King Street Primary & Pre - School

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**05/06/20**

Dear Parent/Carer

It is now only a week until we begin the return of some year groups back to school. Information about the individual year group’s plans for wider opening is detailed here so that when we bring in Childcare with Nursery, Reception, Year 1 and Year 6, you will know what the expectations and arrangements are.

In addition to the year group information below I must also remind you of Government guidelines:

* only 1 adult can drop off and collect children.
* Children must only bring essential items to school – they only need their coat and packed lunch.
* Children must wear clean clothes each day. If uniform no longer fits them please send them in normal clothes. You do not need to buy new uniform for the remainder of term.
* You must not send your child to school if they display any symptoms of the virus.
* You must be contactable during the school day in case your child becomes ill.

**\**Where you have 2 or more children at school please note the following about staggered starts:***

**Drop off:** Please bring your children at the same time. However, you should bring them at the latest start time provided. For example, If you have child in Year 6 who has a scheduled time of 8:30am and a child in Year 1 with a scheduled time of 9am please bring both children to school for the later time of 9am and take them to their to their respective entrances- staff will greet them at the door.

**Collection:** Collection times will run in reverse. You will collect all your children *at the earliest* time. Please start with the child with the earliest finish time and then and then go straight to the collection point of next child and we will have them ready for you.

***\*If you are a Key worker who has a child in childcare BUT who are also eligible as returning year group children:*** if you are a key worker and have been accessing childcare, children can continue to attend childcare from 8:30am and staff will arrange to send children to their class groups at the correct time. Children can then also then return to childcare until 3pm. Please see the childcare instructions below.

**Please see your child’s Year group below for their individual arrangements.**

**Arrangements in place for NURSERY**

* **The school will reopen to 30 hour Nursery pupils on Tuesday 16th JUNE**
* **Times and building have been adjusted from normal –** please be prompt; please do not hang around the school gates. Parents are unable to access the nursery building but staff will greet your child at the entrance. Nursery is now in the detached ‘hub’ building.

 **Drop off 9:15am**

 **Collection 3:15pm**

* **Drop off and pick up – Please come to the Hub entrance where staff will greet you.**
* **Social distancing –** support us to maintain social distancing by lining up **2m apart** with your child and remain beyond the metal gates. Staff will come to the door and greet your child then escort them in.
* **Please do not linger –** if a child is nervous or distressed, we encourage you to help settle them but please rest assured that the staff will look after them when they arrive. Staff will help your child with coats, etc.
* **Children will access the provision in small supported groups with familiar staff.**
* **Resources –** organised and thoroughly cleaned between use. Anything that is difficult to clean will be avoided (e.g. dressing up clothes, soft furnishing that cannot be cleaned each day)
* **Handwashing –** children will be supported with handwashing routines and there will be hand washing regularly.
* **Access to outdoor area –** will be organised in their group – no mixing with other groups, to ensure safety.
* **Pick up –** please wait beyond the gated area, again at 2m distance – children will be brought forward to you- staff will be on the door. Any pick up outside of the designated time needs to be by prior agreement.
* **Teacher contact –** Please contact school to speak to Miss Whitfield if there is anything specific, as opposed to holding any conversations at the door – this is not ideal but is designed to protect you, the staff and the children.

