



Richmond Hill Primary Academy Voluntary Academy

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Dear Parents/Carers

PRINCIPAL'S UPDATE – RETURN TO SCHOOL

A warm welcome to the imminent start of a new year at Richmond Hill. We are looking forward to seeing all our wonderful children back on Thursday 2nd September and welcoming our new pupils*. As some restrictions have altered during the summer holidays, I wanted you to have all the relevant information you need to know, in order for us to have a smooth transition into the new academic year.

(*Foundation children have staggered start dates between 2nd-6th September)

Firstly, here is a reminder of start and finish times for each year group:-

Year	School Start Time	Break	Lunch	Finish Time
Reception	8:45am	10:45am	12-12:45pm	3:05pm
Y1	8:40am	10:45am	12-12:45pm	3:00pm
Y2	8:45am	10:45am	12-12:45pm	3:05pm
Y3	8:45am	11:00am	12-12:45pm	3:05pm
Y4	8:40am	11:00am	12-12:45pm	3:00pm
Y5	8:45am	10:45am	12-12:45pm	3:05pm
Y6	8:40am	10:45am	12-12:45pm	3:00pm
Nursery	8:35am–3:00pm (Wednesdays Beginning of Week 8:35am-11:35am End of Week 12:00 noon to 3:00pm)	Free flow	12-12:45pm	3:00pm

As we are a large school, crowd control measures of mask wearing on site is still in operation at this time, this helps protect vulnerable pupils and adults – to be reviewed at October half term.

Gates on KS1 and KS2 open at 8:30am to welcome the first staggered starts. Classrooms will open 5 minutes before the allocated start time. On exit, gates will open at 2.50pm and year groups will be released at 3:00pm or 3:05pm.

Entry and Exit are our busiest times and initially this will take longer as staff become familiar with new parents/carers. As we have seen previously this will speed up and we thank you in advance for your patience.

KS1 (Nursery, Reception, Y1 and Y2):

A one way system in and out is still in operation. However, parents are now able to wait as a group on the KS1 playground outside your child's classroom. Please keep the exit and entry to the KS1 area clear, there will be staff on duty to direct you.

KS2 (Y3, Y4, Y5, Y6):

A one way system in and out is still in operation. Pupils are able to filter in to the KS2 playground at their allocated start time from the bottom of the ramp. Staff will be on duty daily to greet pupils and

to direct them to line up at their year group designated area/cone. On exit, pupils who are being collected will line up at the designated year group areas on the playground to be collected by a parent/carer and released by the staff member.

Pupils in Y3 and Y4: must be accompanied to/from school by an adult. On entry parents/carers can either bring their child to the gate and a staff member will guide pupils to their designated area or parents/carers may accompany them up into the playground. On exit parents/carers must enter the site and go to the designated year group area to collect their child from the staff member.

Pupils in Y5 and Y6 only: are able to walk to school and home from school alone with parental consent – please see the website for our policy – parents of pupils new to Y5 will be able to provide their consent if they wish their child to walk to/from school alone on the Parent Portal from 1st September, Y6 parents will be able to review the permissions already given last year on the parent portal. Alternatively - on entry parents/carers can either bring their child to the gate and staff will guide them to their designated area or parents/carers may accompany their child up into the playground and on exit parents/carers may enter the site and go to the designated year group area to collect their child from the staff member.

Lunch:

CHILDREN WISHING TO HAVE A SCHOOL DINNER ON THURSDAY 1ST AND FRIDAY 2ND SEPTEMBER ONLY – IF YOU HAVE NOT ALREADY MANAGED TO MAKE YOUR BOOKING ON PARENTPAY FOR THESE TWO DAYS DO NOT WORRY AS THIS WILL BE DONE MANUALLY BY STAFF AT MORNING REGISTRATION AND APPEAR ON YOUR PARENTPAY ACCOUNT RETROSPECTIVELY

We are excited to be offering a choice menu to our pupils from September. The meal choices can be viewed on ParentPay – either the meal of the day or a jacket potato (children who have chosen jacket potato will then choose their filling on a daily basis when the meal is served). You will still need to book your child's meals weekly via ParentPay - even if you do not pay for school meals. Lunch will continue to be staggered like previously, with some year groups eating lunch then playing first and others playing then eating lunch.

As outlined to parents new to school in the summer term, access to ParentPay will only be possible once your child is formally admitted to school (details to follow from our finance team later in the week) and office staff will manually book your child's meal preference in the interim during morning registration.

For children who prefer to bring a packed lunch to school please remember not to include nuts/nut products and glass bottles.

