

## Growing responsible global citizens

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Dear Parents/ Carers and children,

We are all missing you and thinking of you all. We have all been busy planning for everyone to return to school in September.

We are looking forward to welcoming you back to school, but there are some changes that we have had to make to keep everyone safe.

**School opens for all children from Super Stars to Year 6 on Thursday 3<sup>rd</sup> September 2020.**

### Changes for September

- Children will be in a class within a Year Group bubble with their teacher. Teaching Assistants may work in classes across the Year Group bubble, but we will use our best endeavours to ensure children will only mix with teachers and staff allocated to their specific year group. The only exceptions to this will be the music and Spanish teachers who come into school. They will be operating under strict Risk Assessments, and the Department of Education feels this will ensure the bubbles remain Covid secure.
- There will be no whole school events in the Autumn term so that we do not mix children from different bubbles.
- We will be having Breakfast Club in Autumn term, this will be from 8am – 8.30am. Children will sit at a year group table, so that we do not mix children from different bubbles. NO Parents will be allowed in to breakfast club. **The cost of breakfast will be 30p.**
- School will close at lunchtime on Fridays during the Autumn term, so that we can deep clean the school and our teachers can take PPA time, as we will not be able to have other teaching staff covering classes as we normally would do. We are sorry for the disruption this may cause, but as I am sure you appreciate, the safety of the children, staff and their families are of paramount importance.
- The school day will have staggered start and finish times. We have split the school by the alphabet so we can ensure not all children arrive at the same time but also thinking about those of you with more than one child in school.
- As we have been doing, since 1<sup>st</sup> June, parents will NOT be able to come on site to drop their child off in the morning, this is to make sure we are keeping everybody safe. However, ONE parent/ carer can come at home time to collect their child/ children. There will be set times to do this, which are shared further down in this document. Exception to this will be EYFS children and if a child has been to an appointment and is arriving at a different time.
- From September, each child will need to bring their own water bottle to school, that is clearly labelled with their name and class. This will be used each day in school and can be refilled as necessary.

- We will have staggered lunchtimes and playtimes so that the children from different year group bubbles do not mix.
- For the first half term, the children will be having their lunch in the classrooms. If your child has a school dinner, this will be delivered to their classroom. It will be sandwiches and a couple of hot choices a week. This is to reduce the number of children who would be using the dining room. If your child has a packed lunch, they will be able to bring this to their class but it **must all be disposable**.
- Children need to wear school uniform which needs to be kept clean, if this is going to prove to an issue for you, you need to contact our school office and they can then look at how we can support you with this. Our contact information is – Telephone: 0161 998 3075/  
Email: [admin@benchill.manchester.sch.uk](mailto:admin@benchill.manchester.sch.uk)
- Children should bring a coat to school but no other unnecessary items e.g pencil cases. A book bag will be allowed, which will be kept at each child's desk. Cloakrooms are not going to be in use, coats will go on the back of their chair.
- On PE days (you will get this information in September), the children will be asked to come to school in their sportswear. It will not matter if it is not the colours we ask for on the uniform policy. We want the children to be in suitable gym wear that be worn both inside and out. When we return in September, we will be doing a lot more PE outside so a tracksuit would be perfect for this with appropriate footwear.

We want to make sure that we have a healthy school environment for healthy children and healthy adults to keep us all safe. Here are some tips help keep your children safe on returning to school.

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

- All drop offs and pickups are to take place at the gates assigned – Only one parent/carer to drop off and pick up
- As mentioned, we are splitting our school by the alphabet so families can all arrive together.
- Social Distancing to be maintained by parents at gate and on the school grounds at pick up – waiting turns to collect your child.
- There will be marked areas outside each classroom door which is not to be entered when collecting your child/ children. Staff will bring your child to the door. This is to ensure we keep a safe distance between adults.
- If you have a child in EYFS, you can drop your other children at the entrance with the ramp on Benchill Road (Recycle Michael) and then enter the one way system, through the pedestrian gate, leading to the main office, to drop your child at either Nursery or Reception. You then follow the one way system to leave the school on Greenwood Road.
- Super Stars children will enter on the Greenwood Road entrance, where the main entrance is to the new building is and then exit, using the other gate, near the Nursery building.

