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| ***Learning to Live, Living to Learn*** | **St John’s Primary School.****Teindland Close,****Newcastle upon Tyne,****NE4 8HE.****Telephone : 0191 – 273 5293**Fax : 0191 – 273 0651**e. mail – tracey.caffrey@stjohns.newcastle.sch.uk****Headteacher : Tracey Caffrey** |

5th June 2020

Dear parents and carers,

Next week, we begin our phased return to school for pupils in Year 6, Year 1, Reception and Nursery.

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| Year Group | Return Date |
| Year 6 | Wednesday 10th June |
| Year 1 | Friday 12th June |
| Reception | Monday 15th June |
| Nursery | Wednesday 17th June |
| All other year groups | To be confirmed |

**IMPORTANT CHANGES:**

* A few weeks ago, we asked you to let us know whether you wanted your child to return to school or not. We have carefully planned groups and staffing based on this information. We **WILL NOT** be able to accept any children back in to school that were not firm YES responses on the survey. If you have changed your mind and now want them to return, you MUST ring school to speak to me about it and so I can make plans to safely re-admit them into a small group. It may take a few days to make this happen.
* From 8th June, only **one** adult can drop off/collect a child from school
* Drop off and pick up times are staggered to reduce the number of people on site at any one time. We ask that you do not arrive early and that you leave straight away once children have come in to school. Please do not gather in groups. Wait in your child’s line at a 2m distance from others.
* Use the entrance allocated to your child’s year group only please. Only certain gates will be open at different times of day.
* No adults will be allowed in the school building without an appointment (unless it is urgent.) Lunches should be paid for online and uniform ordered over the phone. If you need to speak to a member of staff, please ring school.
* Please carefully read the document that is attached to this letter regarding start and end times, pick up and drop off points etc. Make sure your child is on time for school and **you collect them on time.** We must ALL work together to maintain a safe space for the children and staff.
* Lunches will be provided each day, with a ‘take away’ lunch on Fridays. If your child is eligible for a free school meal, this will be given INSTEAD OF your FSM voucher. Vouchers will be stopped when a child returns to school, unless they bring a packed lunch from home every day.
* **Children must wear clean clothes every day to reduce the risk of infection.** We encourage children to come to school in uniform, but understand that this might not be possible every day. Children can only bring a coat and a water bottle to school. No pencil cases, bags etc are allowed but packed lunch bags are fine. Your child should wear trainers so that they can take part in outdoor exercise.
* **Children will wash their hands as soon as they enter the building and at regular times throughout the day.** We have sanitiser, soap and antibacterial wipes throughout school and will be disinfecting resources, door handles etc throughout the day.
* **School will be closed on Friday afternoons to allow for a thorough deep clean.**
* We are making plans to start a limited Breakfast Club. This would be available ONLY to children of working parents who need the additional childcare. If you need a breakfast club place from 8am, please contact me to arrange it.
* Reading books will not be sent home.

**Parents and carers of Key Worker and vulnerable pupils:**

School will be open every day from 8th June for this group of pupils, regardless of their year group. If you believe that you are a key worker and would like your child to return to school, you MUST contact me about it first so that we can safely accommodate them in a group. **Remember that school will be closed to all pupils for deep cleaning on Friday afternoons.**

**Children staying at home:**

If you have chosen to keep your child at home, or if they are in a year group that is not due to return to school, please make sure you make a note of the times of the TEAMS calls that they will be expected to be a part of. These calls will begin again on Monday 8th June and each will last 15-20 minutes. The teachers will deliver English and maths lessons daily – in line with what is being taught in school – and there will be follow up work set on Seesaw for them to complete. If they are struggling, staff will be happy to chat with your child on a 1-1 call to support them to complete the task. Work will be marked and feedback given each day.

When your child is on a call, please make sure they are in a quiet ‘family’ space rather than their bedroom, that they are dressed (no pyjamas please) and that other people in the house are mindful that they are on a call with other children.

If you are struggling with getting TEAMS calls up and running, please let me know so that we can help.

**Paper packs of work will no longer be available, so it is vital that you let us know if you need to loan a tablet for your child to complete work.**

If you have any questions or comments, please email me at the address above or message me on Class Dojo.

Take care



Mrs T Caffrey