an appointment and need to collect our child during the school day?** Please ring the office in advance to let us know and then we will ensure that your child is ready and waiting for you when you arrive to collect them. We will sign them out.

**Forgotten items and messages for school or staff** Sadly, it will not be possible to engage in a long conversation with staff as you drop your children at the classroom door in the morning. There may be an opportunity for a very quick, socially distanced chat, at the end of the day but the best way to pass on any messages to school will continue to be by email, telephone or via Studybugs. We will also be introducing Class Dojo in September and will update you when this system goes live. Unfortunately, the school office cannot be open to parents at this time but the office staff will be on hand at the start and end of the day for socially distanced conversation. Otherwise the best way to contact them is by phone or email. If you have forgotten something and need to return to school to drop it off, there will be a small table outside of the Reception for you to leave the item and the Office staff will then ensure that it is reunited with your child. During the school day when the site is secured access is through the main gate with the intercom.

**What to wear to school** - **School uniform**

Please come back to school wearing your smart school uniform. Under covid restrictions we advised not to teach PE indoors therefore children will have all PE lessons outside. Please bring an outdoor PE kit on your PE timetabled day. The uniform list is on the “September Return to School!” page of our website. As part of the hygiene arrangements doors and windows in all the rooms will be open and so you might want your child to have their school sweatshirt just in case they do get a little chilly in the classroom. Equally, we will be outside as often as possible, rain or shine so please send your child with a lightweight raincoat if the weather looks like turning at any point.

Please be aware that the children should not wear face masks in school (on Government health advice) –misused they are far more dangerous than not having them. Please do ensure that all items of clothing (including shoes and trainers) are named clearly so that we can return any left property back to you as quickly as possible.

**What to bring to school** Please do NOT allow your child to bring any toys with them into school.

***Reception children should have***:• A named water bottle •A packed lunch if they are not having a school lunch •A named sun hat and sun cream applied please before school •A light weight coat (every day-we will go outside whatever the weather!) •A sweatshirt even on warm days as the doors and windows to classes will be kept open •A big happy smile!

***Year 1 and Year 2*** children should have: PE Kit •A named water bottle •A packed lunch if they are not having a school lunch •A named sun hat and sun cream applied please before school •A light weight coat (every day -we will go outside whatever the weather!) •A sweatshirt even on warm days as the doors and windows to classes will be kept open •A really confident and happy smile!

***KS2 children*** should have PE Kit •A named water bottle and a healthy snack •A packed lunch if they are not having a school lunch •A named sun hat and sun cream applied please before school •A light weight coat (every day -we will go outside whatever the weather!) •A sweatshirt even on warm days as the doors and windows to classes will be kept open •A confident and positive attitude shining through a huge smile!

**The class and year group bubbles and the classroom environment**

All children returning to school will be in class group protective “Bubbles”.

It is these bubbles which are crucial to everyone’s health and wellbeing. The teaching staff will remain within their class bubbles and will follow the social distancing guidance for schools within and beyond the classroom. This allows them to move around the children in the class and to work in small groups and one to one but for short periods of time or at a social distance.

The Senior Leadership Team will be able to work between the year groups and classes but will retain social distancing as much as possible. The Teaching Assistants will also be assigned to bubbles as much as possible again maintaining the necessary social distancing.

With the exception of Early Years, classroom tables will be set up in rows with all children facing the front–most of the children will already be used to this set up. We will limit as far as possible the use of shared equipment within the bubbles. Anything that is shared will be washed between uses and equipment will be rotated or placed aside for the appropriate amount of time before use again. Windows (and doors where possible) will be opened to encourage good ventilation.

**Teaching and learning** The whole school will enjoy our full, broad and varied curriculum. We will identify any gaps in children’s learning as a result of the lockdown period and ensure that we fill those gaps over the course of the year. Opportunities will be built in the timetable for outdoor learning whenever possible. The focus in all classes will be the children’s wellbeing and we will use a wealth of teaching and learning resources to help us cater for everyone’s individual needs.

