



# ELVINGTON CHURCH OF ENGLAND PRIMARY SCHOOL

*'Working Together We Can All Achieve Success'*

Dauby Lane, Elvington, YORK. YO41 4HP

Tel: 01904 555280

E-mail: [office@elvingtonprimary.org.uk](mailto:office@elvingtonprimary.org.uk) [twitter@ElvingtonCE](https://twitter.com/ElvingtonCE) [www.elvingtonprimary.org.uk](http://www.elvingtonprimary.org.uk)

Headteacher – Mr. Andrew Buttery BA (HONS), PGCE, NPQH



Friday 14<sup>th</sup> August 2020

Dear Parents/Carers,

The information below will give you an overview of the measures we have put in place for full opening from Tuesday 8<sup>th</sup> September 2020. The plan is subject to any policy amendments from DfE, however, I wanted to give you as much information as possible prior to the start of next academic year:

New starters in Class 1 will attend fulltime from Tuesday 8<sup>th</sup> September 2020. If you feel part-time attendance (collection at 12pm), would be beneficial for your child during the first week of the autumn term, please contact me via email: [head@elvingtonprimary.org.uk](mailto:head@elvingtonprimary.org.uk).

### **Staggered drop off and collection times:**

- Class 1 pupils to arrive between 8.10am and 8.20am. To be collected between 2.30pm and 2.40pm.
- Class 2 pupils to arrive between 8.20am and 8.30am. To be collected between 2.40pm and 2.50pm.
- Class 3 pupils to arrive between 8.30am and 8.40am. To be collected between 2.50pm and 3pm.
- Class 4 pupils to arrive between 8.40am and 8.50am. To be collected between 3pm and 3.10pm.
- Class 5 pupils to arrive between 8.50am and 9am. To be collected between 3.10pm and 3.20pm.

Children will enter and exit school through the standard entrances/exits for their year groups. Parents/Carers are encouraged to adhere to these times, **with a preference for the earliest possible listed time for their year group**. Please see the attached information sheet explaining how our drop off and collection arrangements will be implemented...

**Staggered break times (including lunch), so that all children are not moving around the school at the same time.**

### **Class 1 pupils to have the following break times and lunch:**

Morning break - 10.00am to 10.15am (split from Class 2)

\*Lunch – 11.20am to 11.40am (in the hall). Followed by 40 minutes on the playground or field – split from Class 2.

Afternoon break – 2pm to 2.15pm (split from Class 2)

### **Class 2 pupils to have the following break times and lunch:**

Morning break - 10.00am to 10.15am (split from Class 1)

\*Lunch – 11.40am to 12.00pm (in the hall). Followed by 40 minutes on the playground or field – split from Class 1.

Afternoon break – 2pm to 2.15pm (split from Class 1)

**Class 3 pupils to have the following break times and lunch:**

Morning break - 10.20am to 10.35am

\*Lunch – 12.00pm to 12.20pm (in the hall). Followed by half an hour on the playground or field – split from other classes.

**Class 4 pupils to have the following break times and lunch:**

Morning break - 10.40am to 10.55am (split from Class 5)

\*Lunch – 12.20pm to 12.40pm (in the hall). Followed by half an hour on the playground or field – split from other classes.

**Class 5 pupils to have the following break times and lunch:**

Morning break - 10.40am to 10.55am (split from Class 4)

\*Lunch – 12.40pm to 1.00pm (in the hall). Followed by half an hour on the playground or field – split from other classes.

\*Children to queue at the marked intervals and to be seated in the hall (minimising contact and mixing).

**Staffing and Organisation**

**Class 1** – taught by Miss. Rushmer, will be a mixed Reception and Year 1 class (22 children).

**Class 2** – taught by Miss. Palmer, will be a mixed Year 1 and Year 2 class (23 children).

**Class 3** – taught by Mrs. Granger, will be a Year 3 class (25 children).

**Class 4** – taught by a Mrs. Ingle (maternity cover), will be a mixed Year 4 and Year 5 class (28 children).

**Class 5** – taught by Mrs. Haffey, will be a mixed Year 5 and Year 6 class (30 children).

The children’s classrooms will be arranged differently. This will result in pupils sitting side by side and facing forwards, rather than face to face or side on. Please see the pictures below:



Children will use toilets allocated to their group/bubble – these will be the closest possible toilets to each of the aforementioned classrooms.

