



Interim Executive Headteacher: **Mr L Haynes** Head of School: **Mrs A Innes**

Hempland Primary School
Whitby Avenue, Stockton Lane,
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T: 01904 555495
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Hempland Primary School is part of
Pathfinder Multi Academy Trust, an exempt
charity registered in England and Wales.
Company Number: 07559610.
Registered Office: Archbishop Holgate's
School, Hull Road, York YO10 5ZA

September 2020

For parents / carers of children in Reception

Dear Parent / Carer

As we approach the final few days of the summer holiday and prepare to welcome your children to school we wanted to give you more details about how this will work for you and your children as they start their time with us.

First of all, it is important to say that we are all very much looking forward to welcoming the children to Hempland and can't wait to get to know them. We must, of course, make sure we are doing this as safely as possible and our risk assessment and preparations for the new school year have been very thorough in order to give you as much confidence as possible.

Everything set out here is subject to change - we continue to follow government guidance which, as you will have seen, changes frequently – or is, at times, somewhat lacking.

When will children start?

We are expecting all children back from **Tuesday 8th September** (Monday 7th is a staff training day).

To aid social distancing and make it easier to get all children into school, we are extending the opening and closing of school.

Staggered Start – first 3 weeks

As you will already know from the welcome pack information, we operate a staggered start to school for all new reception children. The children will be attending mornings or afternoons in the first two weeks, followed by mornings and staying for lunch in the third week before moving to full time after that. Here are the arrangements for each of these different periods:

Week One (8th September) and Week Two (14th September)

Sessions run from 9.00-11.30 and 12.30-3.00

Morning Attendees - 9.00-11.30 (drop off between 8.40 and 9.00, collection between 11.15 and 11.30)

Afternoon Attendees - 12.30-3.00 (drop off between 12.15 and 12.30, collection between 2.40 and 3.00)

It is important that not all parents arrive at the same time so please take advantage of this flexibility.

On arrival, please help your child to wash their hands at the hand wash station and wait outside the entrance allocated to your child's class (see map at the end of this letter). School staff will bring the children in one at a time. This will take time to show them their peg, help them take coats off and get them into the classroom. **Parents will not be allowed to enter the school building with their children at all.**

When picking the children up at the end of the session, please arrive as above. School staff will ask who you have come to collect and then bring the child out to meet you. Again, this will take a few minutes, so please make use of the longer opening times.



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Week Three (21st September)

All children will attend from 8.45-12.30

Drop off 8.30-9.00, collection 12.15-12.30

(drop off here is deliberately longer as there will be all 60 children at the same time for the first time)

It is important that not all parents arrive at the same time.

On arrival, please help your child to wash their hands at the hand wash station and wait outside the entrance allocated to your child's class (see map at the end of this letter). School staff will bring the children in one at a time. This will take time to show them their peg, help them take coats off and get them into the classroom. **Parents will not be allowed to enter the school building with their children at all.**

When picking the children up at the end of the session, please arrive as above. School staff will ask who you have come to collect and then bring the child out to meet you. Again, this will take a few minutes, so please make use of the longer opening times.

From Week Four (28th September)

All children will attend full time from 8.45-3.05 (unless otherwise arranged with the school)

You can bring your child to school between 8.30 and 9.00 and collect them between 2.45 and 3.05

It is important that not all parents arrive at the same time.

On arrival, please help your child to wash their hands at the hand wash station and wait outside the entrance allocated to your child's class (see map at the end of this letter). School staff will bring the children in one at a time. This will take time to show them their peg, help them take coats off and get them into the classroom. **Parents will not be allowed to enter the school building with their children at all.**

When picking the children up at the end of the session, please arrive as above. School staff will ask who you have come to collect and then bring the child out to meet you. Again, this will take a few minutes, so please make use of the longer opening times.

For all of these weeks, we ask that you don't arrive earlier than these times and don't remain on site any longer than you need to in order to help the flow round school to be a steady one.

In all cases, children should be brought to school by one adult only.

