
Parkside Primary Academy – March 2021 Returning to School Information Booklet

Dear Parents/Carers

I am delighted that all children will be returning to school from Monday 8 March 2021 and this booklet is to notify you of the arrangements that are in place for our children. The arrangements in place are the same as those we had in the Autumn term, before Christmas.

Start and Finish times March 2021

As you are already aware, our classes are organised into ‘phase pods’ which are as follows:

- Nursery F1 and Reception F2
- Year 1 and Year 2
- Year 3 and Year 4
- Year 5 and Year 6

Each class has a staggered start and finish time so that we can limit the numbers of parents who need to come onto the school site at any one time. The information below tells you the name of the class teacher and the drop off/pick up time for each class and location.

Class	Class Teacher	Start Time/Drop off	Pick Up Time	Drop off & Pick Up Location
F1 Nursery morning	Miss Burkinshaw	8.40 – 8.55am	11.30 – 11.45am	Silver Gate outside the F2 classroom
F1 Nursery afternoon		12.15pm – 12.30pm	2.45pm – 3.15pm	Drop off: Front Reception Pick up: Silver Gate outside the F2 classroom
F2 Reception	Miss Butterworth	8.30am	2.45pm	Silver Gate outside the F2 classroom



Year 1	Mrs McNally	8.40am	2.50pm	Playground: lined up in their designated space
Year 2	Miss Hopkinson	8.30am	2.45pm	Playground: lined up in their designated space
Year 3	Mrs Cook	8.40am	2.50pm	Playground: lined up in their designated space
Year 4	Miss Tidswell	8.30am	2.45pm	Playground: lined up in their designated space
Year 5	Miss Askew	8.40am	2.50pm	* Playground: lined up in their designated space
Year 6	Miss Drake	8.30am	2.45pm	* Playground: lined up in their designated space

* Where possible we ask that Year 5 and Year 6 children without younger siblings who are brought to school by parents are dropped off/picked up at the school gate.



Access to the School Site

Parents will be able to access the school site to drop off and pick up their children from school. We ask that you observe the following rules when on school premises:

- **All parents/carers must wear a face covering whilst on the school premises.**
- When dropping your child off and picking them up, you will adhere to the keep left system, observe floor markings and social distancing rules.
- You will strictly stick to the phase pod timings and **arrive on time at the right time** so that you are only on the school site when you need to be.
- You will stand away from the children's class line when dropping off or picking up your child so that you follow social distancing rules with other children and their families.
- When dropping off and picking up your child, **only one adult will come on to the school site** to do this.
- If you have to bring other children with you, you will make sure they follow social distancing, they must stay next to you and be under your full control and supervision all the time.
- If you need to speak to the class teacher, please do not approach them on the playground; instead, telephone school and leave a message with the office or arrange for the teacher to call you back when they are not in class. **If you have an urgent message for the class teacher, please speak to Ms Ward or Mrs Kilgariff who will both be out on duty in the playground.**
- All meetings in school should be via prior appointment.
- You should only come to the school office reception area if your query cannot be dealt with on the telephone/by email/through the intercom. Also, only one family at a time is allowed in the reception area.
- **If you do enter the school office reception area, you must wear a face covering because it is a confined space.**



In order to keep parents and children as safe as we can we ask that, **where possible, Year 5 & Year 6 children who are brought to school by parents and who do not have siblings lower down school, are dropped off at the school gate**; this helps us to encourage their independence and better prepare them for High School as well as helping reduce the amount of parents on our school site at any one time. When dropping off or picking up your child outside school, please remember to socially distance when you are waiting at the school gates.

If your child is late to school and has missed their start time they must come to the school office and notify the office staff.

