

Penkridge Middle School
Marsh Lane
Penkridge ST19 5BW www.penkridge.staffs.sch.uk
01785 413400



Ref:SeptemberOpening

17th August 2020

Dear Parents/Carers

I want to thank you for the support that you have given to your children and to the school during last academic year in what was a strange time for all of us.

Now is a time to look forward, to focus on what is important and start on the path to getting back to 'normal' (whatever that looks like).

The following guidance is accurate at the time of you reading it but please be aware that, as we are now used to, things can change quickly and if they do, we will inform you as necessary as quickly as possible.

On the 3rd September 2020 staff at Penkridge Middle School are looking forward to welcoming **ALL** pupils back into school. Each year group will now be classed as a POD and hopefully the following document will give you all you need to know in order to prepare yourselves for that September start. We hope to have all answers covered but if there are still things that are unanswered do contact us via email on office@penkridge.staffs.sch.uk where we will try and answer your questions.

For the first day **only** the start/finish times for each year group are listed below for when your child will be expected back in school and when they will finish on Thursday 3rd September.

Year 5-8.45am-3.15pm

Year 6-11.00am-3.20pm

Year 7-12.30pm-3.25pm *NB-they will not have a lunch break on this day*

Year 8-1.30pm-3.30pm *NB-they will not have a lunch break on this day*

From Friday 4th September all timings will revert to those in the document as follows.

Thanks again and I wish you a restful remainder of the summer break.

Mr A Grocutt

Deputy Headteacher and Designated Safeguarding Lead

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To: Headteacher Penkridge Middle School, Marsh Lane, Penkridge, ST19



Routines-Start and Finish times

For the foreseeable future it is going to be important that the start and the end of the school day is staggered in order to allow pupils and their parents to enter and leave school as safely as possible and to not congregate on school site. The times for each year group are listed below

<u>Year Group</u>	<u>Start Time</u>	<u>Finish Time</u>
Year 5	8.35am	15.15pm
Year 6	8.45am	15.20pm
Year 7	8.55am	15.25pm
Year 8	9.05am	15.30pm

Pupils who are late for these slots will be asked to wait in a separate area at the bottom of the drive so that they can be escorted up to the main school building.

When they arrive pupils will wait in their designated areas on the grass at bottom of drive. Here their teacher will collect them and escort them into school for handwashing and to start class time. It is important that your child knows their own class so that when asked they can respond.

Children using transport will be asked to wait in an area so that they can be taken to the main school building.

In the event of poor weather children will be required to walk straight up to school and into their class using the appropriate route (this will be explained to them).

Can we ask that where possible pupils walk/ride to school to minimise cars on car park. If they have to be dropped off, then please remain in your cars and pupils will be crossed by a member of SLT. Do not stand and wait for your child out of cars as we will try and minimise contact with different people on site.

Please do go through your routines with your child as this will be a key in ensuring they know how they are going home each afternoon and will avoid any unnecessary confusion.

Lessons

Pupils will still receive their usual diet of lessons from a curriculum that is broad and balanced. This will be taught in their own classroom which they will stay in for all of their lessons. Staff who teach them will move around school to different classes in order to deliver material. When there is a teacher turnaround, children will be monitored by staff on non-contact time as well as SLT and will be asked to complete age appropriate activities including reading and mindfulness work.



Break and Lunch Time

Due to the need to stagger social times between PODs this will have an effect on Break and Lunch times.

The first thing to note is that if the weather and conditions on the school fields allow it then all pupils will have a break and lunch time outside that utilises the space we have at our disposal. However, if the conditions are not right then the following will apply

Break time

<u>Year Group</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	
					<u>Week A</u>	<u>Week B</u>
Year 5	Outside	Inside	Outside	Inside	Out	In
Year 6	Inside	Outside	Inside	Outside	In	Out
Year 7	Inside	Outside	Inside	Outside	In	Out
Year 8	Outside	Inside	Outside	Inside	Out	In

Children will be able to get a packed break snack for £1. This will include a drink and a snack. Pupils will need a £1 coin that will be dropped into a bucket (no change will be available). These will be available from the area where their break is taking place.

