

Friday 27<sup>th</sup> November 2020

Dear Parents/Guardians

### **INFORMATION FOR OPENING TO ALL CHILDREN NEXT WEEK**

#### **Preschool Arrival/Collection Information**

**Entry time: 8.45am (arrive between 8.45am and 8.55am)**

**Collection time: by 11.45am or by 3.15pm depending on sessions attended**

**Entry and collection point:** Enter the school grounds through the large gate outside kids club (front mobile classroom), which will be pinned back, go through the gate into the kids club play area and then approach the gate. Please don't go beyond the gate area.

#### **Class 1 (Reception and year 1) Arrival/Collection Information**

**Entry time: 8.45am (arrive between 8.45am and 8.55am)**

**Collection time: 3.15pm (arrive between 3.10pm and 3.20pm)**

**Entry and collection point:** Access school through the main school gate which will be pinned back. Follow the red class 1 signs, down the normal walk way at the side of school. Go to the gate to the class 1 play area and children can be dropped off there. Please do not go beyond the gated area into their play area. Please then leave via the double gates through the school car park (circular route). Please ensure children are supervised at all times. When collecting, please wait socially distanced in the playground near the class 1 play area for your children and leave through the school car park.

#### **Class 2 (years 2 and 3) Arrival/Collection Information**

**Entry time: 9.00am (arrive between 8.55am and 9.05am)**

**Collection time: 3.25pm (arrive between 3.20pm and 3.25pm)**

**Entry and collection point:** Access through the main school gate, which will be pinned back, follow the orange class 2 signs, down the normal walk way at the side of school. Children enter through the fire exit on the left straight into the hall to their cloakroom area. Please leave via the double gates which lead into the car park in a circular route. When collecting, please wait socially distanced in the playground for your children to come out of the back cloakroom door and leave through the school car park. Please do not congregate anywhere near the back door to allow staff to bring the children out allowing for social distancing.

#### **Class 3 (years 4, 5 and 6) Arrival/Collection Information**

**Entry time: 9.00am (arrive between 8.55am and 9.05am)**

**Collection time: 3.30pm (arrive between 3.25pm and 3.30pm)**

**Entry and collection point:** Enter the school grounds through the large gate outside kids club (front mobile classroom), which will be pinned back, follow the yellow class 3 signs, round the front of school and children enter the main front door. When collecting, please wait in the garden area and car park area outside kids club (not on the road side or path please). Class 3 children will leave out of the front door.

#### **Siblings in Different Classes**

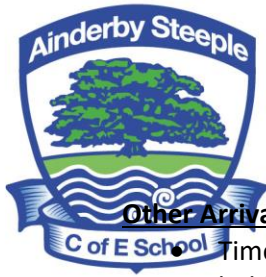
If you have children in two different bubbles with differing collection times, please drop both children off at the earlier time and collect at the earlier time. Please collect preschool children before collecting other class children. Class 1 children collected from their classroom, class 2 children collected from the hall fire exit and class 3 children collected from the main entrance.

W: [www.ainderbysteepleschool.org](http://www.ainderbysteepleschool.org) E: [admin@ainderby.dalesmat.org](mailto:admin@ainderby.dalesmat.org) T: 01609 773519

Ainderby Steeple CofE Primary School | Station Lane | Morton-on-Swale | North Yorkshire | DL7 9QR

Ainderby Steeple CofE Primary School is a member of the Dales Academies Trust. Dales Academies Trust is an exempt charity regulated by the Secretary of State for Education. It is a company limited by guarantee registered in England and Wales, company number 08372064, whose registered office is at Blair Avenue, Ingleby Barwick, Stockton On Tees, TS17 5BL





### **Other Arrival and Collection Procedures**

- Times must be followed. Please do not come late/early as you will then clash with another bubble of parents and children.
- Only 1 adult per child please. Any children accompanying must be with the adult and supervised at all times.
  - Please do not block entrances/gates/doorways when waiting to ensure 2m social distancing
  - Children should not be on any playground equipment after school.
  - Please vacate the school premises as soon as you have collected your child/children as we have just 5 mins between the arrival/leave time of each bubble and we must prevent parents/children from different bubbles meeting.
  - Please do not enter the school building. Please do feel free to speak with a member of staff by email or phone to minimise physical contact. Staff will be ensuring they follow the 2m social distancing with adults at all times and where possible with children.
  - Children who travel on the school bus from Scruton will be placed in assigned seats which they must adhere to please for both morning and evening journeys as we have to have a plan of who sits where.