Primary School Children and Face Masks

On 21 August 2020, The World Health Organisation (WHO) recommended the use of face masks for children aged 12 years and over. Therefore primary children do not wear face masks in school. If your child comes to school wearing a face mask they must take it off before they enter the school building. Government guidelines tell schools that we should have a process for removing face masks before children and staff who use them come into school. Masks must be taken off carefully using the string or ear loops. If the mask is disposable it must be put into the bin immediately; if the mask is reusable, it must be put into a plastic bag and not touched until you leave school to go home.

Parkside Primary Academy Safe removal of face masks



Take Off Your Mask Carefully, When You Come into School

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- If your mask is disposable, put it into the bin immediately
- If your mask is washable, put it into a clear plastic bag and do not touch it until you leave school to go home
- Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.

Inside school and the school day



As soon as your child comes into school, they will wash their hands and begin their learning. There will be regular opportunities for hand washing throughout the school day. All classrooms also have automatic hand sanitiser dispensers for children and adults to use.

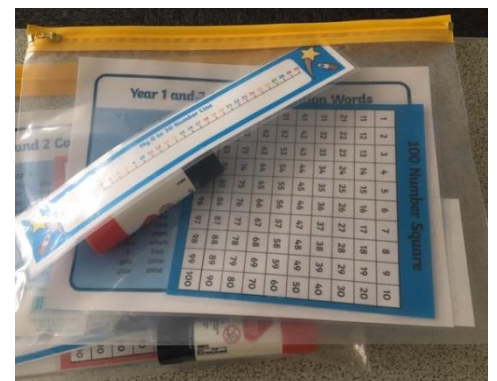
Children will be able to go outside and play with other children in their class and phase pods during morning break and at lunchtime.

There will be no daily assembly or whole school reward assembly on Fridays until further notice. This is because we cannot have all of the children in the hall at the same time.

Every child in Years 1 to 6 will have their own stationary bag on their desk with equipment in so they don't have to share with other children.

Mindfulness and Well-Being

We know that the past months have been a difficult time for all of us and now, more than ever, children's well-being and mental health is at the centre of all that we do. We have made time every day to give our children the opportunity to talk about how they feel and why. We will also continue to have 'Well-Being Wednesday' every week when we will do special activities to help our bodies and minds to keep feeling well.



Lunchtimes

At lunchtime, children will eat their lunch in their classroom; when they have finished they will have an opportunity to play outside with the rest of their phased pod. If you wish your child to have a school meal, the kitchen will provide a packed lunch with a choice of different sandwiches each day including a hot sandwich. In the morning children will be able to choose which sandwich they would like and this will be delivered to their classroom by the catering staff at lunchtime. All children in F2, Year 1 and Year 2 are entitled to Universal Free Infant Meals which means that you do not have to pay for their school lunch. If your child is entitled to Free School Meals in Years 3 to 6, their lunch is also free. If you are not entitled to Free School Meals, the cost of a school lunch is £2 per day.

Parkside's sandwich menu is below and also available on our website.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<u>Hot Sandwich:</u> Fish Finger Sandwich	<u>Hot Sandwich:</u> Pizza	<u>Hot Sandwich:</u> Breaded Chicken Burger	<u>Hot Sandwich:</u> Hot Dog	<u>Hot Sandwich:</u> Chip Butty
<u>Cold Sandwich:</u> Ham & Salad or Cheese & Tomato Roll or Tuna & Cucumber Wrap	<u>Cold Sandwich:</u> Ham, Lettuce & Tomato Wrap or Chicken & Salad or Cheese & Tomato Roll	<u>Cold Sandwich:</u> Tuna & Sweetcorn Wrap or Ham Salad or Cheese & Tomato Roll	<u>Cold Sandwich:</u> BBQ Chicken & Salad Wrap or Tuna & Tomato or Cheese & Tomato Roll	<u>Cold Sandwich:</u> Ham & Salad Roll or Chicken & Salad Pitta or Cheese & Tomato Panini
<u>Accompaniments:</u> Crisps* , Home Bake, Fruit or Yoghurt or Jelly (* Please note, crisps are not served with the hot sandwich)				

All dishes are prepared on site using fresh ingredients.