Lunch Time

<u>Year 5</u>	
12.15-12.50pm	All year 5 pupils will eat their lunch in the main school corridor and hall. They will take their lunch boxes/grab bags from their classroom and into this area.
12.50pm	They will be encouraged to wash their hands and then leave via the Year 7 door and onto the playground. They will place lunchboxes in large boxes provided and these will be delivered to their class during the afternoon for collection
13.15pm	They will be collected by their Period 4 Teacher and taken back to their classroom.



<u>Year 6</u>	
12.30-12.50pm	Will go straight onto the playground for the start of their lunch.
12.50pm	They will be encouraged to wash their hands during this time and head into their lunch venue. All year 6 pupils will eat their lunch in either the Food/DT Room, Library or Mobile Classroom. They will take their lunch boxes/grab bags from their classroom and into this area. They will place lunchboxes in large boxes provided and these will be delivered to their class during the afternoon for collection
13.15pm	They will be collected by their Period 4 Teacher and taken back to their classroom.

<u>Year 7</u>	
12.30-12.50pm	Will go straight onto the playground for the start of their lunch.
12.50pm	They will be encouraged to wash their hands during this time and head into their lunch venue. All year 7 pupils will eat their lunch in the main school corridor and hall. They will take their lunch boxes/grab bags from their classroom and into this area. They will place lunchboxes in large boxes provided and these will be delivered to their class during the afternoon for collection
13.15pm	They will be collected by their Period 4 Teacher and taken back to their classroom.

<u>Year 8</u>	
12.30-12.50pm	All year 8 pupils will eat their lunch in either the Food/DT Room, Library or Mobile Classroom. They will take their lunch boxes/grab bags from their classroom and into this area.
12.50pm	They will be encouraged to wash their hands and then leave onto the playground. They will place lunchboxes in large boxes provided and these will be delivered to their class during the afternoon for collection
13.15pm	They will be collected by their Period 4 Teacher and taken back to their classroom.



Lunch time will take some practice in order to get just right and will need the co-operation of all staff and pupils alike.

Those paying for school dinners or those who have Free School Meal's (FSM), will be able to choose from a number of hot and cold grab bag options. These will need to be ordered in advance via Parent Pay (more details to follow about this).

These lunches will be delivered to your child's classroom ready to be taken to their lunch venue.

Please make sure lunch boxes/bottle have names and classes on them so that they do not get lost.

Lunches will need to be paid for in advance on parent pay as no money will be handled during this time.

PE

We are all looking forward to a smooth start to PE in September. To enable for this to happen, we would really appreciate it that your child is prepared for it by reading the information below.

Having reviewed the guidance, this allows us to provide you with some information that will support the initial start to PE in school in September.

To avoid changing room congestion, please send your child to school in their PMS PE kit on the 2 days they have their PE lesson (they will find out when this is on the first day back at school). A reminder that the kit will be their red PE top, PE fleece with PMS logo, black shorts (plain or with PMS logo), PE black socks with red band and trainers. A pair of black/dark tracksuit bottoms can be put into your child's bag and can be worn if the teacher deems it necessary during lesson. We will communicate any other requirements or changes as and when we have further information to teaching all the PE curriculum activities.

We aim to teach outdoors as much as possible, but in the event of poor weather, your child's lesson will be a PE theory lesson in a classroom. This is due to restrictions in place of physical activity indoors.

English

Students in all year groups will need Author's Journals (year 4 will be given theirs when they begin).

All pupils will require a BLUE pen, we do not want to see gel pens. A small dictionary would also be useful as students cannot borrow and return the school ones.

All pupils will be required to bring a reading book that is appropriate for their age and reading level.

Books can be borrowed from school, but students will only be able to borrow one on a Monday and return on a Friday.



SEN Support

Pupils who require/ are entitled to SEN support will still receive this. Our Learning Support Assistants will be able to wear PPE in order to work in close proximity to your child. Small intervention groups and reading will still also be given to these pupils.

The practicalities of some of the support will need to be worked through once we have completed the 'new' routines but if there are any issues then please get in touch.

