



**CARLETON PARK**  
J & I SCHOOL

**Carleton Park J & I School**  
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29 May 2020

Dear Parents and Carers,

Following my communication on 26 May 2020, I can now provide you with comprehensive details regarding the initial phase of re-opening Carleton Park Junior and Infants School on 3 June 2020.

You will have heard the Prime Minister's statement yesterday in which he set out his assessment that each of the five tests are being met. As a result, he confirmed that from Monday (1 June 2020) schools can begin to open more widely to children in reception, year 1 and year 6, along with nurseries. From 15 June 2020, secondary schools can also begin to provide some face-to-face contact for year 10.

The Pontefract Academies Trust Board met this morning to ratify the final decision to open more widely in light of the above announcement. As you are aware, from the regular updates from our CEO, Julian Appleyard OBE, risk assessments for each of our schools have been validated by external health and safety consultants. The Board is assured that risks have been carefully assessed and actively controlled in our planning. We can now look forward to welcoming back our children next week.

The staff at Carleton Park are very much looking forward to welcoming pupils back into school. The information below is to make you fully aware of the expectations and changes that have occurred in school to keep children safe. Please read these carefully.

### **Which year groups are coming back to school?**

The following year groups are returning;

- Reception
- Year 1
- Year 6
- All children from families of key workers and those identified as vulnerable

Children in nursery will attend 5 days a week for half a day, whilst all other years' children have been split into two halves called Band A and Band B.

### **How does banding pupils work and what band is my child in?**

To comply with social distancing rules, we have placed pupils into new smaller classes in two halves called Band A and Band B. Each year will have a different start and finish time. Our arrangements will ensure:

- pupils get bespoke face to face educational time with their teachers;
- we do not exceed the maximum recommended number of pupils per class;
- pupils will form isolated social groups that mitigates the spread of infection;
- the circulation of pupils and parents/carers outside our schools is limited so social distancing is maintained.

We also have new entrance and exit procedures for those parents/carers that drop off and pick up their children from school. These are explained in more detail below.

In each social group (class) there will be no more than 15 pupils. A separate communication is being sent to you via Parentmail to inform you of which band your child(ren) is (are) in. Your child will have a two-week time table attending 5 days over the two-week period. They will attend 2 or 3 days a week depending on which band they are in.

If you have children in more than one-year group, for example Year 1 and Reception, you may pick up and drop off both children at the same time.

### Overview of return dates and banded year groups

**Monday 1 and Tuesday 2 June 2020** - school closed to all pupils.

#### Key Worker and Vulnerable families

**Start Date - Wednesday 3 June 2020** - all pupils from families of key workers and those identified as vulnerable.

The School is open as normal for these specific cohorts **every day**.

**Start time** – 8.30am - 8.50am. Please arrive at school between these specific times.

**Finish time** – 3.15pm.

**Drop off and pick up point** - through the front gates of the School in front of main school reception.

Social distancing markers are in place in this location. We ask that you wait patiently while your child is dropped off and collected by a member of staff before leaving the School grounds. Staff will be on hand to support the smooth running of this process. Only one parent/carer will be allowed to drop off and/or pick up a pupil from school.

If you have a child in any of the key groups returning to school (Reception, Year 1 and Year 6) they will be placed in a social group (class) with their year group peers. On arrival they will be provided with activities to do by their classroom teacher whilst they await the arrival of the rest of the pupils in their class.

#### Reception provision

<p><b>Band A</b></p> <p><b>Start date</b> Thursday 4 June 2020</p> <p><b>Start time</b> 9.30am</p> <p><b>Finish time</b> 2.30pm</p>	<p><b>Next dates in school</b></p> <p>Monday 8 June – Wednesday 10 June 2020</p> <p>Monday 15 June – Tuesday 16 June 2020</p> <p><b>This pattern will continue.</b></p> <p>Start and finish times are the same.</p>
<p><b>Band B</b></p> <p><b>Start date</b> Friday 5 June 2020</p> <p><b>Start time</b> 9.30am</p> <p><b>Finish time</b> 2.30pm</p>	<p><b>Next dates in school</b></p> <p>Thursday 11 June – Friday 12 June 2020</p> <p>Wednesday 17 June – Friday 19 June 2020</p> <p><b>This pattern will continue.</b></p> <p>Start and finish times are the same.</p>

