



**LEVENS CE SCHOOL**  
Loving to Learn, Growing Together, Caring for All

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**Returning to School – September 2020**

Thursday 27<sup>th</sup> August 2020

Dear Parents and Carers,

Firstly, I hope that you and your loved ones are all safe and well and have enjoyed a wonderful six week summer break whether you have stayed at home or been lucky enough to enjoy a holiday away from home.

All the staff look forward to welcoming back all our pupils to school next week; and we would like to extend a special welcome to all our new families joining us at Levens.

During the holidays, we have been putting together plans and completing changes to risk assessments in preparation for full opening of school next Wednesday 2<sup>nd</sup> September, following a staff training day on Tuesday 1<sup>st</sup> September. The Government guidance is very clear about certain aspects, but is also expecting schools to prepare and plan procedures according to their individual context. The Health and Safety team at Cumbria County Council are supporting us in this process. Although we are able to open school to all pupils, including Nursery, on a fulltime basis there are some things that we are not able to do or can do but not in the usual way. For example, assemblies in our school hall; arrival and departure times for pupils; lunch and break times; all continue to be organised differently to reduce any risk of infection to staff, pupils and parents.

Please read the letter from Dan Barton, Director of Education and Skills at Cumbria County Council and follow the link to find out more about how we are ensuring everyone can return safely to school next week: [Back to School Safely](#)

In this letter, I aim to provide some more information for all parents about the arrangements for you and your children. I apologise for the length and precise detail of this letter, but it is essential that you read, understand and follow all instruction carefully to ensure we are all working together to keep everyone safe as we have many more pupils returning and there are changes to the procedures that were put in place in the summer term. This week, further information will be uploaded to the website including photographs and welcome videos, so that children and parents can see school and understand some of the systems and adaptations that have been put into place or revised. It is therefore very important that all parents, including those who had children returning last half-term, are fully conversant with revised requirements. Please get in touch if there is anything that you do not understand.

We have also updated our Home-School Agreement for full opening which indicates how school, children and parents need to work together and be clear of our roles to ensure everyone remains safe and well. Families will be asked to sign a new agreement within the annual update package that will be sent out within the first week.



### **Before you come to school:**

- please ensure your child is wearing clean uniform, including suitable school shoes, that they can fasten themselves. There is no longer any requirement for uniform to be cleaned beyond normal washing routines. Named sun hats and sun lotion may be brought on the first day but must remain in school. Please ensure your child's uniform is clearly named;
- Reception and Nursery children should bring in a separate bag with a complete set of clean clothes to be kept in school and stored on their peg;
- your child may bring a small bag into school each day containing essential items only: a named water bottle, a snack, a packed lunch if required, reading book and reading diary.
- please do not allow your child to bring in their own soap, hand sanitiser or tissues;
- please do not allow your child to bring any toys, teddies, games etc. to school;
- please keep home-learning books and tasks at home until further notice;
- should your child require the administration of prescribed medication during school hours, please contact Mrs Coker in the school office before it is sent into school in order to complete the required administration process and organise a safe handover. Medicines are stored safely away from other children and should not be kept in your child's possession during the school day;
- only bring your child to school if they are fit and well;
- please ensure that you and your family closely follow the latest government guidance on social mixing at all times;
- please let us know if your child is unable to attend and the reason using the usual procedures, emailing the office or telephoning between 8.30-9am.

### **Coming to School:**

To ensure everyone can arrive at school safely and to enable parents to socially distance from one another, each pupil will be allocated a 10minute arrival and departure window and allocated to one of three family groups: Badgers, Foxes or Owls. Unfortunately, parents will not be able to enter our school building routinely and children will be required to enter school independently, although some staff will be on our playground to welcome the children each morning.

<b>Family Group</b>	<b>Arrival onto School site</b>	<b>Departure from School site</b>
Badgers	8.30am-8.40am	2.45pm-2.55pm
Foxes	8.40am-8.50am	2.55pm-3.05pm
Owls	8.50am-9am	3.05pm-3.15pm

By organising our arrival and departure groupings in this way, we hope to avoid parents waiting on the playground and ensure you can leave the playground to enable other groups to arrive or collect their children safely. It is essential that everyone adheres to these times and does not enter our school site outside these allotted times. If you arrive too early, please wait outside the school gates until it is time for you to enter.

**You will soon receive a text to inform you which family group you have been allocated.** If your child uses the Foulshaw bus, the children will be escorted to and from the bus as usual, but you should use your family group arrival and departure slots at other times.

