

**Archibald First School**

Archibald Street  
Gosforth  
Newcastle upon Tyne  
NE3 1EB

Headteacher **Mrs R Turner**

0191 285 1957  
admin@archibald.newcastle.sch.uk  
www.archibaldfirstschool.org.uk

Dear Parents and Carers,

Thank you for your patience and understanding over the last few months. We are delighted that the latest government guidance has provided schools with the details needed to plan for a full return in September. Since this guidance was published we have carefully consulted the many different guidance documents, which have been developed in close consultation with Public Health England and are forging ahead with our plans to bring the Archibald community back together again!

We have now identified how we can implement policies and procedures to ensure that pupils can be taught a broad and balanced curriculum, staff can focus on the children's mental health, wellbeing and support the children in returning to school and children can work with their peers in their year group.

We are also continually reviewing our risk assessment to ensure we have in place procedures as well as an environment that reduces the risk of transmission of COVID 19.

**Teaching a broad and balanced curriculum**

From the 8<sup>th</sup> of September, our job will be to support, nurture and educate your children. We will create time to address gaps in knowledge by utilising our broad and balanced curriculum to fill gaps in core knowledge.

**Mental Health and Wellbeing**

Crucially, included within our broad and balanced curriculum will be significant time spent concentrating on the children's mental health and wellbeing. We are aware that pupils may be experiencing a variety of emotions in response to the Covid-19 outbreak. The return to school allows social interaction with peers and staff, which benefits wellbeing. Staff across the school community will be delivering modules on mental health and wellbeing through the PSHE curriculum.

**Classes and Year Groups**

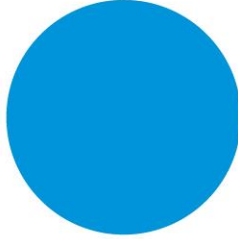
Year groups will form 'Bubbles' and will continue to work together. For the first two weeks of term, classes will remain as their class to ensure all the children have the opportunity to integrate into their class and form a relationship with their teacher.

**PE**

PE will be provided outdoors for the duration of Autumn 1 in order to maximise the distancing between pupils. Therefore, all children will require a school PE kit, a pair of navy or black tracksuit bottoms and footwear that is suitable for outdoor lessons throughout Autumn 1. You may also like to send in a warm hoodie or jumper too.

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### **Parental Support**

A key part of our full reopening will involve parents and carers understanding the new guidance and how we plan to welcome children back into school. Therefore, there will be a selection of key documents to be read. It is essential that the documents have been read before your child returns/joins school. Key documents to read prior to September can be found here: <https://www.archibaldfirstschool.org.uk/september-2020/>

There is also one form to be completed: <https://www.archibaldfirstschool.org.uk/wp-content/uploads/2020/07/Information-request-from-parents-before-childs-return-September-2020.pdf>

Videos of the routes into the school will also be uploaded as soon as possible.

Thank you in advance for engaging with the relevant documentation and following the new procedures to ensure we have a successful return to school in September.

### **Medication**

All medication **MUST** be brought / returned to school on your child's first day back: No medication will result in your child needing to go home until the medication can be returned.

### **Overall Measures**

Overall measures that will be in place to ensure the school reduces the risk of transmission include:

- Keeping children in year group bubbles to minimise contacts with other year group bubbles
- Encouraging children to keep their distance from other year groups and staff where possible
- Regular cleaning and handwashing
- Staggered drop off, playtimes, lunchbreaks and pick up times to minimise contact
- All staff, pupils and their families will continue to have access to testing if they develop Covid-19 symptoms

In order to increase the capacity and prepare for a full reopening we have also implemented new protective measures and adjusted some of the existing measures.

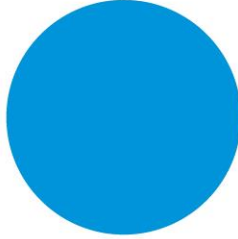
### **Arriving at and leaving school**

We will be introducing a one-way system (please see appendix A) to minimise contacts between children, staff and families that utilises all of our school premises from the start of the new academic year in September. This will enable families to drop off and pick up their siblings in a manner that reduces the risk of transmission of Covid-19 whilst being sensitive to the needs of our whole school community.

If you have more than one child at Archibald, you will receive different start and end times. These have been carefully arranged so that you are able to drop the child with the earliest drop off time first and then follow the one-way system to drop any other children. Class teachers are aware there will be children arriving and leaving slightly earlier and later. Please be patient with us as we get used to a new system. Each child will receive letter outlining their staggered times and entrances/exits.