Social distancing markings are in place. Staff will be present to support the smooth drop off and pick of children in this provision. We ask that you wait patiently while your child is dropped off and collected by a member of staff before leaving the School grounds. Staff will be on hand to support the smooth running of this process. Only one parent/carer will be allowed to drop off and/or pick up a pupil from school. **Information about dropping off and picking up pupils is highlighted below.**

### Year 1 provision

<b>Band A</b> <b>Start date</b> Thursday 4 June 2020 <b>Start time</b> 9.00am <b>Finish time</b> 2.00pm	<b>Next dates in school</b> Monday 8 June – Wednesday 10 June 2020 Monday 15 June – Tuesday 16 June 2020 <b>This pattern will continue.</b>  Start and finish times are the same.
<b>Band B</b> <b>Start date</b> Friday 5 June 2020 <b>Start time</b> 9.00am <b>Finish time</b> 2.00pm	<b>Next dates in school</b> Thursday 11 June – Friday 12 June 2020 Wednesday 17 June – Friday 19 June 2020 <b>This pattern will continue.</b>  Start and finish times are the same.

Social distancing markings are in place. Staff will be present to support the smooth drop off and pick of children in this provision. We ask that you wait patiently while your child is dropped off and collected by a member of staff before leaving the School grounds. Staff will be on hand to support the smooth running of this process. Only one parent/carer will be allowed to drop off and/or pick up a pupil from school. **Information about dropping off and picking up pupils is highlighted below.**

### Year 6 provision

<b>Band A</b> <b>Start date</b> Thursday 11 June 2020 <b>Start time</b> 10.00am <b>Finish time</b> 3.00pm	<b>Next dates in school</b> Monday 15 June – Tuesday 16 June 2020 Monday 22 June – Wednesday 24 June 2020 <b>This pattern will continue.</b>  Start and finish times are the same.
<b>Band B</b> <b>Start date</b> Friday 12 June 2020 <b>Start time</b> 10.00am <b>Finish time</b> 3.00pm	<b>Next dates in school</b> Wednesday 17 June – Friday 19 June 2020 Thursday 25 June – Friday 26 June 2020 <b>This pattern will continue.</b>  Start and finish times are the same.

Social distancing markings are in place. Staff will be present to support the smooth drop off and pick up of children in this provision. We ask that you wait patiently while your child is dropped off and collected by a member of staff before leaving the school grounds. Staff will be on hand to support the smooth running of this process. Only one parent/carer will be allowed to drop off and/or pick up a pupil from school. **Information about dropping off and picking up pupils is highlighted below.**

### Entering and leaving the School for Reception, Year 1 and Year 6

These groups will enter and leave the School via the same one-way route planned around the School building. Only one parent/carer will be allowed to drop off and/or pick up a pupil from school.

#### Drop off

Key worker/vulnerable children will enter through the main entrance and be guided by staff marshals to their designated classrooms.

All other groups will enter via the same one-way route. This route begins at Gate A and moves through the Early Years outdoor area. Parents/carers will then drop their children off near to the Reception classroom door and leave via Gate B.

### **Pick up**

For all children the one-way route is the same at pick up time. Parents/carers will follow the route which begins at Gate A and moves through the Early Years outdoor area and onto the school playground. On the playground you will be directed by staff marshals who will ensure you wait on a floor marker outside your child's class. Children will be sent to parents/carers at the front of the line, once you have collected your child please exit via Gate C which will be clearly marked.

Please note Gate B will not be open at pick up time.

On entering the School gate your child will be checked off against a list of children who have a booked place at school. No other children will be allowed on to the premises until a 2 working days' notice period of return to school has been given. This is to enable numbers to be closely managed, along with social distancing measures.

Once your child has been dropped off/picked up you will leave the School via a marked exit in the playground at the back of the School. A one-way system is in place. Social distancing markers are present throughout the route and we ask that you adhere to social distancing requirements at all times and enter and leave the premises as quickly as you can. It is also imperative that you drop off and pick up your child(ren) at the allocated times indicated above.

