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01/03/2021 **RETURN TO FIRS IN MARCH 2021 – letter 1**

Dear Parents,

We are looking forward to once again welcoming pupils back on Monday.

As far as possible, we have kept timings, routines and timetables as close to those of our September reopening.

Please look at our COVID-19 webpages where we will update Risk Assessments and information regularly: [CLICK HERE](#)

All dates below are subject to an further GOVERNMENT and MAT guidance.

WHEN DO CHILDREN COME BACK?

- **All pupils return to school on Monday 8th March**

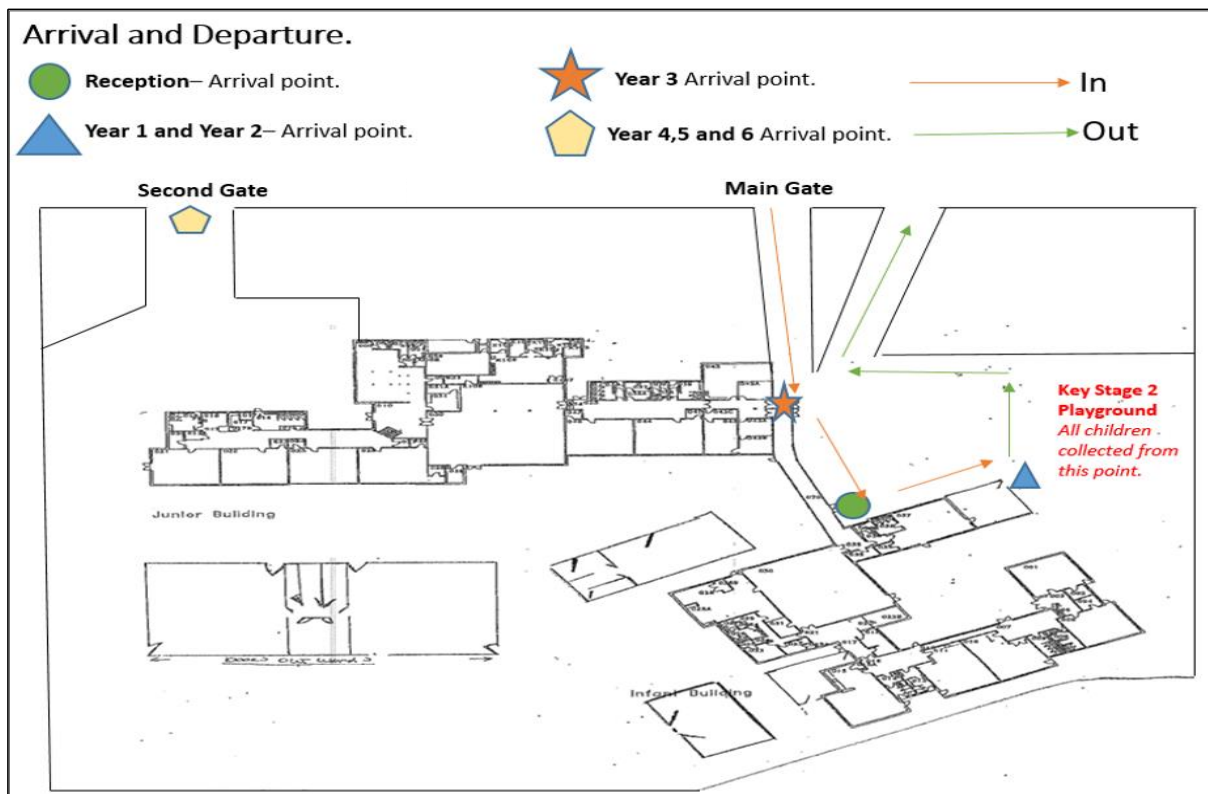
STAGGERED START and END of DAY

- Be punctual for our measures to work effectively.
- The key aim is to limit the number of people in Dreghorn Road and those arriving at school at any one time.
- We **MUST** restrict the number of adults on the school site.
- Gates will open no earlier than **8:35 am** – please queue **2 metres apart** or as indicated on paths.
- We strongly encourage adults to wear masks when outdoors on the school site.
- Adults must wear masks when visiting the school office – only one family at a time in the entrance hall.
- Start of the day and end of day instructions differ as detailed below – in the morning **you** must ensure your child enters school and, at the end of the day, **we** must ensure that they're handed over to a known adult*
- **Pupils in Y5 & 6 who have a written agreement to leave the premises unaccompanied may continue to do so (ask at the office if you'd like this considered for your child).*
- Health, safety and wellbeing come before anything else.

| START OF DAY | | |
|---------------------|------------------------|---|
| YEAR | MUST ARRIVE AT: | INSTRUCTIONS |
| Reception | 8:55 am | Staff will be present to meet and greet pupils on the playground at their designated drop off times. |
| Year 1 | 8:40 am | |
| Year 2 | 8:40 am | We request parents vacate the premises as quickly as possible and adhere to social distancing measures – including when taking shelter. |
| Year 3 | 8:45 am | Drop Y3 child at end of main path, immediately exit via one-way system – children walk to Y3 doors, guided by staff. Please be punctual. We prefer 8:45am but appreciate some early arrivals with younger siblings. |
| Year 4 | 8:40 am | Drop Y4,5 and Y6 at the top entrance on Dreghorn Road, no entry to school for adults – children walk to doors, guided by staff. Please be punctual – no entry after 8:55 am. If necessary, queue respectfully on Dreghorn Road as guided by staff on the gates. |
