



Dear Parents and Carers,

Welcome back to school for everyone!

We re-open on Tuesday 8th September 2020 for all pupils.

Breakfast Club 8.00 am

Year 2, 4 and 6 8.30 – 8.45 am

Reception, Year 1, 3 and 5 8.45 – 9.00 am

I wanted to update you with our finalised plans for next week's opening for ALL pupils so that you have an initial idea of how we will need to organise the school day to accommodate the safe return of 620 pupils.

I am delighted to say that following the latest guidance produced by the government over the summer, we do not need to make any changes to the plan we devised last July.

Mr Jones and I have kept updated with national events over the summer and our Senior Leadership Team have read all the guidance and updated our risk assessments.

The lifting of legal restrictions does mean that our on-site Breakfast Club and After School Club will resume as normal for children that have **requested and been allocated places.**

One of the key differences will be timings at the start and end of the day for pupil drop off and collection. With so many children on a small Victorian site we have extended our opening and collection times to try and reduce congestion on site and also ensure children have a clear point of entry to ensure good hygiene as they enter the building. We also ask that children are only dropped off by one adult.

A key point is that as parents you should drop off and collect your children as quickly as possible at the given times and then leave the premises. For a while anyway, we cannot allow games in the playground before or after school.

Parents will not be able to enter the school building and children may have a different entry point to school to the one you might have been expecting so please study the map and diagram carefully. On Tuesday 8th September there will be lots of staff on site to support you to the right door; from experience this year with Key Worker children, Year 1 and Year 6 pupils we know after a few days all will run very smoothly.



Children can only bring a book bag (not any large rucksacks or bags) and a water bottle. They can now also bring their own packed lunch but hot meals will be provided by the kitchen for those having a school lunch. Please do not bring in toys, games, cards or any other personal items.

We are expecting all children to now be wearing school uniform. However on their PE day they should come to school in their PE kits or suitable outdoor PE sports wear (trainers, jogging bottoms, tracksuit top etc but not football tops) which may be warmer.

Finally we will need your help and support to make our plan work effectively. We are not doing this to make life more difficult or complicated. We have been asked by the Department for Education to do this to make sure your child is as safe as possible in school and we do everything in our power to reduce the risk of transmission and cross-infection, if a child or member of staff becomes unwell.

Please read the attached plan carefully and we will be on hand to answer any questions next week.

We shall be ready to welcome everyone back (fingers crossed) on September 8th 2020 at either 8.00 (Breakfast Club children), 8.30 - 8.45 (Years 2, 4 and 6) and 8.45 - 9.00 (Years Reception, 1, 3 and 5).

Please note that doors will be open from 8.30 am to all classrooms so that if you have children in different year groups you drop them all off as quickly as possible and then leave the premises. Our plan to spread entry to the school and reduce congestion to the school will **not** work if everyone arrives at 8.30 or 9.00.

Finally, I want to reassure you as parents. Classrooms have been deep cleaned, desks have been organised and cleaned, resources split up into class groups and cleaned. New stock of pencils, pens, rulers, paints, paper, exercise books and pencil cases are ready and waiting.

We have done everything we can to make school as safe as possible for our children to return and we cannot wait to see everyone back at school.

Best Wishes
Gary Wallis-Clarke



SEPTEMBER 2020 PLAN

Entrance and Exits

- Gate by the Bike sheds: Reception (Reception to line up on the astroturf)
- Gate by the Kitchen: Years 6 and 5 (Children to be dropped at the gate)
- Main Gate: Years 2 and 3 (Enter via the Front Yard and children to enter via the Emergency door)
- Gate by the Car Park: Years 4 and Year 1 (Y4 to enter via the door under the undercroft and Y1 to line up at classroom doors)



Start Times

Year 2, Year 4 and Year 6: Will enter school between **8.30am and 8.45am**. Teachers will meet the children at the designated drop off point, the children will have their hands sanitised and then enter the building and staff will show them to their new classroom. It will help us enormously and reduce congestion if children in



Year 4 are dropped at the gate and make their own way onto the yard and into the building. Year 6 children should be dropped off at the gate.

Reception, Year 1, Year 3 and Year 5: Will enter school between **8.45am and 9.00am**. Reception and Year 1 will be met by their teachers at their classroom doors. Years 3 and 5 will be met by their teachers at the designated drop off point. The children will have their hands sanitised and enter the building and staff will show them to their new classroom. Year 5 children should be dropped off at the gate.

Once you have dropped your child at their drop off point, we are encouraging parents to leave the site quickly via the designated entrance. We appreciate this may mean walking to a different entrance of older and younger siblings.

Bikes and scooters will be left at the entrance doors. Please don't use the bike sheds unless you are in Reception.

If children are bringing their own packed lunches, these will no longer be put on trolleys, please take them to classrooms.

End Times

Year 2, Year 4 and Year 6: Will leave school between **3.05pm and 3.20pm**. The children will line up on the yard and be dismissed one at a time to their parent. We ask that parents wait socially distanced and at a distance from the lines.

Reception, Year 1, Year 3 and Year 5: Will leave school between **3.20pm and 3.35pm**. Reception and Year 1 will be dismissed by teachers from the classroom door. Please could parents line up socially distanced in front of the Y1 classroom doors and Reception fence. Years 3 and Year 5 will line up on the yard and be dismissed one at a time to their parent. We ask that parents wait socially distanced and at a distance from the lines.

Once you have collected your child please could you leave the site immediately using the gate you entered via.

If you are waiting for your allocated time slot, please could you wait on the other side of the road from school on Tankerville Terrace and Brentwood Avenue so other people can enter and leave the school site easily. We would also again like to encourage parents not to park on double yellow lines, across the staff car park or not in designated bays as there may be children waiting along the street.



PE Days

On their allocated PE day(s) children will come to school in their PE kit and wear this all day. The PE days will be:

Rec	Y1	Y2	Y3	Y4	Y5	Y6
Tue and Thu (From Wk 2)	Mon and Thu	Wed	Mon	Thu	Tue (From Wk 2)	Fri

Other Considerations and Information

- Traffic
Please be mindful of our extended opening and drop off times from September. Please park responsibly considering others and your own safety. You may also want to use a face covering whilst you are waiting for your children in public areas such as the yard or Tankerville Terrace. Please do not park adjacent to the staff car park as we are now re-opening the small gate on Brentwood Avenue. This has been closed for a number of years to improve pupil safety and pupils and parents will be now queuing in this area.
- Seesaw Homework
We shall be using Seesaw to set homework for children with the aim of reducing resources going backwards and forwards to school. This has been very successful during lockdown and we hope to continue to use this resource moving forward.
- Communication with teachers
As parents will not be able to communicate directly with staff at the start or end of the day, for the time being, each teacher will give your child an e-mail address for you to communicate and pass on any **essential information**. This should you be used for emergency and/or essential information only. All other general queries should still come via hello@westjesmond.newcastle.sch.uk
Class teachers will not be able to respond quickly to every email as they will be teaching but will note information passed on.



Any abusive, personal or aggressive emails will be forwarded immediately to the Senior Leadership of the school and reported to the Governing Body.

All members of staff at the school deserve to work in a safe and respectful environment during this difficult time.

- Road Bridges

Please note that the road bridge over the metro line at Haldane Terrace and also over the Ouseburn at Castle Farm (down from David Lloyd) are now closed to cars. You may need to consider a route to school if you are in a car.