

July 2020

Dear Parent/Carer,

Bothal Primary School – Transition and Plans for September

We have been working hard to get things ready for everyone coming back to school in September and we want to ensure that every child (and parent) enjoys their summer holidays without worrying about what will happen in September. We hope that the following information will help to answer any questions you may have. We are very much looking forward to September and all our pupils being able to return to school. We have missed them so much!

Transition Half Days

During the first two days back, the children will be able to meet their new teacher during a transition half day, offering them an opportunity to adjust securely and enjoy some fun ‘getting to know you’ activities. We have decided to do this in groups of approximately 15 pupils for a half day to ensure that we can meet the needs of each pupil as they return. A phased return will also allow us to support parents to navigate new drop off and pick up routines before all pupils return to school on September 7th.

Session times for Thursday 3rd September and Friday 4th September are below. Please check allocated times carefully. **Times have been allocated by surname. (Surnames differ in some classes to ensure equal group sizes.)**

Thursday 3 rd September	Surnames	AM Session
Reception	RAE A-D	9:10 – 11:30
Reception	RCK A-G	
Reception	RLC A-K	
Year 2	2CB A-Lon	9:00 – 11.30
Year 2	2HK A-Ho	
Year 2	2CM A-J	
Year 4	4JA A-G	9.15 – 11:45
Year 4	4KM A-LI	
Year 4	4DMG A-H	
Year 6	6RA A-H	9.30 – 12:00
Year 6	6AB A-H	
Year 6	6SR A-H	

Thursday 3 rd September	Surnames	PM Session
Reception	RAE E-Z	12:30 – 14:45
Reception	RCK H-Z	
Reception	RLC L-Z	
Year 2	2CB Low-Z	12.30 – 15:00
Year 2	2HK Hu-Z	
Year 2	2CM K-Z	
Year 4	4JA H-Z	12:45 – 15:15
Year 4	4KM LO-Z	
Year 4	4DM I - Z	
Year 6	6RA I-Z	13:00 – 15:30
Year 6	6AB I-Z	
Year 6	6SR I-Z	

Friday 4 th September	Surnames	AM Session
Year 1	1RS A-L	9:00 – 11:30
Year 1	1ZH A-E	
Year 1	1AP A-G	
Year 3	3AN A-J	9.15 – 11:45
Year 3	3KJ A-M	
Year 3	3NR A-M	
Year 5	5HW A-J	9.30 – 12:00
Year 5	5BB A-JA	
Year 5	5LBS A-HAL	

Friday 4 th September	Surnames	PM Session
Year 1	1RS M-Z	12:30 – 15:00
Year 1	1ZH F-Z	
Year 1	1AP H-Z	
Year 3	3AN K-Z	12:45 – 15:15
Year 3	3KJ N-Z	
Year 3	3NR N-Z	
Year 5	5HW K-Z	13:00 – 15:30
Year 5	5BB JO-Z	
Year 5	5LS HAR-Z	

We appreciate that parents with children in Reception and Year 4 may find the timings between sites difficult on Thursday 3rd September, please drop off your Year 4 child first and make your way to the main school entrance at lower to drop off your Reception child.

Useful Information for Transition Half Days:

- Children should wear their full uniform.
- Children do not need to bring their PE kit or any stationery to school.
- Children should bring a clearly labeled water bottle.
- School lunches will be provided for pupils entitled to Universal Free School meals, FSM or those who wish to purchase a school lunch. Children can also bring their own packed lunch if preferred. (Details of how to pay for lunches can be found below under arrangements for September full time return.)
- Lunches will be provided either at the end of the session for pupils attending AM or at the start of the PM session.
- Wraparound childcare is not available on transition days.
- Social distancing markings and one-way systems will be clearly signposted to help adults to socially distance during drop off and pick up. School staff will be available to help you to navigate the site. Please note: Year 2 children will now enter and leave via the main yard.

Nursery and Two-Year olds Transition Arrangements:

- Parents of children in Little Learners and Nursery will receive a separate letter with details of transition arrangements.

Return of all Pupils - Monday 7th September

IMPORTANT - Drop off and Pick up times will be staggered and **parents will be required to be on time and at the right location in order to avoid mixing “bubbles”**. Social distancing markings and one-way systems will be clearly signposted to help adults to socially distance. School staff will be available (and clearly visible in their high-viz vests) to support.

Unfortunately your child’s teacher will be unable to chat to you at pick up and drop off times in order to maintain the integrity of the classroom bubbles. If you would like to speak to your child’s teacher please contact the school office who will be more than happy to arrange this for you.

Please familiarise yourself with our revised school start and finish times below. Times will be in place for at least the first term unless government guidelines change and a review is appropriate.

