



Castle School

Academy Road
Ashington, Northumberland NE63 9FZ
Telephone: 01670 844322 admin.cs@castle.ncea.org.uk

Principal: Mrs S Wild

August 2020

Dear Parents and Carers

Information for the Return to School for All Pupils – Wednesday 2nd September

I hope you are all well and have managed to enjoy a bit of a summer break. I do know that the past few months have been incredibly difficult but we look forward to welcoming all of our pupils back next week.

In order to maintain a safe environment for pupils and staff alike, we have developed a plan that we will be following from September 2020 and I would like to share some of the key points with you ahead of the start of school for pupils next Wednesday.

All pupils should return to school on **Wednesday 2nd September**, apart from our new starters who will be phasing in, as is our usual practice – if this affects your child, a member of staff will have already spoken with you about the plan for your child.

In addition, please remember that in accordance with government guidance, you must not send your child to school if they, or someone in your household, is displaying any of the COVID-19 symptoms, no matter how mild.

Drop Off/Pick Up

The school will be open to pupils at the usual times. In order to ensure we can have a staggered start and allow everyone to have plenty of space, I would be grateful if we could adhere, as far as possible, to the following times;

- **8.45 - 8.50 am** – Secondary Pupils drop-off
- **8.50 – 9.00 am** – Primary Pupils drop off

Upon arrival into the car park, we are asking parents to park in the **middle bays** in the car park and **wait with their child in the car** until a member of staff comes to collect them.

Minibuses and taxis will be using the long bays on the left hand side as you enter the drop off zone and the drop off curve near the main entrance.

At the end of the day, again, to minimise congestion, we would like to ask you to do the following;

- **3.00 – 3.05 pm** – Primary Pupils pick up
- **3.10 – 3.15 pm** – Secondary Pupils pick up

A member of staff from your child's class will bring your child to you so please **stay with your car**, again to minimise footfall within the school building and avoid gatherings at the main door.

Parents/carers should not enter the school building – if you wish to speak to a member of staff, please contact the school office on

- 01670 844322 or email admin.cs@castle.ncea.org.uk

Uniform

Children should wear school uniform and clothing should be washed regularly.

School Lunch

School lunches will be provided (or parents can send in packed lunch) and will be eaten within 'Pod spaces', or for a couple of secondary classes, within the main secondary hall, but at a different time to mainstream pupils.

What can my child bring to school?

School bags are allowed but we would ask you to limit it to essential items only.

Emergency Contacts/ Change in details

Contact details, child care arrangements, health needs and allergies may have changed since we were last in school. Please ensure your details are up to date.

Other Measures

In order to minimise mixing with too many people, pupils will spend their time with their own class group and staff as far as possible. However, we have put classes in pairs ('pods') to give us some flexibility if we need to share staff at some points in the day.

Pupils will have allocated areas at playtimes again to minimise contacts with lots of different people.

Regular cleaning throughout the school day – equipment, work spaces will be undertaken by class staff in addition to the enhanced cleaning regimes that Academy cleaning staff are following.

If you have any questions at all, please do email me on admin.cs@castle.ncea.org.uk or class staff will be available on the main school number 01670 844322 throughout the Training Day – Tuesday 1st September.

Otherwise, I look forward to seeing all the children next week.

Yours sincerely

Sara Wild

Principal – Castle School