



Headteacher: Helen Tomlinson

31st August 2021

Dear Parents/Carers,

We are very much looking forward to welcoming you back to school on **Monday 6th September**. Staggered times have been shared with parents if your child is beginning Reception or Nursery. Please check your emails for this information.

We know that some children will be returning to school ready and raring to go and others will feel a little more anxious. Whatever your child's situation the team will be ready to help support so that they feel quickly settled. This letter outlines the coming back to school details.

Attendance to school:

School is compulsory unless your child is not well enough to be in school. Where concerns arise it is important you work with school so that we can encourage your child back into full-time education.

- Non-attendance to school will be penalised. If for whatever reason your child is unable to attend school, we would request that parent/carers contact us on that day in line with our attendance policy of reporting absence.

Entry and exit into school:

- Opening times are flexible with gates closing at **9.10am**.
- We ask that you **do not arrive** until your designated start time. It also means that you do not have to arrive at the beginning of this time. You can arrive up until 9.10am.
- Parents are to leave the school premises promptly after dropping off their child. There must be no congregation of parents around the school site or near the school access points.
- It is your choice if you wish to wear a face mask on site or not. We respect your decision.
- Signage will clearly indicate the pathways that children and parents will walk
- Parents are responsible for ensuring their child/ren remain with them in their bay whilst waiting to come into school and upon exiting
- Personal conversations about your child will be kept to a minimal. We would ask that you phone or email to communicate any worries or concerns and a member of the staff team will get back to you promptly.
- The car park is not for the use of any parent or carer.
- Gates will be closed at **9.10am** on both sites and access into school is not possible. Note this is a new time.
- Access into school will not be allowed after this time. If your child arrives after 09:10am they will not be able to attend school that day. **Admin staff cannot supervise late entry to school.**
- Please see the table below which provides you with the detail of the staggered start and finish times. Please note these times have adjusted so do look carefully at them.



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- Families with children in multiple year groups to drop child/ren with the earliest time first.

	Start time	Finish time	Entry/Exit
Nursery AM children	8.30am	11.30am	One-way system marked across the carpark on Infant site
Nursery 30 hour offer	9am	3pm	One-way system marked across the carpark on Infant site
Nursery PM children	12pm	3pm	One-way system marked across the carpark on Infant site
Reception	8.45am	2.55pm	One-way system via rear gate on Bank Road. Bottom gate into EYFS playground Exit follow line markings towards Zoar Street. Child will be dismissed to parent at front of the queue one at a time.
Year 1	8.50am	3pm	One-way system via rear gate on Bank Road. Bays marked for both year 1 classes. Entry/exit through green picket fence one at a time. Child will be dismissed to parent at front of the queue one at a time.
Year 2	8.55am	3.05pm	One-way system via rear gate on Bank Road. Bays marked for both year 2 classes. Entry/exit through green picket fence one at a time. Child will be dismissed to parent at front of the queue one at a time.
Year 3 and Year 4	8.45am	Y3: 3.05pm Y4: 3.10pm	One-way system via car park on Junior site. No adults allowed onto the playground. Child enters the playground when gates open and parent leaves. Exit: 4 lines for parents to queue on one for each class. Child will be dismissed to parent at front of the queue one at a time.
Year 5 and Year 6	8.50am	Y5: 3.15pm Y6: 3.20pm	One-way system via car park on Junior site. No adults allowed onto the playground. Child enters the playground when gates open and parent leaves. Exit: 4 lines for parents to queue on one for each class. Child will be dismissed to parent at front of the queue one at a time.



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Clothing:

- Children will be expected to wear school uniform. This includes shoes that cover toes (no flip-flops or sandals). Support is available for uniform so please do ask by phoning the school office.
- P.E. kits will not be allowed into school. Instead on the day your child has P.E. we ask that they come to school in their P.E. kit. This should include appropriate clothing for outdoor P.E. (tracksuits plain black or blue no large brand logos) and the correct colour house T-Shirt. (Note: Reception do not have house colours so a plain white T-shirt/polo shirt is suitable). Please see table below:

Day of the week	Year group
Monday	Year 1 and Class 4S
Tuesday	Year 2
Wednesday	Reception and Year 5
Thursday	Year 6
Friday	Year 3 and Class 4F

Classroom arrangements:

- Children are not permitted to bring from home any stationery items or any personal belongings from home. School will provide them with their own personal pack of items which will remain at their desk at the end of the school day.
- We ask children do not bring backpacks/ bags into school. They have no need for them.
- Children will be allocated the same seat each day.
- Water bottles will be stored in the classroom so that they do not touch anyone else's. Only water should be brought into school.
- Children will have to wash their hands in warm soapy water for at least 20 seconds on entry into school.
- Cleaning will continue twice a day around school.
- Children who have an inhaler must return to school with it ensuring it is named and in date.

