



## **September 2020-21 Ark Castledown Primary School**

### **Key dates:**

**Tuesday 1<sup>st</sup> – Friday 4<sup>th</sup> September – INSET days**

**Monday 7<sup>th</sup> September – Proposed\* 1<sup>st</sup> day of new school year for children**

*\*Please note that subject to new or updated government guidance, we may have to change this date. We would endeavor to give you as much notice of any changes as possible. Thankyou for your understanding.*

### **School day timings and entrances/ exits:**

Staggered start and end times vary for each year group.

- Nursery: **8.30am** start, **3:15pm** finish- entry Nursery door
- Reception: **8:45am** start, **2.45pm** finish- entry KS1 gate
- Year 1: **9:00am** start, **3:00pm** finish- entry KS1 gate
- Year 2: **9:00am** start, **3:00pm** finish- entry hall door
- Year 3: **8.45am** start, **2:45pm** finish- entry hall door
- Year 4: **9.15am** start, **3:15pm** finish- entry hall door
- Year 5: **9.00am** start, **3.15pm** finish- entry KS2 gate
- Year 6: **8:45am** start, **3.00pm** finish- entry KS2 gate

**If you have siblings with us, please drop off at the earliest sibling's time slot. Teachers will be available to supervise children dropped off early.**

**When collecting siblings, please collect at the later time slot, again teachers will be available to supervise children waiting for collection.**

### **Attendance expectations**

In March, when the coronavirus (COVID-19) outbreak was increasing, the Government made it clear that no parent would be penalised or sanctioned for their child's non-attendance at school.

Now the circumstances have changed, and it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing, and wider development.

Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

Full details of our attendance policy can be found on our website.

### **Uniform**

Children will need to be in their full school uniform.

## **Bubble Organisation**

- For most of their day, children will remain in their own 'class bubbles' with their class teacher and teaching assistant.
- To reduce the risk of transmission, pupils will be organised into 'year group bubbles' and pupils mixing between 'year group bubbles' will be avoided as far as possible. Implementing bubbles and reducing mixing are not absolute - the government guidance is clear that there may be instances where 'class bubbles' cross over, for specialist teaching for example.
- These 'class bubbles' will encounter other 'class bubbles' in their year group during playtimes and lunchtimes and, in year 1, during the teaching of phonics. These 'year group bubbles' are necessary due to operational logistics.

## **School or class closure**

- Due to the severity of the virus, the Academy reserves the right to shut individual year group bubbles or the whole school at a day's notice.

## **Coming in at the beginning of the day**

- We ask that you or your child be punctual. If your child is late, they will need to go to the front office as usual but please note that **parents will not be granted access to the office area.**

## **Leaving at the end of the day**

- If you are late collecting your child, you will need to collect them from the front office. **Please note that parents will not be granted access to the office area and will be asked to wait outside whilst their child is collected.**

## **Hygiene in the classroom**

- Children will be using hand sanitiser throughout the day to maintain high levels of hygiene. **Please inform us if your child has an allergy towards this.**
- Children to be taught, or given a reminder, to cough and sneeze into their elbow if unable to access a tissue quickly. Lidded bins will be provided for disposal of used tissues.
- Classrooms will be ventilated with windows and doors left open during the day.
- Additional cleaning during the school day will ensure toilets, door handles and surfaces are cleaned regularly.

## **Toilets**

- Children will be encouraged to use the toilets during lessons- to reduce queuing at break and lunchtime.
- The toilets will be checked and cleaned frequently throughout the day.

## **Classroom layout**

- Some resources will be removed from classroom because they are difficult to clean. This will include soft toys, cushions and "snug" areas.
- When children work at tables, they will be in rows facing forward to avoid facing others.
- A limited range of resources will be provided to ensure that cleaning measures can be met at the end of each day.
- Wherever possible, children will be provided with their own set of resources which they will use on a daily basis and will not be shared with others (for example pencils, whiteboards and pens).

## **Equipment**

- Children **will not** be allowed to bring in items and equipment from home including toys, pencil cases, playing cards or fidget/comfort toys.
- Children **are** allowed to bring in: PE kits, book bags, water bottles, sun hats and coats- please try to keep this to a minimum.

