



Archbishop Runcie Church of England First School



Parents' Handbook and School Information 2020-21

In line with our school Risk Assessment and DfE guidance, COVID-19 adaptations are in red. Hopefully we will get back to normal soon!

Christon Road, Newcastle upon Tyne NE3 1US

Tel: (0191) 2852663

e-mail: admin@archbishop.newcastle.sch.uk

Headteacher
Mrs K. Massey

"Love to learn, learn to love"

This year, we are asking children to com to school ready for PE on their allocated day (see class newsletters). Children should arrive in their PE kit (yellow t-shirt, blue shorts and/or navy tracksuit bottoms and a navy hoodie or zip up top). All children need well-fitting trainers (not plimsolls). Please do not send children with lace up shoes if they cannot tie their own laces! Thank you.

COMMUNICATION

ParentMail is our Home School Communication Portal. If you have not yet registered for this service, please call the School Office. Copies of the Newsletter and calendar can also be found on our school website.

Class Notice boards are outside each classroom and are maintained by class teachers. You can email teaching staff directly on their work email

Nursery- kathleen.francis@archbishop.newcastle.sch.uk

Reception- katie.wilkinson@archbishop.newcastle.sch.uk

Year 1- allex.davison@archbishop.newcastle.sch.uk

Year 2- megan.nattress@archbishop.newcastle.sch.uk

Year 3- emily.gray@archbishop.newcastle.sch.uk

Year 4- jonathan.booth@archbishop.newcastle.sch.uk and jennifer.burns@archbishop.newcastle.sch.uk

Staff check their emails daily, either before **or** after the school teaching day, on their working days. You can still email admin during the school day with regard to school meals or general enquiries.
admin@archbishop.newcastle.sch.uk

Please also follow us on twitter at [@RuncieOf](https://twitter.com/RuncieOf) You can also view tweets on our school website.



As a school, we value the positive relationships forged with our parents and carers. We encourage close links with parents, carers and the wider community and believe that pupils benefit when the relationship between home and school is a positive one. We also strive to make our school a place where, as adults, we model the behaviour we teach and expect from our pupils. In general, we place a high importance on good manners, positive communication and mutual respect.

On occasions, the behaviour of a small minority of parents and carers has fallen short of what we expect. This can manifest itself in aggression or abuse towards members of the school community. This can be physical, in written communication (including social media), on the telephone or in face-to-face incidents. **All members of our school community have the right to work, or be in school, without fear of aggression or abusive or insulting behaviour, conduct or language from parents and carers.**

At Archbishop Runcie CE First School the expectations for parents, carers and other visitors are:

- Parents coming into the building must report, on arrival, to the school office via the main entrance.
- Parents accessing the site must not interfere with the work of the school or disrupt the peaceful environment of the school.
- If a parent/carers disrupts the work of the school, or causes a disturbance in any way, the Governors have delegated to the Headteacher the power to order his/her removal from the school premises. They will not be able to return to the school premises until such a time as they receive confirmation from the Headteacher that they may re-enter the school grounds.

CASHLESS SYSTEM

All payments to school are made via ParentMail and no cash/cheques are accepted in school (apart from charitable giving donations). If you are unable to make payments through ParentMail online, we can give you a barcode which you can then take to a local PayPoint retailer to make a payment with cash. If you have any queries, please ask Mrs Pygall.

We only accept cash and cheques for PTFA events and charity donations. Thank you.



HOME-SCHOOL AGREEMENT

The home-school agreement is shared at the beginning of each school year for you to read, share with your child, sign and return to school please. Thank you.



CHURCHES

The school is closely linked with two churches- Gosforth, St Nicholas' and Gosforth, All Saints'. Clergy from both churches lead weekly worship, sit on the Governing Body and are part of the day to day life of the school.

RELIGIOUS EDUCATION & ETHOS

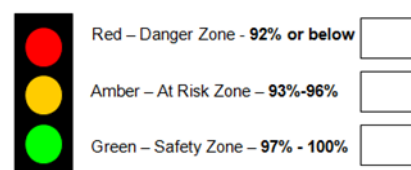
In an Anglican school, the educational process is rooted in the living faith of the school. This goes beyond the ethos of the school to affect the planning and teaching in every curriculum area. Religious Education is not just an academic subject, but, lying at the very heart of the curriculum, it has an important role in reflecting and conveying the distinctively Christian character of the school.

ATTENDANCE

Attendance of all pupils is closely monitored. If your child is not in school by 9.15am (even if this is for a medical or dental appointment), they are marked as absent for the whole morning.



Our school target for attendance is 97%. If your child's attendance falls below 93% you will be invited for a meeting with a senior member of staff and a referral may be made to the Local Authority.



ELECTRONIC SIGNING IN SYSTEM

If you are bringing your child in late, or your child leaves early, please ensure you use the touch screen in the main entrance to sign them in/out. Thank you. **Please wipe the screen before and after use.**

PUPIL ABSENCES

All absence should be reported to the Admin Office by 9:00am via ParentMail preferably please.

If your child has sickness or diarrhoea they will need to remain absent for 48 hours after the last incidence in accordance with the Department of Health's guidelines. In any other circumstance, please continue to advise school on a daily basis of the reason for continued absence. The Little Orange Book is on our website to support parents make informed decisions about keeping children off school if they are unwell.



If your child is not in school by 9.15am (even if this is for a medical or dental appointment), they are marked as absent for the whole morning. Therefore, we would encourage parents to make medical appointments outside school time, wherever possible please.

Parents are asked to provide proof of medical appointments for this absence to be authorised. If no proof is provided, the absence will be recorded as unauthorised.

