



Tuesday 14th July

Returning to school in September

Dear Yew Tree families,

I hope this letter finds you and your families well. I would like to provide you information regarding the re-opening of our school to all year groups in September. I hope this letter and the information within it, provides you with the detail you need to feel secure in your child/children returning to school in September. There are many details to share with you, so I apologise in advance for the length of the letter, but it is important to share all of the information with you before your child/children return to school in September.

We are all really looking forward to returning to school in September and hope that the level of Covid 19 continues to fall to make this possible. We have worked hard in school to make school safe for the children who have been attending the provision since March. Measures including increased cleaning of areas, regular hand washing, social distancing, staggered start and finish times, as well as lunch and breaktimes and the removal of extra furniture to create more space are just some of the measures we have taken to operate safely. We review the measures daily, based on current guidance from Public Health England and Government, and this will be something we will continue to do in September.

At this stage, we believe all children will return to school in September, but if this changes we will act accordingly and inform you in advance. With this in mind, we have to return all of the furniture and clean the rooms thoroughly over summer. Therefore, the arrangements will be as follows:

Wednesday 15th July – School to close for end of Summer Term – all children currently in PODS will finish school at their usual staggered time, for the start of their Summer Holidays.

Wednesday 2nd September – School reopens for all children from Year 1 to 6 and across our DSP classes (apart from those transitioning to Secondary Schools): those from current PODS and those who have been working from home since the start of Lockdown in March

Monday 7th September onwards – new starters in Reception, Nursery and DSP classes are welcomed into school

Children will return to school into their new classes and spend their first 3 days focusing on rebuilding: relationships; mental health and wellbeing and emotions and feelings. This will involve an outdoor learning focus to build key learning skills and re-engagement with learning. Looking back at their time during lockdown and celebrating and discussing their home learning too. In the weeks following this, staff will revisit aspects of the curriculum, boost key skills focusing on key learning objectives in core subjects, making baseline assessments identifying the specific curriculum map needed to support our children in their journey ahead.

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Staffing

Classes next year are as follows;

Class	Staff Team
Nursery (Acorns)	Mrs. A Parkinson and Mrs S Rogan
Reception (Oak)	Miss A McConnon, Mrs S French, Mrs J Aliski and Miss R Boyd
Year 1 (Fir)	Miss K Fitzpatrick, Ms K Ellis and Mrs C Burns
Year 2 (Maple)	Miss D Langshaw , Mrs T Burghall, Mrs E Gallagher
Year 3 (Elm)	Ms J Sargison and Ms P Doran
Year 4 (Alder)	Mrs J Heeley and Mrs A Whalley
Year 5 (Beech)	Ms M Roberts/Mrs J Mahar and Ms S Dorkell
Year 6 (Willow)	Mr A McNamara and Mrs J Pauls
Ash Class	Miss R Lewis, Miss M Stanley, Mrs S Owen, Mrs R Skinner-Bowers, Mrs T Quinn and ANOther
Birch Class	Miss R Riley, Mrs J Cooper, Mrs C Stoddart and , Mrs K Huxley-Gynane, Mrs J Peers and Ms J Chidlow
Cedar Class	Mrs C Lynas, Miss J White, Ms S Carson, Mrs T Landy, Miss M Rylands and Ms G Smith

Uniform

All children will need to return in full school uniform in September and items of uniform, including the school PE kit, can be purchased online at Alphaschoolwear.com



Please remember shoes must be black and bobbles small.

Earrings will need to be removed (so please do not get ears pierced during the summer break).

During this period, NO Mobile Phones should be brought into school.

Every pupil will need a PE kit as all pupils will be accessing their 2 hours of PE a week (including Reception pupils) outdoors wherever possible.

We will provide each child with their own pack of equipment which should not be shared with any other children and children must not bring any of their own equipment (pencil cases, bags etc) into school; staff will reinforce this with children at regular intervals.