**The timetable** Every day will follow as normal a timetable as possible. We are making changes to play and lunch times so that each year group has a whole play area to themselves each day: A typical day’s timings will be as follows:

08.40 Classrooms open, handwashing and daily activity time, 08.50 Registration and Morning Challenge, 09.00 Class Assembly

09.10 - 10.15 Read Write *Inc,* 10.15 - 10.30 Playtime for Years 1/2 in class zones, 10.30 - 10.45 Playtime for KS2 in class zones

11.45-12.15 Lunchtime for EYFS, 12.15-12.45 Lunchtime for Years 1/2, 12.45-13.30 Lunchtime for KS2, 14.30-14.45 Playtime for KS1 in class zones, 15.10 EYFS End of day, 15.15 Rest of school End of day

**Lunches** From September we will be serving hot lunches as normal. A full menu will be served (including any salad choices). The children will all be sat in class group bubbles and enjoy a really positive and social time. The children will sit together until the bubble group is ready to all move out together. The children with packed lunches in the class group will sit with their friends in the hall to eat. Between each year class bubble sitting the tables and chairs will be cleaned before the next year group comes in to eat. Please remind your children that they should not share any of their food or drinks with others

**Good hygiene** We will limit the number of children using the toilet at any one time and remind the children of the importance of good handwashing. This will be monitored by staff. The children will wash hands on entering and leaving the classrooms and before and after eating. All the classrooms have sinks, soap and paper towels which once used will be bagged in lidded bins. There will be sanitiser for use on entering and leaving the lunch hall. The rooms and all the furniture and resources will be cleaned each evening by our cleaning team in line with government guidance. In addition we shall be ensuring a daily clean (on a constant rotation) of all door handles, door frames, taps, toilet doors and seats and also the classroom tables and chairs etc. Cleaning materials for use by the adults in the classrooms will all be available in every room. All doors and windows will be open to allow for air circulation around all of the rooms.

**Medical matters** We will follow ALL guidance from Government, Public Health England and the NHS around medical safety. Each class will have their own supply of basic first aid. Non-COVID 19 related first aid and symptoms will be dealt with as normal by the class team or by our Paediatric first aiders and any intimate care will be undertaken by adults with appropriate PPE. In the event that anyone in the school showed COVID -19 symptoms they would be placed in an isolation room and parents would be contacted to collect them immediately. Staff would have full PPE as necessary. In all cases of illness or concern over symptoms please do keep the school informed as we may need to take action to help protect others.

**Breakfast club** will be running from the first day of term with extra-curricular clubs from the week after. Access to the club to drop children and collect children will be via the door as normal but parents are NOT allowed to venture any further in to the school, you will need to wait for your child at the desk. Please do be patient and wait outside if there is someone already at the desk.

We will be offering a full range of activity clubs in the Autumn term and details about these and the signing up provision on Studybugs will follow as soon as they have been finalised. The clubs will be year group based or set up in a way that allows children from different year group bubbles to maintain full social distancing from other groups.

**Educational Visits and Visitors** In the Autumn term we will not be organising any educational visits off site.

We will be welcoming visitors in as normal provided that they have COVID 19 risk assessments and provision that meet Government guidance. We will inform you as soon as possible regarding changes to the guidance but we do hope to run our usual residential expedition for Y6s and when we can begin to make plans to do so, we will inform you asap.

**Behaviour expectations** The Government guidance suggests that schools review and amend their pupil behaviour policies to reflect the changes that the lockdown has created and, for example the need for handwashing and social distancing.

With this in mind we have amended our behavior and belonging policy and will publish this on our website before the start of term along with our new Class Dojo Rewards and Incentive Scheme, plus some exciting new opportunities for children to be the Change makers at LFADM.

Top ten summary for September

1. It will be great to be back and we can’t wait to see everyone back in school again!

2. The children should wear smart uniform and make sure that they have their PE kits in school when they need them

3. The children need the resources listed in this guide but nothing else –travel light!

4. Come in at normal time and the children should go straight to their classes

5. Always follow the one way system around the school site

6. Play times and lunchtimes will be organised in year groups

7. Straightforward collection system for the children at the end of the day –can the older children be given the independence to come in and out on their own?

8. Breakfast Club and After school clubs will be running

9. Better to email/ring with a message

10. Don’t worry about any perceived learning gaps –that is our job and we will sort it!

10a.Be only positive and enthusiastic, it will be great!

Government advice

This link takes you to the list of Government guidance for the public around COVID-19, including around symptoms, testing, self-isolating etc.https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance

Thank you

Stay safe

We will see you soon

From all the Team Moorhead Staff