



HAVERIGG PRIMARY SCHOOL

Atkinson Street

Haverigg

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Headteacher: Mrs M Narongchai

17th August 2020

Letter 1 - ORGANISATION

Dear Parents / Carers,

This is the first in a series of letters about school reopening and contains **important information** about how the school day will be organised. **From September 2nd it is compulsory for all children to attend school.** If you have any concerns about this, please contact school to discuss these.

In order for us to run school as effectively and safely as possible, we will be functioning as 4 bubbles:

- **Bubble 1** – Reception
- **Bubble 2** – Year 1 and Year 2
- **Bubble 3** – Year 3 and Year 4
- **Bubble 4** – Year 5 and Year 6

This will ensure that teachers are able to continue to deliver the curriculum requirements as expected whilst managing the safety of the children, parents and each other.

Start & Finish Times

In order for us to safely manage the movement of people entering the site, we will be introducing staggered start and finish times.

	Morning drop off times between:	Start time	End of day pick up times between:	End time
Reception, Year 1, Year 2 & Year 3	8:30am – 8:45am	8:45am	3:15pm – 3:30pm	3:15pm
Year 4, Year 5 & Year 6	8:45am – 9:00am	9:00am	from 3:30pm	3:30pm
<i>There will no longer be a break time at the start of the day for children in KS2. They must only arrive at the times stated and go straight to their classroom's waiting area, where teachers will invite them in.</i>				
Siblings with different start times	8:30am – 8:45am	8:45am	3:15pm – 3:30pm	3:15pm
<i>Please drop off younger children first and then take older siblings to their classroom's waiting area, where teachers will invite them in.</i>				
Children arriving on bus and taxi	Time of arrival and leaving school will depend on the bus and taxi company. Details will be confirmed with individual families.			

It is important that you stick strictly to the timings in the table above.

Essential requirements:

- **Do not park on Atkinson Street to drop off or pick up your child.** Please park away from school and walk with your child. This is to limit the number of people in the street and to be considerate of the people who live there.
- **Only one** parent/carer to bring child/children to school.
- There may be a short wait at the start and end of the school day and we ask for your patience and understanding. Please know that this process is to ensure safety for everyone coming onto the school site.

Where do I drop off my child / children?

All entrances will be clearly signed. Arrows may be in place in some areas where one way systems are in place. **Please make sure that your child / children stay with you and that you adhere to the social distancing regulations at all times.**

	Entrance and Exit	Waiting Area
Reception	Enter and exit through the big silver Lighthouse Centre gates which allow access onto the main school playground.	Please use the social distancing markers on the playground. Miss Blackburn will call your child into school. At the end of the day, Miss Blackburn will bring your child out to you.
Year 1	Enter and exit the school site through the main gate. Signs will highlight the one-way system that is in place around the Year 1 outdoor learning area.	Please use the social distancing markers that are in place. Mrs Kent or Miss Norris will call your child into school. At the end of the day, the teacher will bring your child out to you.
Year 2	Enter and exit the school site through the side gate that leads onto Playdale.	Please wait on the Playdale playground until Mrs Redhead calls your child into school. At the end of the day, Mrs Redhead will send your child out to you.
Year 3	Enter and exit the school site through the main gate. Signs will highlight the one-way system that is in place outside the Year 3 classroom door.	Please use the social distancing markers along the fence. Miss Usher will call your child into school. At the end of the day, Miss Usher will send your child out to you.
Year 4	Please wait outside the side gate by the Playdale playground.	Mr Knowles or Mrs Lewis will supervise your children through the gate and into school, both at the start and end of the school day. Please do not enter the school site.
Year 5	Enter and exit through the main gate and wait in the car park.	Miss Marinovich will call your child into school. At the end of the day, Miss Marinovich will send your child out to you.
Year 6	Please wait outside the side gate by the Playdale playground.	Mrs Lewis or Mr Knowles will supervise your children through the gate and into school, both at the start and end of the school day. Please do not enter the school site.
Siblings	Please drop off your youngest child first. Then leave the school site the correct way before following the signs to your eldest child's / children's classroom.	
Bus / Taxi children	An adult from school will meet your child / children at the start of the day as normal and take them to their classrooms. At the end of the day, children will be supervised as normal and the transport registers will be checked.	

Contacting School

- For safety reasons, we need to limit the number of people entering the building.
- If you have any messages for your class teacher, these can be sent via class dojo. Please give teachers time to set up new class dojos within the first week of school. They will let you know when they are up and running and ready for use.
- All **urgent messages** should be reported to Mrs Bickerdike and Miss Moorhouse in the school office **via telephone 01229 772502**.
- **Any questions and queries that may need to be dealt with by the school office must be done so through: telephone, text or email. Parents/carers cannot come in to school without a prior arrangement.**

 Head Teacher

 Deputy Headteacher

 Chair of Governors