**Breakfast Club will resume on Tuesday 8<sup>th</sup> September, operating between 7.45am and 8.45am.**

This will be held in a partitioned hall (to maintain the integrity of teaching bubbles). No school based after-school clubs will run in the autumn term. Additional information about Elvington out of School Club will be provided by Mrs. Sue Challis in due course...

The school kitchen will fully open from the start of the autumn term.

Elvington's school uniform policy will return to normal, as the Government has stated "*uniforms do not need to be cleaned any more often than usual or in any different way to normal due to coronavirus (Covid-19).*"

Unfortunately whole-school Collective Worship and Sharing Assembly will not be able to take place: "*Groups should be kept apart, meaning that settings should avoid large gatherings such as assemblies or collective worship with more than one group.*" In class Collective Worship and the sharing of certificates will still take place in class bubbles.

The DfE has introduced the following nine-step system of controls that all schools must work through to effectively reduce risks and create a safer environment. We have already successfully implemented actions to adhere to the nine-step system at Elvington:

- Minimising contact with individuals who are unwell with symptoms of coronavirus, at all times.
- Always encouraging regular and thorough handwashing.
- Ensuring good respiratory hygiene at all times by promoting the 'catch it, bin it, kill it' approach.
- Introducing enhanced cleaning measures and ensuring these are followed at all times.
- Minimising contact between individuals and maintaining social distancing wherever possible.
- Wearing appropriate PPE, only where necessary and in specific circumstances.

Response to any infection:

- Engaging with the NHS Test and Trace programme, where relevant.
- Managing confirmed cases of coronavirus (COVID-19) amongst the school community.
- Containing any outbreak by following local health protection team (HPT) advice.

The DfE has confirmed that classroom-based resources, such as books and games, can be used and shared within a bubble. Individual and very frequently used equipment, however, such as pencils or pens, should continue to be used only by one member of staff or pupil, and not shared with others.

**It is still recommended that children limit the amount of equipment they bring into school each day, to essentials such as lunch boxes/snack, hats, coats, PE kits and reading books. Please ensure that your child/ren only bring the aforementioned items into school.**

Due to the coronavirus outbreak, children may be experiencing a range of emotions such as anxiety, stress or low mood, so it is vital that we work quickly and effectively to identify these pupils and put the appropriate support in place. We will implement the provision of pastoral and extra-curricular activities to:

- Support the rebuilding of friendships and social engagement.

"I have come in order that you may have life – life in all its fullness." John 10:10

- Address and equip pupils to respond to issues linked to COVID-19.
- Support pupils with approaches to improving their physical and mental wellbeing.

Social distancing tape dividers, on the pavement of our Elvington Lane entrance, are now in place. If you think it would be a useful exercise, to help prepare your child/ren for the start of school, please have a walk-through and discuss what will happen on Tuesday 8<sup>th</sup> September. I've added three drop off and pick up routine posters for your information.

Children should be accompanied by one adult for drop off/pick up at the allocated time to maintain social distancing. The Government recommends walking/cycling where possible. You should only bring siblings if you have no alternative options. If you do need to bring siblings they will need to be by your side and adhering to the social distancing measures we have put in place. Please be punctual for your slot; if you miss it you will need to wait until after all bubbles have been admitted as groups must not mix. Regrettably if a child is reluctant to leave your side we will only be able to verbally coax them in. If this is not successful they may need to either wait until the end of each bubbles' arrivals or try again the following day.

We will be launching our exciting new curriculum in September. This will allow us to teach an ambitious and broad curriculum in all subjects from the start of the autumn term, while also making use of existing flexibilities to create time to cover the most important missed content.

I realise that this timetable is not without complications and will present challenges compared to the pre-lockdown running of our school. However, it is the most effective model that fulfils Governmental expectations. I will be watching the unfolding narrative regarding the full opening of schools and will continue to keep you as up to date as possible...

Yours sincerely,

A handwritten signature in black ink, appearing to read 'A. Buttery', enclosed in a thin black rectangular border.

Mr. Andrew Buttery