



**Carr Head Primary School**  
**Carr Head Lane**  
**Poulton Le Fylde**  
**FY6 8JB**



**Headteacher: Mrs A Slack**

**Phone: 01253 883558**

Dear Parents and Carers,

Following the most recent government guidance, we are very much looking forward to welcoming all children back to school next week. **There have been a few minor changes to the original letter we sent in July.**

We have been working very hard to risk assess and to plan a safe return to school for our children. This has not been a straight forward process. However, the processes that we have already gone through in order to enable school to successfully stay open for our keyworker and vulnerable children throughout lockdown, have given us good foundations on which to build. I am pleased to say that we are now in a position to be able to share the details of the planned return with you all.

I realise that some parents may be anxious about the return to school. I would like to reassure you all that much thought has gone into the plan for our return, and that we have tried to ensure that both children and staff will be as safe as possible.

In this letter I will try to make the arrangements for September as clear as possible. Many of the new routines and procedures I outline will have changed significantly for those families whose children have not attended school since March. Until the government indicate otherwise, there will be a 'new normal' for school in terms of how school is organised. Whilst we will do everything we can to alleviate any inconvenience to parents, I appeal for your patience and understanding in regards to the changes we have made. All of the changes have been made with the best intentions and in order to ensure the safety of all.

### **Start and End of the School Day**

In order to allow for social distancing whilst arriving at and leaving school, we have split the school into two 'waves'. Each wave (made up of certain year groups), will arrive at school at different times. We have tried to ensure that the times are such that parents will not be at a disadvantage if they have children in year groups within both waves.

It is important that parents and children **do not** arrive before their set times. We have set the times so that there is a window of time in which to arrive. There is no need for anyone to be waiting outside of school for the gates to open.

Please note that, with the exception of our new intake parents during the first week of term, no parents will be allowed onto school premises. Any contact with the class teacher should, in the first instance, be through e-mail via the school office.

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## Start of the day

In order to minimise congestion we need to stagger entry into school.

There will be staff outside on the first day of term to welcome and guide the children. There will also be signage to indicate entrances and exits.

The car park will be out of use from 8.40am to 9.10am.

### Wave 1: Oak (from week 2 of term) / Year 6 / Year 5 / Year 4

**Arrival Window: 8.45am – 8.55am**

**School starts: 8.55am** (any arrival after this time will be considered late)

**Oak** (from the 2<sup>nd</sup> week of term): Entrance is through the gate in front of the office, down the path and through the red door.

**Year 6:** Entrance is through the playground and into the classroom.

**Year 5:** Entrance is through the car park, through the gate by the kitchen, into the corridor and into the classroom.

**Year 4:** Entrance is through the car park, through the hall, and into the classroom.

### Wave 2: Year 1 / Year 2 / Year 3

**Arrival Window: 8.55am – 9.05am**

**School starts: 9.05am** (any arrival after this time will be classed as late)

**Year 1:** Entrance is through the gate at the front of the school office, down the path and through the red door.

**Year 2:** Entrance is through the playground, down the path at the back of school and into the classroom (formally Sycamore classroom / CHUKs room).

**Year 3:** Entrance is through the car park, through the hall, and into the classroom.

## End of the Day

So that children have the expected amount of time in lessons, we will need to stagger home times. This will also reduce congestion and allow social distancing at what is normally a very busy time of the day.

We recognise that for some families, this means that there is a wait between their children coming out of school. We have been unable to find a workable way to get around this issue and so apologise in advance for any inconvenience caused.

The car park will be out of use from 3.15pm to 3.40pm.



## Wave 1:

### Oak (from week 2 of term)

**Oak class (from the 2<sup>nd</sup> week of term): 3.20pm.** Please collect your child from the playground.

### Year 6 / Year 5 / Year 4

**Year 6: 3.25pm.** Please collect your child from the playground. You will need to enter through the gate and leave through the double gates onto the car park.

**Year 5: 3.25pm.** Please collect your child from the car park. They will come out through the gate nearest the kitchen.

**Year 4: 3.25pm:** Please collect your child from the railings at the front of school. There will be a sign showing you where you need to wait. When Mrs Woodhouse sees you, she will send your child out to you. They will exit through the gate at the front of school.

### Wave 2: Year 1 / Year 2 / Year 3

**Year 1: 3.35pm.** Please collect your child from the railings at the front of school. There will be a sign showing you where you need to wait. When Miss Kentish sees you, she will send your child out to you. They will exit through the gate at the front of school.

**Year 2: 3.35pm.** Please pick your child up from the playground. You will need to enter through the gate and leave through the double gates onto the car park.

**Year 3: 3.35pm.** Please pick your child up from the car park. You will be able to wait for your child on the car park.