Year Group	School Day	Drop Off/Pick Up Point
Reception	9:10 – 14:45	Main yard
Year 1	9:00 – 15:00	Key Stage 1 yard
Year 2	9:00 – 15:00	Main yard
Year 3	8:35 – 15:15	Main yard
Year 4	8:35 – 15:15	Main yard
Year 5	8:45 – 15:30	Main yard
Year 6	8:45 – 15:30	Main yard
Year Group	Sessions	Drop Off/Pick Up Point
Little Learners	AM 8.40-11.40	Little Learners gate in school car park - please ensure that you socially distance while waiting on the school premises. Staff will greet you at the gates.
	PM 12.15-3.15	
Nursery	AM 8.30-11.30	Nursery main doors - please ensure that you socially distance while waiting on the school premises.
	PM 12.20-3.20	
Nursery 30 Hours	8.30-2.30	

Little Learners and Nursery parents have been informed of their allocated session times for September. I am delighted to inform nursery parents that we are able to offer full day sessions for 30 hours children rather than half-day sessions, which were initially proposed as an interim model. Admin staff will be contacting all parents who have requested a 30 hours place to confirm.

Bubbles:

- Children will be in class “bubbles” for most of their school day, but will mix in year group bubbles for outdoor play, during wraparound/breakfast club sessions or where specialist provision such as speech and language is required. This is in line with government guidelines.
- In addition to teaching staff, each year group will have a designated team of learning support staff in order to allow targeted opportunities to revisit previous learning, work with pupils to catch up and offer Thrive sessions for pupils to support their wellbeing.
- Where a child has a special educational need, support staff as appropriate, have been allocated to their bubble.

School Uniform and Equipment:

- There will be no changes to school uniforms for September, but **please ensure that your child’s uniform is clearly labeled.**
- Your child will **need to bring a pair of trainers** to school each day. They **do not need to bring their PE kit.**
- All children will be provided with their own **individual sets of equipment** (pencils, rubber, pens, etc.) which they will not share with others.
- Please provide your child with a **water bottle (clearly named).**
- Please return any school reading books.
- If at all possible, please try to minimise the size of bag your child uses for school as bags/coats will be kept under pupils’ chairs rather than in shared porches.

Curriculum, Teaching and Learning and Staffing:

- Hygiene/safety will continue to be part of our daily routines. Children will be shown/reminded how to wash their hands, stay at a safe distance and reminded about “Catch it, bin it, kill it!” reasoning and techniques.
- Our curriculum will focus strongly on wellbeing, Reading, Writing, Maths and Science, but will still offer children opportunities to enjoy subjects across the whole curriculum. We feel it is vital for their engagement, learning and development that they continue to experience the range of subjects and activities across the curriculum.
- We are keen to promote healthy lifestyles and will be supporting pupils to develop their fitness, mental health and wellbeing through exercise and personal development lessons.
- Detailed plans are in place to support children to catch up; however, we do not want to make any assumptions about individual needs and will support pupils to transition back to school first before identifying personalised needs and tailoring curriculum/interventions to support.

School Lunches:

- Packed lunches will be welcome but we would appreciate your support in ensuring that packed lunches are healthy in order to support our health and exercise drive.
- Children will eat their lunch in their classroom to minimise mixing of bubbles. School lunches will be in a grab and go style, but will, where possible, include a hot meal. Further details and menus will be shared in September.
- School dinners cost £2.30 a day / £11.50 per week (from Year 3 upwards). We actively encourage payments to be made online via Schoolcomms, should you require assistance logging in please contact the school office. If cash is sent, it MUST be placed in a sealed, named envelope and can be posted in one of the secure post boxes around the school.

Wraparound:

- Wraparound provision will start again on Monday 7th September. Bookings must be made a week in advance to ensure appropriate staffing is available. For further information regarding pricing and to access this facility, please email bothal.wraparound@alptrust.co.uk. Please note that pupils will remain in their year group bubbles, therefore numbers per session are restricted.

Before the End of Term**Reports:**

If you haven't done so already, please collect your child's report from the main school office at Bothal Upper. This year's report contains details of your child's new class and a transition passport to complete during the summer holidays. Transition passports should be returned to school with your child(ren) during their half-day transition.

Transition:

Your child's new class teacher will be in touch if they haven't done so already to introduce themselves. Don't forget to tune in to SeeSaw to watch a welcome video from your child's new teacher.

Feedback

Later this week I will send out a Google form to all parents and I would appreciate it if you could take a few minutes to complete. Your feedback is always helpful in supporting us to identify what parents consider to be working well and where we can further improve.

As you can imagine, planning our return safely and in a way that helps the children and you feel confident takes time. The senior leadership team, staff and governors are working hard to ensure that we risk assess carefully, plan the logistics securely and consider the emotional needs of our children at all times. I hope that our response throughout this strange time has given you confidence in our approach and that you will trust us to do our very best to keep your children and indeed your families safe. All staff will be trained in techniques required to support social distancing and will be familiar with our detailed risk assessments.

Thank you so much, once again, for your support and continued hard work with your children. I cannot tell you how much it means to us that you are working with us to give the children the very best start and can't wait to see them all.

Best wishes,

L Hall

Louise Hall
Head of School