



## CARLETON PARK

J & I SCHOOL

Carleton Park J & I School

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15 July 2020

Dear Parent/Carer,

I hope that you and your family are ready for the Summer holiday break. It has been a challenging academic year as we have responded to the changing educational landscape associated with the Covid-19 pandemic. As you can imagine we have been putting in place detailed planning for the restart in September, where we look forward to bringing all the children back into full time education; something we are very much looking forward to! The last few months has demonstrated a community spirit and resilience that is commendable. I am proud of what we have collectively achieved and your work with the children, in terms of home learning and maintaining their wellbeing, has been exemplary.

For now, I will share as much information as I can to keep you informed of the expectations and routines you can anticipate when the school opens again for all pupils on Wednesday 9 September. It is important to remember that we are still two months away from the start of the autumn term, and we have already seen how quickly things can change. Therefore, detailed finalised arrangements for the full re-opening of the school in September will be sent to all parents/carers prior to the start of the new term.

### **Start dates for your child**

Date	Year Groups
Monday 7 September	INSET- Staff Only
Tuesday 8 September	INSET- Staff Only
Wednesday 9 September	Years 1-6
Monday 14 September	EYFS (Reception)

### **Start and end times of the school day**

#### **Key stage 1** (Years 1-2)

Start time: 8.45am

Finish Time: 3.00pm

#### **Lower Key Stage 2** (Years 3-4)

Start time: 9.00am

Finish Time: 3.15pm

#### **Upper Key Stage 2** (Years 5-6)

Start time: 9.15am

Finish Time: 3.30pm

#### **EYFS Provision (Reception)**

Phased return times. If you have not received details of your start and finish time for the week commencing 14 September, please contact the school on [admin@carletonpark.patrust.org.uk](mailto:admin@carletonpark.patrust.org.uk)

If there are children in your household from multiple year groups (for example, Years 2 and 4) you can drop them off together at the start time for the pupil in the youngest year group and pick them up when that child is due to finish their school day. It will be critical that you stick to the start and end times highlighted above to avoid congestion at the school gates and on route through the school yard.

### **Attendance**

The current intention is that all pupils can return to school in the autumn term. Normal attendance procedures will be back in place and we expect all pupils to attend their lessons. Attendance in school is compulsory and as such the senior leaders will be following up pupils that are not in school. In the event of your child not being able to attend school please call the school office on the first day of absence indicating the reasons for non-attendance. The school will ring families if there is an absence with no reason provided. If necessary, home visits will occur. The Government have reinstated fines for non-attendance from the start of the new term.

### **Social Groups**

Pupils will still be arranged into 'protective bubbles' as they currently are. These will be larger to encompass whole classes or key stages. Movement will still be restricted around school, but it is envisaged that school life, in general, will return to normal. Breaks and lunches will be staggered to facilitate the 'protective bubble' strategy. Children will be expected to maintain 'age appropriate' distance from each other and will be supported by their class teachers to do so.

### **Uniform**

There is an expectation that school uniform should be worn as normal for all children. Teachers will inform parents and carers of the days on which PE lessons will occur as part of the normal school timetable. On these days, pupils will only have to bring trainers into school with them which can be stored in a bag beneath their seat/table. Further information about PE kit will be provided closer to the return date in the autumn term.

### **Breakfast Clubs and Afterschool Clubs**

No breakfast clubs or afterschool clubs will take place in school in the first term (from 9 September to October 23). We intend to phase these provisions back into normal school routines in term 2 which starts on 2 November. If the Government guidance changes we will adapt our position, and as always, keep families informed of any proposed changes. This will be reviewed at the end of October 2020.

### **Equipment**

The School will provide all necessary classroom equipment for pupils including pencil cases, pencils, rulers, pens, copy books and reading books. It is still recommended that children limit the amount of equipment they take into school each day, to essentials such as school bag, lunch boxes, hats, coats, books and water bottles. Pupils are now allowed to take books home, although unnecessary sharing should be avoided.

### **Summer Work**

Pupils will not be set work by their teachers during the summer holidays. We believe that it is important for pupils to be able to relax and enjoy their summer break. However, we have created some optional summer activities should your child feel they wish to access them. These will be made available on the school website from Friday 17 July. In addition, the links to the pre-recorded teacher videos and associated resources previously distributed to you will still be available throughout the summer. You can use these if you determine that your children need to consolidate any previously taught material.

### **And finally**

I will communicate with you again towards the end of the summer holidays with further details regarding the reopening of our school. This communication will include information about social groups, timetables, lunches, entrances and exits to the school and any necessary changes to arrangements for behaviour and safeguarding.

Once again, I must thank you all for your continued support and messages of good will during the lockdown period – the staff have greatly appreciated them.

Enjoy your summer holidays, stay safe and we look forward to seeing you again in September.

Yours faithfully,



Joe Ayre  
Head of School