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**Victoria Road, Keighley, West Yorkshire, BD21 1JF.**

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2nd September 2020

Dear Parents and Carers,

I would like to keep you up to date on our arrangements for the new term. We will also be sending out class specific information, including pick up and drop off arrangements prior to each classes return.

**Phased return**

In order to ensure our risk assessment is effective, and allow time for parents and children to get used to the new procedures, we ask children to return to school in a phased approach. This will involve:

Year 6 – Returning Monday 7th September

Year 4 – Returning Tuesday 8th September

Year 1 and Year 5 – Returning Wednesday 9th September

Year 2 and Year 3 – Returning Thursday 10th September

We are contacting Reception and Nursery Parents separately for their arrangements.

**The school day**

Children will be organised into groups based on their class. Each class across a phase will be designated A, B, C or D. Each of these groups will be kept apart from others. We will achieve this by having groups start and finish 10 minutes apart.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Classes | Start | M/T/W/Th Finish | Friday Finish | Play Time | Lunch Time |
| Group A | RSC, 1AS, 3LG, 6CM | 8:45 | 2:45 | 11:40 | 9:55 – 10:10 | 11:40 – 12:20 |
| Group B | RZY, 1KD, 3CM, 6EW | 8:55 | 2:55 | 11:50 | 10:10 – 10:25 | 12:00 – 12:40 |
| Group C | 2FT, 4RR, 5CP | 9:05 | 3:05 | 12:00 | 10:25 – 10:40 | 12:20 – 1:00 |
| Group D | 2NB, 4SM, 5DT | 9:15 | 3:15 | 12:10 | 10:40 - 10:55 | 12:40 – 1:20 |
| Nursery times will be arranged separately with parents. |







 

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Break times and lunchtimes will also be staggered. Children will have to **remain in school for their lunch**, except on Fridays, when we will close at lunchtime. Children will have a packed lunch in the classroom. The timetable above shows what the week will look like.

**School Uniform**

Children will be expected to return to school in normal school uniform. Government guidance clearly states that uniforms do not need to be washed more often than normal.

**Physical education**

P.E. will happen as normal. However, children will do this in class groups. We aim to do this outside as much as possible. Children will be allowed to come in P.E. clothes/tracksuit on P.E day. This is to avoid changing and facilitate the washing of clothes. We will follow local authority guidance for those children who attend swimming.

**Clubs and extra-curricular activities**

For the start of term these will not run. Once children are back and we are sure our systems work, we will start to look at how we can start these again, beginning with our breakfast clubs.

**Attendance**

From September, attendance will be compulsory. We know that many of our families will have concerns about their children returning to school. We will work with our families through our families’ team and community to promote good attendance. We must remind parents though, that there is an expectation that their child returns to full time education, and that fines could be issued for children with unauthorised absences.

I will also soon be sending out further information regarding the procedures we have put in place to keep children safe that will hopefully help address many of the questions you will have.

Yours Sincerely,

Mr Morrison

Headteacher