

Vale School

Vale Avenue, Worthing, West Sussex, BN14 0DB

Tel: 01903 872322
Fax: 01903 873681
Email: office@valeschool.org
Website: www.vale.w-sussex.sch.uk
Twitter: @vale_school
Facebook: @valeworthing
Headteacher: Martin Garratt



3rd September 2020

Dear Parents and Carers,

We are all looking forward to seeing everyone again on Monday 7th September as we start the new school year. Below we have outlined key information we hope you will find helpful as you prepare for the start of term.

Staggered Start and Finish Times

To reduce the number of people entering and leaving the school we will be operating different start and finish times for each year group. Since July, we have amended the times slightly to reduce the waiting time for parents with children in different year groups and to ensure the children have the same number of teaching hours as they used to have before COVID 19. *Please note that children starting school with us for the first time in Early Years will only be in for certain times during their first 2 weeks of term, as advised back in July. The times noted below will come into effect from w/c 21st September.*

We ask that only one parent brings and collects the children from school to reduce the number of people on site. Also, can we ask that you don't bring dogs so that we can keep the entrance to the school clear to allow people to socially distance. We have marked on the ground specific entrances and exits. Please abide by these so that we can keep people separated as much as possible.

At the start of the day please arrive no earlier than 5 minutes before the start time, and wait in your child's designated area either on the playground or car park (there will be signs showing you where to wait). Please keep socially distanced from other families whilst you wait.

Start	Playground	Car Park
8.30am	Year 3	Year 5
8.35am	Year 4	Year 6
8.40am	Year 2	Year 1
8.50am		Early Years

Again, at the end of the day, please do not arrive earlier than 5 minutes before your child's finish time. Wait in the designated area and your child's teacher will bring them to you.

End	Playground	Car Park
2.50pm		Early Years
3.00pm	Year 2	Year 1
3.05pm	Year 3	Year 5
3.10pm	Year 4	Year 6

Closing Early on Fridays

As I explained in July, the teachers should have non-contact time during the week for planning, assessment and marking. Because we are trying to keep the same teacher with the same pupils throughout the week, we are unable to provide the staff with their full amount of non-contact time. Therefore, the Governing Body have agreed to us finishing early on a Friday to enable staff to have this time. The finish times for each year group, on a Friday are:

Friday End	Playground	Car Park
12.55pm	Year 3	Year 5
1.00pm		Early Years
1.05pm	Year 4	Year 6
1.10pm	Year 2	Year 1

Early finishes on a Friday will continue up to October half term and then, depending on the virus and government guidance, we will either extend it to Christmas, or return to our normal school hours.

Lunches

All children in Early Years, Year 1 and Year 2 will be able to have a hot meal each day. Please ensure Chartwells have been informed of any allergies or dietary requirements.

For children in Years 3 to 6 we are not able to offer hot meals (due to the need to keep children socially distanced and in their class bubbles). Children in these classes will need a packed lunch each day unless they are in receipt of Free School Meals. These children will have a meal provided.

On Fridays, every year group will have their lunch before going home. For Early Years, Year 1 and 2, this will be a packed lunch provided by Chartwells.

Children can bring in a healthy snack each day as well, along with a water bottle. As lunch times are staggered, some children have a later lunch slot. Therefore you may wish to send in a more substantial snack for the morning.

Communication with Teachers

The easiest way for you to contact your child's teacher is to email the school office (office@valeschool.org). Your message will be passed on to the relevant member of staff and then forward any replies. Also, you can phone the school (01903 872322) and staff can return your call when they are free.

Please do not have conversations with staff on the playground before and after school. We need to swiftly get the children in so the next year group can arrive, and we need to keep the teachers socially distanced to reduce the risk of transmission.

The front office will be open at the start and end of the day for you to pop in and leave a message, but we ask that only one person at a time enters the Reception area.

Children's Well-being

We appreciate that for many children returning next week, they may be anxious about their return. They haven't been in school for many months and they will be meeting a new class teacher on Monday. During the first few weeks back at school, although we want to pick up the academic learning quickly and help the children catch up on any missed learning, we also want to give time to support the children emotionally. The teachers have been planning various activities to support the children as they return, along with space and time to talk about their experiences during lockdown and any concerns they may have as they return to school.

I know you will be doing all you can to make the transition back to school as smooth and as normal as possible, and we will do all we can to ensure they have a happy and positive start to the new year. If you would like to talk to a member of staff about any challenges your family faced during lockdown, please contact the school.

Quarantine & Illness

If you have returned from a holiday abroad (from one of the countries listed by our government) and need to quarantine, please keep your child at home until the 14 days have elapsed, and let us know when your child is due to return. Please leave a message on the absence line to confirm your child's reason for absence.

To enable us to keep the school functioning and keep everyone safe, we need to ask that if your child is unwell they stay away from school. If they have one of the COVID 19 symptoms, please inform us and get them tested.

If your child has a confirmed case of COVID 19, they will be required to stay off for at least 10 days and until symptoms have stopped. Any other family members must quarantine for 14 days. If during the school day your child develops one of the symptoms we will ask you to collect them immediately along with any siblings and get them tested.

During the first week of term we will send out further guidance about how we manage suspected and confirmed cases of COVID 19.

Uniform

During the first half term (up to the end of October) children can wear either their summer uniform or their PE kit. This will give you more flexibility in washing clothes each day if you want to do this. The children will have an outdoor PE session each week, but they will not be getting changed for these sessions. The children can also wear trainers for this first half term so that they don't need to change to access the field. Each class will have PE on the following days (weather permitting):

Outside PE Sessions					
		Mon	Tue	Wed	Thur
9.15am - 10.10am	Playground	4SJ	4CH	4CD	4CG
	Astro	5WC	5LN	5PC	5HC
11.10am - 12.10pm	Playground	1EC	1SB	1PW	1LB
	Astro	2JR	2LH/KA	2LG/KN	2SK
1.50pm - 2.50pm	Playground	3JB	3HD	3RG	3AC
	Astro	6MS	6AP	6JK	6SL

Systems In Place to Keep Everyone Safe

- We have reduced class sizes by creating a 4th class in each year group. This will give everyone more space in the classrooms.
- All tables face forwards to reduce the risk of transmission.
- Children will be encouraged to wash their hands regularly.
- Corridors are marked with tape to indicate the one way system to keep the bubbles as separate as possible.
- Break and Lunchtimes are staggered and the playground zoned to keep bubbles separated.
- We have reduced the number of children using the toilets at one time.
- Hand sanitiser is available as children enter the school building.
- There will be additional cleaning taking place.
- We are limiting the number of visitors coming onto the school site. This includes parent volunteers at the moment.
- Each bubble has their own set of resources and each child will be provided with their own resources (e.g. pens etc).
- We will encourage everyone to 'Catch it, Bin it, Kill it'.
- The children will keep their bags with them in class, we will not be using the lockers. Therefore, please keep bags as small as possible.
- Children should not bring in other items (this includes toys).

After School Clubs

There will be no after school clubs during the Autumn term because we are not able to mix children from different bubbles. Also, Cherrytree Childcare will not be operating at the start of the term. They hope to be up and running by October half term.

We are looking forward to seeing everyone on Monday. Please don't hesitate to contact us if you have any questions.

Kind regards

A handwritten signature in black ink, appearing to be 'MG' with a stylized flourish extending from the bottom right.

Martin Garratt
Headteacher