ALLERGEN INFORMATION – please note that dishes may contain cereals, eggs, fish, milk, sulphur dioxide. If you require information on allergens in a specific dish, please contact Reception in school on 01226722416.

Alternatively you may wish to provide a packed lunch from home for your child. Packed lunches should be healthy and balanced, sweets and chocolate bars are not allowed but small chocolate coated biscuits are ok as part of a balanced meal. To drink, water is encouraged as all children must bring a labelled water bottle to school each day; fizzy or high sugar content drinks are not allowed.

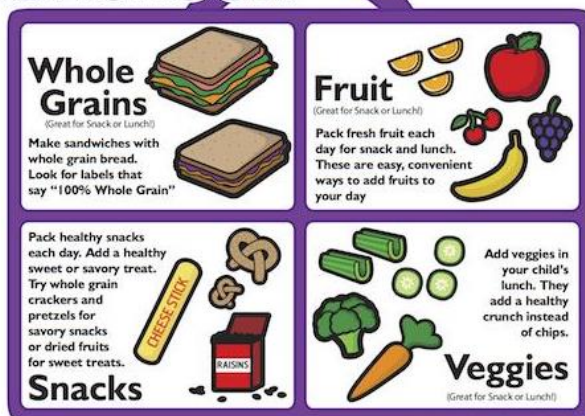
A Guide to Building...

Healthy Snacks & Lunchbox

P2IP

Bring **WATER** everyday!

Putting tap water in a reusable bottle is FREE and will help keep your child hydrated all day!



Children have the opportunity to eat a snack at morning play time and benefit from the most healthy options like fruit and vegetables. We support the School Fruit and Vegetable scheme which entitles a free piece of fruit or vegetable to all children in EYFS and Key Stage 1 every day. Parents are welcome to provide an alternative break time snack for their children however we discourage snacks that are high in sugar or fat.

If you'd like any further guidance on options for a healthy lunchbox please click the link below.

<https://www.nhs.uk/change4life/recipes/healthier-lunchboxes>

Behaviour and Rewards

Although it is not currently possible for us to hold a whole school Reward Assembly every Friday, children will still be able to earn our whole school rewards each week.

We will continue to name a Pupil of the Week and Outstanding Writer in each class; children and classes will be rewarded for good attendance and behaviour by following good routines. Children will also continue to be able to earn their Marvellous Maths Bands and DOJO points for their house teams. We will celebrate these achievements each week through Class Dojo and our class blogs.

We will continue to follow the school behaviour policy and our Parkside rules.

School Uniform

At Parkside Primary Academy all children are expected to wear school uniform. Our uniform helps our children to feel a sense of identity and pride for our school community. Our uniform consists of:

- Parkside navy blue jumper or cardigan with school logo on. If you wish, you may have your child's initials embroidered below the logo – Vortex Clothing who supply our logo school uniform items will embroider school uniform for an additional charge
- Grey trousers/skirt/pinafore dress
- White polo shirt
- Black school shoes (no boots/trainers /sandals)
- Black indoor pumps
- In summer, blue checked dresses may be worn (but shorts must be worn underneath). Children also require a plain white t-shirt, navy blue shorts and trainers/pumps for PE lessons and a book bag.
- Earrings should be small studs only. If stud earrings are worn, **children must be able to take them out themselves for PE.**
- Long hair should be tied back in a plain, elastic bobble - no large hair clips / bands are to be worn. Also, please avoid inappropriate hairstyles e.g. shaved patterns, colours.

School uniform can be ordered via the school office from Vortex Clothing or directly from the Vortex website:

<https://www.vortexschoolwear.co.uk/Primary-Schools/Parkside-Primary-Academy>

If you have any further questions, please contact the school office.

We are very much looking forward to seeing all the children again as they return to school.

I have missed each and every one of you!

Ms Ward

Head Teacher