



Sedbergh Drive, Kendal, Cumbria, LA9 6BE  
Telephone (01539) 790440  
email: [admin@castle-park.cumbria.sch.uk](mailto:admin@castle-park.cumbria.sch.uk)  
website: [www.castleparkschool.org.uk](http://www.castleparkschool.org.uk)  
**Headteacher – Mrs H.F. Richardson**  
**Deputy Headteacher – Mr N. Stoker**

27<sup>th</sup> August 2020

Dear Parents and Carers,

### FULL RE-OPENING PLANS FOR SEPTEMBER

As promised, I am writing to inform you of the arrangements for the full re-opening of school to all pupils next week on **Thursday 3<sup>rd</sup> September**. The staff are busy preparing and are really looking forward to welcoming the children in their new classes back to school.

Just as before the summer holiday, we have robust plans in place for the full re-opening of school, but it will continue to look and feel a little different to this time last year. We are resuming the delivery of a full curriculum as far as possible, with some adjustments as you would expect, focussing on engaging the children in their learning once again and bridging any gaps they may have, to help every child resume their educational journey fully at school again.

School will be operating in full classes in department 'bubbles' with some staggered start and finish times, and some adjustments to curriculum and timetabling to facilitate the school's operational risk assessment and infection control measures. Children will remain in their bubble with the same children and same staff every day. They will not routinely be allowed to mix with other bubbles. Each bubble will have their own play space outside and their own play equipment, which will be cleaned after use each time. Children will be taught to observe social distancing, will have their own resources, and will wash their hands frequently during the day.

### START AND FINISH TIMES FOR THE SCHOOL DAY

The new start and finish times for the school day from Thursday 3<sup>rd</sup> September are as follows:

- All **Nursery** children - start at 8.50 – 11.50am (morning session)  
Lunch Club – 11.50am – 12.20pm  
12.20 – 3.30pm (afternoon session)
- **Miss Daniel and Mr Stoker's Reception** children - start at 8.40am and finish at 3.05pm
- **Mrs Donaldson's Reception** children – start at 9.00am and finish at 3.25pm
- **Mrs Clement and Mrs Bond's Year 1** class – start at 8.50am and finish at 3.15pm
- **Mrs Stearn's Year 1/2** class – start at 8.50am and finish at 3.15pm
- **Mrs Leck's Year 2** class – start at 8.50am and finish at 3.15pm
- **Miss Shaw's Year 3/4** class – start at 8.55am and finish at 3.20pm
- **Mr Tennant's Year 3/4** class – start at 8.55am and finish at 3.20pm
- **Miss Thwaites and Mrs Brooks's Year 3/4** class – start at 8.55am and finish at 3.20pm
- **Mr Svatin's Year 5/6** class – start at 8.50am and finish at 3.15pm
- **Mrs McNeil's Year 5/6** class – start at 8.50am and finish at 3.15pm
- **Miss Breeze's Year 5/6** class – start at 8.50am and finish at 3.15pm



Artsmark  
Silver Award  
Awarded by Arts  
Council England





## COVID-19 SYMPTOMS

If you or a member of your household are displaying symptoms of COVID-19, you and your child **must not** come to school. You should inform the school immediately, follow government guidance and be tested for the virus. If the test is positive, you must self-isolate as directed and all members of your household should self-isolate. All children and staff from the same bubble will also be required to self-isolate, therefore 'closing' the bubble. If the test is negative, your child can return to school.

If a child develops symptoms of COVID-19 during the school day, they will be placed in isolation supervised by a member of staff and you will be asked to collect your child **as soon as possible** from the school office. Your child should have a test and if positive, all staff and pupils in the bubble will self-isolate.

You need to be prepared to collect your child from school at short notice if you are at work.

## PROCEDURES FOR THE START AND FINISH OF THE SCHOOL DAY

Children can be accompanied by one parent only on school premises and all adults must remain socially distanced whilst on school premises. Parents are welcome to wear a mask if they feel it necessary. Parents should not congregate on the school site or at the school entrances please.

You should accompany your child to the area indicated on the **route map letter** distributed with this letter and allow them to line up where their teacher will be waiting for them (KS1 and KS2 pupils). Older pupils in year 4, 5 and 6 may wish to come to school by themselves, as is the usual practice. Pupils and parents should **only use the entrance specified** on the route map when entering and leaving the school grounds.