What happens if a child or a member of staff has symptoms of COVID-19?

It is essential that you do not send children to school if they have any symptoms of COVID-19. You can check what the symptoms are here: <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>



If your child has symptoms, you must inform school and you will need to arrange a test in order to establish whether or not your child has COVID-19:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>

We can help you with this if you are unsure of what to do or you do not have internet access – please ring us if you need any support at all. After a negative test and if well enough, children can return to school. If a test result is positive, you must inform us immediately so that we can take any additional actions to protect others in the school community. If a child becomes unwell at school with any symptoms of COVID-19, we will contact you immediately

and will isolate your child from the rest of the school in the medical room (previously the suite). A member of staff will stay with your child at a safe distance, if possible, while we wait for you to arrive.

Please make sure that your contact details are up to date so that we can contact you easily. Thank you.

Once a child is taken from school, we will clean the area where they have waited and their area of the classroom thoroughly and we will wait to hear from you regarding the test result. Staff will also stay absent from school and take a test if they have any symptoms. We will use other staff and supply staff to cover any absences, as usual.

HOLIDAY REQUESTS

I am unable to authorise absence for school unless it is for exceptional circumstances. Family holidays do not qualify as exceptional circumstances and will therefore be classed as unauthorised absence. We may make referrals to the Local Authority if we do not deem absences are caused by exceptional circumstances.



MEDICINES IN SCHOOL

Mrs Armstrong (KS1&2) and Mrs Brown (EYFS) continue to manage medicines in school. If your child needs medicine administering during the school day or has a medical condition that requires medicines to be kept in school, please make an appointment to meet with Mrs Brown or Mrs Armstrong to discuss this. You will need to complete a form with them too. You can contact them on andrea.armstrong@archbishop.newcastle.sch.uk and gemma.brown@archbishop.newcastle.sch.uk

GOSFORTH SCHOOLS TRUST

The Gosforth Schools' Trust is a partnership of eleven schools in the North East sector of Newcastle upon Tyne who have successfully worked together for many years.

We believe that through working together in a robust, collaborative and mutually supportive framework we can achieve more for our children and the communities we serve. We will endeavour to preserve each school's individual identity and add value to their work.



As a Church School we are not able to be a full member of GST but we participate fully in all GST events and working groups.

Meals

SCHOOL LUNCHES

We are really lucky to have a fabulous chef in school who makes delicious lunches using the Local Authority menu. If you have any queries about school lunches Mrs Battista is always happy to meet with parents.

The kitchen requires 2 weeks notice if you intend to change from school dinners to packed lunch or vice versa. Admin staff will provide you with a form to complete in this event. School dinners are £2.20 per meal for Years 3 & 4 (£2.10 for Nursery). Lunch payments are made via ParentMail.

PACKED LUNCHES

As you know, we are an accredited "Healthy School". Please remember no sweets, chocolate bars or fizzy drinks in packed lunches! We really appreciate your cooperation and support in keeping lunch boxes healthy. It is really important that the children on packed lunches bring something filling such as sandwich or pasta (or other carbohydrates) that will fill them up for the afternoon rather than just crisps and other processed snacks. Please do not send foods containing nuts in case of allergies amongst the other children. Thank you.



We would also be grateful if you could ensure that your child can unwrap/open all items in their lunch box independently. Thank you.

If you are making packed lunches, please consider using **reusable food containers** for packed lunches and fruit snacks, rather than disposable food packaging and avoid sending disposable plastic cutlery or straws in packed lunches. Thank you. **Please wash all items at 60 degrees.**

A reminder that the kitchen needs two weeks' notice if you wish your child to change from school dinners to packed lunches or vice versa. Thank you.

TABLE MANNERS

During lunchtimes we expect good table manners in the hall. This includes;

- Holding our knives and forks correctly
- Cutting up food into bitesize pieces
- Talking quietly
- Not talking with your mouth full

We would be really grateful if you could reinforce these skills at home please. We have also remind children to have a drink with their meal and remind them of the importance of drinking regularly throughout the day.



SNACKS & DRINKS

- Children in Nursery and Reception are provided with free milk to drink mid-morning (until they are 5 years old).
- All children are asked to bring a named water bottle each day which will be sent home for washing each afternoon.
- Children in Nursery, Reception, Year 1 and Year 2 are provided with a range of healthy fresh fruit snacks everyday, therefore parents are reminded not to send snacks into school please.
- Children in Years 3 & 4 can bring a piece of fruit/vegetable to eat as their snack.
- It is very important that you inform us of any allergies that your child may have. Thank you.

FREE SCHOOL MEALS

Universal Free Meals: The universal free school initiative (wherein all pupils from Reception to Y2 receive a hot, nutritiously balanced meal each day) continues in school this year. We always aim for 100% take up for midday hot meals as the benefits are far reaching in terms of health, behaviour and the development of social skills. If you have any questions about school meals our cook, Mrs Battista, would be happy to meet with you to answer these.



Are you entitled?

Free School Meals

If you are in receipt of Child Tax Credit, with no Working Tax Credit (income below £16,190), Income Support, Income Based Jobseekers Allowance, Income Based Employment and Support Allowance, Guaranteed Element of State Pension Credit or fall under the Immigration and Asylum Act 1999 you may be entitled to qualify for free school meals. Just call 0845 6006400 to apply immediately over the phone. Alternatively you can log on to <https://www.gov.uk/apply-free-school-meals>. Not only does this allow your child to have a free hot meal each day, it also brings funding (known as Pupil Premium) directly in to the school.

