

St Mark's Church of England Primary School

Chief Executive of 1Excellence Multi Academy Trust: Mrs Valerie Hall



July 2020

Dear parents/carers,

I am delighted to tell you that all children will be able to return to school in September. We cannot wait to see the children who we have not seen for such a long time, as well as welcoming back children who we have seen during wider opening. (*September re-opening is subject to government decisions so may be subject to change with very little notice.)

As you will be well aware, school re -opening does have to be done with safety of children, parents and staff at the forefront. It is for these reasons I would ask that you read the following information carefully – **and keep this letter as a reference for September** – as there are significant changes that have been made and the 'plan' for re-opening will only work if **everyone** adheres to the details.

Dates and PD days

Tuesday 1st September 2020 - PD Day (**children should not attend school on this day**).

Wednesday 2nd September 2020 – children return to school.

Drop off and collection of children

Staggered drop-off and collection times have been put in place. We ask that these are **strictly adhered to**, to avoid overcrowding at these times. **Please do not come any earlier than the times given**, we want to avoid parents/carers 'waiting'. (*Do not arrive earlier on the first day; staff will be on hand to direct people and turning up earlier will not be helpful.) We are all used to ensuring we get to places at the exact time now, due to this being the set up in all places currently (doctors, restaurants etc...) If you do end up at school earlier, it is advised you wait in the car or time your journey appropriately should you be walking.

Family groups:

Family groups (**any family with more than one child attending St. Mark's**) are to drop their children off at the door/area stated below and in the table on the next page, from 8.40am. They are to be collected from the same door/area from 2.50pm (unless Year 2 BB and Year 1 CR, see further details about this).

Could we ask you to use the **top gate** to enter the school site if your youngest child is in either **Reception, Year 1 or Year 3**.

If your **youngest child is in Year 2, Year 4, Year 5 or Year 6, please use the main school gate** to enter the site.

Nursery **15 hours will use the top gate** and enter the class via the small gate next to Reception class entrance. **Nursery 30 hours will use the usual Nursery entrance**.

If you are a family group and are dropping Year 2 off, Miss Boagey's class need to wait at the main reception front entrance and your child will be collected from there and taken to their class. If your child is in Miss Hodger's class, they go to the Year 2 outside door. If you are a family group and are collecting children from Year 2 at 2.50pm, please wait close to the green fence on the playground, opposite your child's classroom and a member of staff will bring your child to you.

For family groups in Year 1 Mrs Ruddock, children need to be collected from the outside door. All other children without siblings, see table below for the arrangement.

When dropping off and collecting children, **social distancing must be adhered to** and you **must keep your child/children with you at all times**.

One adult ONLY per family/child dropping off and collecting children.

Please see below for the arrangements **for children who don't have siblings** attending school **and the drop off/collection points for all classes**.