**Arrangements in place for RECEPTION**

* **The school will reopen to RECEPTION pupils on TUESDAY 16TH JUNE**
* **Children will enter school as normal,** no other classes will use this entrance and children will use this door to access the yard at playtimes.
* A member of staff will be at the door to greet your child and ensure they get to their designated group. There will be designated spots on the yard for parents to stand on to support social distancing.
* **Drop off time – 8:45am Pick up time – 2:45pm.**
* Drop off and pick up times are staggered between Year Groups to help us maintain social distancing for you, your child and the staff.
* **It is crucial, during these difficult times that you arrive at the designated start and finish times.**
* **Social distancing –** support us to maintain social distancing by lining up **2m apart** with your child upon entry to school. **We will be using a one-way system into this part of school as the access path is narrow. Please enter the school by going down the school access path close to the building but then leave the yard using the residents back road – this will help us avoid people passing each other too closely.**
* **Teacher contact –** Please contact school to speak to your child’s key worker if there is anything specific, as opposed to holding any conversations at the gate – this is not ideal but is designed to protect you, the staff and the children.
* Children will be working with familiar staff and will remain with those staff all week. Activities in the groups will be the same and will be planned by Miss Simpson to meet their needs.
* **Handwashing –** children will be supported with handwashing routines and they will be washing hands frequently.
* **Access to outdoor area –** this will be organised in their group – no mixing with other groups, to ensure safety. Equipment will be cleaned regularly.
* **Lunchtime –** children will have lunch in the classroom they are in. Supervisors will ensure children do not share food. No other year groups will use this room and children will be taken outside afterwards to play.
* **Breaks –** children will be able to play in the EYFS yard area, as normal, with the other children in their group. Play resources will be organised for them to use.

**Please note: if you are entitled to Free School Meals you will continue to receive a food voucher. Please therefore send your child with a packed lunch. Other children will also need a packed lunch and you may wish to provide this yourself but you may choose to use the ‘Universal Free School Meal’ that is available to children in Reception. If you wish the school to provide your child with a packed lunch you must email us at** **kingstreet@durhamlearning.net** **by 12pm Friday 12th June. This is a standard packed lunch and we are unable to take specific orders unless your child is already listed with school as having a dietary requirement.**

**Arrangements in place for YEAR 1**

* **The school will reopen to YEAR 1 pupils on Wednesday 17th JUNE**
* Please enter through the Early Years yard (past their normal entrance door) through the double wooden gate and onto the big main yard. A member of staff will be at the door to greet your child and ensure they get to their designated group. There will be designated spots to for parents to stand on to support social distancing.
* **Drop off time – 9am Pick up time – 3:00pm**
* Drop off and pick up times are staggered between Year Groups to help us maintain social distancing for you, your child and the staff.

Pleased arrive promptly to help us adhere to these rules.

* **Social distancing –** support us to maintain social distancing by lining up **2m apart** with your child upon entry to school. **We will be using a one-way system into this part of school as the access path is narrow. Please enter the school by going down the school access path close to the building but then leave the yard using the residents’ back road – this will help us avoid people passing each other too closely.**
* **Teacher contact –** Please contact school to speak to Mrs. Cornley if there is anything specific, as opposed to holding any conversations at the door – this is not ideal but is designed to protect you, the staff and the children.
* **Groups –** Children will be grouped into no more than 8. They will work across three separate spaces but this will not be their normal classroom. They will be working with familiar staff and will remain with those staff all week. Activities in the groups will be the same and will be planned by Mrs. Cornley to suit their personal needs.
* **Handwashing –** children will be supported with handwashing routines. They will be hand washing frequently.
* **Access to outdoor area –** this will be organised in their group – no mixing with other groups, to ensure safety.
* **Lunchtime –** children will have lunch in their classroom. Supervisors will ensure they do not touch other children’s packed lunches or swap food. Children will then be allocated a playtime outside. All children will have a packed lunch. No hot meals are available.
* **Breaks –** children will be able to play on the playground, as normal, with the other children in their group. Play resources will be organised for them to use and regularly cleaned.

