

Parent/Carer Handbook



Information for parents and carers on the full re-opening of Worsthorne Primary School from September 2020.

Introduction

We are delighted that from the start of the new term we will be able to welcome back all pupils and their families to our school. For some of you, this will be an easy step as your children have been attending our Key Worker provision since March. For others, it will be a welcome return to some normality for your children after many months of absence. However, we understand that if your child has not been in school for some time, you might be feeling a little apprehensive about what will happen. The purpose of this handbook is to help relieve your worries and answer some of the questions you may have.

It is fair to say that, as much as we would like it to be, things will not be 'back to normal' when our school re-opens to everyone in September. Many of the protective measures that have been in place since March will remain so for the foreseeable future, for example the staggered start and finish times, the 'bubbles' and the increased handwashing and cleaning. If you need more detailed information about these measures, it can be found within our Risk Assessment, which is currently posted on the Home page of the school website.

This handbook is intended to be more of a practical guide for you to keep handy and follow once September arrives. We have arranged the topics into alphabetical order to help you find what you are looking for quickly and easily. We hope that you find it useful.

Arriving at School

Your child's class will have been allocated specific start and finish times, which can be found below. You are asked to adhere to these times as closely as possible to enable us to maintain social distancing. If you have children in more than one class, please drop them both off at the **earliest** time. To help alleviate any congestion, we also ask that only **one** adult per family accompanies their children to school.

	Year One	Year Two	Year Three	Year Four	Year Five	Year Six
Arrive between	8.40am – 8.50am	8.50am – 9.00am	8.40am – 8.50am	8.50am – 9.00am	9.00am – 9.05am	9.00am – 9.05am
Leave at	3.10pm	3.20pm	3.15pm	3.25pm	3.30pm	3.30pm

Information for parents and carers of children in our new Reception Class has been provided to them separately.

When you arrive at school, you will see that there is a one-way system in operation. Children and families will enter the school grounds using the path closest to the bus stop. Once at the bottom of the path, the children will head straight around school into their classrooms, and their parents/carers will continue up the other path to leave via the other gate. It will all make sense when you see it and you'll soon get used to it.

Unfortunately, parents/carers will not be allowed to accompany their child around onto the playground or into the school building at the moment. If you need to leave a message or drop something off with the school office, you are welcome to do so but please maintain social distancing whilst waiting to go into the porch area.

Attendance

Attendance at school will become compulsory again from the start of the new term. That means that you must send your child to school unless they are ill, or their absence has been agreed by the Headteacher. We will follow our normal protocols when following up absences from September. We can't wait to see you all!

Bubbles

This word has taken on a whole new meaning since March! A 'bubble' is the term used for a group that does not mix with other groups. When our school re-opens in September, each class will become a bubble. As much as possible, we will keep the children in different bubbles separate to each other – hence the staggered start, finish, lunch and playtimes. The staff will be allowed to move between the bubbles, but this will be kept to a minimum.

Celebration Assembly

Sadly, we will not be able to hold any form of whole school gatherings in September. This means that our Celebration Assemblies will not take place as they normally do. Instead, there will be a 'virtual' Celebration Assembly on a Friday morning, with the classes joining together using technology. The team point winners will be announced, and the children will receive their class awards as they have done previously. We will still let you know if your child is to receive an award and will send you a photograph from class. If you have a certificate, medal, trophy, etc. from elsewhere that you wish us to celebrate with your child on a Friday morning, please email a picture of it to head@worsthorne.lancs.sch.uk by Wednesday evening so that we can display it during the 'virtual' Celebration Assembly. Please use 'CELEBRATION ASSEMBLY' as the subject heading of your email so that it doesn't get missed. Please do not send any certificates, medals, trophies etc. into school at the moment.

Communication

We pride ourselves on our relationships with you, the families of our pupils. We hope that we will be able to maintain those relationships even if we are not allowed as much face-to-face contact as we would normally have. From September, we will continue to use our text messaging service, emails and telephone calls to communicate with you. You will be able to contact the office staff, the class teachers or Mrs Young via email or telephone too.

If a face-to-face meeting with a member of staff is deemed necessary, parents/carers will be required to wear a face covering whilst on the school site and to follow the school's safety protocols.

We will continue to produce a weekly newsletter, which will be posted on the school website each Friday. Any other letters will be emailed via the class teachers. Paper copies of letters and newsletters will be made available to you on request.

Curriculum

The National Curriculum was suspended by the Government in March, but it will be reinstated in September. It will take time for our curriculum to recover and for us to catch up on the learning that the children have missed, but this process will begin as soon as we have the children back.

English and Mathematics lessons will take place every day, as normal. Science, PE and Personal, Social, Health and Economic (PSHE) lessons will take place every week. Each class will have three sessions of PE timetabled, of which they must use at least two. Physical activity will be encouraged throughout the curriculum.

All of the other subjects will have at least one lesson per fortnight. This is to ensure that the children are still getting a broad curriculum whilst we focus on revisiting the key skills in reading, writing and mathematics that underpin the rest of the children's learning.

Dawn to Dusk Breakfast and After-School Club

Our Breakfast and After-School Clubs will not re-open at the beginning of September. As we know that many of you rely on this provision being available, we are hoping to be able to reinstate it as soon as possible. We will keep you informed of any developments or changes.

Dinners

The kitchen will be open from September and will be providing a daily service as normal. As some of the children will be eating their lunches in the classrooms, the menu has been adapted to enable us to transport their meals to them quickly and safely. A 'packed lunch' style meal will be provided and will be served in a disposable bag. Hot and cold options will still be available, and the children will still be asked to choose their meals in the mornings, as they normally would. To give you an idea of what this means, here is the proposed menu for the first full week back in school.

