

19<sup>th</sup> May 2017

Dear Parents

### **Mound Removal and the Impact on the School**

The removal of the mound is scheduled to begin on Tuesday, 30<sup>th</sup> May which is during half term. The project, which is approximately 13 weeks long, should be completed by 29<sup>th</sup> August 2017.

The removal of the mound is going to cause the day to day running of the school to be adapted due to the lack of any outdoor space.

The SLT have been working, with all members of school, and we have created a plan to keep the children's learning still on track but also provide alternative provision for them to have access to outdoor space.

Below I have outlined the issues the school will be facing and the solutions. There is quite a bit of information contained in this letter so I am proposing parents come to talk with me at the beginning/end of the school day to clarify any points as necessary.

I will be available to talk to parents regarding the mound removal at the following times:

Monday, 22 <sup>nd</sup> May	8.45am-9.15am 2.45pm-3.15pm
Tuesday, 23 <sup>rd</sup> May	8.45am-9.15am 2.45pm-3.15pm
Wednesday, 24 <sup>th</sup> May	2.45pm-3.15pm
Thursday, 25 <sup>th</sup> May	2.45pm-3.15pm
Friday, 26 <sup>th</sup> May	8.45am-9.15am 1.45pm-2.15pm

#### **Issue 1**

There will be no playground space at all for morning drop off and after school pick up.

#### **Solution**

##### **Morning Drop Off**

##### **Reception, Year 1 and Year 2**

Children in Ladybird, Elmer, Aslan and BFG will need to be handed over to the class Teaching Assistant's at the gate in to the Reception play area.

Parents will not be able to walk the children into the Reception play area or the classrooms. The class Teaching Assistants will be on hand to direct the children into the classes where the children will then be met by their teacher as normal.

This area will get congested very easily if parents wait on the pavement so I must ask parents to literally say a quick goodbye and to hand the children to the Teaching Assistants.

The doors will close as normal at 8.45am and any children who are late will need to be taken to the office to sign in as normal.

### **Year 3, Year 4, Year 5 and Year 6**

The contractors are going to leave a small 'tunnel' under the canopy so that the older children can walk in to school as normal and walk down the tunnel to the door at the foot of the Key Stage 2 building. Again, parents can you please let the children walk into the building by themselves to avoid congestion at the front door and in the entrance area of the school.

I will also have an "Adult's Adult" available for parents at both entrances to the school so that any messages for the teachers can be taken and then passed on to the teachers once school has started.

The doors will close as normal at 8.45am and any children who are late will need to be taken to the office to sign in as normal.

### **End of School Day Collection**

#### **Reception**

Reception children will leave at 3pm from the Reception play area. Parents will not be able to stay and wait for older siblings as congestion on the pavement will be unsafe.

If any parents do need to collect older siblings please come back at 3.20pm to do so.

#### **Elmer, Aslan and BFG Classes**

Parents please wait for the children in the URC church, on the pathway inside the church grounds but directly opposite the school and not in the garden area at the back of the church. We will put signs up where to wait so parents are clear.

The Class Teachers and Teaching Assistants will walk the children over the road to the church area and the children will be delivered to you in the safety of the church grounds.

This is to avoid congestion at collection time on what is already a busy road with limited sight lines for parents, children and drivers.

### **Year 3, Year 4, Year 5 and Year 6**

These year groups will be walked by the Class Teachers out of the school building and will line up at our 'Muster point,' which is at the top of Vaughan Rd. The children are really very well drilled in this and know exactly where to line up as this is what we do in fire practices.

We will then call parents forward one year group at a time to collect the children.

It is vital, therefore, that cars do not park at the top of Vaughan Rd on the double yellow lines as that is where we will be lining up. Equally parents will need to wait until you are requested to collect your children and not be tempted to pull their child out of the lines as they walk past as you are waiting on the pavement.

The parents of Year 6 children may want to take this as an opportunity to let your child walk home by themselves in preparation for Year 7 at Secondary school. If so, a 'Lone Traveller' form must be completed and handed to the office before we return to school on Monday, 2<sup>nd</sup> June.

The teachers and children will have to be extra vigilant during this half term regarding leaving belongings behind in the classrooms such as jumpers, lunchboxes, water bottles etc. as once children have left the building no one will be allowed back in – including parents. This is because, whilst the children are in school, the building work will be managed, as much as possible, to cause the least amount of disruption e.g. noise, machinery usage. Once the school hours are over however, this will increase and will look and sound more like the building site it actually is, therefore no one other than school staff will be on site.

### **Playtimes**

#### **Issue 2**

There will be no playground area

#### **Solution**

#### **All Year Groups**

The 15min playtime mid-morning will be treated as 'wet play' by teachers in that the children will have free time in their classrooms. Class Teachers will be able to take children to the hall for an additional 'run around' space.

