

MANOR PARK PRIMARY SCHOOL

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September 2nd 2021

September Return to School

Dear Parents and Carers,

I hope that you are all keeping safe and well and that you have had a relaxing and enjoyable summer break. Following meetings with the local authority, and considering the new government guidance for schools, I am writing to inform you of the plans for our re-opening of school for the autumn term. These arrangements are outlined below.

School re-opens for all children from Years 1-6 on Monday 6th September. Nursery and reception children who are joining us should follow their individual induction plan, however, please do not hesitate to contact us if you require any help or reminders about your child's starting date with us.

All children are expected to wear school uniform in line with our uniform policy, and we are delighted to welcome our school photographer into school on Tuesday to capture the children looking their very best. The photographer will be taking individual and family group photographs for all children in school. Due to the ongoing restrictions, we are not able to have parents on site and so we unfortunately will not be able to offer family photographs with pre-school children on this occasion.

We are endeavouring to ensure the school day returns to as normal operation as we possibly can, whilst keeping everyone safe and complying with local authority and government guidance. We will not be operating bubbles and classroom organisation and seating will revert to pre Covid times. Pupils and staff will not be asked to isolate if they come into contact with a positive case and I hope that disruption to children's education will therefore be minimal.

We are removing the staggered entry and exit arrangements and all children will revert to the normal school day. The one-way system will also be removed, and children and parents will enter and leave school following the systems we previously used so successfully. To avoid unnecessary congestion, we are introducing a third main gate accessed from the field, as an entry and exit point for upper phase (Years 4-6). Details of these arrangements are below.

Nursery

Wrens and Robins will enter and leave nursery through the nursery patio doors between 8.45am and 9am and 3.45 and 4pm. Parents dropping off or collecting children in these rooms at any other times should use the nursery entrance by the main office, using the bell to gain the attention of staff.

Kingfishers will use the main nursery entrance at all times, accessed directly through the main nursery entrance on Ulverscroft Road. The scheduled nursery sessions for Kingfishers are 8.45 -11.45 am and 12.45 to 3.45 pm, although we will accommodate the needs of parents if they need some flexibility around these hours.

Reception

Parents and children should enter and leave school through the middle gate on Ulverscroft Road (previously the Key Stage 2 gate) and children should enter school through their own classroom doors. Over the holiday we have had a new external door fitted to Class 4 so that all reception children have direct access to their classrooms. Parents will collect their children from these doors at the end of the day.

Years 1-3

Children and parents should enter and leave school through the Key Stage 1 gate and children should then enter through their classroom doors, where staff will be ready to receive them. As we are not operating the one-way system, we ask that parents are mindful of each other's space during this time. We anticipate that most Year 3 children will be ready to enter and leave school independently as the term progresses, so please encourage them to do so.

Years 4,5 and 6

Children will enter through the new upper phase gate which is the main gate on the school field on Ulverscroft Road. Parents should drop children off and collect them at this gate but **should not come onto the school site** as these older children can confidently enter and leave school independently. If any child requires support in doing this, please contact Mrs Brown who will be happy to help you.

Staff will be available on all gates when they are open in line with our safeguarding policy and to offer support to children and parents. There are waiting areas inside all the gates for parents to use should they arrive early. It is essential that these areas are used, and parents do not congregate on the main path or road to ensure free flow access on Ulverscroft Road for the safety of everyone.

CHAMPS children and families should continue to use the middle gate and follow the path to the CHAMPS rooms. We will be operating mixed year groups in all our CHAMPS and extra-curricular provision. Children will all revert to eating their lunch in their year groups in the upper hall if they bring their own packed lunch, or in one of our dining rooms if they have a school meal.

Manor Park University will resume on Friday 10th September 2021 with all our external providers booked and children eagerly looking forward to the courses they have selected.

Gate Opening and Closing Times

The **gates will be open from 8:45 until 9am every morning**. The school day starts promptly at 8.55am Children arriving after this time will be marked as late, and if they should arrive after 9am when the gates are locked, they will need to go to the main office to be admitted. Children can come into school at any time within the 10-minute window between 8.45 and 8.55am, as staff will be in classrooms ready to receive them in their classes.

The **middle and upper gates will be open between 3.25 and 3.40pm (Key Stage 1 gate will be 4pm)**. All children should be collected or leave school at the end of the school day in the same way that they enter.

In line with local authority local measures the following restrictions will continue to apply to the school day:

All assemblies will be done remotely to limit contact of large groups of children in a confined indoor situation.

Whole staff training will be done remotely.

Face coverings are recommended to be worn by parents when dropping off and collecting children and by all visitors on the site.

Parent events will not resume. Any meetings with parents will be carried out remotely, or if needed on site, must be pre-booked and risk assessed. We ask that families continue to review whether they need to come to the school office or whether a phone call or email can be the best method of communication.

We ask that families all observe social distancing at the beginning and end of the school day. We also ask that movement on and off the school site is swift. Families are advised to continue to undertake LFT at home (you only need to report a positive lateral flow test to the COVID email)

In line with new government guidelines and local authority advice I would like to make all families aware of processes we will ask of you in the case of a symptomatic child or a close contact. Also, what we may need to implement should we have an outbreak (5 or more linked cases) of COVID in our school.

- The school COVID email reporting system will still be used for reporting any symptomatic or positive cases.
- If a child has **symptoms of COVID we will ask for them to get a PCR test** and stay at home. They can return if the test is negative and they are feeling better.
- If a child has been identified as a **close contact of a confirmed case, we will ask that families take their child to get a PCR test**. They can return to school while they await the result. No isolation is needed in this instance if they do not display symptoms of COVID.

- If we have a number of linked cases within school, we will meet with PHE and the LA to discuss **reintroduction of mitigating arrangements** such as staggered starts and different entrances to the school.

As you are aware our greatest priority is to keep our children, staff and wider community as safe as we possibly can, whilst ensuring that the children have the best possible academic and social experience in school.

I am attaching a letter from Coventry LA for your information.

Thank you as always for your ongoing support. We are really looking forward to welcoming existing and new children back to school on Monday and seeing our families again. Thank you again for working with us in what I hope will be a wonderful and far more consistent year for our children, families and staff.

My very best wishes to everyone.

Jill O'Connor Headteacher