Children who qualify for Pupil Premium can also claim 10% off new school uniform, free Breakfast Club places and educational visits will be paid for using the finding received by school. Please bring your uniform receipt to the school office and 10% of the cost will be reimbursed.

What to bring to school

WATER BOTTLES

We are trying to reduce our plastic waste through the reduced use of disposable plastic cups. Children are asked to bring a refillable, named sports top water bottle to school each day please. Thank you. **Please wash bottles at 60 degrees.**





WINTER

In winter, we ask that your child has a pair of named wellies, spare socks, hat and gloves that they can leave in school, with their name on. It is also helpful if they have a strong bag in which to keep their winter gear. Waterproof trousers are also a great idea in the snow!

SUMMER

In order to keep our children safe in the sun, please could we ask parents to;

- provide a named sun hat
- ensure long-lasting sun cream has been applied **before** school
- send in a named water bottle every day



JEWELLERY

For health and safety reasons please ensure your child does not wear any jewellery at school. Thank you.

PERSONAL BELONGINGS

Please could we ask that children **do not bring their own pencil cases** to school- as you can imagine, this causes endless distractions and arguments! Also, children do not do "show and tell" in school, due to time constraints, so please could they leave personal belongings at home? Many thanks for your support.



We also ask that children do not attach keyrings to bookbags as this makes it difficult to fit them into storage. Thank you.



HAND SANITISER

School provides all hand sanitiser for children as we must ensure that this complies with PHE guidance and is a minimum of 70% alcohol in order to be effective against coronavirus. Children do not need to bring their own to school. If you wish to provide your own, please speak directly to Mrs Massey. Many thanks.

Homework

READING & HOMEWORK

Reading books are given out to children in Reception, Year 1 (and at the beginning of Year 2) each week. Most children in Year 2, Year 3 and Year 4 are then responsible for changing their own books. Please aim to listen to your child read aloud each day (it is still important to listen to children read- even when they are fluent and able). Remember to use the question stems in the Reading Records if you are struggling to think of questions after reading. We would appreciate a comment in Reading Records whenever you listen to your child each day please. Thank you.



Children are given weekly Maths and SpaG (Spelling, Punctuation & Grammar) homework too. (Class Teachers will explain homework expectations to parents in September via class newsletters.) Homework will be set each Thursday and collected the following Tuesday. Please ensure children complete their written homework neatly and in pencil. Many thanks in advance for your support.

READING RECORDS

Please could we ask you to give a brief comment **on each book separately** and then a short comment **each time your child re-reads** their book? A short daily reading session (e.g. ten mins per day) is often more productive than an infrequent longer one. This expectation includes children in Years 3 and 4.

Comments about fluency, expression and intonation, as well as understanding (comprehension of events and inference about characters feelings) are really useful please (rather than a comment about completion). This will enable us to use your daily comments as part of our ongoing assessments. Question stems, to support you with this, are stuck inside Reading Record front covers. Re-reading texts is really important and



will help children develop their fluency and pace. Thank you so much in advance for your understanding and support.

Passwords for online resources will be stuck inside reading records for your reference.



SPELLING

Children in Years 1-4 will complete a spelling quiz to assess their spelling of the words that are sent home, each week. Spelling quizzes will take place on a **Thursday** so children have had a full week to learn their spellings.

TIMESTABLES ROCKSTARS

Children in Years 2, 3 and 4 have home and school access to TimesTable Rockstars. Please ensure children complete these independently and without the help of adults/siblings. If you need help accessing this, please contact class teachers directly. Username and passwords can be located in Reading Records.



RECORDERS

Years 2-4 children usually need a recorder in school. These can be brought from home or can be purchased from the school office at a cost of £2. **We will let you know when recorder lessons will recommence.**

Helping in school

Usually we have a number of helpers in school in various roles. At the moment this is unfortunately not possible. If you think this may be of interest in the future, please contact Mrs Pygall who will begin your DBS, in preparation for Spring Term (hopefully!).

READING BUDDIES

Could you or a grandparent spare 20-30 minutes once or twice a week to help children with reading? We would like to establish a successful reading buddy scheme with parents, grandparents and friends of the school; sharing books with children in Key Stage One and Key Stage Two. If you could spare an hour or two a week please see the school office. You will require DBS clearance through the school- please see Admin staff.



OTHER HELPERS

We are often short of Parent Helpers on educational school visits. If there are any aunts, uncles, grandparents or members of the church congregations and wider community who would be prepared to undergo DBS checks and become "backups" this would be very much appreciated. We are always looking for practical support in school too- this may be listening to readers, gardening, laminating, helping with PTFA events etc (or anything else you can suggest!). If you are interested in becoming a friend of our school please contact admin@archbishop.newcastle.sch.uk

PTFA

We have a very active PTFA in school which provides a vital source of funding to school. If you have any ideas of activities or events, or would like to get involved, please see a committee member or your class rep or email them on archbishoppruncieptfa@gmail.com

EASYFUNDRAISING

Did you know that whenever you buy anything online you could be **raising a free donation our School PTFA**? There are nearly 3,000 retailers on board ready to make a donation to our school, every time you shop online... and it doesn't cost you a penny extra!

It's really simple, all you have to do is:

- **Join-** <https://www.easyfundraising.org.uk/causes/archbishopprunciefirstptfa/> and sign up for free.
- **Shop-** Every time you shop online, **go to easyfundraising first**, pick the retailer you want and start shopping.

Join, shop and raise here:
[easyfundraising.org.uk/archbishopprunciefirstptfa](https://www.easyfundraising.org.uk/archbishopprunciefirstptfa)



- **Raise-** After you've checked out, that retailer will make a donation the PTFA for no extra cost whatsoever!