## Moving around the school

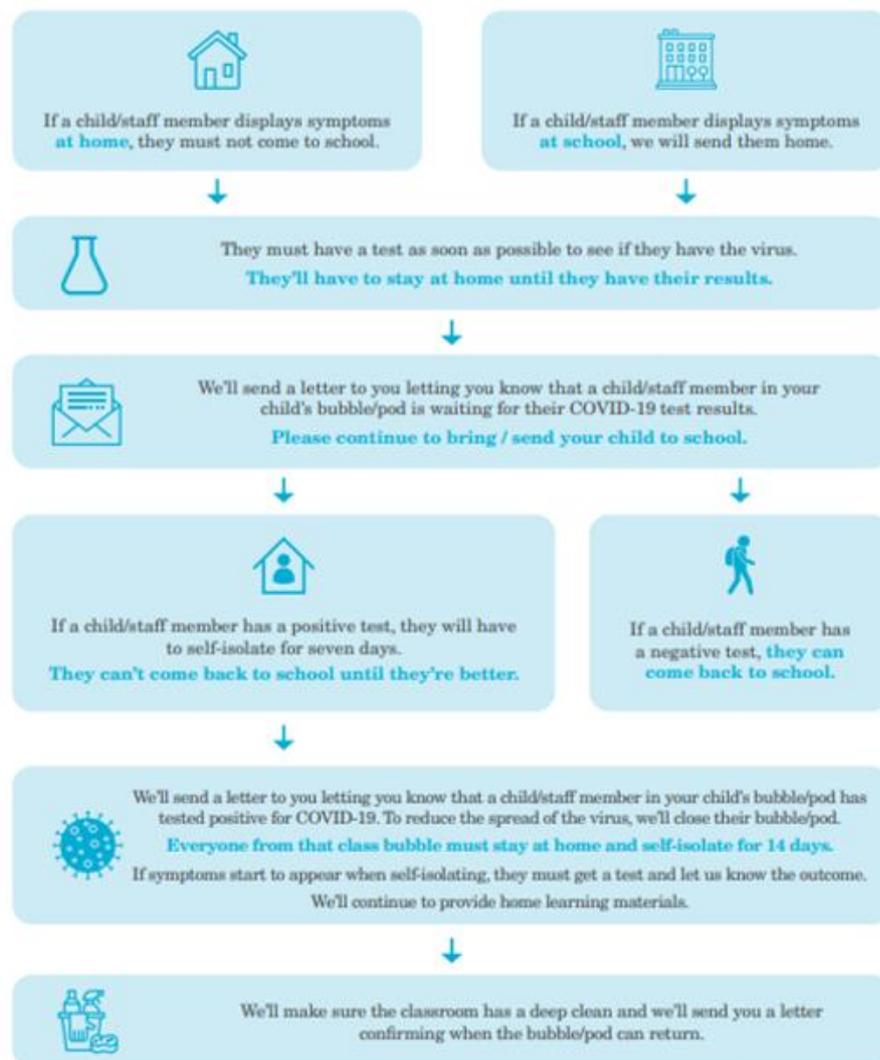
- Moving around the school will be kept to an absolute minimum.
- When required, children will walk in-line with existing school policy of walking on the left-hand side.
- Signage will indicate walking on the left-hand side at all times.

## Lunchtime

- Children will go into the hall to eat their lunch within their bubbles. These areas are zoned to each bubble. They will be cleaned thoroughly before and after use.
- From here, they will go out onto their designated playground zone in their groups and have a set period of play.
- Lunchtimes have been staggered to minimise contact with other groups of children and adults.
- The Senior Leadership will monitor these arrangements and will make changes if they are needed.

### Potential or confirmed cases of COVID-19

## The process: What happens if a child or staff member shows symptoms of the Coronavirus (COVID-19).



We hope that we have managed to address some of the questions you may have about what Castledown will look like once it has reopened. As we have said previously, we will reflect on what works and what doesn't, and make changes where necessary. If you have any further questions, please email the school on [office@arkcastledown.org](mailto:office@arkcastledown.org)