

Tuesday 8<sup>th</sup> September 2020

## EYFS New Starters Information

Dear Parents and Carers,

I hope that you are all keeping well and have managed to get some rest over the past few weeks.

It is wonderful to begin this term by welcoming the youngest children into our school to start their educational journey. Understandably, children and parents may be feeling anxious about starting school especially under these current circumstances. Please be reassured that our school site is ready and our EYFS staff have carefully organised the classrooms to support the children academically and pastorally.

**EYFS arrival time is 9:00 and they need to be collected at 3:00**

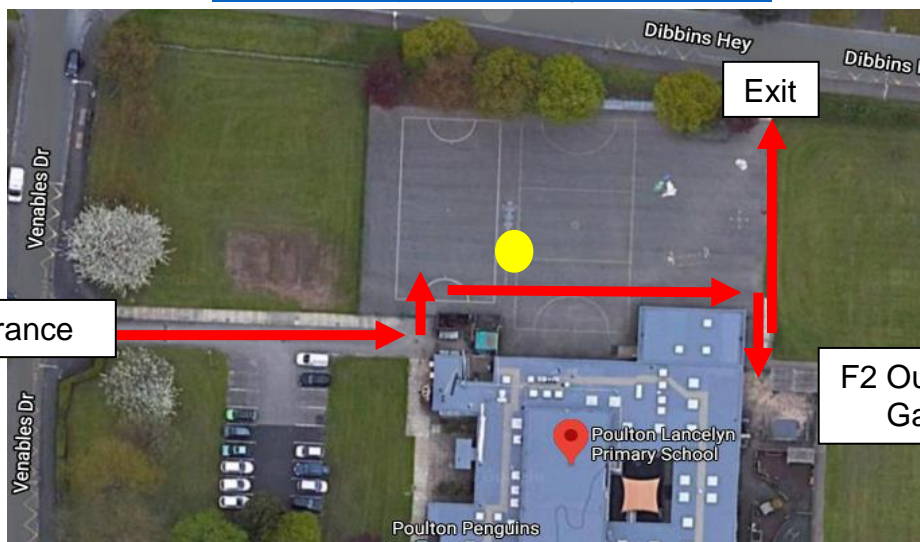
### Systems and Procedures

In order to maintain social distancing, we have staggered start and finish times for each year group, as well as a number of one-way walking systems around the school site. Please ensure you follow these systems when dropping off and collecting your children. **To minimise congestion, only one adult must drop off and collect children.**

### Arrival

Walk through the main front gate, down the path to the infant playground, walk around the infant playground to the F2 outdoor gate to drop your child off. The F2 teaching assistants will be on the gate to welcome your child. Exit via the infant playground side gate. **Arriving punctually and leaving the site promptly is paramount to the system.** Staff are available on gates to direct parents but all messages must be made via the school office by phone or email. Phone number: 0151 334 5021

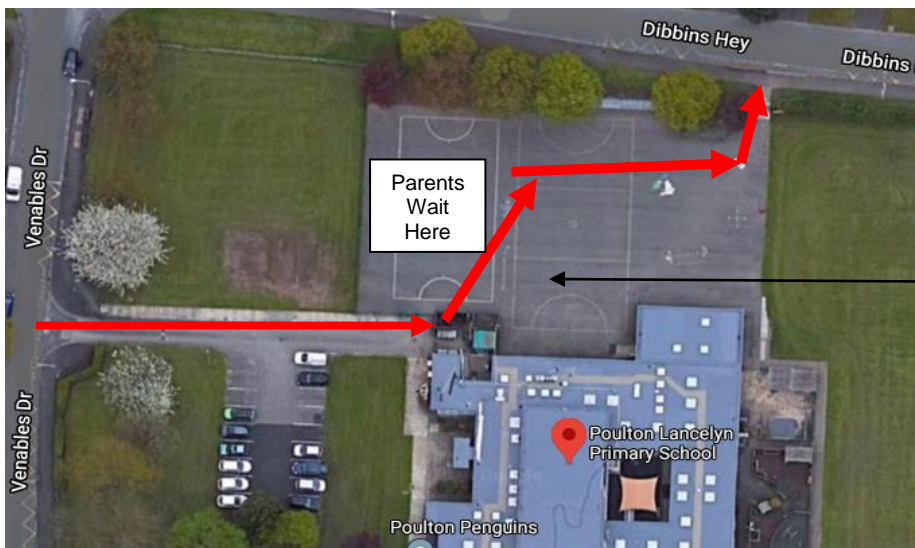
Email address: [schooloffice@poultonlancelyn.wirral.sch.uk](mailto:schooloffice@poultonlancelyn.wirral.sch.uk)



Please leave your child at the foundation gate and the staff member will send them into the classroom to Miss Haworth and Miss Hankinson. If your child is upset the staff will support your child to enter the building.

### End of Day

At the end of the school day, please stand at the side/top of the playground, behind the cones and tape. Please don't come forward to collect your child. Try to avoid congregating by the main gate to allow parents to enter the playground in a safe way. The staff will bring the children out onto the KS1 playground and they must wait with the staff who will release the children one at a time to you, once they tell us they can see their grown up. It is helpful to the staff and your child, if you can give us a wave to make yourself known to the EYFS team.



