



**September 2020**

Dear Parents and Carers,

As you will be aware school will be opening for **all children** on **Tuesday 8<sup>th</sup> September** – we are very much looking forward to welcoming everybody back into school, we have missed you! This letter is intended to give you some more important details to make the start of term easier. If, following this, you need further information please contact us ([admin@millhill.n-yorks.sch.uk](mailto:admin@millhill.n-yorks.sch.uk)). Over summer the school will **not** be open for any children but the answer machine will be checked periodically - please leave your name and a message and we will get back to you **01609 772382**.

### **Drop off and pick up**

Following the success of our June opening we have decided to continue to stagger the start and end of each day. This will ensure that we have a very small amount of parents / children in the vicinity of the school at any one time. Please can we remind you that you **must** stay 2 metres from people who are not in your household. Can we also ask that once you hand over or pick up your child that you **do not** hang around outside the front of school.

We are advising that only one parent comes to school to drop-off or collect their child. We would prefer you not to bring other children to drop-off and collect but understand that this may not be possible. Please be vigilant at all times and understand that you will have to let your child leave you at the gates into the care of a Mill Hill member of staff (unless your child is starting in Reception – details listed below). No parents will be admitted onto the school site or into the school buildings without a prior appointment. If you do have another child with you then keep them close to you at all times. Please stick to the allocated drop-off and collection times at school. These are **vital** for maintaining safe social distancing and the health and wellbeing of children, staff and yourselves.

### **Drop off**

Year Group	Drop off between	Arrangements
Y5 and Y6	<b>08.35 and 08.40 (no earlier)</b>	Will be met at the gate which enters the car park and will be directed to line up, socially distancing, on the playground ready to come in via the door nearest their classrooms.
Y3 and Y4	<b>08.40 and 08.45 (no earlier)</b>	Will be met at the gate which enters the car park and will be directed to line up, socially distancing, on the playground ready to come in via the door nearest their classrooms.
Y1 and Y2	<b>08.45 and 08.50 (no earlier)</b>	Will be met at the KS1 gate and will be able to enter via their classroom door.
Reception	<b>09.00 (no earlier)</b>	We know that parents will be keen to bring their children round to the classroom for the first few weeks at our school. A member of staff will meet you and will direct you round to the classroom once all other children are in school. <b>Parents will not be able to go into the classroom.</b>

If you have children in several year groups please arrive at the earliest time for your eldest child e.g. if you have a child in Y6 and Y1 you will bring both children at 08.40.

We know that some families require different times to these e.g. breakfast club, and we ask that you contact us directly to discuss your requirements.

### **Pick up**

Year Group	Collection	Arrangements
Y5 and Y6	<b>15.20</b>	Children will be brought to the entry gate by the cherry tree and will be sent to waiting parents. Parents are asked to

		wait in the carpark in a socially distanced manner. Please do not wait on the footpath outside school. If children are walking independently please let us know.
Y3 and Y4	<b>15.15</b>	Children will be brought to the entry gate by the cherry tree and will be sent to waiting parents. Parents are asked to wait in the carpark in a socially distanced manner. Please do not wait on the footpath outside school. If children are walking independently please let us know.
Y1 and Y2	<b>15.10</b>	Children will be brought to the first fenced section in the KS1 outdoor area. A member of staff will supervise the handover and we ask that you wait in the area in a socially distanced manner. Please do not wait on the footpath outside school.
Reception	<b>15.00</b>	Children will be brought to the first fenced section in the KS1 outdoor area. A member of staff will supervise the handover and we ask that you wait in the area in a socially distanced manner. Please do not wait on the footpath outside school.

**We currently have no facilities for after school care.**

If you have children in several year groups please arrive for collection at the latest time for your eldest child e.g. if you have a child in Y6 and Y1 you can collect both children at 15.20.