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Annual Reports

Staff have completed end of year reports as usual and these will be sent home when we return in September for all children, expect for those in Year 6, who will receive their reports this week prior to them beginning their next journey in their new Secondary Schools from September.

Plans for September

All children are expected to return to full time education in school from September.

We are really looking forward to seeing all of the children in September. We have re-organised the curriculum a little to allow us to maintain social distancing as much as possible and also to enable pupils to ease back into school life quickly and easily. I would like to set out below how we intend to do this safely for students, staff and yourselves as parents and carers.

Clinically Vulnerable & Clinically Extremely Vulnerable

If your child is clinically extremely vulnerable, receiving a letter from their GP to remain at home, then they should not come back to school and should continue home learning with ongoing support from school through Class Dojo.

Breakfast Club

Breakfast Club will be available for a limited number of children of Key Worker within each year group **from week beginning 7th September**. If you are a Key Worker and will need a place in Breakfast Club for your child/children, then please contact school by emailing yewtree@knowsley.gov.uk stating your child/children's name and dates required for week beginning 7th September.

The School Day

The timings of the school day will be staggered to ensure we can maintain social distancing on arrival and exit from the school. The table below sets out the timings of the school day under these circumstances.

Pod	Drop off time at school	Pick up time	Gate
Acorns (Nursery)	08:30	11:30	EYFS
Oak (Reception)	08:45	14:45	EYFS
Fir (Year 1)	08:45	14:45	Main gate - Off The Avenue
Maple (Year 2)	09:00	15:00	Main gate - Off The Avenue
Elm (Year 3)	09:00	14:45	Main gate - Off The Avenue
Alder (Year 4)	09:15	14:30	Main gate - Off The Avenue
Beech (Year 5)	08:45	15:15	Main gate - Off Wood Road
Willow (Year 6)	09:00	15:00	Main gate - Off Wood Road
Ash Class	08:50	14:30	Main Gate – Off Wood Road
Birch Class	09:00	14:40	Main Gate – Off Wood Road
Cedar Class	09:10	14:50	Main Gate – Off Wood Road



Drop off / Pick Up, Use of the Car Park & Public Transport

We have staggered timings for the school day to ensure social distancing can be maintained. We are asking all parents and carers that 'drop off' and 'pick up' to remain **OUTSIDE** the school gates and please adhere to the 2m Social Distancing floor markings.

Staff members will be outside on all allocated entrances to collect your child (ren). During these times, it is important that only one family member brings their child (ren) to school and drops them off at their designated entrance(s).

For Health and Safety reasons, for both staff and children, we can only allow children into school at these allocated times. Therefore, children **MUST** be brought to school and collected from school at the allocated time each day.

Upon arrival, children will be asked to line up (2m apart) and use the hand sanitizer provided before they enter the building. As each year group has their own area this will limit the amount of cross over during the school day.

For the safety of all of our children and families, if you are driving to school please ensure you park in one of the marked bays in the car park area only and **bring your child(ren) to their allocated entrance**; the main entrance will be for **staff only**.

If children are using public transport, please ensure you and your child are fully aware of the guidance for the use of local buses. The recommendations on transport to and from school allude to reducing any unnecessary travel on coaches, buses or public transport where possible (for example, by walking or cycling to school).

If you have children in different Year Groups expected to attend but have different start and finish times, please can you drop them off for the earlier start time and the older sibling can go to their classroom. In terms of picking up, siblings will need to leave together at the earlier finish time. If you can make this known to a member of staff on gate duty when dropping off this will help our planning and the health and safety of all.

Children who arrive through the Local Authority SEND transport – please can you contact Miss Riley, who will be happy to help with any queries.

Please can I politely remind all parents and carers to observe the social distancing measures at all times and be patient with each other and staff as this is new for everyone. You should not gather outside the school gates after dropping off or picking up.

Only one parent/carer should 'drop off' and 'pick up'.