| Year 5 | 8:40 am | |
| Year 6 | 8:40 am | |



| END OF DAY | | |
|------------|-----------------------|--|
| YEAR | MUST BE COLLECTED AT: | INSTRUCTIONS |
| Reception | 2:55 pm | <p>To begin with, all children will be collected from the main playground at the times displayed on the left – rain or shine. Coats will be essential for children.</p> <p>One adult enters the school grounds via the main entrance off Dreghorn Road.</p> <p>Please circulate around the edges of the playground as directed by adults, observing social distancing. Adults cannot stop to speak to one another or to teachers – separate arrangements will be given for visiting the offices or communicating with staff.</p> <p>Children will be lined up in the centre of the playground and dismissed by teachers when adults have been identified. It is very important that we know which adult is collecting each evening.</p> <p>If you have more than one child to collect, we will designate a waiting area rather than have you re-circulate around the 1-way system and we will review the procedures at the end of the first full week.</p> <p>The collection times cannot be varied, so all Year 4 pupils can only be collected at 3:20pm.</p> <p>The 5 minute gaps help to prevent ‘pinch points’ and ‘bottle necks’ that could threaten our commitment to social distancing.</p> <p>School staff will be on hand to guide you until everybody gets used to the system.</p> |
| Year 1 | 3:05 pm | |
| Year 2 | 3:10 pm | |
| Year 3 | 3:15 pm | |
| Year 4 | 3:20 pm | |
| Year 5 | 3:25 pm | |
| Year 6 | 3:30 pm | |



BREAKFAST CLUB

- There will be no Breakfast Club to begin with as we continue to use the staff to support arrivals.
- We hope to offer a limited Breakfast Club after two weeks of opening – provisionally from **Monday 22nd March**.
- Breakfast Club places will require booking and paperwork from now on.
- We reserve the right to limit the allocation of places - priority may be given to some parents based on specific needs.
- More information will follow on **12/03/2021**.

DAYS CLOSED FOR TRAINING

- **30/04/2021 (Friday 30th April) we will be closed for staff training – this date was originally slated for February and has been rearranged.**

GROUP ORGANISATION AND TIMETABLES

Pupils will remain in their own classrooms for the majority of teaching and will have their own teachers and teaching assistants. Rooms will generally be organised (from Y2 upwards) with furniture facing forwards and some activities limited. All children will eat lunch in the school's main hall on a staggered rota.