If you have any important messages for school please email or contact the admin team:

[admin@millhill.n-yorks.sch.uk](mailto:admin@millhill.n-yorks.sch.uk) Mrs Burn

[ajones@millhill.n-yorks.sch.uk](mailto:ajones@millhill.n-yorks.sch.uk) Mrs Jones

Please avoid trying to speak to supervising adults whilst children are coming into and leaving school.

**What will your child need?**

Your child will need to come into school in their uniform with a packed lunch (if they are not having school dinners), a water bottle and a coat/jacket/sun hat. Any other essentials such as sun cream, glasses or inhalers must be brought in.

Children **must** have a named water bottle. All children's belongings will go home at the end of the day and we recommend that water bottles are cleaned daily.

Please return any reading / library books. These will be isolated for 72 hours before being put away in school. We ask that you continue to read with your child regularly and look for new reading books as your child comes home. Any books need to be returned promptly when finished with.

School dinners will be provided by school as usual and these will be eaten in class groups in the hall or in classrooms. Please note that we have had to slightly amend the menu to accommodate this change.

We ask that children come to school in their full school uniform as this is designed to be easily cleaned as well as being suitable for being active in. School jumpers and cardigans are available from the school office.

**Social Distancing Measures**

Children will be situated in the same room at the same desk space in the same 'class bubble' to socially distance throughout their school day. They will be with the same adult/s each week. This will be called their 'class bubble'. In the class they will have their own learning packs and resources will

be sterilised following guidance. Children will mix with their 'bubble group' only. There will be regular ventilation airing with windows and doors propped open, when safe.

### **Travel to and from school**

Parents and children are advised to walk or cycle. Parents will be asked not to spend time on the footpath outside the school to avoid contact with other parents, children and local residents.

### **Additional cleaning**

All surfaces that children are touching such as toys, books, desks, chairs, doors, light switches etc. will be cleaned more regularly than normal. Bins with tissues will be frequently emptied during the day. Disposable tissues, soap and anti-bacterial wipes will be in each classroom. Unnecessary items and soft furnishings will be removed from classrooms.

### **Staffing and spread of the coronavirus to staff, children, families and visitors**

Please note that due to the CoVid-19 pandemic we have to take significant precautions in school. If a child is feeling unwell or is suspected of having symptoms their temperature will be taken and you will be called and asked to collect them as soon as possible. We will supervise and look after children during this time but they will need to be taken out of their class group for safety reasons and looked after at a safe distance for adults. For this reason it is **vital** that we have up to date contact details. Please complete a form if you are asked to do so.

Administering first aid will also be a challenge for us. In the event of an emergency, we will use PPE to ensure we have provided appropriate first aid care. Please note that in the event of a head injury or other accident where we might be uncertain as to the severity of the injury, you may be contacted and asked to collect your child.

If a child or member of staff becomes ill, and is tested positive for covid-19, the rest of the class bubble may be sent home to self-isolate for 14 days (or until a negative test is returned). Tests will be available for staff and children with symptoms. School will be deep cleaned and a temporary closure or partial closure may be required to facilitate this – the latest DFE guidance will always be followed in relation to this.

### **Hand washing and personal hygiene**

Staff/children/cleaners/contractors etc. will be reminded to wash their hands before leaving home, on arrival at the premises and before and after handling cleaning chemicals, eating/drinking, using the toilet, after PE/sports activities and after coughing or sneezing and not to touch face (eyes, mouth, nose) with hands that are not clean. Hand washing will be monitored. Hand sanitiser will also be available as well as soap and water available. There will be limitations on numbers of children in toilets and cloakrooms. Taps and toilet door handles will be cleaned throughout the day.

### **Visitors and the spread of Covid-19**

Visitors will be discouraged and staff will **not** offer any face to face meetings. Where possible, meetings will take place online and communication with parents/staff via telephone, text or email. Parents and other adults will not be permitted onsite and will **not** be admitted into the building without a prior appointment. We are not being rude, we are being safe for everyone.

\*Please contact the admin staff if you have any questions or would like to receive the full risk assessment document.

Take care and stay safe,

*R Bainbridge July 2020*

*In preparation for opening September 2020*