### **Before and After School Club**

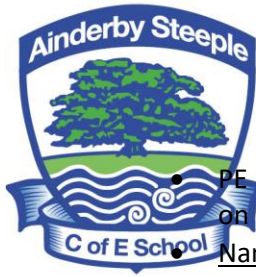
- Breakfast Club – Please drop children off at the kids club building on a morning. Children will be taken to their classrooms with others in the class bubble. They will eat breakfast/snacks sat at tables with others in their bubble. Children going to after school club will wait with an adult in the classroom until 3.30pm when they will be collected and taken to kids club. Please collect your child from the kids club building.

### **What we have done at school**

- Risk assessment carried out and approved by the Dales Academies Trust Board and can be viewed on the school website each time updated.
- Desks will be placed in rows for years 2-6 so children are sat side by side and not facing each other as per the DfE guidance.
- Toys/non-washable items removed from classrooms.
- All children are in class bubbles with the exception of before/after school club which is permissible as per DfE guidance.
- There are cleaning kits, first aid kits and tissues in each classroom.
- Lidded bins are in each classroom.
- Staff regularly clean surfaces during the day and more thorough cleaning at night is carried out by the school cleaner.
- Each bubble accesses their own allocated toilets.
- Each bubble has different entry and exit points.
- Staggered breaks/lunch/ arrival and collection times.
- Children in class 1 eating lunch in the hall. Class 2 and 3 in their classrooms so that bubbles are not mixed in the hall.
- Handwashing signage around school
- Signage around school to identify exits and entrances and reminders to keep 2m distancing.

### **Equipment (as per the DfE guidance)**

- Belongings between school and home must be limited as much as possible.
- Children should bring their blue book bag daily and a small PE bag to be left at school. No large bags to be brought to school please.



- PE kit should be brought to school on a Monday and either left for the half term or taken home on a Friday.
- Named water bottles brought to school each day and kept separate from other childrens' hence the need to be named.
- Please ensure a clearly named lunch box if your child has a packed lunch (name on the outside of the box).
- No pencil cases, toys etc should be brought to school. School will provide each child with a named pencil case and equipment to be kept at their desk so that no sharing is involved.
- Please ensure your child has a jumper in school in case they are cold as classrooms will be well ventilated with windows open at all times.
- Please ensure children have appropriate clothing each day for the weather forecast when they are outside.

#### **During the Day**

- There will be regular handwashing, particularly when children come into school, before/after break times and before going home.
- Windows will be kept open for good ventilation, children will spend their time within their class bubble.
- Please encourage your children to dry their hands thoroughly and get them to use a moisturiser at home to help prevent cracked hands.
- Class 1 bubble will play in their gated outdoor area for all break times.
- Collective worship will be in classrooms as we cannot have large gatherings or sing inside with others.

#### **Medical**

- Please do not send your child to school if unwell and showing any symptoms of Coronavirus or as soon as they get to school we will be phoning you to take them home.
- Do not give your child Calpol before school as this can mask symptoms of high temperature etc. If they need Calpol to make them feel better, then they should perhaps not be in school.
- Please ensure we have the correct information for you and are contactable at all times.

#### **Face Coverings**

Please wear a face covering on school premises whilst the infection rate is currently very high unless medically unable. Staff will also be wearing clear face shields whilst outside or working in close proximity with a child.

If you have any further questions please email school.

Many thanks

Fiona Sharp  
Headteacher