



UPLANDS MANOR PRIMARY SCHOOL

Headteacher: Mr A. Dickinson

Deputy Headteachers: Miss J. Copestake & Miss K. James

Strategic Business Director: Mrs S. Lister

Addenbrooke Road, Smethwick, West Midlands, B67 6HT

Email: headteacher@uplandsmanor.sandwell.sch.uk

Website: uplandsmanor.sch.life

Telephone: 0121 558 1602

Tuesday 14th July 2020

Dear Parents and Carers

September reopening information – **PLEASE READ CAREFULLY**

The expectation is that all staff and children will be able to safely return to Uplands Manor at the start of the autumn term, and with our clear procedures in place, **school will be a safe place for your child to return to.**

- Children in Years 1 to 6 will return to school on Thursday 3rd September.
- Nursery and Reception children have different start dates that have been shared with parents.

Key Dates and Timings

In order to reduce crowding and the mixing of different groups of children and parents, **we are staggering the start and finish times** to the school day. We have also **changed some entrance and collection points** for some year groups. This may be different to what you have been previously told.

See the attached map showing the different entrance points to school in September.

Drop off

8.40am	Reception (junior hall and nursery entrance) Year 2 (Y2 ramp and Y2 stairs)
8.50am	Year 1 (Y2 ramp for 1S and 1G; Y1 ramp for 1W and 1C) Year 3 (junior stairs) Year 6 (Y6 entrance / stairs)
9.00am	Nursery (nursery entrance) Year 4 (junior stairs) Year 5 (Y6 entrance / stairs)

Collection

3.00pm	Nursery (nursery entrance) Reception (lined up on the playground - left) – exit through junior hall Year 1 (lined up on the playground - right) – exit through Y1 ramp Year 2 (Y2 ramp, staffroom, Y2 stairs)
3.10pm	Year 3 (lined up on the playground - left) – exit down junior stairs Year 4 (lined up on the playground - right) – exit through junior hall
3.20pm	Year 5 (lined up on the playground - right) – exit down junior stairs Year 6 (lined up on the playground - left) – exit through junior hall

- ❖ *Any parents with children in more than one year group will need to wait for each child as we cannot have children mixing with other staff and children.*

Please make sure that you are on time as lateness makes it hard to minimise interactions with other adults and children. Please do not leave any children unsupervised in the playground.

Routines and Procedures

Following in-depth risk assessments and in line with government and union advice, there are a number of new procedures and routines that you need to be aware of and comply with for the safety of our staff, children and parents. ***It is vitally important that all parents support our new measures.***

Access to the school site

There is a one-way system in place that parents **must** use. This will be enforced and you will be asked to walk round to the correct entrance and exit points if you come the wrong way.

- ✓ **Entry to the main school site is through the Old Chapel Road gate or the Thompson Road gate. This will reduce congestion and also provide disabled / pushchair access.**
- ✓ **Exit from the main school site is only through the Addenbrooke Road gate.**

Please make sure that you and your child **maintain social distancing from other parents and children** when on the school site as we will be working hard to keep different year groups apart in school.

- ❖ **Do not arrive early to collect** your child and please **do not hang around once you have collected** them. We cannot have groups of parents gathering at school or children from different year groups mixing before or after school.

Communication with school should be by email or telephone call. Parents will not be able to access reception without a prior appointment. Only one adult at a time will be allowed into the reception area.

- ❖ **Please do not approach teachers for conversations at the start and end of the day.** Phone calls can be requested if you need to speak to a teacher or member of staff.

Grouping of children (bubbles)

- ✓ In school, **children will be working in year group 'bubbles.'** In this way, we can keep children in separate groups in line with guidance whilst also providing the staffing for children to access the whole curriculum.
- ✓ Bubble will all have **staggered breaks and lunches** throughout the day to keep them apart and equipment and **resources will not be shared between different bubbles.**
- ✓ There is **no expectation for primary age children to socially distance** from each other. However, whenever possible, we will do our best to promote this.
- ✓ Your child will have the same adults working with them each day in their classrooms but staff within a year group can mix with children in all of the classes. Some other adults (the leadership team, specialist teachers e.g. Mr Williams etc) will be moving between bubbles but will be strictly keeping a 2metre distance from the children.
- ✓ Staff will minimise any close contact with children and will, where possible, keep 2metres apart from children. **They will of course provide whatever support and care the children need to be safe, to be learning and to be cared for.**

What to send into school:

Please make sure that you only send your child into school with essential items as we need to minimise the number of things being brought into school from different households. Children should only bring the following things into school:

- ✓ Lunchbox (if they are having a packed lunch) – ***all FSM, Reception, Year 1 and Year 2 children are entitled to a free school meal every day they attend school.***
- ✓ A snack or piece of fruit for break time
- ✓ A full water bottle to use throughout the day
- ✓ A coat

These items will be kept at your child's desk in class at all times.