Meals will be provided free of charge to children in the Infant classes (Reception to Year Two) and to any child that is eligible for free school meals. If you think that you might be eligible for free school meals, please download and complete the form on your child's class page. Details of where to send the form are included on it.

You are still welcome to provide your child with a packed lunch if you would prefer.

LUNCH MENU WEEK ONE
MONDAY BBQ Chicken Flatbread or Ham, Cheese or Tuna Teacake With Vegetarian Sausage Roll Crunchy Vegetable Sticks Homemade Cherry Cookie Seasonal Fresh Fruit
TUESDAY Pork/Veggie Sausage Finger Roll or Ham, Cheese or Tuna Teacake With Hash Brown Crunchy Mixed Salad Homemade Chocolate Cupcake Seasonal Fresh Fruit
WEDNESDAY Hot Roast Beef Teacake or Ham, Cheese or Tuna Teacake With Vegetarian Sausage Roll Crunchy Vegetable Sticks Homemade Shortbread Seasonal Fresh Fruit
THURSDAY Ham & Cheese Panini Melt or Ham, Cheese or Tuna Teacake With Hash Brown Crunchy Mixed Salad Homemade Chocolate Biscuit Seasonal Fresh Fruit
FRIDAY Jumbo Fish Finger Roll or Ham, Cheese or Tuna Finger Roll With Tortilla Chips Crunchy Vegetable Sticks Homemade Oaty Biscuit Seasonal Fresh Fruit

Equipment

The children will not need to bring any equipment into school other than PE shorts, trainers, an outdoor coat and their reading book in a bag. Pencil cases are not permitted so, in class, each child will have access to their own pens, pencils, etc. which will be provided by school. Please do not allow your child to bring any toys or things to 'show' at the moment.

Homework

To minimise books and equipment moving between home and school, homework will be posted each week on Seesaw, rather than coming home in a book, as much as possible. You will all be used to using this platform by now so this should be an easy change.

At first, our priorities for homework will be to reinforce some of the key skills that the children may not have practised much since we saw them last. We will try to keep the creative elements too, but you will have to use Seesaw to post photographs and videos to us rather than bringing your

incredible creations into school. If you are struggling to complete homework online, please let your child's teacher know.

Home Time

Home times will be staggered with different classes leaving at different times to reduce congestion outside school. Please arrive to collect your child as close to the allotted time as possible. To help with congestion, we also ask that only **one** adult per family collect their children from school. If you have children in more than one class, please collect them both at the **latest** time.

Please wait at the top of the path by the bus stop, on the tarmacked area, maintaining social distancing as much as you can. When you see your child's class, you can start to queue down the path. When you reach the bottom of the path, your child will be released to you and you will leave together via the other path, following the one-way system. Please do not join the queue until you see your child's class, or you will have to go around the one-way system twice!

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Leave at	3.10pm	3.20pm	3.15pm	3.25pm	3.30pm	3.30pm

Children in Years Five and Six do not need to be collected by an adult if the parent/carer believes them to be responsible enough to walk home alone. If you have a child in these classes and will not be collecting them from school, please let us know so that we allow them to walk home.

Illness

If your child is ill and is unable to attend school, please telephone before 9.30am on the first morning of absence as you normally would. The office staff have been asked to request details of your child's symptoms when ascertaining the reason for the absence.

If your child, or anyone else in your household, has any symptoms of coronavirus, you must not send your child into school.

Local Lockdown

In the event of a local lockdown, our school will return to providing places for the vulnerable pupils and the children of the most critical key workers – a bit like it did at the start of the school closure in March. The National Curriculum will not be suspended so the daily home learning will become crucial. It will be posted every day and will equate to a full school day. Fingers crossed that doesn't happen for us, but we have to be prepared just in case.

PE Kit

At the moment, we will not be asking children to change into a full PE kit for their PE lessons. Instead, we ask that each child brings their **PE shorts** and a pair of **trainers** to enable them to take part in the lessons. As physical activity will be a priority for us in the Autumn Term, we ask that the children have these items in school **every day**.

Snacks and Drinks

From September, the Government's School Fruit and Vegetable Scheme will restart in the Infant classes, which means each child from Reception Class to Year Two will receive a piece of fruit or vegetable each day as a mid-morning snack.

If your child is in one of the other classes, Year Three to Year Six, we recommend that you send them to school with a healthy mid-morning snack of your choosing. Those children who are not eating lunch until 12.30pm might need something to keep them going until lunchtime!

We cannot use the water fountains at the moment so ask that you send your child to school with a refillable water bottle, which they will be able to drink and recharge throughout the day. Please label your child's drink bottle clearly with their name. Staying hydrated is very important to brain and body function so we would really appreciate your help with this.

Social Distancing

It is acknowledged in the Government's guidance that young children will be unable to maintain social distancing. Although we will have measures in place to support some social distancing, the children will be allowed to work, play and socialise within their class bubbles. We will avoid activities where children are face-to-face or making physical contact with each other though. The classroom tables will be forward facing and the children sitting side-by-side rather than across from each other.

Uniform

We will expect the children to be wearing their full school uniform when they return in September. Our uniform fosters a sense of belonging, which will be very important after such a long period of being apart from us for a lot of children. We are looking forward to seeing everyone looking smart and ready to learn.

If you have any questions regarding starting back at school, please direct them to Mrs Young at head@worsthorne.lancs.sch.uk. Thank you – and we'll see you all soon!