There are no catches or hidden charges and Archbishop Runcie CE First School PTFA will be really grateful for your donations.

PARENT COUNCIL



Research has shown that children thrive when parents and schools work in partnership. It is great that we have received several offers of help and support from parents who are keen to become more involved in the life of the school. A Parent Council is a good way to encourage parent voice and I would ask you to consider taking part. We would be delighted to receive expressions of interest from any parents who would be able to contribute to this initiative.

SPONSOR A RESOURCE



Class Teachers may send out a "wish list" of resources/books etc that families can donate or "sponsor" in their class newsletters, if they wish.

Several parents have also asked if they can pay for other children to go on school trips. Please contact Admin for this to be enabled on ParentMail.

Clubs



BREAKFAST CLUB & AFTER SCHOOL CLUB

We are pleased to offer our own Breakfast Club (7:45-8:45am) and After School Club (3:15-5:15pm) in our School Hall. If you have any queries, please contact Mrs Brown on

gemma.brown@archbishop.newcastle.sch.uk or Miss

Willett Emily.willett@archbishop.newcastle.sch.uk



Breakfast Club sessions cost £4.50 and include a breakfast of cereal/toast and milk/orange juice. After School Club id £9.00 per session and include a snack and drink. Regular sessions must be booked **in advance** via ParentMail so we can staff the club appropriately. We now accept salary sacrifice schemes.

Ad hoc bookings can be made ,subject to availability, up to a week in advance by emailing admin. The cost will be added to your ParentMail account and payment must be received before your booking is final.

Please note that children need to arrive before 8:15am if they want to eat Breakfast. Mrs Battista cannot provide food at 8:35am for children who need to be in classrooms at 8:40! Please remember to enter the building via the main entrance and sign your child in on the screen in the foyer.

The children will be kept in the year group bubbles while indoors.

EXTRA CURRICULAR CLUBS

Please contact the organisers directly to book places (contact details, times and dates are now available on our website). **In the current circumstances, we are not offering external extra curricular club before or after school.**

General

AFTER SCHOOL CLOSING TIMES

Mr Hunter closes the playground gate at 3:30pm promptly. This means that children who are attending after school clubs will be doing so on a secure site.



TOILETS

Cleaning staff have a tight schedule of duties after the children leave school each day. Could we therefore request that children do not re-enter the building to use the toilets after the end of the school day, please. Whilst we

understand that the children enjoy playing in the park next to school, at the end of the day, we are not able to provide public toilet facilities. We apologise for any inconvenience that this may cause.

TRAFFIC

In order to keep our children safe, please park and drive considerately around school. We understand that parking close to school can be very challenging but ASDA remain happy for our families to park in their carpark and walk to school from there.



The doors from the yard are open until 8:50am, when teaching begins. Children who arrive after this time will need to enter school through the main office and complete a late arrival form. Children, who arrive late, miss key teaching and learning so please make every effort to arrive promptly. Thank you in advance for your support with this matter.

We request surveillance and support in enforcing parking restrictions. If you would like to log your concerns directly, please contact Parking Services on 0191 261 4503. If a vehicle is causing an immediate obstruction to pedestrians, or other road users or driving dangerously, please call Northumbria Police on 101.

Our priority is the safety and wellbeing of our pupils and we would very much appreciate your continued support with this, particularly as the nights draw in and roads become busier in winter weather.

SCULPTURE

Funded by PTFA, a sculpture, based on work by the children and inspired by our mission statement, was commissioned in September 2018 to celebrate the schools 30th birthday. The sculpture is an abstract representation of the school badge, made from metal, with coloured glass at the centre; this represents the wonder of our school and our aim to transform and inspire our pupils.

As part of this work, the children were asked about what made our school special, distinctive and unique. The artist took the work and words of our children to inspire a sculpture to represent our school's mission, vision and values.

She was particularly inspired by the schools vision *"to be a school which transforms and inspires the minds and hearts of those we teach, and through these young people to transform the wider world. We want everyone associated with our school to find inspiration and encouragement to grow in knowledge and wellbeing, to experience life in all its fullness, as promised by Jesus and grow in the love of learning."*



SUPPLY TEACHERS

As is common practice across all schools, we use supply teachers from time to time to cover staff absence in the event that they are ill or on a course, for their continued professional development. CPD for staff is vital in order to provide the best educational experience for our children, as well as being compulsory for newly qualified staff. Unfortunately, the majority of these courses are run during school hours but we endeavour, where possible, to organise CPD for afternoon sessions in order to minimize impact on core subjects. We do try our very best to use supply teachers who are known to our school, in order to provide consistency to our pupils, but this is not *always* possible. We have a strong working relationship with the supply agencies that we use and supply staff are provided to us on the basis that they will uphold our ethos and provide the best quality experiences for our children. The very first thing that they do, upon entering the classroom, is introduce themselves to the children and tell them where the usual member of staff is (if appropriate). Support staff are at hand, throughout the school day, to liaise and support as required. Work is provided by the class teachers to ensure continuity and reviewed when they return to school.

PLASTIC

We often talk to the children about being stewards of God's earth and playing our part in protecting the environment. We are aiming to "give up" (or certainly reduce!) single use plastic in school. Having watched environmental programmes and discussed these with the children we are hoping to play our part in helping to reduce plastic waste.

Therefore, we would ask parents and carers to support us by endeavouring to:

- ensure each child has a refillable sports cap **water bottle in school**, rather than using



disposable cups

- consider using **reusable food containers** for packed lunches and fruit snacks, rather than disposable food packaging
- avoid sending disposable plastic cutlery or straws in packed lunches

OPERATION ENCOMPASS

Operation Encompass The Next Steps, aims to form part of a strategy to break the cycle of Domestic Abuse through education and support. The project will help all children in Northumbria to learn about friendships, relationships, emotions and rules so that they can live and work together safely.



