



'Be the best that we can be'

We are delighted to reopening our doors to all of our pupils in September following a rigorous Risk Assessment process with Red Kite. Red Kite have now signed our Risk Assessment off and agreed that we have made the site as safe as possible for children's return to school. Please read the following guidance carefully and please do not hesitate to ask any questions.

The school day — 8:45am — 3:15pm:

The normal school day (8:45am-3:15pm) will resume from the 8th September 2020. We will continue to operate our one-way system around the outside of the school building and **we kindly ask that you follow this at all times** to support the flow of people around school. This may make your drop off and pick up times slightly longer than usual but we will have staff on the playground to support. When you arrive at school, there will be adults on hand to guide you to the correct place and help answer any questions you may have.

Please see "Drop off and Pick up Protocols" for more information.

Tuesday 8th September: The school year begins for children in Year 4, 5 and 6.

Wednesday 9th September: The school year begins for children in Year 1, 1/2, 2 and 3. A staggered start begins for children starting in Reception.

New Starters:

If your child is new to the school and starting in Years 1-6, we ask that on their first day, **you meet the class teacher at the office at 8:30am**. The Class Teacher will then show you around the one-way system to your drop off and collection point.

If your child is starting in Reception, please meet **Miss Quarmby at the main office at 9:15am**. You will be shown to your drop off and collection point where your class teacher will be waiting.

School Office:

Where possible, please contact the school office via telephone on 0113 2606203. If a message does need to be passed directly to a member of the admin team (for example, to sign for medication), only one family is permitted in the office foyer at one time.

Handwashing:

Soap and warm water is the most effective way to limit the spread of coronavirus. Everybody in the building will wash their hands prior to entering and leaving the building and classrooms.

Equipment:

To reduce the items brought from home, please only send your child to school with a book bag or small backpack, packed lunch, if needed, and water bottle. Pencil cases are not needed or allowed.

Meetings in school / Communication to the class teacher:

New drop off and pick up protocols mean that children may be left under the supervision of their class teacher at 8:40am (they must have been accounted for on the fire register). Therefore, we ask that messages are communicated to the Class Teacher through Class Dojo. Teachers will aim to reply to messages within 24 hours and will respond between the hours of 8am and 4pm. Should you need a message to be passed urgently, please contact the school office first by telephone.

School Uniform:

Full school uniform is expected to be worn by all pupils, including black shoes/ trainers without any logos or bright colours. Pupils who are not wearing the correct footwear will be asked to change into a pair of school pumps. These pumps will be assigned to a child until footwear in line with our school policy is worn. Once these are no longer needed, they will be placed in quarantine for 72 hours.

Behaviour System:

Our new Green is the Goal positive behaviour system will be introduced throughout school at the beginning of term. Care and attention will be taken to establish rules and routines within the policy to ensure clarity and consistency for pupils and adults in school. A Covid-19 update supports our Behaviour Policy. We shall be rewarding pupils for demonstrating our school values through Dojo Points and Achievement Assemblies which will take place on a Friday afternoon. As soon as it is safe to do so, families will be invited to join us.

After School Clubs:

A limited number of after school clubs will take place in the Autumn Term and letters will be sent to parents/ carers in due course. Registers for these clubs will be taken electronically to support Test and Trace should we have a positive case at Whitkirk Primary School. Positive behaviour at clubs will be tracked closely by the Senior Leadership Team who will be present at clubs run by external agencies such as Leeds United and Leeds Rhinos. Children may lose their place at an after school club if they fail to maintain high standards of behaviour.

Home Learning:

Home Learning activities and Reading books will be sent home from the second week of term. Home Learning will be sent home on a Friday and is to be returned to school on the Monday. This will allow for exercise books to be untouched for 72 hours before they are marked by the class teacher.

As always, thank you for your continued support and cooperation, our priority will be, as ever, settling children into school and ensuring they are safe and that they feel safe and happy. When a child is settled, safe and happy then they are able to begin their learning journey...and what a brilliant learning journey we have planned for you!

Respect – Achievement – Safety – Trust – Forgiveness – Friendship