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RE: Key Worker children arrangements

Dear parents,

Thank you for your patience and understanding whilst we have worked today to ensure that arrangements are in place for the safe reopening of school to children of Key Workers tomorrow. Thank you also for your swift action in completing the online survey which went live this morning. If you have yet to send confirmation of your Key Worker status from your employer and information around your working pattern, please do so **as a matter of urgency**. As you can imagine, there is an overwhelming demand for places in school and, following the Government's decision to close schools for the safety of pupils, families and staff, we have had to implement a number of additional measures to keep those remaining in school safe. To minimise the risk we also have a duty to ensure that only those who absolutely need to access on site provision do so. Below I have tried to explain answers to some of the key questions that you may have around the way in which school will operate in the coming weeks. Please do regularly check the website and your email for updates and additional information, as I'm sure you'll appreciate, things are changing on a daily basis.

### **What are the arrangements for the start and end of the day?**

#### **Start of the school day arrangements:**

Due to the large number of parents requesting Key Worker places for their children, we will need to implement a staggered start to the school day to ensure that there is no congestion along the school drive and entrance. There will be three drop off times as below and it is imperative that these are adhered to and that parents do not arrive early or remain on the driveway after dropping off:

Arrival time:	Who should arrive:
8:30am	Nursery children Older siblings of children in Nursery Children in Yrs R-6 with surnames beginning with A-G
8:40am	Children in Yrs R-6 with surnames beginning with H-P
8:50am	Children in Yrs R-6 with surnames beginning with Q-Z

Children should be dropped off on the school driveway, where a school adult will be able to direct the children into the correct entrance:

- Children in Nursery will enter via the nursery gate
- Children in Reception and Years 1-4 will enter via the pedestrian gate and go to their classroom external door

- Children in Years 5 and 6 should enter via the hall door and make their way to their classroom

Parents will not be allowed onto the school site (except Nursery) and so a school adult will collect and accompany Reception children to their classroom if necessary.

**Children attending for a morning session only:**

If your child is only attending for the morning, parents should wait on the school driveway at 12:10pm and a school adult will bring them out.

**Children attending for an afternoon session only:**

If your child is only attending for the afternoon, they should be brought to the external hall doors at 12:55pm where a school adult will let them into the building.

**End of school day arrangements:**

As with the start of the day, the dismissal of children will be done in a staggered system. **All** children will be collected from the school driveway and will be brought around by school staff. We will be operating three collection times as follows:

Arrival time:	Who should arrive:
2:45pm	Parents of children in Reception, Year 1 and Year 2 and, where applicable, older siblings
2:55pm	Parents of children in Years 3 and 4 and, where applicable, older siblings
3:05pm	Parents of children in Years 5 & 6

We regret that we will be unable to take children outside of these drop-off and collection windows as the complexity of managing the volume of children whilst maintaining theirs' and the staff's safety is too great.

If you have indicated that you will require the use of before or afterschool club you will need to confirm your requirements with All Sorts ([allsorts@allsoulsschool.co.uk](mailto:allsorts@allsoulsschool.co.uk)). Please also note that they are only able to accept children who are registered with their service and that demand may be greater than what they are able to offer. Please also be aware that there is a charge for the use of this service.

**Will my child need to bring anything?**

Children should arrive at school each day in their school PE kit/tracksuit, wearing a warm outer layer and may wish to bring a hat, scarf and gloves for warmth. Your child should bring a named bag for these items for when they are not in use. Your child will also need a water bottle for use in the classroom. If you wish for your child to have a school meal, this should be paid for as per usual, via SIMS Pay. Alternatively, your child can bring a packed lunch. They may also bring fruit as a morning snack. No other items should be brought into school.

**What will the curriculum look like?**

Two exercise books are being delivered to each child by school staff today and tomorrow (one exercise book and a folder for children in Reception). These books are to be used at home for work which is completed there and should remain at home. There is a lined exercise book for the completion of written work and a square gridded exercise book for the completion of maths work. Your child will use separate exercise books for the time that they spend in school. Please do not send your child in to school with the home learning exercise books.

Our teaching staff are currently planning a curriculum which can be delivered both here in school and also which children can access at home. It will look different to what would have been delivered had the school been open, but we are still determined to ensure that all children are able to make academic progress during this period of school closure. Our aim initially is to provide approximately three hours of formal curriculum each day (English, Maths, RE and other select subjects). The remainder of the time will be dedicated to fitness, well-being and creative tasks. We will be working to ensure that children who are working at home will have an equal access to learning and support as those in school. Once initial routines are established, we are looking to, where appropriate, deliver live teaching online via Zoom or a similar platform.

**Will being in school be like during the previous school closure last March?**

No. A number of things have changed since the previous lock down and whereas we were providing more of a 'childcare' service for children, this time around there is a greater expectation that children will receive a curriculum, both at home and in school. They will be in school PE uniform and be based in their usual classroom with their usual adults. There will be a timetable, albeit different to usual, which will include key curriculum areas and children will be expected to produce work to the standard of which they are capable.

**Am I able to contact the school during the day?**

Yes. The office will be available as usual 8.30am – 3.30pm via telephone (024 76675836) or email ([linsey.rae@allsoulsschool.co.uk](mailto:linsey.rae@allsoulsschool.co.uk)) although please be aware that it may take a little longer to receive a reply than usual.

I'd like to finish by once again thanking you for your support and patience in these difficult times.

Best wishes,

Caroline Quinn  
Headteacher