Our school will benefit from having one of twelve School Safeguarding Liaison Officers who will:

- Work with our teachers to deliver an age appropriate session exploring aspects of Domestic Abuse, friendships, relationships and emotions
- Be available in school at specified times so that children and parents can talk about issues that they may have around relationships and Domestic Abuse.

We are keen to offer the best support possible to all our pupils and we believe this is extremely beneficial for our children and the whole school community.



FOREST SCHOOL

All classes will be involved in Forest School activities during the year. Forest School sessions will be led by a qualified Forest School Leader (usually Mrs Fancis), and supported by other staff in school.

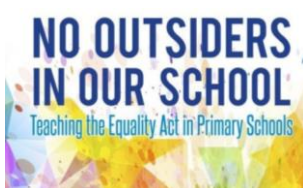
Forest School is a method of outdoor education that allows children to develop confidence, independence, self-esteem as well as awareness and knowledge of the natural environment. They acquire this through hands on experiences in outdoor and woodland environments. There is much evidence to demonstrate that learning taking place outdoors, and whilst being active, is much more powerful and memorable, as all the senses are involved. During Forest School sessions children work in a nurturing environment where they are encouraged to try new things and work outside of their comfort zone. Aspirational language is always used and all tasks are achievable; enabling children to build self-esteem and develop confidence to push themselves.

The Forest School concept originates in Denmark where it was found that children, who attended Forest School from a young age, arrived at school with strong social and communication skills, having the ability to work in groups effectively. They generally had high self-esteem and a confidence in their own abilities. This foundation helped them to raise their academic achievements.

Children will need to wear comfortable trousers and long sleeved tops. Forest school activities happen regardless of the weather so please ensure children are dressed appropriately (waterproof suits and wellies if wet and sunhats if bright).



NO OUTSIDERS



As a school we celebrate diversity within our school community and all schools are charged with embedding British Values of mutual respect and tolerance of those with different faiths and beliefs or those without faith.

The "No Outsiders" PSHE Project is about ensuring that we comply with the Equality Act 2010 and ensuring that those

who are different are included, in a positive manner, and that all children in our community feel valued for who they are. The aim of this project is to build a tolerant and inclusive society, where everyone is welcome and nobody is being "left out" because they are different. This project comes with DfE endorsement and is used by other schools in GST.



SPORTS COMPETITIONS



There are regular GST/City wide sports events that we are invited to, which we are only able to take a small groups of children to. In line with other schools, children are chosen to suit the activity and context of the event. This may be decided on by their interests, ability or sometimes at random. We endeavour to give opportunities to all children to attend events, over the course of the year.

It is important that these sporting successes are celebrated in addition to academic achievements, within day to day lessons in order that children recognise the differing talents and abilities of all class members. **It is unlikely these events will happen this year.**

LOST PROPERTY

All unnamed items will be stored in the container in the KS1 cloakroom. At the end of each half term this will be placed on the yard either before or after school for parents to claim items.



EYFS only Information

TAPESTRY

The learning of children in Nursery and Reception is documented via an online Learning Journal called Tapestry. Please ask EYFS staff how to register for this service. We ask that parents contribute to this document and record what and how children learn outside school too.

NURSERY

If you know anyone who would like a Nursery place for a child who is currently 3 (or is turning 3 years old this academic year), please let them know that we have places available. This year we are offering 2½ day provision (with additional sessions available) as well as 30 hour provision (5 full days). We accept childcare vouchers. Please ask at the Admin Office for more information.

We now take children into Nursery at 3 points during the school year (September, January and April).



KS1 & 2 Information

BOOKBAGS

Please could children all use school book bags rather than rucksacks. Thank you. Children should not bring personal belongings to school in their bags please.

Please remember to empty book bags of letters/fliers from school each evening. It makes life much easier if all that is in the children's book bags is their reading book, reading record and recorder (for Years 2 to 4). Water bottles should be carried separately to avoid leaks onto books please!

KS2 only Information

MUSIC TUITION

NEMCO (North East Music) provide our music lessons in school to children in Year 3 and 4. If your child is interested in brass, flute or guitar, please contact them directly – details are available on our website. **This is not currently happening. We will review this decision after Christmas.**



FRUIT SNACKS

If children in Years 3 and 4 would like a mid-morning snack they will need to bring their own fruit from home. We have several food allergies in school, so please only bring fruit or vegetables.

Thank you for taking the time to read this handbook. If you feel any further information would be useful, please let us know.

Staff are always happy to answer any questions you may have or try to deal with any issues that may arise.

COVID-10 ADDENDUM

Will the children be kept in Class bubbles?

When the children are learning in classrooms, and moving around school, they will remain in their class bubbles of 30. Each class bubble will also play in their own section of the yard. When children have lunch in the hall, they will sit at tables with children from their own classes, but will be in the hall with one other class. During this time, they will be as distanced as possible and the hall will be well ventilated. There will be no whole school Worship but each class will still have a daily opportunity for a class worship. These will be led by the class teacher or another member of staff.



Can staff go from class to class?

The guidance states that staff can move across different classes in order to deliver the curriculum effectively and to meet school's logistical needs. However, we will be minimising movement as much as we can and so each class will have their usual teacher and most will have an allocated Teaching Assistant. Adults in school will distance themselves from each other as much as possible but we will not distance from the children within our own bubbles. Children with bubbles are not required to distance from one another.

What will classrooms be like?