**Please do not worry, as staff will be about to make sure everyone knows where they are going!**



Headteacher: Mrs H Eken  
Heads of School: Mrs F Davies & Miss A  
Chair of Governors: Mr Ian Madley



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	Entry point	Drop off time	Afternoon Pick up Time
Breakfast Club Children	To enter school at the Recycle Michael Entrance on Benchill Road – this is the entrance with the ramp	From 8.00am –  Up to 8.30am	
<b>Families with Surname starting with A - K</b>	Unless in EYFS, children will enter at the Recycle Michael Entrance on Benchill Road – this is the entrance with the ramp. There will be staff to guide the children to their class	<b>8.40am – 9.00am</b>  <b>You can arrive at any time between these 2 times.</b>	<b>Mon–Thurs–2.50pm – 3.10pm</b> – You will enter the school at the entrance on Benchill Road, with ramp and then move round school to collect your children. You can arrive at any time between these 2 times. We ask you collect from the youngest up to oldest. If you only have children in EYFS, you will enter the same gate you do for drop off.  <b>Fridays – 12.00pm – 12.15pm – using the same gates</b>
<b>Families with Surname starting with L - Z</b>	Unless in EYFS, children will enter at the Recycle Michael Entrance on Benchill Road – this is the entrance with the ramp. There will be staff to guide the children to their class	<b>9.00am – 9.20am</b>  <b>You can arrive at any time between these 2 times.</b>	<b>Mon–Thurs–3.10pm- 3.30pm</b> You will enter the school at the entrance on Benchill Road, with ramp and then move round school to collect your children. You can arrive at any time between these 2 times. We ask you collect from the youngest up to oldest. If you only have children in EYFS, you will enter the same gate you do for drop off.  <b>Fridays – 12.15pm – 12.30pm using the same gates</b>

## Expectations for parents

- In order for these arrangements to work well, it is really important for children and parents to stick to these times. If you know that this is going to be an issue, you will need to contact school as soon as possible.
- You will act appropriately and swiftly if any one becomes ill in your household.

## Late drop offs

- If a child is late, please buzz the pedestrian gate, which leads to the main school office, say goodbye to your child and a member of staff will meet them on the path, please can we ask that you wait until they are met and close the gate behind you.

## Early pick-ups



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- Parents must call 10 minutes before arriving to alert the office staff that they are on their way to collect their child - children must not be sent to the office to wait
- Parents must wait at the pedestrian gate on Benchill Road until their child is brought out to them. Parents should not enter the school site.

### Measures Being Taken to Keep on top of good hygiene -

In school	In the playground	Managing Attendance
<p>Hand sanitiser stations are set up at the designated entry and exit points of each classroom and everyone will use this as they enter or exit a room.</p> <p>Each classroom has been provided with all relevant equipment to ensure each classroom can be kept clean regularly.</p> <p>We will continue to model good hygiene practices (coughing into your elbow, don't touch your face, handwashing and drying) and regular cleaning of commonly touched surfaces.</p> <p>First Aiders will wear full PPE when dealing with any incidents</p>	<p>Hygiene practices will be in place before and after eating and before going out and coming in from play.</p> <p>All lunchtime staff are provided with all relevant equipment needed to ensure they can keep themselves and the children safe.</p> <p>Access to equipment over lunchtime, will be allowed with appropriate hygiene practice after play (spraying equipment)</p>	<p>It is expected that all children will return to school in September.</p> <p>Students and Staff will not attend if they are unwell.</p> <p>Students and Staff who become unwell during the school day will be sent home immediately.</p> <p>In school our contact tracing is a combination of attendance register and visitor register.</p>
Cleaning and Hygiene	Movement in and outside of school	Additional Considerations
<p>Toilets will be checked regularly throughout the day. Soap, water and the ability to dry hands is available for all students and staff.</p> <p>Cleaners will complete daily cleans in line with the Department of Health guidelines, including disinfecting and cleaning all surfaces daily.</p> <p>On a Friday, cleaners will be completing a thorough clean down of all areas</p>	<p>We have chosen to continue to limit all non-essential curriculum activity both in and outside of school.</p> <p>No Whole School Assemblies or Events in the Autumn term will happen but will be reviewed as we progress.</p> <p>School trips are on hold for the Autumn term.</p>	<p>Wellbeing: When students return to school their wellbeing will be our number one priority</p> <p>Please let us know if you are concerned about your child or family.</p>

We wish you and your family a lovely summer. Stay safe and well and we look forward to seeing you all back in September.