Please do not send in toys, bags or other items as this will increase the risk of infection being brought into school.

What your child should wear

- ✓ **All children are expected to come to school wearing our uniform in September.** We understand that some families may be experiencing financial pressures at the moment – please talk to us to see if there is any way in which we can help you. *Information about free uniform from Dorothy Parkes and 4Community Trust has already been sent to you.*
- ✓ **On days when your child has a PE lesson, they must come into school wearing their PE kit** and a jumper and trousers. Teachers will confirm PE days for your child in September. *We will not be able to give children spare kit to wear.*
- ✓ **Please note, in line with government guidance, face masks are not required and will have to be removed on arrival to school.** Please note:
 - ❖ Any disposable face coverings worn by children must be disposed of before entering the school building. This must be done by the child and / or their parents. Staff must not assist with this. They can be disposed of in a bin as normal waste as long as the wearer does not have any symptoms (in which case they should not be attending school anyway).
 - ❖ Any homemade or non-disposable face coverings that are being worn must be removed by the wearer (helped by their parent if necessary) and either be bagged up and taken home or be put into a plastic bag that the wearer has brought with them in order to take it home at the end of the day.
 - ❖ *Thorough handwashing must take place after removing any face masks / coverings.*

Wrap Around Care – 4Community Trust

- ✓ Breakfast and afterschool provision will be starting again in September, run by 4Community Trust.
- ✓ It will be based in Uplands Nursery and **children should be dropped off and collected from the entrance off Thomson Road** (see attached map of entrance point).
- ✓ Timings for sessions are as follows:
 - Breakfast Club: From 7.30am (at the earliest) until the start of the school day.**
 - Afterschool Club: End of the school day until 6.00pm (at the latest).**

Please contact 4Community Trust to book places at these clubs:

- Online at <https://bit.ly/bookuplands>
- By phone at 0121 752 5969

Handwashing, cleaning and routines:

- ✓ The children will immediately wash their hands when they come into school and then they will work in their usual classroom.
- ✓ Your child will be given their own pen, pencil, ruler etc to use and this will not be shared. The rooms have had all soft furnishings and resources removed.
- ✓ Children will be required to wash their hands regularly throughout the day as part of a new routine and we have hand sanitisers all around the school site to support this.
- ✓ There will be cleaners on site throughout the day as they will be regularly wiping down frequently touched surfaces and cleaning all areas of school. Cleaning will also continue to happen before and after school every day.
- ✓ We have created a rota for shared equipment such as iPads to ensure that it is not shared between bubbles before having been thoroughly cleaned before its next use.
- ✓ Toilets will be cleaned at least 5 times throughout the day and everyone will be encouraged to clean their hand thoroughly after using the toilet.

Illnesses:

- If your child is ill in any way, you must **not** send them into school.
- If a child becomes ill in school, you will be contacted and will need to collect your child straight away. We cannot have any illness in school and our threshold for sending children home will be low.
- If a child shows coronavirus symptoms, the child will be taken to an isolation room and be cared for by an adult. They will need to be collected as quickly as possible and will need to have a coronavirus test. They will need to self-isolate for 7 days unless they have a test and the result comes back as negative. In this case, they can return to school once they feel better.

- If a child in a bubble tests positive for coronavirus then their whole bubble (year group and other children they have been in close contact with at place such as breakfast club) will be sent home to self-isolate for a period of 14 days.

Travelling to school

- ✓ **Staff and children are strongly encouraged to drive, walk or cycle to school if at all possible.** If public transport must be used then government guidelines should be followed at all times. This includes adults and any children aged 12 or over wearing face masks.
- ✓ **Please leave enough time for travel** as some public transport may be running on a reduced capacity. You will also need to leave time for using our one-way system around school when dropping off and collecting children.

Our school's risk assessment and updated guidance, letters and information can be found on our school website under the 'coronavirus information for parents' tab. You can also access it by clicking this link:

<https://uplandsmanor.sch.life/Page/Category/coronavirus-information-for-parents>

Yours faithfully



Mr A Dickinson
Head Teacher