3rd September 2020

Dear Parents, Carers and Pupils,

I would like to welcome all of you to Old Catton Junior School for the start of the Autumn Term 2020. We are looking forward to seeing you all on Monday 7th September and being able to have you all at school, full time, again. We hope that most of you are excited to return to school, see your friends and get back to learning in our classrooms. However, some of you may feel anxious about coming to school and we want you to know that we will all be here to help you to settle in and to understand and learn about the new routines and way of working in school during this time.

To help you and your families prepare here are the most important bits of information in order to help get us started next week at Old Catton Junior School. Below is a list of things to remember; I hope this helps to keep it simple.

The only exception to these arrangements is on Monday 7th September when Year 3 will start at 9:15am via the Church Street Gate and one parent/carer is welcome to walk onto the playground with their child on their first day.

**There are staggered start/finish times and entrances/exits to help keep our gates crowd free.**

* Year 3 and Year 6 are to come into school at 8:40am.
* Year 3 via Church Street Gate and onto the main playground, Year 6 via Rec Road Gate and onto the side playground.
* Year 4 and Year 5 are to come into school at 8:50am.
* Year 4 via Church Street Gate and onto the main playground, Year 5 via Rec Road Gate and onto the side playground.
* At the end of the day the Year Groups will exit at the same gates they entered.
* Year 3 and Year 6 will finish at 3:15pm.
* Year 4 and Year 5 will finish at 3:20pm.
* Please help us to all keep safe and well by adhering to these times. Please do not gather outside school and maintain social distancing guidelines.
* Children will operate in school in Year group Bubbles. This allows us to keep our timetable provision fully in place and is in line with current Government Guidance.
* Children are all expected to wear uniform. If you need to order any items from school please contact the office to organise. [office@oldcatton.norfolk.sch.uk](mailto:office@oldcatton.norfolk.sch.uk) or 01603 426973
* On the days that the children have PE/Games they will need to come to school in their PE kit. (Timetables will come out next week.) Please remember that it will be Autumn/Winter and we intend to be outside as much as possible. Children will need warm tracksuits/coats to be outside in cold weather.
* The children cannot bring school bags into school. Limiting items brought into school as well as wearing PE kit on PE days, removes the need to change and reduces items in school to help limit contamination between home/school and vice/versa.
* The items permitted to come into school are: a named lunchbox, water bottle and coat.
* Any medication needed in school needs to be signed into the school office. If you need to do this or require help from the school office, please come to the front of school and queue on the allocated markers. We will be with you as soon as we can. Please be patient and understand that this may take time. If you have questions that can be dealt with without face-to-face contact please phone or email.
* At the moment our kitchen will only be offering pre-ordered packed lunches as a food option. We are not able to provide hot dinners at present. If/when this changes we will let you know. If your child requires a school packed lunch or is entitled to free school meals, they will need to order one in the morning. Payment for lunches will be organised via the office. We will be moving over to Parent Pay from Monday 7th September, making us a cash free school.
* Pupils who do not require a school packed lunch must bring in a packed lunch from home. Break time snacks are currently not available from the kitchen, so if you would like to include a healthy snack for your child to eat at breaktime, please include this in their lunchbox.
* We are following the government guidance on Primary School aged children not wearing a face covering in school. If you wish your child to wear a face covering to and from school we ask that either you or they remove the face covering before entering the school site and give it to you for safe keeping or keep it safely in a pocket.

In addition to our school based planning, you may like to refer to information produced by the government at gov.uk/backtoschool for information and practical guidance for your child’s return to school. This includes updates and guidance for parents and carers on what you need to know about schools in the Autumn Term.

I want to reassure you that a huge amount of careful and considered thought has gone into all our plans for how we can re-open school to all pupils, within the guidelines we are being asked to comply with. We are following all up to date guidance and advice and will continue to communicate changes to you as and when they happen.

While your children are in school with us, all staff will be enabling staggered systems and timetables to give space between Bubbles. We will be cleaning surfaces, equipment and touch points regularly and will be educating the children about the importance of good hygiene and the new routines in school. Things will look and feel different, however we are focused on making sure that the essence and values of our school are maintained and that we can get back to learning in a positive, safe environment.

I look forward to working with you and your family this year.

Kind regards,

Mrs K Connelly