St Mark's Close, Fairfield, Stockton-on-Tees, TS19 7HA

Telephone: (01642) 580774

Email: stmarkselmtree.school@stockton.gov.uk

1Excellence Multi Academy Trust Company No: 10817580



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| Year group and specific class | Gate to use to enter the site | Drop off time | Drop off location | Collection time | Collection location |
|-------------------------------|-------------------------------|---------------|--|-----------------|---|
| Year 6 Mrs Connor | Main gate | 8.50am | Mrs Connor's outside door | 3pm | Mrs Connor's outside door |
| Year 6 Mrs Carr/Mrs Edinboro | Main gate | 8.50am | Mrs Carr/Mrs Edinboro outside door | 3pm | Mrs Carr/Mrs Edinboro outside door |
| Year 5 Miss Fraser | Main gate | 8.50am | Miss Fraser's outside door. | 3pm | Miss Fraser's outside door |
| Year 5 Mrs Khan | Main gate | 8.50am | Mrs Khan's outside door | 3pm | Mrs Khan's outside door |
| Year 4 Mrs Jemmeson | Main gate | 8.45am | Mrs Jemmeson's outside door. | 2.55pm | Mrs Jemmeson's outside door. |
| Year 4 Mr Wilson | Main gate | 8.45am | Mr Wilson's outside door. | 2.55pm | Mr Wilson's outside door. |
| Year 3 Mr Attewill | Top gate | 8.45am | Mr Attewill's outside door. | 2.55pm | Mr Attewill's outside door. |
| Year 3 Miss Shannon | Top gate | 8.45am | Miss Shannon's outside door. | 2.55pm | Miss Shannon's outside door. |
| Year 2 Miss Boagey | Main gate | 9am | Main reception/front entrance to the school | 3.10pm | On the playground near the green store. Staff will bring the children to this point. *If you are a family group, see above regarding family groups. |
| Year 2 Miss Hodgers | Main gate | 9am | Year 2 outside door | 3.10pm | On the playground near the green store Staff will bring the children to this point. *If you are a family group, see above regarding family groups. |
| Year 1 Mrs Headlam/Mrs Rutter | Top gate | 8.50pm | Mrs Headlam/Mrs Rutter's outside door | 3pm | Mrs Headlam/Mrs Rutter's outside door. |
| Year 1 Mrs Ruddock | Top gate | 8.50pm | Mrs Ruddock's outside door | 3pm | Small KS1 playground Staff will bring the children to this point. *If you are a family group, see above regarding family groups. |
| Reception Mrs Munns | Top gate | 9am | Small gate next to Reception class entrance. | 3.10pm | Small gate next to Reception class entrance. |
| Reception Miss Kemp | Top gate | 9am | Reception class entrance | 3.10pm | Reception class entrance |
| Nursery 15 hours | Top gate | 8.50am | Small gate next to Reception class entrance. | 11.50pm | Small gate next to Reception class entrance. |
| Nursery 30 hours | Nursery gate | 8.50am | Nursery entrance | 2.50pm | Nursery entrance |
| ARB class | Main gate | 8.40am | Studio outside door | 2.30pm | Studio outside door |



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Breakfast Club and After School Club

Families received a text on Tuesday 30th June to request you email the school to state if Breakfast Club or After School Club would be needed from September. These requests have been processed.

If you requested a place, you must pay at least a week in advance on ParentPay (for WC 2nd September, please ensure it is paid for by August 31st.)

All bookings going forward need to be requested via the school office (email or phone call) **and school will need at least a week's notice for this, as well as immediate payment on booking.**

Arrangements for Breakfast and Afterschool Club have changed to ensure government guidelines are followed and safety of children are staff is the priority. For this reason, Year 1, Year 2 and Year 3 Breakfast and After School Club will be held in The Studio and Year 4, Year 5 and Year 6 Breakfast and After School Club will be held in the school hall. Early years Breakfast and After School Club will take place in Nursery as it always has. Children will be kept in year group groups in these areas (in line with government guidelines).

Entry and exit arrangements will remain the same. Hand over children to a member of staff on the gate on a morning and ring the school mobile number from the gate, for collection on an afternoon. Timings remain the same. Prices will remain the same for September, but this is to be reviewed.

P.E

P.E will resume in the autumn term. We ask that on their P.E day, **children come to school in their P.E kits.** They can wear shorts under a pair of track suit bottoms. The track suit bottoms can be taken off for the P.E session if needed. The P.E uniform must be worn (black shorts or bottoms, white t shirt and black sport footwear, black hooded jacket or jumper if required). Below is the day your child's class will be having P.E. This indicates the day they should wear their P.E to school.