- Reception have a self-contained set of rooms, toilets and a brand new outdoor area. They will sometimes use Year 1 or Year 2 toilets, but not at the same time as other pupils. Toilets are cleaned throughout the day.
- Year 1 have two classrooms, a shared corridor area and their own toilets.
- Year 2 have two classrooms, a shared corridor area and their own toilets.
- Year 3 have two classrooms, a shared corridor area and their own toilets.
- Year 4 have the mobile classrooms, a shared corridor area and their own toilets.
- Year 5 and Year 6 have two classrooms each (4 in total), a large, split corridor area and shared toilets – social distancing is monitored and toilets cleaned regularly throughout the day.

Daily assemblies will be held 'virtually' using screens in the classrooms. If children DO occasionally meet for an assembly – it will be in a hall and only in one year group with the classes split.

Windows will always be open in rooms occupied by pupils and teachers. Air conditioning / heating can be used provided spaces stay well ventilated.

All pupils will generally only mix with their own classmates indoors and in their own year groups more generally. At playtimes and lunchtimes, pupils will share larger spaces but sit or play separately.

Reception don't have set playtimes because of continuous provision, but have the dining hall from 11:30 am to reassert routines and skills. This is followed by a break on the playground until 12:15 pm.

Year 1 and 2 will be on their playground at the same time but kept in year groups – playtime is 10:10 am to 10:25 am, lunchtime (eating) 11:30 am to 12:00 am, lunchtime (playing) 12:00 am to 12:30 am.

Year 3 and 4 will be on their playground at the same time but kept in year groups – playtime is 10:30 am to 10:45 am on the top playground, lunchtime (eating) 12:15 pm to 12:45 pm, lunchtime (playing) 12:45 pm to 1:15 pm on the bottom playground.

Year 5 and 6 will be on their playground at the same time but kept in year groups – playtime is 10:35 am to 10:50 am on the bottom playground, lunchtime (playing) 12:15 pm to 12:45 pm on the bottom playground, lunchtime (eating) 12:45 pm to 1:15 pm.

School meals from the canteen will be available or pupils can continue to bring their own packed lunch. We will write to you separately about packed lunches and water bottles etc.

PHYSICAL EDUCATION

All children from Y1 to Y6 have timetabled PE lessons with our sports coaches. As much as possible, these will take place outside and in line with guidance around use of equipment etc.

Children will wear their PE kits all day on their designated PE days. Kits should include plain jogging bottoms and school tops which can worn over shorts and T-shirts and removed as necessary). Footwear can be changed in classrooms – but this removes the need to change in school, mix classrooms or bring lots of bags to school.

UNIFORM

Pupils are expected to wear Firs uniform. Clothing should be washed or changed regularly.

PROTECTIVE MEASURES AND HYGIENE

- As you can see, we have limited or controlled movement around the building(s) and added additional cleaning for areas of high traffic.
- Social distancing will remain an expectation for all adults and older pupils.
- Children remain in limited 'bubbles' and have access to their own resources.
- Queuing zones for toilets and hand washing have been established and are monitored.
- Pupils wash or sanitise hands upon arrival, at breaks, before and after eating, having used the toilet etc.
- There is a handwashing guide on our COVID-19 pages for you to practice with children at home.
- We will continue to use 'Catch it, Bin it, Kill it' routines for coughs and sneezes – practice using tissues, disposing and handwashing at home.

FURTHER COMMUNICATION

All information will appear on our COVID-19 webpages – please check regularly: [CLICK HERE](#)

I will post an updated risk-assessment there. Details for dealing with sick pupils and any suspected case of COVID-19 remain unchanged at this point – and I will remind you all in September of the expectations.

By working together, we can make sure everybody stays safe and controls the virus.

If you have any questions or concerns, please email enquiries@firs.academy and make the subject **MARCH Return**.

Yours sincerely,

D. Shakeshaft

Mr D Shakeshaft

HEADTEACHER