27th August, 2020

Dear parents

We are getting ever closer now to opening our doors to all of the children. We are so excited to see them all and are sure they are keen to be back too. We understand there may be some additional nerves but we are confident that the children will settle quickly and will be really happy to be back. This information has already been sent to you, but we feel it is important to remind you of what will be happening in the first few days and beyond.

**Children’s first day back to school will be THURSDAY 3rd SEPTEMBER**

Normally, the children would have opportunities to meet their new teacher and visit their new classrooms. As this has been impossible this year, we intend to use the first two days back in school (3rd and 4th September) for children to return to the class and the teacher they left in March. The week after, (wc 7th Sept.) they will spend the morning with their old teacher, but they will then spend the afternoon meeting their new teacher in their new classes. The week after that (14th Sept.) they will transition to their new class full time and will start the recovery curriculum for the academic year. We have been fortunate to have been able to appoint some new, excellent members of staff who we know will be excellent assets to our already successful team. The teaching teams for next year will be:



|  |  |  |
| --- | --- | --- |
| Year Group  | Teacher  | Support Staff  |
| N  | Mr Harwood  | Mrs Bieganska Mrs Raggett  |
| R  | Mrs Goddard  | Mrs Tasker Miss Summers (New TA)  |
| 1  | Miss Mattocks  | Miss Green Miss Mitchell (New TA)  |
| 2  | Mrs McGovern & Mrs Kavanagh  | Mrs MillerMiss Grant  |
| 3  | Miss McNally (new teacher)  | Mrs Tubman   |
| 4  | Mrs Roston  | Mrs Petrucci   |
| 5  | Mrs Torley  | Mr Whelan Mrs Fisher  |
| 6  | Mr Kitching & Miss Finn  | Mrs Cooney   |

 **HEADTEACHER: Mrs K Baylis**

**Chace Avenue, Willenhall, Coventry CV3 3AD**

**024 76302882**

We are very conscious about our new Reception children, and our new nursery children, so a separate letter has been sent to those parents to inform them of the transition arrangements for the youngest children in the school. We will do everything we can to make it as smooth and as settling for them as we can, given the constraints we will be still be working within.

In September, there will be changes made to the way children arrive and leave school. This is to ensure that everybody in the school community is as safe as possible. Please ensure that you are familiar with all the changes below and if there are any questions or concerns feel free to contact us.

* We will be using a staggered start to reduce congestion around the school gate and pedestrian traffic on the school site. Please ensure your children are on time for their allocated slot so that it runs smoothly.
	+ **KS2 (years 3,4,5,6)**  8:40 – 8:50 All children to be dropped off at the gate. Staff will be on site to support.
	+ **KS1 (Year 1,2)** 8:50-9:00
	+ **EYFS (Year N and Year R)** 9:00 – 9:10

* A one-way system will be in place. Enter the gate as usual, but after you have dropped your child/ children off continue around the school and leave via the side gate next to Nursery. Staff will be placed around the school site to help direct you.
* If your child is in KS2, we request that you leave him/her at the gate to enter the school site on their own. This is to reduce pedestrian traffic and to allow a smooth transition in to their classrooms. There will be a member of staff on both gates at all times to ensure that children dropped off go straight to their classrooms.
* Parents with children in both KS1 and KS2 can drop children off at the same time.
* If you wish to speak to your child’s teacher, please contact the school via e-mail or telephone where a

 message can be passed on to the teacher or a meeting arranged if necessary. Parents are still not permitted to enter the school building so our main doors will be shut.

* It is important, at all times, that a 1-metre + gap is in place between different households and there will be a reminder played on the school sound system during arrival and departure times. We have now been told that children **MAY** wear masks in school if that is their preference. **However, it must be kept in a sealed bag for times when it is not worn. They must have been taught about how to wear it correctly at home before they wear it in school. Masks will not be provided by schools for the children.**
* We will have a slightly staggered end to the day, like we are planning for the morning. Please ensure you are on time for your child’s allocated slot so that collection runs smoothly. Children will be lined up on the playground with their class teacher for you to collect. Once you have picked up your child/ children, please continue around the one-way system. As we know, it loves to rain at the end of the day so please ensure all children have appropriate coats (with hoods if possible) and black leather shoes.
* Monday to Thursday:

* + **KS2:** **3.00 – 3.05**
	+ **KS1: 3.05 – 3.10**
	+ **EYFS: 3.10 – 3.15**

* On a Friday, collection times will be:

 **KS2: 2.00 – 2.05**

 **KS1: 2.05 – 2.10**

 **EYFS: 2.10 – 2.15**

**We will review this as necessary to ensure we are always working in a way that is most convenient for the children and for you.**

Breakfast club and after school club will be running as normal from Thursday 3rd September. Mrs Gough will inform you of the new payment arrangements once we are back. As a reminder, Breakfast club starts at 7.30. After school club ends at 4.15. (3.00 on a Friday) Collection for after school club will continue to be from the dining room door off the playground.

We want to reassure you that we are ‘covid safe’ and have done everything to mitigate risk.

* For the foreseeable future, we are trying to minimise any additional visitors into school. Therefore all class assemblies, parent meetings, parent consultations, performances and sports fixtures are cancelled.
* Staff and pupils are regularly washing their hands. They are asked to do so as soon as they come into school, before break, after break, before dinner and after dinner. Please ensure children wash their hands thoroughly with soap and water as soon as they come home.
* ‘Bubbles’ will be allocated their own toilet block
* Arrival times, departure times, break times and lunch times will be staggered
* There will be more enhanced cleaning of all surfaces throughout the day

We do hope the arrangements are clear. Staff are in school on Tuesday 1st and Wednesday 2nd September so please do contact us if you have any issues. We are in training for both of these days so if the phone is not answered, either try again later or leave a message and somebody will be back in touch with you.

We can’t wait to have a full school again and to welcome all of the children back. Year 6 – we wish you the very best of luck in your new schools. We know you will continue to be amazing!

God bless,

Mrs Keri Baylis