We look forward to welcoming you all back to a new term at James Knott in September. Please read this letter carefully and keep it safe as a reminder. I apologise for the amount of information contained in the letter but hope that this will answer some of your questions.

**This letter and all up to date information about the return to school will be available on the Bishops website.**

As we prepare for school to reopen in September there are some changes to the school day including staggered opening, closing, break and lunchtimes. All children will now be organised into key stage 'bubbles' to prevent cross contamination between groups.

Your child’s bubble will have allocated classrooms, toilets and outdoor areas – not too different from the normal routine. I have listed the new arrangements below.

**Timings of the School Day**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Date returning to school | Start Time | End Time | End Time(Wednesday) |
| Nursery  | Follow guidance in Nursery specific letter |
| Reception | Follow guidance in Reception specific letter |
| Year 1 | 03.09.2020 | 8.40am | 3.10pm | 1:30 |
| Year 2 | 03.09.2020 | 8.40am | 3.10pm | 1:30 |
| Year 3 | 02.09.2020 | 8.50am | 3.20pm | 1:40 |
| Year 4 | 02.09.2020  | 8.50am | 3.20pm | 1:40 |
| Year 5  | 02.09.2020 | 8.50am | 3.20pm | 1:40 |
| Year 6 | 03.09.2020 | 8.50am | 3.20pm | 1:40 |

## Return Date

## Years 3,4,5 – Wednesday 2nd September

##  8:50 am – 1:40 pm

## Years 1, 2 – Thursday 3rd September

##  8:40 am – 3:10 pm

## Year 6 – Thursday 3rd September

##  8:50 am – 3:20 pm

## Reception – Thursday 3rd September

##  12.30- 3.10

### September arrangements for

### Reception

### Reception children will attend the following dates

### and times:

### Week 1 - afternoon

### Thursday 3rd September - 12.30 – 3.10

### Friday 4th September– 12.30 – 3.10

### Week 2 (7th – 11th September) – lunch and afternoon

### Monday, Tuesday. Thursday, Friday – 11.30 – 3.10

### Wednesday – 11.30 – 1.30

### Week 3

### Full time

### Breakfast Club and Tuck shop

We are unable to provide breakfast club in September as we are unable to keep the number of children from different bubbles separate. This will be reviewed during autumn term and will start again when it is absolutely safe to do so. We will not be having tuck shop in school until further notice. Children in years 3 – 6 can bring a piece of fruit to school for break time if they wish.

### Morning Drop off

We will be using a one way system, entering James Knott along the path from Norham Road and leaving via the car park. 2 metre markings are on the path from Norham Road to the Green gates outside of nursery so that social distancing can be observed while waiting. The gate on North Seaton Road will only be opened as an exit route at the end of the day, as the path is too narrow to allow safe social distancing and we cannot ensure that people would not use it in both directions.

All children will be dropped off at the green gates and children in Years 1-6 will be required to walk round to the yard and into school supported by JK staff who will be around to help guide them in safely. EYFS will enter through the nursery door. You are unable to enter the school building at this time. A member of your child’s bubble will meet them one at a time. We ask that when you drop your child off that you leave the premises promptly to keep things moving as quickly as possible. Thank you.

### End of Day Collection

We will be using a slightly different one way system at the end of the school day. Entering James Knott along the path from Norham Road and leaving via the KS2 yard down to the car park or via the gate on North Seaton Road..

Children will line up on their allocated yard at the end of the day and we ask that you meet your child near their collection point.

3.10pm - Reception - EYFS yard (1:30pm Wed)

3.10pm - Years 1 and 2 - big yard (1:30pm Wed)

3.20pm - Years 3 and 4 - small yard (1:40pm Wed)

3.20pm - Years 5 and 6 will be released from the mobile when we see parents, or they will be able to walk home at 3.20 (1:40pm Wednesday) if they have permission.

Children cannot be collected outside of the listed times. All appointments must be arranged after school or reported as an absence.

If your child is in Years 5 and 6 they can walk to school/home alone if we have written consent returned. All other year groups must be accompanied by an adult.