School Building Update: During the summer holidays the KS2 part of our building has been undergoing drying out processes in order to repair classroom damage which the leak has caused. Work on this area will be continuing though the Autumn term. Pupils will remain in the Modular classrooms on the KS2 area.

KS2 Breakfast Club: Unfortunately it won't be possible to re-introduce the KS2 breakfast club straight away in September. Due to the major repair works in school we will be unable to operate the provision. The introduction of earlier start times should help working parents and we hope to review the situation after the October half term.

Bags and Water Bottles: Our children can resume bringing a bag to school. We ask that PE kits for Reception to Y6 pupils are all brought on a Monday and remain in a separate bag in the class cloakrooms until Friday. We ask that only items necessary for learning are brought in a bag on a daily basis to school - children will be allocated a reading diary (to contain merits, home school reading and any interventions only) and school reading books.

A reminder that drinks containers should be named and only contain water, there is an opportunity for pupils to refill their bottles with water during the school day.

Richmond Hill Uniform Code:**Extremes of Fashion Hair**

Extremes of hair style/colour are not allowed. Lines/shapes or patterns cut into hair and extreme hair colours are classed as 'extremes'.

Earrings Jewellery

Earrings and other jewellery (except a simple watch – not smart watches) **are not** to be worn at school.

If pupils come to school wearing jewellery we may ask them to remove it themselves, which may lead to accidental loss. For this reason it is much simpler if jewellery is not worn to school.

If ears are newly pierced, pupils will be monitored and then we will ask them to remove earrings after six weeks. Before arrival to school on a daily basis, any earrings must be covered with tape at all times for health and safety reasons.

Make-up and Nail Varnish/Nail Art/Children's Temporary Tattoos

Make-up/nail varnish/nail art/children's temporary tattoos – **must not** be worn in school.

Absences:

All pupil absence (including medical appointments) should be communicated by parents direct to the Attendance Officer to the email address – attendance@richmond.doncaster.sch.uk or by telephoning school on 01302 782421 and choosing option 1 to leave a voice mail message. To ensure the information is received by the appropriate staff, please do not use any other school email address. If a pupil is absent and we have not received a reason for absence this may result in a home visit by a member of our Inclusion Team.

Office: The main office may now be accessed. All visitors must wear a mask. Office staff will be also be on duty at the KS1 gate/main entrance daily at the beginning/end of the school day for any parental advice/queries. You can also communicate with the office staff via office@richmond.doncaster.sch.uk.

Class Emails: Year group emails are a great way of communicating with class teachers and replace the communication in diaries. Emails are checked once daily at the end of the school day. If you have any queries about daily routine or what your child is learning, then please do not hesitate to get in touch. However, if there is anything urgent please contact the main school office who will be able to act more swiftly.

Covid 19 Update:

Changes have been made to the guidance for schools and we have outlined below the measures required to reduce transmission, but help to minimise pupils missing school.

Hygiene/Handwashing: Regular handwashing and sanitising will continue as an important part of reducing transmission.

Bubbles: These will be removed, allowing our children to mix more and halting the requirement to send year groups home if we have a positive case of Covid 19 reported in school.

Positive Case: If your child tests positive for Covid 19 they must isolate for 10 days and not attend school. Access to learning will be provided if they are well. If your child has symptoms they should go for a PCR test and isolate while they await the results. Please inform school via email to Covid@richmond.doncaster.sch.uk.

Close Contacts: If your child is a close contact of someone who has tested positive for Covid 19 they no longer need to isolate, instead they should go for a PCR test and can attend school whilst awaiting the results. Please inform school via email Covid@richmond.doncaster.sch.uk

Staff: Staff in school will continue to use Lateral Flow testing twice weekly.

Measures in school can be stepped up or down depending on cases within the school, measures are always checked and directed by Public Health England. The school has in place an Outbreak Management Plan.

Staffing Updates:

We will be saying a fond farewell to Mrs Robinson at October half term. We wish her all the very best for the future.

We welcome Miss Fiddler to Richmond Hill who will be teaching in Year 1.

We welcome back Miss Johnson who now becomes Mrs Johnson-Quinn after her wonderful summer wedding.

Mrs Cousins (Head of School) will be taking on the additional role of school SENCO from September.

Thank you for your ongoing support in ensuring the safety, security and high standards at Richmond Hill. We hope our children are looking forward to the beginning of an exciting year ahead, I know we are.

Yours sincerely



Debbie Secker
Principal

The Rose Learning Trust.



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