Class PODS & Class Sizes

We have continued to work very closely as a school team and with external support from the Wade Deacon Trust and Health and Safety advisors to ensure the maximum safety possible for both our children and staff. Following the most recent guidance, we are working on the premise of continuing with 'Class PODS' from September.

This means that all classrooms will be the home bases for 11 Class PODS of no more than 30 children each and will have the same members of the teaching and learning team supporting them throughout the week as far as is reasonably practical. Each Class POD will have their own classroom, toilet, outdoor space, entrance and exit, with each child in each POD having an allocated table, chair and equipment to ensure we continue to reduce the risk of infection.

PODS will have their own designated area of the playground and they will be able to 'play / socialise' with **members of their class POD only – class PODS will not be able to mix at any point throughout the day.** Staff will take every reasonable step to ensure children can adhere to these PODS and social distancing measures.

Toilet Facilities

We are incredibly fortunate to have a new building with many toilet areas. We have planned areas to ensure each class POD has access to their own toilet area. Children will be encouraged to wash their hands regularly eg on entrance to school and before home time, breaks and lunchtimes. There will be soap, hot running water and hand towels to dry hands as electric hand dryers, usually available in all toilet areas have to be switched off under current guidance.

Signage

We will increase the signage around the school to remind all children to wash their hands regularly and this will be built into the day for children. We will ensure that we demarcate appropriate distancing when children access areas and for visitors to the school.

Lunch, Break Time & Food and Drink

Those children entitled to a Universal (R, Y1 and Y2) and Free School Meals will receive a packed lunch free of charge.

Please be aware, that this will replace the current fortnightly voucher scheme for these children.

Packed lunches will be brought to their classroom for children to eat together in their Class PODS, to ensure that we limit infection by keeping multiple children from entering the dining hall.

You may wish to send your child (ren) with their own packed lunch. Please advise them that this should not be shared with anyone and must be brought in a carrier bag and throwaway packaging, so that it can be thrown away after lunch. It is also advisable that children bring their own drinks bottle (clearly labelled and filled) as the water fountains will have to be switched off. Please be reminded that fizzy or energy drinks are not allowed.



Cleaning Considerations & Movement around the site

We have worked very closely with our maintenance provider to ensure regular cleaning has and will take place as it has done so far. We will ensure there is enough tissues, soap, hand towels, hand sanitiser and bins with lids to keep everyone as safe as possible.

We have moved soft furnishings and certain toys out of classrooms; activities will be carefully planned to ensure regular cleaning of toys and books can be undertaken. The doors of each classroom will be 'wedged open' (where appropriate and safe) to ensure staff and children do not need to touch door handles and along with opened windows, provide suitable ventilation in each of the rooms.

Behaviour

There are amendments and an addendum to the current Behaviour for Learning Policy, which can be found on our website. Nevertheless these principles have been more important. It is critical, as always, children co-operate with staff and follow instructions for the safety and well-being of everyone. Any behaviour that might put others in danger will not be tolerated and appropriate sanctions put in place if necessary. To support this we have amended our home school agreement and this **MUST** be signed by both your child(ren), as well as yourself, and brought back to school on their return in September.

First Aid & Medication

Children that require first aid will still be able to access this and additional Personal Protective Equipment (PPE), including surgical masks, aprons, gloves and eye shield/goggles, will be provided to the designated first aiders. Children that need medication will still be able to collect this from the First Aid team on duty in the medical rooms.

Pastoral Support for Well-Being and Mental Health

We are very aware that the coronavirus outbreak may have caused significant mental health or wellbeing difficulties for some children. It is important to recognise that while 'getting back to normal' is important and will be reassuring for many, we will consider how to support children back into school.

We know some children may also have experienced bereavements in their immediate family or wider circle of friends or family or had increased/new caring responsibilities. All children will have missed the routine of school, seeing their friends, and being supported by their teachers and other adults in the school. Therefore, we will provide opportunities for children to talk about their experiences of the past few weeks. Opportunities for conversations with adults, some refocused lessons on relevant topics, for example, mental wellbeing or staying safe, pastoral activities, such as positive opportunities to renew and develop friendships and peer groups and other enriching developmental activities.



