

Dear Parents and Carers

Firstly, I would like to take this opportunity to thank all of the parents and carers for the support you have given the school during this difficult time. The recent partial school closure has challenged us all and the staff appreciate all that you have done to support your child's learning during this time.

Following the Government announcement last week and their subsequent guidance for schools, I am pleased to be able to confirm that we are looking forward to welcoming **all children** back from Monday 8th March.

I understand that many parents and carers may feel anxious about their child returning to school following this period of partial closure. Below you will find more information about how the school day will be organised and the changes that we need to make in order to operate within the government guidance.

The academy risk assessment is available on our website and is very similar to that which was in place when the school closed on 4th January. It is important for you to note that from Monday 8th March, we **recommend that all adults wear face coverings** when in the proximity of the school site. This includes when children are being dropped off and picked up. We also need you to support us in ensuring that **groups of parents and carers do not congregate** together at the gates or surrounding area. Our staff who are on duty at these key times will be reinforcing these messages.

Who can now attend school and from when?

- All children who are on the school roll are able to attend the school from Monday 8th March 2021.
- Children cannot attend if they, or a family member they live with, have symptoms of Covid-19 or where a positive test has been confirmed. You should follow the advice for self isolation and only send your child back to school at the end of this period. You must inform the school via email enquiries@belllane.outwood.com if this is the case. It is essential that you inform us of any positive confirmation of Covid-19.
- If you are concerned about your child's health and the implications for their return then please discuss this with both the school and your child's healthcare professionals. Only children who are on the shielded patient list (confirmed by NHS letter) should remain at home.

Class Organisation

- Children will work in class 'bubbles' - both Reception classes will be one 'bubble'. They will spend the majority of the time working solely with this group. The only exception to this will be when they are part of wider year group bubbles for the purposes of specialised teaching and intervention.
- A number of hygiene controls are in place across the school to ensure the safety of children. These controls include measures such as children being

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seated at desks facing forwards. Social distancing is not enforced in the same way as it is in wider public circulation but a sense of distancing and awareness of personal space will be promoted wherever possible.

- At social times, children will be able to play together (with other children from their class bubble) but will be taught about the importance of limiting physical contact. Children will have breaks throughout the day and the outdoors will be used as much as possible.

Cleaning/Health and Safety

- Our cleaning schedule continues to ensure more regular and deeper cleaning as well as some cleaning throughout the school day.
- Children will wash their hands as they enter school in the morning and from breaktimes. As always, they will be required to wash their hands after visiting the toilet and before eating their lunch.
- Staff will continue to be offered access to the twice weekly lateral flow testing programme.
- Adults and visitors in school will wear face coverings in communal areas and in places where 2m distance between adults cannot be maintained.

Lunchtime

- Our school meals service will be available from Monday. This is a return to the hot menu offer. In order to help us plan for this, if you will be booking a school meal for your child, please complete the form so that we can have an indication of numbers: <https://forms.gle/DyCNATGLiRMELnRz6>
- Free school meals will also be available and will be provided to all children who qualify for these. This includes universal free school meals for children in Reception - Year 2. If you feel that you now qualify for a free school meal, please contact the school who will inform you of the application process.
- If you do not wish for your child to have a school meal, they will need to be provided with a packed lunch.

What will children need to bring/wear?

- Your child should wear our school uniform as normal. Full school uniform expectations remain **including black school shoes**. Trainers are not part of our uniform.
- Compliance with our existing school uniform policy is required in relation to jewellery. There should be **no earrings (metal or plastic) on return to school**.
- Your child will be provided with their own stationary. They do not need any other equipment and therefore **school bags should be kept to a minimum size** as these will need to be stored safely.
- **A PE kit will be required** on the days when your child is scheduled to have a PE lesson.
- Please provide your child with a water bottle that they can use for water throughout the day. This will need to be taken home and brought back each day. **Only water should be brought into school - juice/squash/flavoured water is not permitted.**

- As usual, a coat and (where necessary) sunhat/cap should be brought to school.
- On particularly sunny days, please apply sunscreen to your child's skin **before** they come to school.
- As you are aware, one of the measures is ventilation, therefore we recommend that if your child becomes cold that they dress in layers of clothing underneath their uniform.

The start/end of the day

- In order to **reduce the number of people at the school gates** we have staggered start times. **Please note** that these have changed from September to reduce the amount of waiting time for parents and children.
- We have included PE days for your information - **your child must bring a PE kit on these days**

Class	Morning Drop Off Time	After School Collection Time	Drop off and collection entrance	PE days
Nursery	AM session 8:30am - 11:30am	PM session 12:30pm - 3:30pm	Bottom gate (next to Nursery)	PE Kits are not required until Summer 1
Sunflowers	8:40am	15:05pm	Car Park entrance	Monday
Daffodils	8:40am	15:05pm	Car Park entrance	Friday
1H	8:40am	15:05pm	Side entrance (to the left of the main office)	Monday Tuesday
1/2W	8:40am	15:05pm	Main entrance	Tuesday Thursday
2W	8:40am	15:05pm	Bottom gate (next to Nursery)	Monday Tuesday
3P	8:45am	15:10pm	Bottom gate (next to Nursery)	Wednesday Friday
3/4B	8:45am	15:10pm	Main entrance	Monday Wednesday

4PG	8:45am	15.10pm	Side entrance (to the left of the main office)	Wednesday Friday
5S	8:50am	15:15pm	Car Park entrance	Wednesday Thursday
5/6P	8:50am	15:15pm	Bottom gate (next to Nursery)	Tuesday Thursday
6A	8:50am	15:15pm	Side entrance (to the left of the main office)	Thursday Friday

- **It is important that you stick to these times as they are in place to support social distancing arrangements. If people deviate from these the site will become more congested and social distancing between adults will be more difficult. Please help us with this by respecting the allocated times.**
- It is important that **only one adult accompanies** your child at drop off and collection times.
- Please can I remind parents to be respectful of their parking on neighbouring streets and to make sure driveways are not blocked etc.
- If you have more than one child attending at different start and end times, please contact us by email and we will do our best to suggest an alternative arrangement for you._
- **The gates will be locked once each class has entered the site, this is to ensure that all children are safe. If your child arrives later than their allocated time, please wait at their gate until a member of staff can safely get your child onto site.**

Access to the school

- **We will only be accepting visitors by prearrangement.** This includes parents and carers. You should not come to the school office in the first instance but should make contact by email (enquiries@belllane.outwood.com) or by phone (01977 613304).
- If you do need to visit the school it is essential that you let us know in advance and gain agreement of the school._
- We will review this position throughout the remainder of the school year as government guidance is updated.

Attendance

- The Government has confirmed that attendance at school is statutory and parents/carers have a legal duty to ensure that their child attends. We will follow our normal protocol for following up on non-attendance.
- **If your child is absent from school, please ensure that you contact us to inform us of this.**
- If you wish to discuss attendance with the school, please contact us so that we can work together to meet this requirement.

We are excited about welcoming your child back to school. The reopening of schools is an important start in the government's route map to the lifting of wider restrictions. It is important that we all recognise that we are still in a pandemic and we must therefore adhere to the guidelines and work together to ensure a safe and confident return.

Yours faithfully,

Mrs Hewitt
Principal