Classrooms will look a little different to usual and slightly different to the summer term. In KS1 and KS2 classes, children will be sitting in rows facing the front. Each child will have their own resources such as scissors, pencils, glue stick and rulers. Soft furnishings have been removed as they are difficult to clean and some furniture has been removed in order to create more space. Windows and most internal doors will be open to increase ventilation. Because the Early Years curriculum cannot be delivered as easily in the classroom model described above, in Nursery and Reception, children will still have opportunities to learn and play together, they will not be sitting in rows!! We have made some small changes to the kind of resources which are available, without having a negative impact on children's learning, development of social skills and general well-being. These resources will be easy to clean and will be cleaned at the end of each day or between children using them.

Will my child still be taught a broad and balanced curriculum?

Yes! We will continue to provide all subjects over the year and we will make learning purposeful and fun as we always would. There might be less time for some subjects during Autumn Term in order for children to recover missed learning during lockdown. PE will take place outside and there will be no contact sports. PE resources will be cleaned between each class or quarantined for a minimum of 72 hours. Sadly, children are not able to sing in large groups in school and so some elements of music and other curriculum areas will be taught differently, although we may sing outdoors and when children are distanced. There will be fewer opportunities for group activities but this will not affect the curriculum or learning. Your child might have fewer opportunities to read to adults in school so please continue to read at home as much as you can. We will be making the most of technology to support the curriculum through the class iPads. All iPads will be cleaned before they are used by other classes.



We do not intend to take children on educational visits this term.

Will my child be able to catch up after missing so much school?



We recognise that all children have missed a significant amount of time in school and we know that they will be returning with different needs and strengths. We will be listening to children, watching them learn, assessing their learning and working out what they need in order to support them to make the best possible progress and get back on track for meeting their targets. We are always ambitious about what the children can achieve and teachers will differentiate activities, making sure that children have the support and challenge which they need. We are planning on having Parent/Teacher consultations in October so that we can discuss how well your child has settled back into school and share your child's targets with you. You will also be able to tell us about how your child coped with learning at home, what they did well and what they found tricky. We will make telephone appointments with you nearer the time and further information will follow soon. If you have anything you would like to tell staff before then, please call or email class teachers. Thank you.

Please feel free to email class teachers with anything you feel that they need to know e.g. if your child is worried about anything in particular or is struggling with something at home.

Nursery	Mrs Francis	Kathleen.Francis@archbishop.newcastle.sch.uk
Reception	Miss Wilkinson	Katie.Wilkinson@archbishop.newcastle.sch.uk
Year 1	Miss Davison	Allex.Davison@archbishop.newcastle.sch.uk
Year 2	Miss Nattress	Megan.Nattress@archbishop.newcastle.sch.uk
Year 3	Miss Gray	Emily.Gray@archbishop.newcastle.sch.uk
Year 4	Mr Booth & Miss Burns	Jonathan.Booth@archbishop.newcastle.sch.uk Jennifer.Burns@archbishop.newcastle.sch.uk

How will school support my child's well-being?

Children's well-being is always at the heart of everything that we do in school. We know that some children will be nervous about returning to school and some will need some extra support. We will be doing all that we can in school to support every child and make sure that school continues to be a happy place where everyone feels safe and valued. Teachers have planned to use stories and class discussions/activities to help children to settle in quickly and to understand and manage the changes in school. If we have any concerns, we will talk to you and work together to make sure that the children are feeling happy and secure. Staff have already had many discussions about how the return to school might present additional challenges for some individuals and groups. However, we are all taking reassurance from how well children settled in to school in the summer term, they are often more resilient than we think!



What are the times of the school day?

In line with the DfE guidance, there will be staggered start and finish times so that there is less congestion on the way in and out of school for pupils and their parents/carers. Each arrival time has a window of 10 minutes, we have done this to make it easier for those of you with siblings in consecutive windows so that you do not have to wait, and to ease congestion for children in the same classes when washing their hands as they arrive. Please do not arrive at school before your child's drop off time. Thank you.

Drop off	Pick up
Nursery - 8:50 - 9:00am	Nursery- 3:10-3:20pm
Rec am- 8:40 - 8:50am	Rec am- 11:15-11:30am
Rec pm- 12:45 -1:00pm	Rec pm- 3:00-3:10pm
Year 1 - 8:40 - 8:50am	Year 1- 3:00-3:10pm
Year 2 - 8:50 - 9:00am	Year 2 - 3:10-3:20pm
Year 3 - 8:40 - 8:50am	Year 3 - 3:00-3:10pm
Year 4 - 8:50 - 9:00am	Year 4 - 3:10-3:20pm



What should children wear for school?

Usual uniform should be worn for school each day, other than the day which your child's class has PE. On PE days children should come dressed in PE kits (navy joggers with or without shorts underneath, yellow PE t-shirts, trainers that they can fasten themselves, navy hoodies or sweatshirts as outlined in the July newsletter – these do not have to be uniform but the simpler the better). Please make sure all items are named. Teachers will let you know which days these are when they contact you with class specific information in the first week back at school. **Children should not bring PE kits into school.**



As we have lots of open windows in school in order to ventilate rooms, children should always have a school jumper/cardigan and can wear an additional layer (a hoodie or similar) if they wish. We will be learning outside where appropriate too, so please make sure that your child always has a named coat to wear. The latest DfE guidance states that children do not need to wear freshly washed uniform every day, although we would encourage you to change your child into new clean clothes as often as you can, please.

Will staff or children wear face coverings or other personal protective equipment (PPE)?

