



Dear Parents/Carers,

15.07.2020

We are now in a position to share with you the plan for re-opening school for the Autumn Term. From **September 2nd 2020**, school will re-open for **all** children in Years 1 – 6. If you have children in Nursery or Reception you should have received a separate letter about plans for their return. The government have announced that all children are expected to return to school and that we should follow normal absence procedures with any families who do not send their children. If for any reason you feel you are unable to send your child(ren) please contact school.

We wanted to share information about the organisation of the school day as it will be a bit different from what we have known before. However, we will continue to follow government guidance and hopefully return to normality, or a new form of normal in the coming months! All of the arrangements have been put together using the government guidance and through consultation with the Local Authority.

Bubbles

Each year group will form a bubble, Reception and Nursery will form one EYFS bubble. Throughout their time in school, children will only mix with children within their own year group bubble. They will not be expected to social distance from each other but staff will continue to social distance from each other and the children. In order to keep the bubbles separate, we will have staggered break, lunchtime and end of day finish times. Children will remain at the same workstation throughout the day. They will be provided with their own set of resources and other equipment will only be used within the bubble ie. PE equipment.

When you come on to school site we ask that you:

- Adhere to the one-way system when entering and leaving the school site.
- Social distance from other people on school site.
- Only one parent to bring their child/children on to the site.
- Adhere to our queuing system to escort your child/children to their usual gate where a member of staff on duty will direct your child into the school building.
- Please leave the site immediately after dropping off your child/children this will minimise the number of people on site at one time.
- Do not enter main reception unless necessary – only one person allowed at a time, please queue up outside by the sign.

Beginning and end of the day

- At the beginning of the day, we will have a flexible start time. Please ensure your children arrive between 8.30am and 8.50am. Do not come onto site before 8.30am. Children to enter through the usual gates.
- From the 14th September, we are happy to be offering each child a bagel breakfast through the 'Magic Breakfast' initiative which will be served to them in their classroom. This should not replace their breakfast at home.
- At the end of the day there will be staggered finish times as follows. To minimise the number of people on site, please ensure you collect your child/children at the specified times:
Nursery: 3.20pm, **Reception:** 3.00pm, **Year 1:** 3.00pm, **Year 2:** 3.10pm, **Year 3:** 3.00pm, **Year 4:** 3.10pm, **Year 5:** 3.00pm and **Year 6:** 3.10pm.
- Parents collecting children from Nursery are asked to stand outside the main Nursery entrance and your child will be brought out to you.



- Reception, Year 1 and Year 2 parents will be allowed to collect their children from the classrooms doors. We ask that you social distance from others when waiting to collect your children.
- Years 3 – 6 will be brought down to the gate for you to collect or walk home on their own. We ask that you observe social distancing and do not crowd around the gate.

Sandwell Road entrance

For health and safety reasons, we are minimising the number of people on the school premises. Therefore, Sandwell Road gate will be closed between 9.00am and 2.55pm. If you need to come onto premises between these times you will have to use the Rakegate Close entrance.

Lunchtimes

We will be offering hot dinners as normal or children can bring a packed lunch if they prefer. To make it easier to plan, we ask that children do not swap choices throughout the week.

Lunchtimes will be staggered to ensure the bubbles do not mix. Children will have their dinner at the times stated below:

Reception: 11.30am, **Year 1:** 11.45am, **Year 2:** 12.00pm, **Year 3:** 12.30pm, **Year 4:** 12.50pm, **Year 5:** 12.30pm and **Year 6:** 12.50pm.

In order to keep everyone safe:

- A Covid-19 Risk Assessment has been put in place to protect the pupils, parents and staff of Rakegate. This is available to view on the school website.
- Children and staff will wash their hands regularly throughout the day and especially: on arrival at school, after going outside, after using the toilet, before and after eating, after coughing or sneezing.
- Hand sanitiser and soap will be readily available in each room and tissues will be available for all.
- Children will be kept in their bubble and will not mix with children out of their bubble.
- If a child becomes ill, they will be immediately isolated from the rest of the bubble until a parent can be contacted to collect them.
- Regular cleaning will take place every day.

We ask that you support us with keeping children safe by:

- Ensuring that children have clean uniform.
- Ensuring children wash their hands 20 seconds before coming to school and when they get home.
- Only allowing children to bring in essential resources: Book bags and reading books, PE kits and packed lunchboxes.
- Send in a filled water bottle for them to drink from throughout the day. This will be sent home each night for cleaning.
- Reinforcing with them the importance of regular handwashing.
- Not sending your child(ren) to school if they are unwell or displaying any symptoms of Covi-19. Please ensure you contact school by 9.00am on the first day of absence stating the reason for this.

Communication

Unless a letter requires signature consent, we will not send out any paper letters. All communication will be done through Marvellous Me, Facebook, Twitter and the school website. Please contact the office if you do not have a Marvellous Me code.



Rakegate Primary School

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Phone: 01902 558608

Email: rakegate.primary@wolverhampton.gov.uk

Website: www.rakegateprimary.co.uk

Headteacher: Mrs S L Horton

If you wish to communicate with us, we would prefer you to do via phone or email if possible rather than face to face meetings. If possible we ask that you avoid cash payments and all payments are done: through Sims pay, over the phone by card or through card or contactless at the office.

Please ensure that you complete and return the contact letter which we will send out on 2nd September 2020. It is vital that we have your current phone numbers and emergency contact numbers so that we can contact you immediately if your child is unwell.

Breakfast and After School Club

Unfortunately, at the moment, we are unable to open the Breakfast and After School club. We will contact you when we know more about how and when we can start to operate. We apologise for any inconvenience this may cause but please bear with us and we will do our best to get it up and running as soon as possible.

Homework/Home learning

As we are minimising the transfer of paper and resources between home and school, we will not be sending out homework during the Autumn Term. Spellings will be uploaded to the home learning section of the website and there are also links to other online resources. In the event of having to lockdown a bubble or a local authority lockdown, teachers will upload home learning to the website as we did during the lockdown. If your child(ren) is having to shield or self-isolate, please contact school and we can organise home learning for them. We can provide you with any relevant resources, textbooks and printed home learning if you require it.

Visits/After School Clubs

During the Autumn Term there will be no off-site visits and staff will not be running any after school clubs.

Uniform

School will be open between 9.30am and 1.00pm on the 29th and 30th July if you wish to come in and purchase any uniform.

We will be regularly checking the school emails if you have any questions or concerns. If any plans do change over the summer, we will communicate to you by Marvellous Me, Facebook, Twitter and the school website.

Thank you for your continued support in this extremely difficult time. Sending best wishes to all of our families, have a lovely summer and we look forward to welcoming all the children back in September.

Yours sincerely,

Mrs Horton
Headteacher