Children will wait here with their Teacher and Teaching Assistant.

If you are collecting older siblings, you are welcome to wait on the playground but please step back from the taped area until your next child is due to be collected.

### Attendance

The Government have made clear that attendance of all pupils is compulsory from September. As a school we will resume managing attendance following our policy and supporting families with ensuring consistent attendance for all children. Any reasons for absence should be made clear to the school office via phone or email on the first day of absence and subsequent days. Fixed penalty notices may be issued for periods of unauthorised absence in keeping with our Multi Academy Trust Attendance Policy

### Travel to and from school

The Government has advised walking or cycling to school where possible. Our bike racks have been re-opened to accommodate this. If walking or cycling is not possible for some families, cars **must** be parked away from the roads closest to the school site which will ensure pavement areas close to the school building are clear and not over congested. This will also support children and families who are walking/cycling to do so safely. **School car parks must not be accessed by parents at any time.** Please ensure that the site and surrounding areas are exited promptly.

Staggered start and finish times have been set as recommended by the DFE and Health and Safety advisors in order to ensure teaching and learning hours are consistent for all pupils and in order alleviate congestion on the school site. We understand that this might present some difficulties for parents with more than one child but still must insist that you strictly observe the specified arrangements. The Senior Team will be monitoring and reviewing systems after the first couple of weeks and any changes that can be accommodated to support families with siblings will be communicated as necessary – thank you in advance for your patience.

### Uniform

As communicated before the holidays, children will return to school in their Winter uniform, details of which can be found on the school website. [https://www.poultonlancelyn.wirral.sch.uk/web/school\\_uniform/369566](https://www.poultonlancelyn.wirral.sch.uk/web/school_uniform/369566) Children will be provided with the necessary equipment and do not need to bring additional resources from home. Coats should be brought daily as outside learning will take place as much as possible.

### PE

F2 will have PE on a **Friday**, this will start on **Friday 25th September**.

The compulsory PE kit for every child is a Poulton Lancelyn P.E. kit - white t-shirt, navy or black shorts, black pumps for indoor lessons and trainers for outdoor lessons, which should be brought to school in a Poulton Lancelyn pump bag. The tracksuit that was introduced in the Summer term was an optional item that parents can purchase and children can wear to school on PE days.

We are aware that the tracksuit is currently out of stock, therefore the only thing that your child will need in their PE bag is the compulsory PE kit until such times that the tracksuit becomes available and parents choose to purchase it.

Alternative tracksuits are not permitted to travel to school in but can be brought in your child's PE bag for outdoor sessions as has always been the case.

### **School Lunches/Menu**

You have the choice of providing your child with your own packed lunches from home or the children can have a hot 'snack' from our external providers Taylor Shaw, see menu attached. The children in F2 and KS1 are entitled to universal free school meals. If you can talk through the menu each day and help your child choose before they come to school what they would like for their lunch. The children will be asked by their class teacher every morning what they would like for their lunch.

### **School Office and Visitors**

In order to keep the number of adults accessing the school building to a minimum, please avoid calling into the school office reception area as much as possible. Any queries or information sharing must be made by telephone or email. The school office can be contacted on 0151 334 5021 or

[schooloffice@poultonlancelyn.wirral.sch.uk](mailto:schooloffice@poultonlancelyn.wirral.sch.uk)

If a face-to face meeting is needed, a specified time will be arranged via the school office. We would request that at any such meeting only one adult attends.

Teaching assistants will be by the school gates to welcome pupils each morning but unfortunately are unable to be take messages or answer queries at this time. This is to ensure swift and effective drop off and collection procedures are followed and congregating is limited.

### **To note:**

- Drop-off and collection **times must be adhered** to for each child
- Parents must queue/wait **applying Government 2m distancing** restrictions
- **One adult** should bring children to school/collect at the end of the day
- **Walk/cycle** if possible as per DFE guidance
- **Avoid parking in the roads close to school**
- **Do not congregate, linger on the pavements directly next to school** on Venables Drive and Dibbins Hey once you have dropped off or collected your child – **please leave the area promptly.**
- **Messages cannot be taken at gates** – email or phone the school office

Although some inconvenience may be caused, we insist that the one-way systems that are in place are stringently followed. Staff have been instructed to issue reminders to parents should there be any breakdown of elements of the system both on the site and nearby roads.

**It is of paramount importance that all parents follow these details very carefully to ensure the safety of our community and that any extended family members who come to the site are fully informed too.**

### **'All about me' Booklets and other documentation**

If you haven't already done so, can you please return any documentation and your completed 'All about me' Booklets prior to your child's starting date. Email all outstanding paperwork to the [schooloffice@poultonlancelyn.wirral.sch.uk](mailto:schooloffice@poultonlancelyn.wirral.sch.uk). (Miss Haworth's 'helpme' email was deactivated at the start of the summer holidays).

We are looking forward to seeing you all when you start school.

Kind regards

**Mrs Arnold**  
**Headteacher**