### **For all parents/carers**

Parents/carers are reminded that they will not be able to enter the School reception area or arrange meetings in school at this time. If you wish to speak to a member of staff, please ring the School on 01977 722615 and we will make arrangements to return your call. We will only be accepting cashless payments for items you may need to purchase. We respectfully ask you to observe the social distancing measures we have put in place and work with staff to ensure that the health and safety measures implemented are strictly adhered to. Please keep checking the School website for updates.

A Parental Code of Conduct is available on the School website which outlines expected behaviour from parents/carers and includes social distancing and infection control expectations.

### **Travelling to and from school**

Children and parents/carers are encouraged to walk or cycle to school where possible. For those families that travel to school by car it is recommended that no children from other families share that mode of transport. In addition, only immediate family members that share a household with a pupil will be allowed to drop them off and collect them from school.

Pupils will be reminded not to walk to and from school in large groups, and they should observe social distancing at all times. This is to reduce the risk of transmission between different households.

### **Breaks and dinners**

To comply with social distancing measures, all breaks and dinner times will be staggered. Pupils will eat and socialise with members of their social group (class) only. They will not be allowed into the dining hall of the School – this will not be in use. We ask parents/carers to provide packed lunches in disposal bags that can easily be disposed of and removed at the end of the dinner breaks. Lunchboxes will not be allowed in school. Bottled water will be supplied to all children throughout the day as they will not be allowed to fill their water bottles from the water fountains in the School. Please do not send pupils to school with their water bottles unless it is absolutely necessary. Pupils who are eligible for free school meals will receive packed lunches as normal. Play areas in the School yard are zoned appropriately so pupils have large spaces to play in during their allocated breaks.

The School will not be operating a breakfast club in the morning. However, pupils from keyworker families and those identified as vulnerable, will still have a small breakfast delivered to their classroom on a daily basis.

In addition to the dining hall pupils will not be allowed into;

- A different classroom to their own
- A different toilet to the one allocated for them
- The front office
- A different play zone not allocated to them
- Corridors or break out areas during lesson times
- The School staffroom
- The School sensory room

## **Uniform**

Pupils will not be expected to wear their school uniform during this initial re-opening phase of the School. We have discussed this and are aware that some children have outgrown their uniforms during the School closure. Parents/carers should provide clean clothes for their child(ren) each day they attend. Children should be dressed in appropriate clothing and footwear (for example, no vest tops) and will not be allowed into school with clothing that contains offensive language or symbols. If a child is wearing a coat they will need to put it in their bag and keep it in their allocated space in the classroom.

## **Hygiene**

Pupils will be asked to wash their hands and use sanitiser at regular intervals throughout the day. This is essential in preventing the potential spread of the virus. Younger pupils will be fully supported to wash their hands effectively and safely by staff members. Pupils will be asked to wash their hands more often than normal and for 20 seconds each time with warm water and soap.

Pupils will be asked to wash/sanitise their hands;

- On entry
- During class activities
- Before and after using toilet facilities
- Before and after breaks and lunches
- After sneezing or coughing
- Before they leave to go home at the end of their day

Staff will reinforce the use of tissues and what to do if a pupil needs to sneeze or cough. The School will operate a “*catch it, bin it, kill it*” mantra for tissue use. Pupils will also be asked to avoid touching their mouth, nose and eyes with their hands. Staff are very aware of the symptoms of Coronavirus and pupils will be encouraged to tell an adult if they feel unwell. Staff will reinforce what the symptoms of the virus are and maintain visual health checks on all the pupils in their classes. This will be done in an age appropriate manner.

## **What happens if a pupil or staff member develops symptoms whilst at school?**

When a child or staff member develops symptoms compatible with Coronavirus, they will be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. Tests are available now to everyone if they display symptoms of Coronavirus and it is strongly recommended for infection control a test is taken and the School is informed of the result if your child tests positive. If the test is negative your child can return to school and the household can stop self-isolation. For further information on testing please follow this link:

[https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested.](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested)

Where a pupil or staff member tests positive, the rest of their social group (class) will be sent home and advised to self-isolate for 14 days. The other household members of that class do not need to self-isolate unless the child(ren) they live with subsequently develop symptoms. In this case, the child would be tested too.