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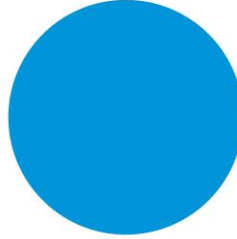
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<b>Drop off</b> If you have siblings in a year group with an earlier drop off time please drop off your children at the earliest drop off time whilst following our one-way system.	<b>Pick up</b> If you have siblings in a year group with an earlier pick up time please pick up your children at the earliest pick up times whilst following our one-way system.
Y1 with no siblings (8:40am-8:45am)  Y1 with siblings (8:40am-8:45am)	Y1 with no siblings (2:40pm-2:45pm)  Y1 with siblings (2:40pm-2:45pm)
Y2 with no siblings (8:50am-8:55am)  Y2 with siblings (8:50am-8:55am)	Y2 with no siblings (2:50pm-2:55pm)  Y2 with siblings (2:50pm-2:55pm)
Reception with no siblings (8:55am-9am)  Reception with siblings (8:55am-9am)	Reception with no siblings (2:55pm-3pm)  Reception with siblings (2:55pm-3pm)
Nursery with no siblings (8:45am-8:50am)  Nursery with siblings (8:45am-8:50am)	Nursery with no siblings (2:45pm-2:50pm)  Nursery with siblings (2:45pm-2:50pm)
Year 4 with no siblings (9:05am-9:10am)  Year 4 with siblings (9:05am-9:10am)	Year 4 with no siblings (3:05pm-3:10pm)  Year 4 with siblings (3:05pm-3:10pm)
Year 3 with no siblings (9:10am-9:15am)  Year 3 with siblings (9:10am-9:15am)	Year 3 with no siblings (3:10pm-3:15pm)  Year 3 with siblings (3:10pm-3:15pm)

(Reception and Nursery, these timings will be in place following your children’s initial visits: please see the letter from Mrs Nelson and the Early Years Team)

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### Hand Sanitising

All children will need to sanitise their hands on entry to the school building.

Hand sanitising and the washing of hands will be an instrumental safety measure throughout the day for all staff and children.

### Face Masks

Any face masks worn on the journey to school by a child at Archibald **must be removed** before entering the school building. The parent bringing the child to school will be requested to dispose of this safely.

### Attendance

Please note that school attendance will be mandatory from the start of the new academic year.

### Punctuality

With regards punctuality, all children must come into school in their allocated slots or before if there is a sibling with an earlier drop off time.

### Dogs

Dogs are NOT permitted on the school site at any time. This includes carrying dogs. Please be mindful of this fact when bringing them on the school walk and be extremely considerate where they are left as not all our school community are comfortable walking past the dogs left at the front of school. Thank you for your support.

### Travelling to/from School

We request that only 1 parent enters the school site at any time.

As an interim measure, older siblings who are not at Archibald First School, are not permitted on site and are unable to meet families at the end of the school day.

We are asking all of our families too walk, scoot or cycle to school. Unfortunately scooters and cycles **cannot** be left on site.

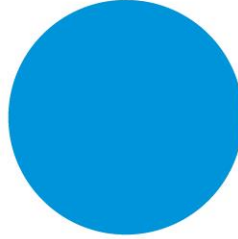
### Lunch times

Lunch times will be staggered and for Autumn 1 different catering arrangements will need to be in place.

- **Nursery:** Children in Nursery can have a school packed lunch (charged for) or bring in their own healthy packed lunch.
- **Reception, Year 1 and Year 2:** Children in these year groups may have a school meal (No charge due to Universal Infant Free School Meal system) or bring in their own healthy packed lunch.
- **Year 3 and Year 4:** For Autumn 1, the children in years 3 and 4 may have a school packed lunch (charged for) or bring in their own healthy packed lunch. If a child is entitled to free school meals due to income, then the school packed lunch will be provided free of charge.

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**Uniform**

Full school uniform is to be worn from the 8<sup>th</sup> September. **It is essential that all items of clothing are named to avoid children taking each other's jumpers etc.**

**School Office**

As the office space is a confined space, there will be a one in one out policy. Please make every effort to phone the school office where this is possible and only enter the school office when this is essential.

**Fruit Snack**

Children in Years 3 and 4 may wish to bring in a piece of fruit for a breaktime snack.

Again, thank you for your unwavering support throughout these unprecedented times. Our vision for September is to get Archibald back to working closely as a community once again.

Yours sincerely

Mrs Turner

The Archibald Team

The Governing Body

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