Whilst waiting to pick up your child/children, we would urge you to observe social distancing at all times.

## Teaching Staff

Your child should have already received a letter to tell them from their new teacher. The staffing arrangements for September are as follows:

Oak: Miss Murphy, Mrs Howarth and Mrs Nelligan.

Y1: Miss Kentish, Mrs Jones, Mrs Houlton and Mrs Spencer (Mon, Thurs).

Y2: Mrs Nicholson, Mrs Seed and Mrs Hughes.

Y3: Mrs Cooper, Mrs Curran and Mrs Horrocks

Y4: Mrs Woodhouse, Mrs Hargreaves and Mrs Horrocks.

Y5: Mrs Haines, Mrs Dunne (Friday) and Mrs Lupton.

Y6: Mr Cartridge, Mrs Hutchinson, Mrs Swarbrick and Mr Coultas.

SENDCO: Mrs Dunne (Wednesday)



## Lunch and Break times

Hot meals will recommence from September. Children may bring a packed lunch if you wish.

Dinner times will be staggered to limit the number of children in the hall at one time. Children will stay in their bubbles (class group or phase group) throughout the day including lunch time and play times.

Break times will be staggered when the field is wet. When it is dry, each bubble will have their own 'zone' in which to play on the field.

## Classrooms

When children return to class in September, the classrooms will be arranged in line with government guidance. This may mean that the classrooms will be organised so that the tables are facing the front with children sitting side by side (if it is deemed appropriate for that age of child). Children will be able to mix within their bubbles and are not expected to socially distance from each other. The government guidance states that this is not necessary. Staff will try to maintain social distancing as much as is possible within the government recommendations.

**Children will only need to bring what is necessary to school.** They will be given a pack of their own for their work in school which will contain all the necessary pens, pencils etc.

**They will need their packed lunch box, their PE kit (named) and a book bag.** Please do not send rucksacks into school as these take up too much space and are not necessary. They do not need to bring a water bottle as cups will be provided in the classroom. The children will be expected (or encouraged depending on age) to manage their equipment as independently as possible to avoid cross contamination.

Reading books will be sent home in a plastic wallet. When the book is returned to school, it will need to go into quarantine for 48 hours before being returned to the shelf.

Any homework that is set will be available via the Homework Hub on the school website.

## Uniform

The children will need to return to school in full school uniform. For details of our uniform policy, please refer to the school website.

In September, we will be aiming to take more of our learning outdoors. We would be very grateful if you would provide some outdoor footwear into school for your child. Please try to ensure that your child is able to independently manage changing their clothing or their footwear so that staff are able to maintain social distancing as much as possible.



## Hygiene

There is a requirement that anyone who is ill stay at home. If your child becomes unwell with a new, continuous cough or high temperature, or has a loss of, or change in their normal sense of taste or smell (anosmia), they must stay at home (or will be sent home if they become ill at school) and are advised to follow government guidance. They must isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). **If the test is positive, it is vital that you let school know.** Other members of the household (including siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

In school, we insist on good hand and respiratory hygiene. Children will be asked to wash their hands on entry to the classroom, when they return from breaks, when they change rooms and before eating. All classrooms are equipped with the necessary hand washing facilities and routines will be built into school culture, supported by behaviour expectations and by helping younger children to follow the routines. It is important that your child knows how to wash their hands properly and so I would encourage parents to practise over the holidays.

There will be lidded bins in each room for used tissues. All children will be taught and encouraged to follow the 'catch it, bin it, kill it' routine for catching sneezes and coughs, and for runny noses. Again, we encourage parents to practise these routines at home too.

Windows and doors in the classrooms will be open as much as possible to allow good ventilation (please make sure that your child has a jumper in school at all times).

Surfaces and equipment will be cleaned on a regular basis.

## Before and After School Club: CHUKS

**This provision will not run during the first week of term.** It will however run as normal from the second week of term. Sessions should be booked through ParentPay.

CHUKs will be held in the hall. It will be organised to allow for the three phase bubbles: Oak/KS1, Lower KS2 (Y3&Y4) and Upper Key Stage 2 (Y5&Y6).

The hall will be zoned and each bubble will stay in their zone. Access to the DT room for snacks will be staggered. They will use the outdoor play zones for their bubble.

Children using this provision will enter (mornings) and exit (home time) through the hall doors. We ask that parents take care when approaching the building through the car park. Please note that the school car park is for staff only and parents should not use the car park when dropping off or picking up unless by prior arrangement with Mrs. Slack.

All the routines and procedures outlined above will be reviewed on an on-going basis and any changes communicated to parents through the usual channels. I would like to thank you for all your support and understanding at this time. We really do appreciate it.

Many thanks and best wishes.

Angeli Slack and Sharon Nicholson