Nursery and Reception pupils should be brought to the school entrance indicated on the route map at the specified time to avoid unnecessary congestion. Please keep socially distanced whilst waiting to drop off your child.

Parents should not enter the school buildings other than by prior appointment. If you have an enquiry or message, please email ([admin@castle-park.cumbria.sch.uk](mailto:admin@castle-park.cumbria.sch.uk)) or telephone (01539 790440) the school office. If you have to go to the school office for any urgent reason, please only access the school office reception area if no-one else is there, otherwise please wait outside. Thank you.

## UNIFORM AND EQUIPMENT

Children should wear school uniform and bring a coat. They can bring a school/book bag with a named water bottle and their packed lunch if they have one. They should not bring any other items from home for the time being. Pupils will be allowed reading books to take between home and school, but they will not be shared with other children in classrooms and will be quarantined before use by another child. Children should bring their PE kit and keep it on their pegs, except for Early Years pupils who will come dressed in their PE kit on PE days. Nursery pupils do not need a PE kit.

If you require any school uniform for the start of the new school year, please email Mrs Barrett in the school office [fbarrett@castle-park.cumbria.sch.uk](mailto:fbarrett@castle-park.cumbria.sch.uk) and she will arrange this for you. School uniform will be available for collection from the school office on Tuesday 1<sup>st</sup> September and Wednesday 2<sup>nd</sup> September between 9.00am-3.00pm.

Children may also bring a fruit snack for playtime. Sadly, there is no free fruit scheme operational at the moment for KS1 and Early Years pupils, so you may wish to provide your child with fruit. Children taking a school meals will be provided with fruit as part of their lunch.





### BEFORE AND AFTER SCHOOL CLUB

Before and After School Club (run by Castle Park staff and available for **all** children across the school) will be provided, but there will not be any other clubs in the first instance. Before and After School Club will be open from 7.45am and will close at 5.30pm and is chargeable (please ask the office for details). I believe that Sunnybrow at Castle Park (our onsite private nursery and wrap around care provider) will no longer be providing before and after school provision. Therefore, if you require Breakfast Club or After School Club, please complete the booking form and the school staff will provide this service from September.

### SCHOOL MEALS

Hot school meals service will resume in September with a one-week menu that we will trial for the first few weeks. Reception, Year 1 and Year 2 pupils will eat in the hall and nursery in their classroom, as usual. KS2 pupils will eat in their classrooms. To facilitate this new arrangement, and to keep classrooms as clean as possible, meals will be served in compostable boxes in a grab bag with a fruit/salad bag and a dessert/bake. We have worked with the providers to ensure the new menu fully meets nutritional standards and contains fresh fruit and vegetables every day.

I hope you feel that the options present good value for money and that you will encourage your child to take up the offer of a school meal every day (which remains **free for every child in Reception, Year 1 and Year 2**). If you pay for your child's school meals, the cost will be **£2.70** per day (or **£2.10** for a nursery meal).

**Please can you order school meals using LunchShop as soon as possible** so that foodstuffs can be ordered in readiness for the start of the new school term. Thank you.

### FREE SCHOOL MEALS

If your personal circumstances have changed over the last few months and you think your child may be entitled to **Free School Meals** (even if your child already accesses a Universal Free School Meal because they are in Reception, Y1 or Y2), please apply for this entitlement for your child. If you are registered for Free School Meals (FSM), your child will receive extra funded support in school as well as other benefits that will last for 6 years after they have been registered for FSM.

Please search for Free School Meals on Cumbria County Council's website or look on the school website for more information. If you need any support with this, please email or phone the school office.

School has taken great lengths to implement measures and develop systems that should work well with some flexibility, understanding and patience from everyone. We will all need time to adjust to this new way of working but please be assured that all the staff are really looking forward to seeing the children again next week. We are looking forward to getting back to providing the highest standards of education for the children. I know you will support the school by following the measures that have been put in place to ensure we can all stay as safe as possible.

I look forward to seeing you all next week.

Yours sincerely,

*Mrs H F Richardson*  
Headteacher



Artsmark  
Silver Award  
Awarded by Arts  
Council England