**What if my child will not go into school unaided?**

It will be very strange for some of our children to come back to school after such a long period of time at home. Staff will be available at the gate to encourage all children to come inside, however if your child is upset and will not go into school unaided, we will be unable to assist by taking your child from you. We will however support you as much as possible to get your child into school. Please do not worry if this happens.

**Attendance**

Government guidance states that from September all children must return to school to minimise as far as possible the longer-term impact of the pandemic on children’s education, wellbeing and wider development. 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

### Absences

If your child is absent from school for any reason please remember to inform us by **ringing the Main Office on 01670 813219 before registration ends at 9.00 am**.

Please make use of the voicemail to report absence leaving your name, your child’s name, class and reason for absence (please be specific rather than saying not feeling well today)

The Academy will not authorise any holidays taken during term time. In exceptional circumstances holidays may be considered upon receipt of a letter outlining the need for the absence. We would therefore ask that all family holidays are taken during the holiday periods. If you do wish to take your child out of school a form is available at the office. Thank you in advance for your support.

### Free School Meals

If you think you could be entitled to free school meals please apply at: [**https://www.cloudforedu.org.uk/ofsm/sims**](https://www.cloudforedu.org.uk/ofsm/sims)

If you already receive free meals but you have a younger child starting reception in September you can apply ready for them to begin when school returns.

### Lunch Money

Lunch money remains £2.20 per day 11.00 per week and should be paid on a **MONDAY** morning for the week ahead. Please make sure any money sent into school is placed in a sealed envelope and clearly marked with the child’s name, class, amount and what it is for. If you wish to pay for meals in a block of a month of half term this can be done **online via SIMs Pay**.

Under the Universal Free Meals scheme children in Reception to Year 2 are entitled to a meal without charge.

**Packed Lunches**

If you wish your child to bring a packed lunch from home, all packaging will be put back into the box to be disposed of at home. Please clearly label your child’s lunch box with their name and class.

**Milk**

Milk is £12 for the autumn term. You can order your child’s school milk online via SIMs Pay.

**SIMs PAY**

Please use SIMs Pay in place of cash where possible. If we have your correct email address a new invitation to join has been sent to you (check SPAM folder). Please ensure you add an email address to the data collection sheet enclosed.

**Parking**

Please be mindful of the residents living in the surrounding streets when parking and walk to school if you can.

The campus car park will be out of use to everyone to enable the one way system to operate. This includes disabled and taxi access. If you have a problem with this please contact the campus for alternative arrangements to be made.

### School Uniform and P.E. Kit

Nursery – Year 4

Purple sweatshirt/cardigan

White polo shirt

Black trousers/skirt/ pinafore

Black shoes (no trainers or boots)

Year 5 and 6

Purple V neck jumper

Purple/gold striped school tie

White shirt

Black trousers/skirt

Black shoes (no trainers or boots)

PE Kit (Rec-Y6) -  can be worn on PE days

Black Bishop’s Hoodie

Black Bishop’s jogging bottoms

White T Shirt (plain)

Black shorts (plain)

Trainers

Please note grey trousers and skirts and trainers of any type including black trainers are not school uniform and a note will be sent home to ask for the appropriate uniform to be worn the following day.

Jewellery of any description is not encouraged and is not practical for many reasons. One pair of small, plain stud earrings and a watch are the only items allowed. All Jewellery must be removed for PE activities and is brought into school entirely at the pupil’s own risk.

A branded black hoodie and jogger bottoms with the Bishop’s school logo can be worn by your child for the whole day when they have their PE lesson. These items are optional, and only these items are allowed to be worn for the whole day (no alternative sportswear). These are available to purchase from our uniform suppliers, Michael Sehgal & Sons. Trainers can be worn with academy PE kit.

Every child is expected to have a PE kit in school unless wearing the full Academy PE kit. Only the Academy logo tracksuit can be worn for the school day other tracksuits can be changed into for PE lessons. We will have the majority of PE outside at first so It is important that all pupils have the correct outdoor kit.. Our PE kit is white T-Shirt, black shorts and plain black tracksuit for outdoor PE session. Notes are requested from parents if a child is to miss the PE lesson.

Please can you also make sure that all of your child’s uniform is marked clearly with their name.

