

Autumn Term: starting information

Dear parent/carers

We are really excited about welcoming back all of our children. We cannot wait to see how familiar faces have changed and finally get to meet all of our new children.

In this newsletter you should find all the information needed for the start of the Autumn term. I will apologise now for the length of the letter but there is lots of key information you need.

COVID-19 Response

As a school we have continued to implement procedures and protocols to minimize the possibility of contracting or spreading COVID. No-one can 100% say this will not happen, all anyone can do is minimize the risks.

As a school we will continue to implement guidance given. Our procedures will continually be reviewed and refined.

- The school will operate as four phase bubbles: Foundation, Key Stage 1, Lower Key Stage 2 and upper key stage 2.
- Children are asked to bring the minimum amount of personal belongings into school (see section below)
- When around the school location parent/carers are asked to maintain 2ms apart and respect social distancing
- Parent/Carers are not allowed into class bases or along corridors
- The school is operating a cashless system so all payments for anything school related should be done via your child's SQUID account or a bank transfer. The exception to this is snack payments (see section below)
- We have adjusted the procedure for the start and end of the day to minimize the number of adults on/around the school site (see below section)
- Staff will be wearing masks as they move around school but not when teaching
- There will be one-way systems operating around school to minimize contact
- Additional cleaning will take place throughout the day
- Primary aged pupils are not required to wear a masks while in school

If as a school we feel that that an action does not follow our protocols parent/carers will be informed and reminded of reasons why we are doing what we are doing.



Returning to School

The autumn term for our children begins on Tuesday 1st September.

Reception and Nursery parent/carers will receive updated information about their phased return in a separate letter.

Attendance

The government have said that normal rules and laws about school attendance come into force from the 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. We will be enforcing this as we feel it is crucial that all of our children return to school to receive the education they are entitled to.

Attendance letters relating to those children who we have concerns about from last academic year will be sent out within the next week.

Start of the School Day

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 to be on the school grounds.

Both sets of gates will be open from 8.25am. Children are expected to arrive between 8.25am and 8.45 am. They will enter through one of the sets of gates and go straight up to their classroom. Various staff will be both inside and outside school to direct children to the correct place.

Where possible adults should **NOT** come on to the school playground.

If an adult brings their child onto the playground because they feel the child is not able to enter school without them they **MUST** leave the school grounds as soon as their child has entered school.

Please note no parent/cares will be allowed into the class corridors.

Year 1 through to Y6 will begin entering school at 8.25am that day

At 8.45am the gates will be closed. Anyone arriving after that time will have to buzz at the main school gate and wait for someone to let them in.



Uniform and Personal Belongings

All children should be in correct school uniform each day from the start of term, with the exception of PE days.

School uniform includes correct school shoes please. Trainers or fabric shoes are **NOT** permitted. Information relating to uniform can be found on our school web-site.

On the two days of the week that your child has PE we would like them to arrive wearing their PE kit and they will stay in this all day. This strategy reduces the amount of personal belongings any child needs to bring into school.

All children will need to bring their **own water bottle**. School will not be providing these, this year.

Reading book, home-school diary, homework book, **water-bottle**, morning snack (if coming from home) and packed lunch (if required) should be brought to school in a **small** size bag. Over-sized bags should not be brought to school. Children will be asked **NOT** to bring this bag in again if staff feel it is too big.

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

Break and Snack time

The school will be operating different morning break-times for each phase. During this time the children will be able to socialise with others within their phase 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.

Children will not be allowed to purchase snacks on the day. They should be pre-paid each Monday.

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). This will begin once the phased return has ended.
- 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

Due to us receiving funding to support breakfast in different ways our in-school breakfast club is now only available to working parents.

This will begin week commencing 7th September from 7.30am. For safety reasons we will be limiting the number of places available. Places **MUST** be booked in advance via our school website. The link to this is up and running and available via our school website. The cost is £2 per session.

Breakfast club should be paid via your child's SQUID account or bank transfer by the end of the week. Failure to do so will result in your child's place being withdrawn. Invoices can be raised on a monthly basis if this is agreed with the school office.

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 7th 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 is up and running now.

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. You may pay-as-you-go using your child's SQUID account or via bank transfer if you prefer.

Main School Office

Current guidance stipulates that schools should minimize the number of parents that enter school.

To support us with this if for some reason you need to speak to our office staff we will only be allowing one adult into the main reception area at a time. 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.

Any payments, except for snack time, should be done via SQUID or bank transfer.

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.

If you have any questions before the start of term Team Birklands will be in school until 4pm on Thursday.

Mrs Smith
Head of School