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Lingfield Primary School, Buxton Avenue,  
Marton, Middlesbrough. TS7 8LP

2<sup>nd</sup> September 2020

Dear Parents

I am looking forward to welcoming back pupils to Lingfield from Thursday 3<sup>rd</sup> September. This letter will outline further details regarding the return to school and builds upon prior communication at the end of the summer term. A separate PowerPoint will provide further information.

#### Summary of Autumn Term Arrangements

- All pupils are in year group bubbles.
- Timetables are staggered with separate start, finish, break and lunchtimes for year group bubbles.
- Movement throughout school at other times is minimised.
- Regular and frequent handwashing is in place.
- Enhanced cleaning, including cleaning of surfaces and toilets throughout the day.
- Seating arrangements so that pupils are sat side by side. Each child will be provided with their own personal stationary pack which is to be used by that child only. **There is no need for any stationary to be brought in from home.** Children will only be allowed to use the stationary provided by school.
- Any shared resources will be cleaned or stored appropriately after usage.
- All staff have received training on supporting pupil wellbeing.
- We have a designated COVID-19 symptoms isolation room.

#### Start/End of the school Day

Start and finish times are staggered. It is essential that families arrive on time for the drop off and collection arrangements relevant to their year group. For families with siblings in multiple year groups, all children should be dropped off at the earliest drop off time and collected at the latest collection time for that particular family.



| Year Groups | Start of Day                 | Home time              |
|-------------|------------------------------|------------------------|
| Nursery     | 8:30 – 11:30<br>12:30 – 3:30 |                        |
| Reception   | 8:40<br>Reception door       | 3:05<br>Reception door |
| Year 1      | 8:30<br>KS1 door             | 2:55<br>Year 1 door    |
| Year 2      | 8:40<br>KS1 door             | 3:05<br>KS1 door       |
| Year 3      | 8:50<br>KS2 door             | 3:15<br>KS2 door       |
| Year 4      | 8:40<br>KS2 door             | 3:05<br>KS2 door       |
| Year 5      | 8:30<br>KS2 door             | 2:55<br>KS2 door       |
| Year 6      | 8:50<br>Hall door            | 3:15<br>Hall door      |

Please follow the One Way arrows up the school drive. We are only able to allow one adult per family onto the school site per drop off collection, this is to avoid any unnecessary congestion. We also ask that parents do not stop and chat at the end of the school drive on Buxton Avenue, again to avoid congestion.

To limit the items brought in from home and to ease congestion in cloak rooms, children will only be allowed to bring in their book bag and the PE bag which has been provided by school. Those children who will be bringing a packed lunch from home, please ensure that this is in a packed lunch box which will be kept in the classroom during the day. Each child will be expected to bring a water bottle with a 'sports' top into school each day. The shared water fountains in school will not be available for obvious reasons.

In the first instance we are closing the bike and scooter racks until we are confident that the measures we have put in place for the start and the end of the school day are working effectively enough to ensure the safety of everyone concerned. This does mean that scooters and bikes will not be allowed to remain on the school site during the school day.

## FAQs

**How do I maintain contact with the class teacher?** We will be sharing with you the email address of your child's class teacher at the start of term. At the moment we can only arrange face to face meetings under very exceptional circumstances.

**Does my child need to attend school?** The Government have been very clear that all children must attend school unless they are unwell or have been advised not to do so by a doctor.

**What about Stars After School Club?** Stars will be operating from the start of term. Please contact Danny Wilson for further details.

**Will there be trips, visitors, events etc?** We are not currently planning on running any school trips. We may decide to review this later in the term depending on our risk management plan and the latest government guidance. We will explore some virtual options to support some of our events and further information will be provided in due course.

**What if I have further questions that are not answered in this letter or the PowerPoint?**

Please either call or write an email to myself at the above email address.

We will continue to review measures and will provide opportunities for further feedback in due course. I shall look forward to seeing you all as we welcome back all of our pupils.

Yours sincerely

P Thackstone  
Head Teacher