



Kirkstall St Stephen's

Church of England Aided Primary School
Headteacher : Mr S Viles

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Monday 13th July 2020

RE: September 2020

Dear Parents & Carers,

We would like to outline the basic plan for September 2020 and how our plans are progressing at this moment in time. All plans are provisional and could change as required in response to government or council guidance; we received the latest council Risk Assessment today and have double checked our plans align with the information in the guidance. We are aware that the start of term is still over seven weeks away- which may be a long way in terms of the Covid-19 developments; however we know the more notice we can give parents the better!

We are hoping the picture will be an improving one by September, however to ensure we have done everything possible to keep our school community safe; we are planning on the cautious edge of the guidance. There will be many changes in and around school from that prior to lockdown, I will outline the basics here, some further clarification will follow about some areas.

School Returns on Tuesday 8th September.

Bubbles

Each class will be its own bubble. The aim is for allocated members of staff and pupils to be in that bubble so that if we were to have a confirmed case of covid-19 in one bubble we would only have to isolate that bubble for 14days (in theory- we have to inform and follow the guidance of Public Health England if such a situation should occur). The guidance does permit for school to move staff between bubbles, and this allows us to have flexibility to cover staff in the case of absence and to deliver interventions. There will be no assemblies as school will endeavour to keep all bubbles apart as much as possible. In class, pupils will have their own set of key resources- those they use regularly.

Although the pupils will not be asked to social distance in the bubble, they will be encouraged to maintain a distance wherever possible. We are conscious of the scientific advice which implies the virus can affect people more if they are in close proximity with it for prolonged periods of time.

Staff will not routinely be wearing PPE- unless dealing with first aid situations. Frequent hand washing and hand hygiene routines will be in place.



The School Day

The school day will have the same number of hours to the pupils, however the drop off and pick up times will be staggered per year group. If you have more than one child in school, you will be asked to drop off and collect both/all children with the eldest sibling- they will then take their younger sibling to their classroom where they can wait safely, do a quiet task- e.g. colouring, under staff supervision. There will be two gates in use for the drop offs and pickups- The **Morris Lane** Gate- which opens up on to the Year 5/6 playground and the usual entrance Via **Norman Street** and the main school gate. We ask that wherever possible, only one adult drops-off and picks up pupils and we encourage all adults to swiftly vacate the area by the school gates afterward to avoid congestion.

Year group	Drop Off Time	Pick Up Time	Gate
Year 6	8:30-8:35am	3:00pm	Morris Lane
Year 5	8:40-8:45am	3:10pm	Morris Lane
Year 4	8:50-8:55am	3:20pm	Morris Lane
Year 3	9:00-9:05am	3:30pm	Norman Street
Year 2	8:30-8:35am	3:00pm	Norman Street
Year 1	8:40-8:45am	3:10pm	Norman Street
Reception Class	8:50-8:55am	3:20pm	Norman Street
Latecomer Window	9:10-9:20am	See Year group	Norman Street

We have allocated a 5-minute window for the drop off. It is imperative that pupils arrive in their allocated time slot, so we can keep our bubble system protected. If- on occasion- you are running particularly late- please aim to arrive instead between 9:10 and 9:20am via the Norman Street Entrance. Social Distancing is encouraged and markers are placed on the path of Norman Street Entrance; and on the wall of the Morris Lane Gate.

Children will then be called in one at a time to move into either a 'bubble zone' or the playground to wait on a marker. Once the group is assembled the teacher will then take the group into class to begin their day.

For those persons entering via Norman Street- please be aware a one-way system will be set up through the car park. A barrier will be assembled at drop off and we encourage parents to use the path-with the barrier on the left hand side- to keep our community away from cars /visitors to the medical centre.

For those people arriving on Morris Lane- we strongly advise everyone to cross at the Zebra crossing. The road is very busy and we are concerned about pupils crossing this road in appropriate places. If your child is walking by themselves to school, please speak to them about this in advance.

Play Times & Lunch Times

All classes will have their own allocated playtime and will not be on the playground for any length of time with another bubble. Pupils will not be using the dining room until further notice. Instead- dinners will be served in the classrooms- they can either have a 'grab bag school dinner' or they may bring a packed lunch from home. It is really important the pupils provide their own water bottles and take them home daily for cleaning. More information will follow on the school dinners- including menus.

Physical Education

Indoor PE lessons in Autumn Term will focus on movement skills- mostly dance and gymnastics. This is to ensure minimal need for equipment to be shared between bubbles. It will be done in school uniform- there is no requirement to bring a PE kit in Autumn 1.

School Uniform

School uniform should be worn- preferably a clean uniform daily. If this proves to be a problem for any of our families, please do not hesitate in contacting school, please ask to speak to Mrs Jane Doyle.

Any uniform left in school over the summer will be washed and handed to the community group mentioned on both last and this week's newsletter. The uniform will be cleaned by the group and redistributed to people who place an 'order'. This service is free of charge- more information about this will be sent out in the coming weeks.

Before and After School Club

You should have already received a letter regarding before and after school club. We have created a survey to register interest- here is the link:

<https://forms.office.com/Pages/ResponsePage.aspx?id=THXih4xTUeS2iFJoA3djinRxTYXxGDFEiebzAb4I2oJUMEdHR0pRVEszME5XVEZINjRPREZIMUxNNS4u>

General Information

Pupils may bring a single bag into school to carry their belongings- lunch box, water bottle, glasses case etc. Please do not allow any unnecessary items to travel between home and school. Unfortunately, at this time, only parents with a prior appointment can be permitted to enter the school grounds. If you need to speak to a member of staff you can call the school, email or use Class Dojo to connect with your child's teacher.

I hope this information is helpful, if you have any queries please email your questions to school at contactus@kirkstallss.net.

Take care and best wishes,

Miss Barnett

Deputy Head