**Reception and Year 1 Elmer class** will have their playtime in the EYFS Reception playground.

**Issue 3**

There will be no playtime at lunchtime for the children.

**Solution****Lunchtime**

Reception and Key Stage 1 classes (Year 1, Year 1/2 and Year 2) will start their lunchtime 15 minutes early 11.45 – 12.45. The children will eat their packed lunch/school dinner, then after lunch Reception (Ladybirds) & Year 1 (Elmer) will go to the Reception playground to play.

Year 1/2 (Aslan class) and Year 2, (BFG class) will go to the school hall to play. The Teachers/Teaching Assistants will arrange games in the hall.

The quiet room and all lunchtime clubs will still be able to function and the children can attend as normal.

**Key Stage 2 Years 3-6**

Lunchtime will be from 12.30-1.30 as normal.

The children will eat lunch/school dinner, after lunch the children will go to the hall to play. By the time Key Stage 2 will be ready to go into the hall to play and the KS1 children will be back in lessons.

The Class Teachers/Teaching Assistants will arrange games in the hall for children.

The lunchtime clubs and quiet room will separate as normal.

The SENCO will be organising games and activities in her room for both KS1 & KS2 children who are anxious or have additional needs, rather than playing in the hall which could be overwhelming for some children.

**Issue 4**

If the hall is being used as play space where do children have school dinners/packed lunch?

**Solution**

We have met with Harrisons Catering to come up with a solution to the school dinners. We will be able to deliver the hot school dinner in a covered pot/container for the children complete with a pudding as well as a salad option and bread.

This is usually a secondary school option for children but it works very well as a solution to the issue of no school hall. The school dinners will be put into containers in a bag complete with napkins and cutlery. Salad, bread and puddings will be delivered to the classrooms.

The children will eat their packed lunches or hot school lunch in the classrooms overseen by Class Teachers/Teaching Assistants. All staff will have undertaken their Food Hygiene course to make sure the environment and delivery of food complies with Food Standards.

Once the children have eaten their meals they will go to the hall for games in the hall, or go to their usual clubs, or quiet room.

In order for the hot school dinners to be organised parents will need to do the following:

1. Look at the revised school menu. As much as possible it has remained the same with only a few options changing.
2. Pre-order your child's meals for the next 3 weeks. These menu choices will be rolled forward throughout the 7 weeks after half term.
3. Hand the food choices to the office by Thursday, 25<sup>th</sup> May.

I will be able to show parents the pot containers and hot meal bags at the meetings in the hall so parents have clarity of what's on offer.

## **Issue 5**

What about children not being able to burn off energy at lunchtimes ready for their afternoon learning?

### **Solution**

KS1 and KS2 teachers are expected to organise parental support to help walk the children to the common or Rothamsted/Lydekker park to play games and run around outside. The hot school dinner/packed lunches can either be taken with them or eaten in school depending upon the teacher's discretion. The children will then be walked back to school for afternoon learning.

This can only happen if the correct ratio of helpers to children is met. There is an expectation that this will happen at least once a week.

We are also finalising a programme of outdoor learning opportunities for the children based on their Science or topic work for this term through The Wildlife Trust. The children will therefore be outside in the morning or the afternoon allowing them greater opportunities for physical activities. Sir John Lawes School also have offered the possibility of letting the children access their fields for PE. The

leisure centre also has the possibility of the school using some spaces such as football pitch, sports hall and tennis courts.

The outdoor activities however do stand or fall in having the correct parent/child ratio in place so I do call upon parents to speak to class reps and Class Teachers to volunteer if you can.

### **Issue 6**

Can my child still scoot to school?

### **Solution**

Yes they can still scoot to school however, the scooters will have to be taken back home afterwards and not left in the scooter park behind the school. This is because the 'conveyer belt' which is transporting the earth from the mound away from the school, will be placed around the back of the school. The earth from the mound will also be stored at the back of the school awaiting collection by a skip. This means the back of the school will also be a building site construction.

There is a slight possibility that the scooter park at the back of the school will remain open. The contractors are looking into the possibility of this however, we currently do not have an answer on this. Therefore until further notice the scooter park will not be able to be used once we come back to school after half term.

Sadly there is no simple solution to the removal of the mound. I wish there were. I ask parents to bear with us as we implement the necessary adaptations to the running of the school day over the final 7 weeks of this academic year.

As a school we have tried to find solutions to all the issues it raises for us as an organisation whilst still maintaining the school as a place of education and learning.

I am sure that there will be 'teething' problems within the first week back but we will do our very best to rectify them if they arrive. We will do our utmost to make sure that the children's education and welfare remains our priority.

Kind regards



Mrs Lisa Davies

Headteacher