Wraparound Care

If you have booked a place at our wraparound care to support with the staggered start you can bring your child to school at the times as above. They will be taken to the correct place by school staff on arrival or at the end of the session.

If you have booked into breakfast or after school club then drop off is from 7.45am and collection by 6.00pm. depending on your booking.

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Entering and Leaving school

- Children should be brought to school by one adult only.
- Children should wash their hands at the stations located around school on entry to the site.
- Please remember to maintain social distancing when waiting for the classroom doors to be opened.
- Parents cannot enter the school building at all and won't be able to talk to the class teacher at the door – any messages (eg a different person collecting at the end of the day) should be sent to the school office by email (again parents are not allowed to come to the school office other than by appointment. If you need to talk to a teacher, please ask the office to arrange this – the teachers will call you as soon as they are available.

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Quarantine Rules

It is essential that you follow the restrictions on travel from certain countries. If you need to quarantine after a trip abroad, please ensure you do so. In this case, please let us know by email so we can record the absence correctly.

Attendance

We will monitor attendance in the usual way. Our approach to managing attendance will be the same as always, meaning that we will work with you to ensure good attendance.

How children will be grouped

Children will be in their own class with their own class teacher. However, the reception year group do work together throughout the day and will be working as a bubble. This includes at lunchtime and for sharing resources. They will also be grouped in a bubble with year one classes as they share some of the outside space – they won't have regular contact with the year one children during the day however.

How classrooms will be organised

- Reception children will learn through a mixture of areas of provision and in small groups, sometimes with a teacher or teaching assistant.

Uniform and Equipment

- We expect all children to wear correct school uniform, including PE kit (although we don't usually ask the children to change for PE for the first few weeks of school).
- Children **must not** bring toys or other equipment to school.
- Water bottles should be brought to school **and taken home daily to be washed**.
- We will not maintain a lost property box. Unnamed items will not be kept. It is essential that all clothing, therefore, is named.

It is important to note that school will be ventilated at all times – windows open each day, irrespective of the outside temperature. Please ensure your children are dressed warmly enough for this.

Bikes and scooters

Children may come to school on a bike or scooter and park them in the racks near either entrance.

Back Gate

Please note that the back gate will be locked each day at 3.30pm



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Lunchtimes

Lunches will be staggered so that bubbles do not mix in the hall and to allow for cleaning times in between. Children will get plenty of time to eat. There will be a revised menu for lunches which will be shared as soon as we have it from the provider.

Out of School Club

The club will operate **in the dining hall** both before and after school. Drop off and pick up for this is at the front entrance to the left hand side of the school (look out for signs directing you to this). Children from different bubbles during the day will be able to attend club together as one consistent group. As for other times of the school day, parents must drop children off and collect at the door – staff will take children through school for club. Club bookings can be made via the school office.

Trips

There will be no school trips or visitors into school till at least the end of September.

Volunteers

Sadly, we cannot accept any volunteers into school till at least the end of September.

Parents in school

Unfortunately, we cannot let parents come into school other than by prior appointment (eg for a meeting with a class teacher or the SENDCO). For general queries, please phone or email the office.

Parents will not be able to talk to the teacher at the classroom door at the start or end of the day – all queries will need to come through the school office by phone or email to office@hempland.pmat.academy.

Reading books

Classes will adopt a system for changing and issuing new books on a consistent day of the week to allow time for cleaning or isolating books in between users. More information will be shared about this once we are back at school.

Hygiene Requirements

Handwashing will be a big feature of the school day – with handwashing before entry to school and regularly throughout the day.

We will follow the 'Catch it, Kill it, Bin it' routine with tissues being available in all classrooms.

Cleaning

We have an enhanced cleaning regime in place, with more cleaning of surfaces such as door handles and equipment that children will use.

Social distancing

Staff will be asked to keep socially distant from each other and from children where possible. We will, however, support and comfort children if we need to.

Shielding

If your child was previously in receipt of a letter from the NHS requiring them to shield, please contact us by email (office@hempland.pmat.academy) before the 7th September so we can discuss this with you and any alterations that may need to be made to accommodate them in school.

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