



Ralph Butterfield Primary School

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Headteacher: Mrs E Clark BA (Hons) QTS

Monday 6th September 2021

Welcome Back

Dear Parents/Carers

Whilst the summer break has been much appreciated, all of the staff at Ralph Butterfield Primary School are refreshed, ready and excited to be back! We have been working hard for the last week or so to ensure that everything is in place for welcoming you and your children back and into the new school year this Wednesday 8th September. I thought that you would appreciate some information ahead of the new term, including what has changed in relation to the management of Covid-19 and also some helpful reminders.

Covid-19 Information and Guidance for the new school year

I'd like to start by preparing you with a heads up that operational expectations for the new school year are very different to the procedures and measures that we have all become used to over the last 18 months or so! With the updated government guidance being published in July, and only minor alterations made in August, those of us responsible for planning in relation to this, have had a while to get our heads around the changes which initially feel quite alien. We therefore fully understand and appreciate that there is a lot to take in and it is initially challenging to take on board the required change in mind set, particularly around what happens when there are confirmed cases of Covid-19. Consequently, in addition to the documents referred to below this paragraph, we have written a separate **guide for parents/carers** that we hope pulls key information together for you in a clear, useful way. You will find the guide attached to this email or within the 'News' section of our [website](#).

You may also like to read the 'NHS, Returning to Primary School' leaflet which can also be found within the 'News' section of our [website](#).

There is no longer a requirement to keep children separated in bubbles. This means that we are able to have assemblies together and break and timings do not need to be staggered. However, to enable the children to continue to enjoy more space to play in, Reception, Year 1 and Year 2 will have different play times to children in Years 3, 4, 5 and 6. There will still be a period of time at lunch time, when all children are outside together (unless eating lunch). We are required to still operate under a risk assessment which includes revised control measures:

1. Ensure good hygiene for everyone.

We will sustain increased, regular hand washing and sanitising including on arrival at school.

2. Maintain appropriate cleaning regimes.

We will sustain increased cleaning throughout the school day such as frequently touched surfaces.

3. Keep occupied spaces well ventilated.

We will keep windows open whilst also ensuring a comfortable working temperature.

4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

School will no longer be responsible for contact tracing where there is a positive case inside the setting.

Our [risk assessment](#) is available for you to read in full on our school website, within the 'News' section.

We are also now required to have an [outbreak management plan](#) that outlines how we would operate if there were to be an outbreak of Covid-19 within our school. This document sets out the additional safety measures that would be taken in this circumstance; it can also be viewed within the 'News' section of our website.



Back to school Arrangements

The following information is a summarised repeat of that shared in my letter dated 19th July 2021, intended as a helpful reminder of key points around practical arrangements for the return to school.

Drop off and Pick up Times

There remains a ten minute window of time during which children can be dropped off. Parents/carers arriving in cars can really support this process by not parking near the school site please. Social distancing and face coverings are no longer required, however, we would still like to encourage parents/carers to utilise the available space effectively at these times:

- Please do not arrive early.
- Please come later on in the drop off window of time if you can e.g. 8:50 am.
- Please exit the playground as soon as you have dropped off or collected your child(ren).
- If you are needing to wait on the playground at all, please do so in the designated zone for the first child you are dropping off/picking up.
- Please do not secure dogs to the school railings; only assistance dogs are permitted on the playground.

Children	Drop Off Time	Pick Up Time
Reception	Between 8:45 am and 8:55 am	3:20 pm
Year One and Year Two		3:20 pm
Year Three and Year Four		3:25 pm
Year Five and Year Six		3:25 pm

Drop off and Pick up Gates and Zones

Class	Entrance Gate	Drop Off and Pick Up Zone	Exit Gate
Class 1, Class 2 and Class 3	Side Gate by the Car Park on to Smaller Playground	D	Left hand side of Exit Gate off the Smaller Playground
Class 4 and Class 5	Entry Gate on to the Larger Playground	B	Right hand side of Exit Gate off the Smaller Playground
Class 6 and Class 7	Entry Gate on to the Larger Playground	B	Right hand side of Exit Gate off the Smaller Playground
Class 8	Entry Gate on to the Larger Playground	C	Right hand side of Exit Gate off the Smaller Playground
Class 9, Class 10 and Class 11	Entry Gate on to the Larger Playground	A	Right hand side of Exit Gate off the Smaller Playground

Please refer to the map attached to this email to see where the zones are and the doors your child(ren) will use (they have been shown this in transition sessions). If you have children in Class 1, 2 or 3 *and* in a class using a different gate, please enter through the gate allocated for your youngest child. You will then be able to walk across the playground to drop off/pick up your older child(ren). Your child's class teacher will be waiting in the relevant zone.

Please note that parent/carer and visitor entry into the building, beyond the main entrance, will remain by appointment or invitation only.

What do I need to send my child(ren) to school with?

Children should continue to bring the minimum number of items into school from home. They should have:

- A bag
- A coat
- A lunchbox, if required (if your child is having a pack-up, you may also wish to put a cool pack in it)
- A water bottle
- Indoor and outdoor PE kit

- Sun cream and a sun hat/cap as required
- A break time snack for children in Years 3/4/5/6. **Nut-free** snacks only please. (We are expecting that the government's school's fruit and vegetable scheme, which provides for children in Reception and Key stage one, will continue).
- Your child may bring their own hand sanitiser, but due to the alcohol content, this will need to be looked after by class teachers throughout the day (please label clearly with your child's name).

No pencil cases please - school will provide all stationery.

Please clearly label all items and clothing belonging to your child(ren) with their full name; this helps us massively when items are mislaid. It is nearly impossible to reunite an unnamed school jumper with its rightful owner!

Uniform

We are asking that every child returns in September in full school uniform please. This includes:

- Black school shoes
- Jewellery limited to be just a watch (that does not connect to the internet) and/or one pair of stud earrings as applicable.
- Nail varnish should not be worn.
- Over large/ornate hair accessories should not be worn.

Many thanks for your support with this, after the more relaxed expectations of the last 18 months, as it all helps to re-establish routines and expectations that help the children to feel safe and settled.

Roof Works

Finally, I would like to just keep you in the loop with what is happening in relation to the much-needed roof works, which will be ongoing until at least October half term. The building site is secure and daily safety checks ensure compliance. Entry and exit doors are all still fully accessible and have protective measures around them. Areas which should not be entered are clear, being blocked off with locked fencing or netting and children will be additionally supported with their understanding of what this means. There is a large compound to the rear of the building and temporary storage on the playground; the majority of the field will still be safely in use for such as PE lessons

If you have questions remaining that haven't been answered within the contents of this letter or the attached guide, please do either email (ralphbutterfield.School@york.gov.uk) or telephone (01904 768325 option 3) us. You may also wish to contact us if you have information about your child(ren) that you would like to share in advance of Wednesday (only quick messages can be passed to teachers at drop off). Please be aware that all staff, including our office staff team, are involved in training today and tomorrow but please rest assured that all emails will be read, and answer phone messages heard, before the children return.

I am very much looking forward to seeing you on Wednesday morning; we can't wait to be interacting and working with the children again. We do, of course, have year groups who have only ever known a very restricted way of working at school. Our initial priority will be helping and supporting the children to adjust to a school that is operating in a different way again, albeit for most, the changes are likely to be very exciting and welcomed.

Yours sincerely



Mrs E Clark
Headteacher