



## **Routines and Expectations for September Opening**

Dear parent/carers

As we come to the end of a very strange academic year there are changes that you will need to be aware of for September. All the changes we have made are to protect your child/ren, staff, yourselves and our community. Some of the procedures and protocols may seem like an inconvenience but if it helps protect everyone and keep school safe, let's all comply.

### **Returning to School**

The autumn term begins on Tuesday 1<sup>st</sup> September. Reception and Nursery parent/carers should have received information about their phased return. Year 1 through to Y6 will begin entering school at 8.25am that day

### **Bubbles and keeping safe**

You may have heard a lot of talk about schools creating 'bubbles.' The purpose of these is to minimize contact with others. It also allows school to track and trace, if there was a COVID-19 case in school. From September 'bubbles' can be phases. Birklands will be operating four bubbles- Foundation (Nursery and Reception), Key Stage 1, Lower Key Stage 2 and Upper Key Stage 2.

What this means is that each 'bubble' will be given areas of the school they can move within and have breaks/lunchtimes together.

Within each bubble children will be given their own set of regularly used equipment, such as pencil, crayons, whiteboard etc.

Anything that is shared will either be cleaned between uses or left in quarantine for up to 72 hours.

There will not be any coming together for assemblies or singing sessions during the Autumn Term.

Older children will have a new school rule - "Remember not to touch each other". Because younger children are unlikely to be able to follow this, their bubble routines will be stricter.

All children will regularly wash hands and / or use sanitiser including when they arrive at school and before they leave at home-time.

**Birklands Primary School** | Appleton Street, Warsop, Mansfield Nottingham NG20 0QF  
Telephone: **01623 842163** | Email: **office@birklandsschool.co.uk** | Website: **www.birklandsschool.co.uk**  
Executive Head Teacher: **Helen Duffy** BA (Hons), QTS, NPQH | Head of School: **Celia Smith** BEd (Hons)



## **Attendance**

The government have said that normal rules and laws about school attendance come into force on 1st September. This includes the Education Welfare Service intervention for poor attendance and fines.

Birklands' non-attendance protocols will be reinforced from the start of the autumn term.

## **Uniform and Personal Belongings**

All children should be in correct school uniform each day from the start of term. This includes correct school shoes please. Trainers or fabric shoes are **NOT** permitted. Information relating to uniform can be found on our school web-site.

Reading book, home-school diary, homework book, **water-bottle**, morning snack and packed lunch (if required) should be brought to school in a **small** size bag. Over-sized bags should not be brought to school.

PE kits should be sent into school at the beginning of the week and taken home at the end of the week to be washed.

At this moment in time, we would appreciate it if scooters and bikes were not brought into the school grounds.

## **Start of the School Day**

The main school gate and the double gate on key stage 2's playground will open at 8.25am. Children will be expected to come straight into the school grounds, via the nearest set of gates and go to their classroom. No socialising on the playground, at that time.

A parent/carer should only come onto the school grounds if their child is not able to enter school without them. Once your child/ren has entered the building you will need to leave the school grounds.

All adults will need to adhere to social distancing when waiting to drop-off/ collect their child/ren and groups of parents will not be permitted on the school grounds.

Staff will be around various points of the school grounds directing children where to go.



The gates will close at 8.45am. **It is therefore important that all children arrive at school on time.**

Any child arriving after 8.45am will be logged as late and will need to buzz for entry into the school grounds. They will not be permitted to go through the main reception area.

### **Break and Snack time**

The school will operate different morning break-times for each 'bubble.' During this time the children will be able to socialise with others within their bubble and either eat their healthy snack from home or purchase one from our catering team.

Snacks such as toast, fruit and juice can be purchased at 30p an item. All children are limited to either one or two items per day. These will need to be pre-paid for each Monday.

Children should bring either £1.50 or £3.00 in an envelope each Monday. This will be recorded and enable the catering team to keep a track. They will **NOT** take any money unless it is in an envelope. It cannot be given on any other day.

### **Lunchtime**

Your child/ren can either have a hot meal prepared and cooked by our lovely catering team or bring a healthy packed lunch from home.

Please note that the school will only be offering one meal option during the autumn term. We will be updating our three week menu rota on our school web-site before the end of this term.

All school meals will need to be pre-ordered each week. This will be done via a link, sent by parent text, asking you to complete a form which will be sent to the school office. There will be **NO** order on the day opportunity.

Meals should be paid for via your child's SQUID account.

If your child opts to bring in a packed lunch from home, this should be stored in a box or a disposable bag. This should go home each day. Any lunch-boxes/bags left at the end of the week will be disposed of.



Lunch-times will be staggered for each phase. Children having a hot-meal will be sat separate from packed lunches, to enable this staggered approach to happen.

### **End of the Day**

The school will be operating different times for each phase to be dismissed. The times have been staggered to enable playgrounds to be clear before the next 'bubble' is dismissed. With this in mind please leave the relevant area of school as quickly as possible.

The dismissal times are:

- 2.50pm for EYFS (Foundation)
- 2.55pm for Lower Key Stage 2 (Y3 & Y4)
- 3.00pm for Key Stage One (Y1 & Y2)
- 3.05pm for upper Key Stage Two (Y5 & Y6)

If your child/ren is able to walk home or meet you just away from the school grounds please put this in place from the start of term.

Reminder, that on the playgrounds **all** adults must adhere to social distancing.

### **Breakfast Club**

Our breakfast club will begin week commencing 7<sup>th</sup> September from 7.45am. For safety reasons we will be limiting the number of places available. Our limit is twenty-five. Places should be booked in advance via our school website. The link to this will be up and running soon. The cost is £2 per session. If you qualify for benefit based free school meals then breakfast club is free.

Breakfast club should be paid via your child's SQUID account of bank transfer. Invoices can be raised on a monthly basis if this is agreed with the school office.

Children who qualify for benefit based free-school meals requiring a place at breakfast club will still need to book via our website.

### **After-school wrap around care club**

The school will continue to operate its after-school club. The cost is £8 per day, per child. If you need to access this care on a regular basis the cost is £7.50 per day, per child.

This wrap-around care operates from the end of the school day until 5.30pm.

This club will commence week beginning 7<sup>th</sup> September. For safety reasons we will be limiting the number of places available. Our limit is twelve. Places should be booked in advance via our school web-site. The link to this should be up and running soon.

Monthly invoices will be raised for after school club charges. If these are not paid in a timely manner then your child/ren will no longer be able to access this facility.

### **Main School Office**

If for some reason you need to speak to our office staff we will only be allowing one adult into the main reception area. We will be adhering to a one in, one out system. No parent/carers should be coming into the main reception area before 8.50am.

### **Contact with Teachers**

In the autumn term if you wish to speak to your child's class teacher please make an appointment to do this.

This meeting will be done via a telephone call please.

If there are any changes to the current guidelines before the start of September we will inform you.

If not please assume that things are as set out in this letter.

I hope you all manage to stay safe and positive.



Mrs Smith  
Head of School