Break time:

- Children will have to wash their hands before going out for break and upon their return to the classroom.
- There will be no tuck provided in school. If children wish to have a healthy tuck this will need to come from home. This means no chocolate and no crisps. No foods containing nuts. Fruit, vegetables, yoghurt and cheese dippers are all great as healthy snacks.
- Children will be playing with children from more than one year group. This is a change.



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Break times	
Year 1 and Year 2	10.30am
Year 3 and Year 4	10.15am
Year 5 and Year 6	10.30am

Lunchtime:

- Children will have to wash their hands before having lunch and after having lunch.
- Year groups will eat lunch in the dining room at staggered times.
- Free School Meals and Universal Meal (Reception, Year 1 and Year 2) children will be entitled to a grab bag or hot meal.
- Hot meals can be purchased via the ParentPay system.
- The **government voucher scheme ceases** as children return to school.
- No nuts or nut based products can be brought to school due to a child who has a severe nut allergy.
- Midday supervisors will be allocated to the year groups and kept the same.
- Children will not be able to leave the dining room until a midday supervisor gives them permission
- Desks will be cleaned before and after lunch.
- Children will be able to play with children from other classes and across the phase. This is a change.
- On entry back to school children will wash their hands.

Lunchtimes	
Nursery	11.30am
Reception	11.50am
Year 1 + Year 2	12.30 - 1.30 One year group will enter the dining room ahead of the other.
Year 3 + Year 4	12.15 - 1.15 One year group will enter the dining room ahead of the other
Year 5 + Year 6	12.25 - 1.25 One year group will enter the dining room ahead of the other

Visitors:

- The main reception is not open to visitors unless there is a pre-arranged appointment.
- The toilet in the main reception has been closed.
- We would hope that you would be able to discuss any matters via the telephone or email.

Wrap around care and after school clubs:

- Breakfast and after school clubs can be booked using the normal booking system on the website.
- Children in this club will be distanced and will be grouped in their Key Stage phase or family group.



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- Limited resources will be used, and everything will be meticulously cleaned at the end of each session.
- Drop off is from **7.30am**. Latest drop off is **8.15am**
- Collection is at the latest **5.45pm**
- Other After School clubs will be offered via the website where they can be booked. These will be regularly adjusted each half term. They will be set up for each phase.

We will be sending out a virtual walk of the school to help you know how to enter school.

Covid-19 update

There are some real changes here and please do ask if this is not clear or seek further guidance from the hyperlinks.

- Pupils, staff and other adults should follow public health advice on [when to self-isolate and what to do](#). They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).
- If anyone in your school develops [COVID-19 symptoms](#), however mild, we will send them home and they should follow public health advice.
- Staff and pupils with a positive LFD test result should self-isolate in line with the [stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). They will also need to [get a free PCR test to check if they have COVID-19](#).
- Whilst awaiting the PCR result, the individual should continue to self-isolate. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the individual can return to school.
- We will ask parents and staff to inform school immediately of the results of a test. Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.
- As with positive cases in any other setting, NHS Test and Trace will work with the positive case to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.
- From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case.



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- Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.
- Children aged 4 and under will not be advised to take a PCR test unless the positive case was someone in their own household.
- Children and young people are no longer required to isolate if a member of their household is symptomatic or tests positive. To help reduce the risk of this leading to increased transmission in settings, the following actions should be undertaken:
 - advising that all members of a household have a PCR test (including children 4 years old and under)
 - ensure that family members (e.g. parents and siblings) that have tested positive do not leave the house to drop off other children in the family to school or nursery

After having read this letter if you have any further questions or queries please do not hesitate to email (info@redhall.dudley.sch.uk) or call school.

With warm regards to you all and we are very much looking forward to seeing you all on 6th September 2021.

Mrs Tomlinson
Head teacher