Feedback

Feedback in books will continue to follow the Visible Learning approach that the school adopts. Students will be given "live" verbal feedback during lessons. This is where their teacher will look at their work and discuss it with the student, often in reference to the success criteria for the lesson. The teacher will then give some next steps or corrections; which students should respond to in green pen. In addition to this teaching staff will be taking photographs of work (using school iPads) so they can take a deeper look at the work completed and assess how well it meets the success criteria for the lesson. Teachers will then be able celebrate successes and offer next steps at the start of the next lesson. Again, students will record and respond to this feedback in green pen. We will be issuing all pupils with a green pen in September to ensure that this can happen as planned.

Homework

To help streamline the process of homework and minimise the number of items that are going between school and home, homework will be issued and collected through the school's VLE from September. This will allow the school to offer a range of quality resources for homework and for students to have reference material and reminders at their fingertips. It will also make homework more transparent for parents. Homework expectations will remain the same, with KS2 focusing on English and Maths and a broader subject range in KS3. We will be developing our VLE throughout the year to make sure it is as user friendly and accessible as possible. Please see the school's homework policy on our website for further details.

Contact

For this year contact to the school will change. During the first week your child will bring home the information needed to sign into the parent app for Class Charts. Here all contact with school will take place, including messages to staff, messages from school to parents as well as being able to see live information about the behaviour and achievements of your child in school.

Class teachers should be contacted for any issues related to learning or if information is needed then the school office can be called/emailed also.

It will be vital in the current climate that we have detailed contact details including numbers for each pupil in case of an emergency so if your child has not received a new contact form one will be sent with them for you to complete and return.



Equipment

As normal, pupils will be required to attend school ready to learn with a basic set of equipment. Every pupil should arrive to school with a small pencil case filled with the following equipment and spares as necessary:

- Handwriting pen with **blue** ink
- Green pen (Biros are acceptable)
- Ruler
- Pencil
- Pencil Sharpener
- Eraser
- Water bottle
- Reading book

In addition to our normal equipment list, it will also be helpful if your child's pencil case includes: **colouring pencils, a highlighter, glue stick and calculator. (If there are any issues with this then please get in touch)**

Our ability to lend equipment will be extremely limited in September and therefore it will be essential for all children to arrive to school prepared for each and every day. Please help your child pack for the first day and emphasise the importance of them looking after their own equipment. It will be possible for children to leave their equipment in school at their desk and for this reason we strongly recommend all equipment is clearly labelled.

Attendance

Government guidance states that attendance to school is mandatory. Therefore, all children are expected to return to school on **Thursday 3rd September 2020** with exception to children who have been identified as critically vulnerable and are advised on medical grounds to continue shielding.

Behaviour

After a time of much uncertainty, we know our pupils will be excited to return and keen to take the opportunity of a fresh start. We look forward to teaching them again and celebrating their achievements. With a number of changes for September, we understand children will take some time to adjust to new rules and routines, but we know from POD school that our children will quickly embrace the 'new' normal way of working. Consequently, we will retain our three school rules: **ready, respectful and safe.**

Like you, we always expect the highest standards of behaviour from every pupil who proudly wear our school uniform. It is imperative for the success of the new routines, health and safety of everyone and enjoyment of learning that every single member of the school community follows our school rules. We will continue to follow the school reward and sanction systems in September to create a positive and inclusive school environment for everyone to thrive.



Medical

If your child requires any medicine whilst in school, then this needs to go through the school office. If there are more serious medical issues, then we will require parents to support us in creating a care plan for that child so that we know what to do in case of an emergency.

If you believe that your child is not able to come to school due to receiving a shielding letter, then this will also need to be presented to school.

#Sorted

The schools wrap-around care will once again be in use, this will start from Monday 7th September. There will be no provision on the first two days of term where we as a school try and adapt to the new routines. The details of #Sorted will be sent out during the first week of term but get in touch to book your places for the 7th August and onwards.

Covid 19

In the event of any pupil/staff member showing any symptoms of Coronavirus then we would follow the Trust's guidelines as well as contacting the 'local health protection team' to take further advice of how to manage anything that arises.