*No P.E on the first day back, but from Thursday 3rd it will re-commence.

| Monday | Tuesday | Wednesday | Thursday | Friday |
|----------------------------------|---------------------|-------------------------------|---------------------|------------------------|
| Year 2 Miss Boagey | Year 2 Miss Hodgers | Year 1 Mrs Headlam/Mrs Rutter | Year 1 Mrs Ruddock | ARB |
| Year 6 Mrs Carr/ Mrs Edinboro | Year 5 Mrs Khan | Year 5 Miss Fraser | Both Year 4 classes | Both Reception classes |
| | | Year 6 Mrs Connor | | Both Year 3 Classes |

Forest Classroom

All classes have been allocated a slot in the Forest Classroom. On the day that it is your child's turn, could you ensure they have a coat, preferably with a hood, with them and suitable footwear. School can provide waterproof bottoms and wellies if the weather is wet. (These will be sprayed with an anti bacterial spray and quarantined for 48 hours before further use.) Time table for the Forest Classroom will be shared in September.

Children's mobile phones

In previous years, children who have written permission to walk to and from school without a parent/carer have been allowed to sign in their mobile phone on a daily basis (after having handed in a consent form, signed by parents/carers). In order to keep in line with suggested hygiene arrangements, we must ask that children DO NOT bring a mobile phone to school unless this is pre arranged. Parents/carers must email the office to request a mobile phone form and ensure this is emailed back, so the office have a log of which children will be bringing a mobile phone to school. For children who have returned a signed consent form, they need to bring their phone to the main front entrance door, they will wipe the phone and place it in the appropriate class box. They will collect it at the end of the day in the same way.

Walking home consent

Children in Year 6 (and 5 if absolutely necessary) can be given consent to walk home/not be collected by an adult on their consent form. Please email the office to request a walking home consent form and return via email if you want your child to have consent to walk home. They will not be allowed to walk home without this.

Office arrangements

No access to the main office. If you have a message, ring or email the office. If you need to drop something off or collect something, you must ring the school office to pre arrange this.



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Summer Free School Meal Voucher arrangements

Parents/carers who are eligible for Free School Meals, are on our system and who we have a working email address for (this does not include Universal Free School meals for Reception, Y1 and Y2 children) will receive an email on the 15th July, 29th July and the 12th August with a voucher code for £30 per child that attends St. Mark's. The voucher code has to be uploaded to the government website. Parents/carers download the supermarket voucher they prefer.

School lunch arrangements from September

Parents/carers can opt for their child to have a school meal. There will be one hot option and one cold option (details to follow at a later stage). Children in Reception, Year 1 or Year 2 are entitled to a Universal Free School Meal. Children will order this daily. We do ask that we have some notice if children want to change from packed to school lunches. If families pay for school meals, ordered in school and these can be paid for via ParentPay as usual. Alternatively, children can bring a packed lunch.

Curriculum from September

St. Mark's will offer an ambitious and broad curriculum that will see children learning the full range of National Curriculum subjects. Children will be assessed in order to identify any gaps in the curriculum areas and planning will reflect what the children need. The curriculum will not be narrowed. The curriculum will offer blended learning, ensuring that core skills are embedded through the other subjects. We are aware of how well the school community has come together during the pandemic and we want to replicate this through our curriculum. At the start of the school year, we have planned an exciting whole school project all around the book 'Here We Are' by Oliver Jeffers. Watch this space....

Home- learning book

We would love to see the home-learning that your children have done during the school closure period. Please send your child to school with their home-learning book On Wednesday 2nd September. This is not compulsory. Only send the book in if you would like the teachers to look at it.

Summer learning/homework

Look out for two Summer Learning Challenges that will be set on Teams and replicated on the school Facebook page for the summer. One is a set of sport challenges and one is a set of reading challenges. Children will receive certificates and prizes in September for participating.

School Holiday provision information

For families who want information about holiday provision for their children, please contact the Family Improvement Service on 01642527225 and they will be able to provide details of which services are providing out of school holiday provision, as well as the details you will need to book a place.

I understand that this is a lot of information to take in, however, in order to keep everyone safe, school ask that the details are kept to hand and strictly adhered to when September arrives.

We have never had to begin a new academic school way in this way before, so we ask for your patience and support with the new way of working.

Finally, I would just like to say I hope you all have a lovely summer and we look forward to welcoming everyone back in September.

Many thanks.

Mrs Hindson.
Head of School.



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