



**Knowsley Village Community Primary School**  
**Respect for All**

**Responsibility, Expectation, Success, Perseverance, Enthusiasm, Care, Teamwork**

Information for September 2020

Dear Parents,

From Wednesday 2<sup>nd</sup> September, I am delighted to say we will be able to open for all of our children. We have missed the children and yourselves, and we are all looking forward to welcoming them and you back. We will be welcoming some new children and parents too, who are starting in our school.

We have been working very hard preparing for all of the children to return in September. There are some new guidelines, which we will all need to follow, to make sure everyone is kept safe and happy in school. The measures and risk assessments we have put in place cover all safety aspects for the return of the whole school. One of the main differences will be staggered start and finish times for each year group to support social distancing on the playground. Another change is that Year 1 will be moving to the front of the school, where Reception class currently is. We would also appreciate that long messages or questions for the teachers are conducted via the telephone, at an arranged time, and not at the doors at the start and the end of the day.

Nursery and Reception will have staggered start days from Wednesday 2<sup>nd</sup> to Friday 4<sup>th</sup> and have already received a letter stating what day they are starting. Years 1 to 6 will all start on Wednesday 2<sup>nd</sup> September (see table).

Children will be with their whole class, having play and lunch times together as a class. Lunch will be in the hall and the children will be able to bring their own packed lunch or choose to have a hot meal provided by the school kitchen. Menus will be sent out and will be on the website. The children may bring into school their packed lunch and a coat, and they will be issued with a new water bottle from school. At the moment, they should not bring in any reading bags or other bags into school.

**Breakfast Club and After School Club**

We are initially unable to offer Breakfast Club from Wednesday 2<sup>nd</sup> September to Friday 4<sup>th</sup> September. Breakfast Club and After School Club will start again on **Monday 7<sup>th</sup> September from 7:45 am and After School Club from 3pm.**

**After School club will finish at the earlier time of 5pm.** Due to new safety measures, we have reduced capacity for Breakfast Club and After School Club, and if you do require a place in either extended facility, you will need to fill in a request form. **Please ring or email school to request a place.** You will then receive notification if you have been allocated a place. Please do not arrive at Breakfast Club or leave your child in After School Club without receiving notification that you have a place, as unfortunately we may not be able to accept your child.

**Class Start and Finish Times:**

Teachers will be stood at the doors to greet the children and signs will be up at classrooms doors.

<b>Class</b>	<b>Staff</b>	<b>Drop off Time</b>	<b>Collection Time</b>	<b>Door for drop off and collection</b>	<b>Extra Notes</b>
Nursery	Mrs Murray Miss Taylor	8:30am 12.30pm	11.30am 3.30pm	Nursery door (area where train is)	Staggered starts and 2pm pick up 2-4 <sup>th</sup> September. See separate letter.
Reception	Mrs Abrams Miss Hills Miss Perry	8.40am	3.00pm	Reception class door ((where Nursery was)	Staggered starts and 2pm pick up 2-4 <sup>th</sup> September. See separate letter
Year 1	Miss Riley Miss Schofield	8.45am	3.10pm	Year 1 class door (where Reception class was)	*Year 1 class is now at the front of the school (where Reception class was)
Year 2	Mrs Greensmith Miss Oxtan Mr Higham	8.40 am	3.10pm	Year 2 class door	
Year 3	Mrs Healey Mrs Travis Miss Cuthell	8.55am	3.15pm	Year 3 class door	
Year 4	Mr Dixon Miss Ronan	8.55am	3.15pm	Year 4 class door	
Year 5	Miss Rowe Mrs Cornwall	9.00am	3.20pm	Year 5 class door	
Year 6	Mrs Hillyer Mrs Wardle	9.00am	3.25pm	Year 6 class door	

**Headteacher: Mrs. J Barlow**  
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**School will support staff, children and parents by:**

- Following an increased cleaning regime during the day, including surfaces within the classroom.
- Following hand washing routines throughout the day, and providing extra hand washing facilities (children must not bring hand sanitizer into school as we will provide this).
- Providing a healthy snack for a contribution of £1.00 from parents.
- The office informing parents with the methods of payments for lunches, snack, Breakfast and After School Club.
- Children using specific allocated toilets.
- Informing parents immediately if their child becomes unwell. Temperatures can be taken at school.
- Following the *catch it, kill it, bin it* routine and providing tissues.
- Teaching a curriculum to support academic and personal social and emotional wellbeing
- Phoning parents if staff need to speak to parents.
- Reinforcing our school rules with all children to keep all safe and happy.
- Ensuring parents respectfully follow the guidelines and the Parental Code of Conduct.
- Ensuring school continues to be a happy place for children *'where smiles and laughter will still be the order of the day*

**Parents will support school by:**

- Bringing the children at the specified time, to the specified door and collecting at the specified times (see table).
- Following the school procedures and safe social distancing within the school grounds and in the street outside the school.
- Leaving the school grounds promptly to avoid any congestion at the school gates and in the street outside. Talking to other parents well away from the school gates.
- Reminding the children before returning to school about hand washing and using tissues.
- Children wearing clean, fresh school uniform (summer or winter uniform can be worn).
- If travelling by car, please park safely and respectfully, away from school if possible, and leaving promptly.
- Walking or cycling to school where possible to keep the street and pavements as clear as possible.
- Speaking to staff via pre arranged telephone calls.
- Leaving messages for staff via the school office, to be passed on, to maintain social distancing at class doors.
- Leaving a message with Mrs Barlow who will be standing on the main playground in a morning.
- Arranging for only one parent/carer to drop off / collect children to avoid too many adults on the school grounds.
- Following the test and track if children or anyone in family displays symptoms (parents will receive a letter of information).
- Keeping children at home if unwell for any reason, and inform school of the illness.
- Leaving up to date contact information, in case school phones for any reason.
- Provide children with a packed lunch if not having a school meal. Please ensure foods are sent in appropriate containers, e.g. insulated bags.
- Paying for school lunches, Breakfast Club and After School Club via cash, cheque or parent pay. Snack contribution (cheque or cash) can be given a term in advance.

**Children will support school by:**

- Following the behaviour policy, rules and routines, and making good choices at all times.
- Following the hand washing routines.
- Leaving things in school (not taking home books, pictures, homework).
- Only bringing into school a packed lunch (if not having a school meal) and a coat.
- Leaving school bags, pencil cases and reading bags at home.
- Following the *'catch it, kill it, bin it'* routine.
- Wearing uniform with school shoes (summer or winter uniform)
- Keeping reading books in school.
- Completing homework on Seesaw.
- Telling the teacher if they are feeling unwell.
- Using the designated toilets for their class.
- Keeping mobile phones at home, unless walking home and prearranged with school.

The guidelines and procedures will be reviewed regularly, and any changes that we receive over the Summer Holidays will be communicated with you before your return in September.

I cannot thank you enough for all your support this year, it has been a very unusual year and difficult time for us all in many different ways, and its times such as these that true teamwork shines through.

Thank you for your continued support

Mrs Barlow  
Headteacher

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