All parents/carers of pupils attending Carleton Park must phone the School to report if their child has developed symptoms of Coronavirus. The number to call is 01977 722615. It is important you call to advise the School of all absences to enable the strict infection control procedures the School has in place to operate.

## **Behaviour for Learning**

The staff at Carleton Park will continue to use positive restorative behaviour strategies to ensure the wellbeing and safety of all pupils. The staff and pupils at Carleton Park have excellent relationships with each other and most incidents of poor behaviour are quickly and effectively dealt with. It is important to note however that any pupil who commits serious or persistent breaches of the adapted expectations regarding behaviour may be sanctioned by the Head of School, using the full range of sanctions available. Changes to the Behaviour for Learning Policy in light of the Coronavirus pandemic are included in Appendix 6 of the Primary Behaviour for Learning Policy, available on school websites.

## Equipment

Pupils will not be allowed to bring in items from home that could potentially contain Coronavirus. These include;

- Books
- Toys
- Teddy bears/dolls/blankets
- Games
- Scooters/bikes
- Pencil cases

The School will provide all necessary classroom equipment for pupils including pencil cases, pencils, rulers, pens, copy books and reading books. These will be left at individual desks allocated to pupils. They will not be allowed to share classroom equipment and must ask an adult if they need replacements. Staff will monitor classroom equipment throughout each day. The play equipment used in nursery and reception will be cleaned each day and not be used by multiple groups.

## Curriculum

On return to school, pupils will follow a typical age appropriate timetable. Normal learning routines will be in place to ease the transition back into school. Agreed modifications have been included in the provision for pupils with SEND or who have an EHCP.

- **Reception and KS1** – pupils will begin their day with Read Write Inc phonics activities, followed by English and Maths lessons.
- **Key Stage 2** – pupils will begin their day with Maths lessons, followed by English lessons.

In all key stages the afternoon lessons are project and theme based. This allows pupils to become immersed in foundation subjects in a cross curricular fashion. It also facilitates additional core subject development, and catch up, in a more robust manner. Information about these projects will be shared with parents/carers next week and will be available to view online from Wednesday 3 June 2020.

## Home learning

Home learning packs will still be provided to those parents/carers with children who are not returning to school at this time. This includes parents/carers of children in Years 2-5 and those from the returning cohorts highlighted above. The home learning packs will mirror the activities your child's peers will be experiencing in school, as best we can. Teaching staff will continue to communicate with you and your child(ren) to ascertain their progress over the upcoming weeks. In addition, we will continue to send you the best online digital learning resources to support the home learning activities you undertake with your child(ren).

As communicated in my letter on 26 May 2020, the Government is encouraging all eligible children to return to school. However, it is imperative that the following groups of pupils do not return at this moment;

- 1) Those children who are extremely clinically vulnerable i.e. shielding.
- 2) Those who are living in a household with someone who is extremely clinically vulnerable i.e. shielding.
- 3) Those who are in a household that are isolating due to someone displaying Coronavirus symptoms or testing positive for Coronavirus.

If your child is clinically vulnerable, you should seek medical advice as to whether your child should return to school. If you have already not done so, please advise school that your child is clinically vulnerable, and a risk assessment will be undertaken prior to the agreement of a school place.

If we are expecting your child(ren) in school and they do not attend it is important that you advise us of the reasons why. We need to know if someone in their household is self-isolating or has symptoms of Coronavirus so we can follow strict Government guidance on infection control.

**Notification period**

2 working days' notice is required for parents/carers who wish for their child(ren) to return to school but had originally indicated otherwise on the parent survey. This allows us to carefully integrate your child(ren) into their classroom provision and not exceed the recommended number of pupils allowed in one social group (class). It will also provide us with adequate time to carry out appropriate risk assessments if required.

Finally, I am fully aware that this is a long and comprehensive communication with a lot for our families to think about. School in this interim period will be a different place. We ask you to support us during this time and help your child(ren) adjust to coming back to school as best you can.

If you have any queries or questions, please do not hesitate to get in touch via email at:  
[admin@carletonpark.patrust.org.uk](mailto:admin@carletonpark.patrust.org.uk).

Yours faithfully,



Mr J Ayre  
Head of School