Visitors and Guidance on accessing the school Reception Desk

There will be limited parents/carers meetings on-site during this period, arranged by prior appointment and we will continue to limit the external visitors to the school during school hours.

Only one person at a time will be allowed into the main office area and signage will ensure this is clear to visitors. We have a duty to protect our staff and I appreciate your co-operation in this matter. There will be clear markings on the floor outside the main doors showing where to queue to access the office, if this is necessary.

Please note visitors and parents/carers will not be permitted into the main entrance or the foyer and main office.

If you need to contact a member of staff please call the main office on 0151 477 8950 or email school on yewtree@knowsley.gov.uk

As always, we will continue to use our social media and website to communicate any updates with you. These are listed below.

Website: www.yewtreeknowsley.gov.uk

Twitter: @YewTreeCP

I hope this letter has served as a clear indication of what we will endeavour to put in place as control measures to minimise risks but this will not mean that risks can be removed altogether. However, it should be taken in to account those children who are classed as clinically vulnerable, due to pre-existing medical conditions are not expected to return for the time being.

Please keep checking the school website for updates and any changes to arrangements for September.

Finally, I would once again like to take this opportunity to thank you wholeheartedly for your understanding and ongoing support in helping us to manage this unprecedented situation.

I hope you all have a safe summer break and look forward to seeing you all back in school in September.

Yours faithfully,

Mrs R O'Hanlon

DREAMBIG

(Determined – Resilient – Empowered – Adventurous – Motivated – Beautifully Behaved – Inclusive – Generous).

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September in Summary:

Pod	Drop off time at school	Pick up time	Gate
Strict timings to ensure health and safety of children, families and staff			
Acorns (Nursery)	08:30	11:30	EYFS
Oak (Reception)	08:45	14:45	EYFS
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Maple (Year 2)	09:00	15:00	Main gate - Off The Avenue
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Alder (Year 4)	09:15	14:30	Main gate - Off The Avenue
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Ash Class	08:50	14:30	Main Gate – Off Wood Road
Birch Class	09:00	14:40	Main Gate – Off Wood Road
Cedar Class	09:10	14:50	Main Gate – Off Wood Road

If children in different year groups, drop off and pick up together at the earlier times

- **Wednesday 2nd September** – School reopens for all children from Year 1 to 6 and for those children across (apart from those transitioning to Secondary Schools): those from current PODS and those who have been working from home since the start of Lockdown in March
- **Monday 7th September onwards** – new starters in Reception, Nursery and DSP classes are welcomed into school – Individual start dates in letters emailed to families involved
- If your child is clinically extremely vulnerable and received a letter from their GP advising them to remain at home, they should continue home learning through Class Dojo
- All parents and carers must follow social distancing guidance/markings and remain outside the school gates allocated to their child/children.
- All children to return to school in September in full school uniform (full PE kit included) – can be ordered from alphaschoolwear.com
- Children must not bring their mobile phones or own equipment eg pencil cases and bags into school
- Breakfast Club opens on Monday 7th September – limited spaces for children of Key Workers only – booking essential
- Parking - bays in car park only – no parking close to school path
- Those children entitled to Universal (R, Y1 and Y2) and Free School Meals will receive a packed lunch from school
- As now, additional cleaning is in place throughout the day and additional hand hygiene products and stations are in place throughout school
- Personal Protective equipment is available in school for all First Aiders to ensure that all first aid and medical needs can be met
- Structured Curriculum in place to ensure individual needs are identified and addressed early
- Pastoral Support in place across school
- Only one person at a time allowed into the main office - limited parent/carer meetings on site – all by appointment only
- Only essential external visitors during the school day- supervised

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YEW TREE PRIMARY ACADEMY

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MEMBER OF THE
**WADE DEACON
TRUST**