**All children are active every day, completing Go Noodle, Activate and Daily Mile. In addition to this there will be formal outdoor PE sessions when PE kits can be worn all day..**

**PE days are as follows:**

**Reception** – Monday and Thursday

**Year 1** – Tuesday and Thursday

**Year 2** – Friday and Tuesday

**Year 3** – Monday and Wednesday

**Year 4** – Friday and Wednesday

**Year 5** – Tuesday and Thursday

**Year 6** – Thursday and alternate Tuedays

If your child has an academy PE kit this should only be worn on designated PE days.

**Emergency Contacts/ Data Collection**

Contact details, child care arrangements, health needs and allergies may have changed since we were last in school. Please can I ask you to complete a new data collection sheet enclosed for each child and return it on the day we return to school.

**What can my child bring to school?**

To comply with health and safety measures items being moved from home to school and vice versa should be minimal. Therefore the only things that can be brought to school are a coat and sun hat/cap, water bottle.

There is a very limited space in cloakrooms for bags. If your child must bring a bag to school we ask that this is as small as possible

### Water Bottles

A water bottle should be considered as part of your child’s uniform and brought daily. Children should bring a clean, clearly named water bottle to campus each day. Please fill your child’s water bottle with water only not juice. Thank you!

**Bikes and Scooters**

We ask that children do not bring their bike or scooter to school. We are using a one way system and children will leave from a different exit and will not be able to return to the bike shelter to collect their bike or scooter at the end of the day.

**Contacting school staff**

School will be closed over the 6 week break. Staff will not be onsite to respond to calls or emails until teacher training day on Tuesday 1st September.

To ensure the safety of all our school community you will be unable to visit the office or use the staff toilet in school. We ask that all contact is made via telephone or email. If you need to speak to the office or staff responsible for your child’s bubble please call the office 01670 813219 or email adminjk@bishops.ncea.org.uk

**Advice and support**

If any of our families need safeguarding advice or support during this time, or to report an urgent concern please contact me as the campus designated Safeguarding Lead on 01670 813219. Alternatively you can contact One Call on 01670 536400.

Primary Mental Health are also offering consultation or offer support where appropriate. The number is 01670 864588

**Nut Allergy**

We have pupils in school who have severe nut

allergies .Whilst most allergic reactions are the result of eating food containing nuts, we recognise, too, that severe allergic reactions can occur as a result of individuals being susceptible to airborne allergens. Allergic reactions can also be triggered by touching surfaces – such as tables and the computer which may have been inadvertently contaminated. We therefore ask that you do not to send your child to school with sandwiches, snacks and cakes that contain nuts (including chocolate spreads) and sesame seeds. Thank you.

**Behaviour**

We will continue our high expectations of the children’s

behaviour. We will continue to focus on the following points:

● following school instructions on hygiene, such as handwashing and sanitising and sensible behaviour in the toilets

● following instructions and guidance on safe play at break times

● moving around the school according to campus instructions

● expectations about sneezing, coughing, tissues and disposal (‘catch it, bin it, kill it’) and avoiding touching your mouth, nose and eyes with hands

● the importance of telling an adult if you are experiencing symptoms of coronavirus

● the importance of not using other children’s equipment or other items

● amended expectations about breaks or play times, including where children may or may not play

● ensuring that they do not cough or spit at or towards any other person.

**Class Teachers and TAs in September**

The following teachers and TAs will be in place in September:

Nursery – **Mrs Balme** and Mrs Jobling

Reception – **Mrs Stewart,** Mrs Herron and Miss Collier

Year 1 – **Mrs Taylor/Mrs McKinnon** and Miss Rutter

Year 2 – **Mrs Miller/Mrs Robinson** and Mrs Curry

Year 3 – **Miss Walker** and Mrs Robinson

Year 4 – **Mrs Weatheritt** and Miss McCrory

Year 5 – **Mrs Dean/Miss Donnelly** and Ms Robson

Year 6 – **Miss Dodds** and Mrs Thorne

Mrs Duncan will be teaching STEM in September but will return to James Knott later in the year. I would like to welcome Mrs McKinnon and Mrs Taylor to James Knott. Both have been teaching at Josephine Butler Campus. Mrs McKinnon (formerly Miss Round) taught nursery at James Knott until recently. Mrs Taylor is Bishop’s RE lead and has taught RE to most classes at James Knott over the past few years.