**Please also note: if you are entitled to Free School Meals you will continue to receive a food voucher. Please therefore send your child with a packed lunch. Other children will also need a packed lunch and you may wish to provide this yourself but you may choose to use the ‘Universal Free School Meal’ that is available to children in Year 1. If you wish the school to provide your child with a packed lunch you must email us at** **kingstreet@durhamlearning.net** **by 12pm Friday 12th June. This is a standard packed lunch and we are unable to take specific orders unless your child is already listed with school as having a dietary requirement.**

**Arrangements in place for YEAR 6**

* **The school will reopen to YEAR 6 pupils on Monday 15th June**
* **Please enter school through the pedestrian gate, past the school office and follow the route that we have created onto the sports yard. Children will enter and exit through the kitchen/sports yard door that we normally use for discos/events. *We do recommend you allow your child to make their own way into school from the pedestrian gate- this will help minimise the number of people using the walkway.***
* **Drop off time – 8:30am Pick up time – 2:30pm**

Drop off and pick up times are staggered between Year Groups to help us maintain social distancing for you, your child and the staff.

* **Social distancing –** support us to maintain social distancing by remaining **2m apart. If you choose to accompany your child, please line up on the sports yard with them. On the yard please** stand on a designated spot to help maintain social distancing. Staff will be at the door to greet your child and ensure they get to their designated group space.
* **Walking home alone**- If you decide your child can come to school or go home unaccompanied**,** as they are older, please explain that they MUST adhere to all the social distancing rules and will have to go straight through the gate on the sports yard and follow teacher instructions on arrival and go straight home after school. If you have not already given written permission for this please email school with consent.
* **Teacher contact-** Please contact school to speak to Mr. Colling if there is anything specific, as opposed to holding any conversations at the gate – this is not ideal but is designed to protect you, the staff and the children**.**
* **Groups –** Children will be organised into two groups working with familiar staff (although not necessarily their class teacher) and will remain with those staff all week. Activities in the groups will be the same and will be planned by Mr. Colling to meet their needs.
* **Handwashing –** please encourage your child to follow good hygiene routines. They will be washing their hands frequently.
* **Access to outdoor area –** this will be organised in their group – no mixing with other groups, to ensure safety.
* **Lunchtime –** children will have lunch in their own classroom.
* **Breaks –** children will be able to play on the sports yard playground with the other children in their group. Play resources will be organised for them to use.

**Arrangements in place for CHILDREN OF CRITICAL/KEY WORKERS OR VULNERABLE CHILDREN**

* The school will be open for your child, as usual, from MONDAY 15th JUNE and you should come through the pedestrian entrance as usual onto the sports yard, **BUT NOW FOLLOW THE ROUTE AROUND THE SIDE OF SCHOOL AND ENTER THROUGH THE EMERCENCY EXIT BESIDE THE GARAGES. This takes the children directly into to the childcare classrooms.**
* **Social distancing –** support us to maintain social distancing by lining up **2m apart** with your child as you enter school and pass over the yard. 8:30am will be our busiest time of arrival so please respect social distancing at all times. Staff will greet children at the door.
* **Critical/key worker or vulnerable children in Year 2, 3, 4 and 5 –** these children will continue to work in their current groups, supported by an allocated member of staff. We will ensure your child remains within the same work group all day. They will have lunch and breaks together and will not mix with the other groups around school. Packed lunch will continue to be needed and will be eaten in the classroom. Supervisors will ensure children do not share food. Children will exit their class after lunch through the same emergency exit door and directly onto the yard to play.
* **Children in Nursery, Reception, Year 1 and Year 6** will be taken by staff to their respective year groups at the allocated time.
* **Teacher contact-** Please contact school to speak to their class teacher if there is anything specific you need to know, as opposed to holding any conversations at the gate/main entrance – this is not ideal but is designed to protect you, the staff and the children.
* **Handwashing –** please encourage your child to follow good hygiene routines. Children will be washing hands frequently.
* **Breaks –** children will be able to play on the playground and we will encourage this as much as possible. Play resources will be organised for them to use.
* Children do not need to wear uniform

**Please note: If your child is in an eligible year group but you are a key worker accessing childcare and you require the latest possible collection – children can be taken from their class at their finish time, back to childcare until 3:00pm. Children would then be collected from the childcare door by the garages.**

If you have any questions about the arrangements please email us at kingstreet@durhamlearning.net

Yours sincerely

J Bromley