The current guidance states that primary school staff only need PPE if they are unable to maintain distancing in a situation such as administering first aid. In the case of administering first aid, staff will wear gloves, face coverings, visors and aprons. There may be other occasions when staff feel the need to wear PPE. Staff will be able to wear face coverings in school if they choose to.

The government does not recommend face coverings for children below Year 7. If you choose for your child to wear a face covering, please make sure that they understand how to do so safely and have a zip-seal bag to store it when not in use.

What is the best way to travel to school?

We are encouraging everyone to walk, cycle or scoot to school if this is possible. We know that some of you can't manage this and so ask you to park considerately and leave the disabled/blue badge place free for those who need it. We always encourage as many people as possible to travel sustainably for lots of reasons. In the current context, leaving the car at home also improves social distancing and keeps everyone moving outside school. Cycle and scooter storage will be available on site as usual and Mr Hunter will leave wipes in the bike shelter for you to use. School does not provide bike locks. The staff running After School Club will open gates so bikes can be collected at 5:15pm.



Please follow social distancing principles when you are using the storage and please remember to dismount from bikes and scooters BEFORE entering the yard! Thank you.

ASDA remain happy for our families to park in their carpark and walk from there.

Who can drop off and pick up my children? What is the procedure for drop off and pick up?

Only one adult bring each child (or children from the same household) onto the site to drop off and pick up. If you have 'bubbled' with another household and are sharing picking up and dropping off, please let school know via email. If you have to bring younger siblings then you must hold their hand, carry them or have them in a pushchair for the whole time that you are on site, please.



Children in Years 1-4 should still come into school via the main cloakroom door (up the ramp from the yard) and go through to their classroom from there. This is so they can leave coats on pegs on the way. It's still a staggered drop off (no lining up) as before lockdown. Parents can come on to yard and leave the children at the cloakroom door. They are then asked to depart swiftly please. Thank you.

Children in Nursery and Reception should be dropped off and picked up from their external classroom fire doors at the end of the day.

At pick up time, you can wait inside the yard as usual. Children will come out their external classroom fire exit door. **Please maintain a good distance from others.** There is a 10 minute window to pick up which should help disperse parents and carers on the yard.

If children attend Breakfast Club they should be dropped off at the main office (if you want your child to eat breakfast please ensure they are at school by 8:15am at the latest). If they attend After School Club they should be collected from the main office before or at 5:15pm. Please stand well back from the door and Miss Willett will bring children out one at a time.

What can children bring to school?

Children should bring a named water bottle each day and this will be taken home each evening for you to wash it in preparation for the following day. Because we want to make sure that children continue to read, to progress with their reading and to enjoy reading at home, we will continue to use book bags and for books to be brought in and out of school. These will be stored boxes in each classroom so please avoid adding bulky keyrings and toys to these. Please do not send backpacks. Thank you.



Staff will continue to read individually with children in school when they are able to, but will sanitise their hands before and after handling each child's books and reading records. We advise you to do the same at home. When children return books to school, we will quarantine them for 72 hours before putting them back into book boxes and staff will be the only people with access to the boxes. Staff might ask children to record a comment and the page number in the reading record, but they will always read your comments at least fortnightly so please continue to use the reading record to keep us up to date with how your children are getting on at home with their daily reading. Thank you.

Children can bring packed lunches to school in their own bags/boxes but these should be washable and we ask that you keep them as clean as possible. Children in Years 1 and 2 can store lunch boxes in the main cloakroom. Children in Year 3 and 4 can store lunch boxes at the back of the hall. **Children must not bring any pencil cases or stationery to school as we are providing individual sets for each child.** Please send book bags rather than sending bulky bags and backpacks as these are more difficult to store. Children do not need to provide their own hand gel (we have it coming out of our ears!).

Children in Years 3 and 4 need to bring a fruit or vegetable snack to school as these are no longer provided in Key Stage 2. Please send these in book bags or coat pockets.

What will lunch times be like?

As usual, children can choose to have a hot school meal or to bring a packed lunch from home. Nursery and Reception will have their lunch in the hall at 11:30am, Years 1 and 2 will have their lunch in the hall at approx. 12:00 and Years 3 and 4 will have their lunch at approx. 12:30pm. The hall will be cleaned between each use.



Please continue to avoid nuts, fizzy drinks and confectionery in lunch boxes and please continue to cut grapes into halves to minimise the risk of choking. We would also be grateful if you could ensure that your child can unwrap/open all items in their lunch box independently. Thank you.

Children will have 30 minutes to eat their lunch and 30 minutes to play outside, as usual.

Will children get homework?



Yes, we will continue to give children homework (beginning in week 2 for Years 1-4), but there won't be homework books or spelling books. Instead, we will be using IXL for Years 1-4 to set weekly homework tasks via Reading Records. Early Years will communicate tasks via Tapestry.

Children are still asked to read every day to an adult at home. Books will come home from school weekly or you can access books online via Oxford Owl.

Who is allowed in school and what do I do if I need to talk to a member of staff?



Only staff, children and essential visitors are allowed in school. To begin with, we are only allowing professionals associated with safeguarding/health and professionals who support learning (eg SEN support and IT technicians) to enter the building during the school day. The guidance states that volunteers are allowed in school if they are able to follow our measures as set out in our risk assessment. However, as we have a relatively small building with such limited space, we are limiting the number of adults who are able to come into school.

Unfortunately, parents and carers are not able to come into school at the current time. If you need to speak to your child's class teacher, please telephone or email the school office and a message will be passed on to teaching staff who will then contact you later. Staff are happy to answer questions by telephone or email too. Thank you for your support.

The admin office is open to visitors but please ensure you maintain a distance from others and only 1 person enters the foyer at a time. Thank you.