- please ensure you adhere to our one-way system through the school site. Arriving through the main entrance on Church Road (not the staff carpark) and leave via the white gate onto Levens Playing Fields. We realise that buggies are not easy to navigate through the narrow main entrance. If you need to bring a buggy onto our school site, please do so through the white gate ensuring you can do this safely;
- please leave gates open for others to access our site safely; these will be closed by staff once our registration session is complete;
- only one parent with each child/children. If you need to bring siblings who do not attend our school, please ensure they are holding your hand and/or staying close to you. All children must be accompanied on and off our school site by an adult regardless of age;
- please walk to school or come in your own car, do not come on your bike or scooter;
- please ensure you maintain social distancing;
- please ensure you remain behind the line of cones across our playground and do not approach the school building or Bowfell’s outdoor area;
- say goodbye to your child and move out of the playground promptly;
- if you need to tell us about something urgent please email or telephone the school office. Please do not email classteachers with urgent information as class emails can not be read or acted on when staff are teaching;
- please leave our school site using our one-way system via the playing fields gate, leaving the gate open for others to use;

**Entering School:**

<b>Pupils</b>	<b>Entrance</b>
Nursery and Reception	Bowfell Gate and in through Bowfell’s external fire door
Year 1	Bowfell Gate and in through Helvellyn’s external fire door.
Years 2,3 and 4	Main entrance and in through Skiddaw’s classroom door off the hall.
Years 5 and 6	Scafell’s external fire door.

**Leaving School:**

- please enter and leave our school site to collect your child using the same one-way system used each morning;
- please collect your child from the playground promptly within your allocated time slot;
- ensure you continue to follow all the guidance in our playground - explained above - when collecting your child;
- please do not linger to chat to other parents or staff in the school playground;
- if your child is attending YoYo, staff will ensure they transfer safely to the hall at 3pm. Please come to the main entrance of school to collect your child and not the YoYo entrance off the staff car park.

There will be staff present on the playground each day to welcome the children and to hand-over pupils to parents at the end of the school day, however, we will not be able to hold discussions with parents on our playground. In the past, both parents and staff have enjoyed this opportunity to share news or handover important information, but if we encourage this, we are at risk of jeopardising our system of staggered start and finishing times. Staff will continue to use our class email accounts to contact parents or initiate a telephone conversation if

considered necessary. We would encourage parents to contact us using these emails in the first instance with any questions or concerns.

bowfell@levens.cumbria.sch.uk	Nursery, Reception and Year 1
skiddaw@levens.cumbria.sch.uk	Years 2, 3 and 4
scafell@levens.cumbria.sch.uk	Years 5 and 6

**Further information:**

- each day your child/children will be taught by their classteachers and teaching assistants in their classroom. We will be resuming our broad and balanced curriculum and details of your child’s curriculum for the autumn term will be published on the class pages of our website this week;
- playtimes, lunchtimes and outdoor sessions for PE and outdoor learning are allocated differently for different groups;
- there will be no assemblies in our school hall;
- all outdoor sessions will take place in our school playground which is partitioned into two areas for different groups. Each group has their own outdoor play box for their own use and the fixed climbing trimtrail will be available to use by one group each week. We will resume use of Levens playing fields for outdoor activities during the autumn term;
- all pupils will eat their lunch in our dining hall, but this area will be carefully cleaned after use by each group;
- if your child has required any first aid and is in Nursery, Reception, Year 1 and Year 2, you will receive a letter informing you of the nature of the accident and injury. Older children will only receive a letter to bring home if the injury is significant e.g. a bumped head;
- we are pleased to be able to resume our YoYo after school provision from Monday – Thursday from 3pm until 5.15pm. As children from different bubbles will be accessing this care, we are making use of the outdoors as much as possible and ensuring children from different bubbles are socially distancing.

Please ensure you and your child have read and understood all the guidance very carefully and are prepared to adhere to these procedures with the utmost care and attention. It is critical that you keep to your allocated slot for arrival and departure. Please also ensure you have spent time with your child/children reading and discussing our revised Home-School Agreement published on the homepage of our website. This has been updated in accordance with the latest guidance and in preparation for full opening, therefore all families need to re-read this agreement. Look out for the short films and photographs published on our website also.

Please also look out for our September Newsletter that will be published on the homepage of our website on Tuesday 1<sup>st</sup> September. Further important information about the start of term will be shared in this letter.

The staff are incredibly excited to be welcoming you all back to school next week and look forward to hearing all your news. See you all very soon!

With my very best wishes



Jane Farraday