



Ref:September2021

Dear Parents/Carers

I hope that you are having a good summer and I am sure that many of you are now thinking about the start of the new term.

I want to thank you for the support that you have given to your children and to the School during the pandemic but hopefully we are through the worst and can now focus on getting back to what is an uninterrupted year. Gone are 'bubbles', mass isolations and the need to keep pupils inside their own classroom.

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

On the 6th September 2021 staff at Penkridge Middle School are looking forward to welcoming ALL pupils back into school. ALL pupils will revert to a timetable and structure that we were accustomed too before COVID was a thing and although we know it will be strange concept for some, we hope following document will give you all you need to know to prepare yourselves ready for the start of term. We hope to have all bases 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 timings are listed below for when your child will be expected back in school.

Year 5-Arrive from 8.35am (school will start at 8.45am)

Year 6- Arrive from 8.35am (school will start at 8.45am)

Staff will be on hand for both year groups to show them where they will need to meet their teachers on that first day so, please just ask them to wait at the bottom of the drive and we will do the rest. We know for Year 5 parents it will be a big morning but please get your photos, hugs and kisses done before dropping them off so that we can have an orderly start.

Year 7- Will receive information about a time slot for a Lateral Flow Test (LFT) during the day in school. These will be booked online. The day will be dedicated to completing these for all KS3 pupils.

Year 8- Will receive information about a time slot for a Lateral Flow Test (LFT) during the day in school. These will be booked online. The day will be dedicated to completing these for all KS3 pupils.

From Tuesday 7th 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.

Mrs N Frost

Headteacher

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Routines-Start and Finish times

Following the changes which we detailed during the last academic year the timing of the school day will be ever so slightly amended which can be seen below. Each year group will have a specific location to meet their class teacher in the mornings so please share this with them.

<u>Year Group</u>	<u>Start Time</u>	<u>Meeting Point</u>	<u>Finish Time</u>
Year 5	From 8.35am, registration to start at 8.45am	Bottom of Drive	15.20pm
Year 6		New Building Quad area	
Year 7		Outside Changing rooms	
Year 8		Lower yard area	
<i>Pupils who are late for these slots will be asked to sign in at reception. They will be considered late and will be marked as this on the register unless there are mitigating circumstances.</i>			

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 must be dropped off, then please remain in your cars and pupils will be crossed by a member of SLT.

Please do go through your own 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; it is not nice to have a pupil waiting at the end of the day who does not know who is collecting them or from where.

Lockers

All Year 5 pupils will be allocated a locker (free of charge) for them to store their coat and bag during the day, throughout the year. They will also be provided with an A3 wallet which they will be able to keep any items in that they need to transfer between lessons.

Year 6, 7 and 8 will now have the privilege of carrying their coats, bags and belongings with them around school. Their old locker areas are being updated and will become part of their social areas.

Lessons

Pupils will still receive their usual diet of lessons from a curriculum that is broad and balanced. This will be taught in their teachers' classroom, and pupils will revert to moving in and around school for lessons during the day. Pupils will be expected to move sensibly to each lesson always using the left-hand side of the corridor. KS2 will be shown and taken to all lessons in the first few weeks to ensure they know where they are going.



Break and Lunch Time

Due to greater numbers of pupils in school we will retain specific areas for children to have their break time. There will be no balls games permitted during break time and the student bulletin each week will inform them of their location.

Children will be able to purchase a break snack and will need no more than £1 to purchase this. These will be available from the area where their break is taking place.

Lunch Time

Lunch times will revert to being in one location from September. This will be in main school hall and what was the 'old' music room.

Ball games will be permitted at lunch time including football in the designated areas. We will provide the balls for this so there is no need to send children in with a ball. Any year groups who cannot manage playing ball games will have this privilege removed.

We expect children to eat their lunch in a sensible and mature manner, if they finish eating then they will be encouraged to talk, play games with their peers which will be led by our Student Leadership Team from Year 8.

<u>Year 5</u>	
12.30-12.55pm	All year 5 pupils will eat their lunch in the main school hall. They will take their lunch boxes into this area or collect their hot dinner. <i>NOTE-this will be slightly longer during the first two weeks to ensure that Year 5 learn their new routines</i>
12.55pm	They will be encouraged to wash their hands and then leave to go onto the playground. They will take their lunchboxes out with them and take them in when they return to class.
13.20pm	They will be collected from the playground by their Period 4 Teacher and taken back to their classroom.

<u>Year 6</u>	
12.30-12.55pm	Will go straight onto the playground for the start of their lunch.
12.55pm	They will be encouraged to wash their hands during this time and head into the lunch venue.
13.15pm	They will be dismissed at the end of lunch and be expected to go to their Period 4 lesson.



<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 the lunch venue.
13.15pm	They will be dismissed at the end of lunch and be expected to go to their Period 4 lesson.

<u>Year 8</u>	
12.30-12.50pm	All year 8 pupils will eat their lunch in the main school hall or 'Old' Music Room. They will take their lunch boxes into this area or collect their hot dinner.
12.50pm	They will be encouraged to wash their hands and then leave to go onto the playground. They will take their lunchboxes out with them and take them in when they return to class.
13.15pm	Year 8 will be expected to make their way into school for their P4 lesson when the whistle is blown.

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 the day for lunches.

If pupils would like to bring in any card games to play at lunch time for example Playing Cards, UNO, Top Trumps then they are able to do so. We want them to be able to enjoy a sociable time whilst eating their lunch.

PE

On the day(s) that your child has their PE lesson we will continue to have them come to school in their PMS PE Kit. They will wear this for the duration of the day so please ensure it is the correct kit as per Mr Sutton's message on the final L'Hebdo of last year. This will be re-sent before the 6th September to jog your memory. No pupil will be required to wear their PE kit on the first day back.

Contact

We will continue to use class charts as we have done in recent years. During the first week Year 5 parents and any new starters will receive log in details for this. 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 more general information is needed then the school office can be called/emailed also.

Please can we ask parents to ensure that their class charts app is to date and working as expected when we start again and if there are any issues, please let us know.

Please look out for the information at the start of term of how to use class charts to report absence. We will be monitoring attendance weekly (as we have always done) and will be in contact for any pupil whose attendance begins to fall to offer support and guidance in conjunction with our Education Welfare Officer (EWO) Louise Evans from VIP Education.

Uniform

The link to the schools uniform policy can be found [here](#) so please refer to this if you are still planning on purchasing uniform in the next week or so.

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)**

Attendance

Government guidance states that attendance to school is mandatory. Therefore, all children are expected to return to school on **Monday 6th September 2021** without exception.



Behaviour

After what has been a truly difficult time for all, 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 rules and routines, but we know from what we have seen from our pupils they will quickly embrace the getting back to normal. 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 wears our school uniform. It is imperative for the successful start to the year, 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. This will be sent electronically in the first week.

Oak Academy

At the end of term, we sent out some suggestions of academic work that your child may do over the next couple of weeks in preparation for the start of the term. If not already done so, now may be a great time to look at these in preparation for the start of term.

Covid 19

Although we will return to normal in school COVID 19 will still be with us for some time. We are all accustomed to the signs and symptoms of this and if you believe your child you should follow the following [when to self-isolate and what to do](#).