Will there be after-school clubs?

To begin with, we will not be offering extra-curricular after school clubs such as Art or Dance with external providers. This is because we are limiting the number of occasions where children mix across classes indoors where distancing is not possible and also because we will have to allow for wrap around care to take place in the hall. We will contact you via ParentMail if there are any opportunities which are relevant to your child and as soon as we can, we will introduce more opportunities.

Breakfast Club and After School Club will run as planned.

What happens if a child or a member of staff has symptoms of COVID-19?

It is essential that you do not send children to school if they have any symptoms of COVID-19. You can check what the symptoms are here:

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

If your child has symptoms, you must inform school and you will need to arrange a test in order to establish whether or not your child has COVID-19:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>



We can help you with this if you are unsure of what to do or you do not have internet access – please ring us if you need any support at all. After a negative test and if well enough, children can return to school. If a test result is positive, you must inform us immediately so that we can take any additional actions to protect others in the school community. If a child becomes unwell at school with any symptoms of COVID-19, we will contact you immediately and will isolate your child from the rest of the school in the medical room (previously the suite). A member of staff will stay with your child at a safe distance, if possible, while we wait for you to arrive.

As we are coming into the season of cold and flu viruses in school, we expect to have to follow this procedure many times as we will not be able to distinguish between the cause of any symptoms. Please make sure that your contact details are up to date so that we can contact you easily. Mrs Pygall is sending contact sheets home this week so please ensure information is up to date and returned ASAP. Thank you.

Once a child is taken from school, we will clean the area where they have waited and their area of the classroom thoroughly and we will wait to hear from you regarding the test result. Staff will also stay absent from school and take a test if they have any symptoms. We will use other staff and supply staff to cover any absences, as usual.

What happens if there is one or more confirmed cases of COVID-19 in school?

If we become aware of one or more confirmed cases, we will contact the PHE Public Health Protection Team who will discuss the context of the case/s and will seek to establish what kind of contact there has been between the person/people with the positive test result and other members of the school community. It is important to try and establish where transmission has happened and who else might be at risk. We will then inform other parents and carers if there are any further actions to take. This could result in one or more classes having to begin a period of self-isolation and/or the building might need to be deep cleaned but this will be decided by the Public Health Protection Team once they have spoken to school and parents/carers. If a member of your family has a test with a

positive result, then you will need to inform us that your child/ren will be absent for the period of self-isolation. In the unlikely event of a whole class, Key Stage or the school having to self-isolate or 'lock down' again, we will revert to home learning as we did in the Summer term.



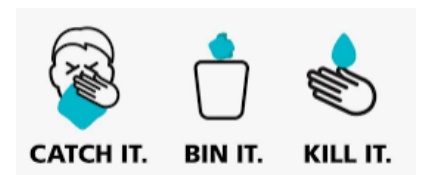
How will school be cleaned?

We will continue with the same cleaning regime which we had in the summer term. This means that there will be an emphasis on cleaning surfaces and touch points (door handles, light switches etc). These will be cleaned thoroughly at the end of each day and some will be cleaned by school staff during the day. Toilets will be cleaned thoroughly at the end of each day and twice during the day. Mr Hunter will be on site for most of the day, rather than his usual split shift, and we are very grateful to him for being so flexible at this time.

What is school doing to ensure good hand washing and respiratory hygiene?

Children will sanitise on the way in to and out of school and then will wash their hands when they enter classrooms. Every time children re-enter the building they will sanitise their hands and we have also built in lots of opportunities for washing hands during the day. We would be grateful if you could reinforce good handwashing at home and make sure that children wash their hands as they leave home in the mornings and as soon as they return in the evenings. Thank you.

Each classroom has a lidded bin for disposal of tissues and we will be teaching children the 'Catch it - Bin it - Kill it!' procedure for coughs and sneezes. All tables in Years 1-4 will have hand gel which is accessible throughout the school day. Adults will ensure children in Nursery and Reception use gel frequently too. Children do not need to provide their own hand gel.



Do all children have to return to school?

If you have been following the media, you will be aware that the expectation is that all children should return unless they have been told by a medical professional that they should stay at home. We support this view and we want to see as many children as possible getting the benefits of full time school provision. If you have any questions about your child's return to school or you are concerned, please contact us by telephone so that we can discuss your concerns and agree on the best course of action. Thank you.

Updated guidance for parents and carers

The DfE have updated their guidance for parents and carers on [what they need to know about early years providers, schools and colleges during the coronavirus \(COVID-19\) outbreak](#). This update provides information on school admission appeals, entry tests for selective schools, and exams and assessments in the autumn term. They have also provided further information on the use of face coverings in schools and links to online resources that are available to help parents, carers and children with their mental health and wellbeing.

I hope that the above information has answered questions which you might have had and will help you to and your children to prepare for returning to school. We know that everyone has different feelings and opinions about the risks of COVID-19, especially with relation to schools and if you have concerns which we have not addressed in the above, please get in touch. Your child's new class teacher will be in contact with specific class information next week.

TEST & TRACE

If you develop symptoms of COVID-19, you must continue to follow the rules to self isolate with other members of your household. You should get a test to find out if you have coronavirus.



If you test positive for coronavirus, you must let us know immediately as well as sharing information promptly about your recent contacts through the NHS Test and Trace service. If you test positive, the NHS Test and Trace service will send you a text or email with instructions of what to do next. You will be asked to share details of people with whom you have had close, recent contact and places you have visited, via a secure website or phone.

If you are contacted by the NHS Test and Trace service, you will be told to self isolate for 14 days. It is really important to do this, even if you do not feel unwell, as you could become infectious to others.

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>