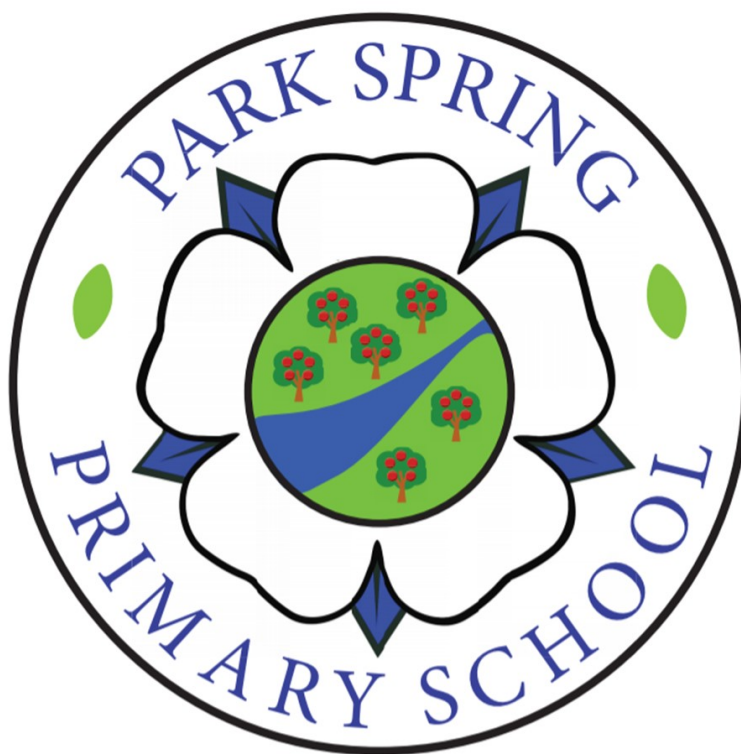


**ALL YOU NEED TO KNOW ABOUT**  
**Returning to school on 6 September 2021**



## Message from our Headteacher

Dear Children

We are so looking forward to seeing you all at the start of the new school year on 6 September 2021.

In June 2021 we asked families to provide us with feedback as to what they thought had changed for the better following COVID-19 and what families and staff thought we should return back to previous times.

This booklet will allow you to see what the processes and procedures will be in September, based on the feedback we received and working with guidance provided by the Local Authority.

Given the turbulence of the last two years we would like to work closely with families and children to ensure that we are committed to providing a stable environment with structure and security.

I am looking forward to what looks like it will be a promising year.

Many thanks

Mrs R Horan  
Headteacher



## What will the school day be?

For all year groups the school day will start at 8.55am and finish at 3.15pm for all children from Reception to Year 6. The gates will be open from 8.45am.

Children in nursery who attend Monday to Wednesday AM will start at 9.00am and finish at 3.15pm Monday and Tuesday and on a Wednesday they will start at 9.00am and finish at 11.30am

Children in nursery who attend Wednesday PM to Friday will start at 12.45 on a Wednesday and finish at 3.15pm and on Thursday and Friday they will start at 9.00am and finish at 3.15pm.

Anyone who registers after 9.15am will be given a late mark and asked to provide a reason as to why they are late.

If your child attends Breakfast Club or After School Club they will either be taken to or collected from their classrooms.

## **Absences**

If children have a medical appointment, parents/guardians will need to provide proof of the appointment to the office. Failure to provide this will result in a unauthorised absence mark on their attendance record.

All holidays should be booked outside of school year and term time. Please check the 21/22 term dates here: [2021/2022 Term Dates](#)

If your child is going to be absent you **MUST** report this to school before registration that day either through the school office or on the absence mobile 07891274260.



### Pick Up and Drop Off at School

Following the feedback we have received we will continue to have designated entrances and exits for all year groups. This has not only kept us all safe, but has also allowed for a smoother transition in to school.



If your child is in Nursery and Reception you will be able to accompany your child to their classroom door each morning and collect them from the same place.

Nursery—Wellstone Avenue entrance near the bike storage shelter.

RA—Wellstone Avenue entrance near the bike storage shelter.

RB—Swinnow Lane entrance, down the right hand side of the pathway.

For all children in Years 1 to 6 parents will leave children at the gate and a member of staff will guide them to their classroom. Please see the below drop off points for the year groups:

Year 1—Wellstone Avenue entrance near the bike storage shelter.

Year 2—Wellstone Avenue entrance, over to the far side of the car park.

Year 3—Swinnow Lane entrance, down the right hand side of the pathway.

Year 4—Wellstone Avenue entrance, over to the far side of the car park

Year 5—Swinnow Lane entrance, down the left hand side of the pathway.

Year 6—Swinnow Lane entrance, down the left hand side of the pathway.

If you have more than one child who attend school and their entrances are different please use the youngest child's entrance and all children will be welcomed to school there.

**PARKING IN THE CAR PARK WILL BE RESTRICTED TO THOSE WHO HAVE PRIOR AUTHORITY ONLY  
DURING PICK UP AND DROP OFF TIMES.**

### Keeping Everyone Safe

In order to keep our whole school community safe we will continue to practice good hand hygiene. This means we will continue to request that anyone entering the school ground, sanitise their hands before entering. This includes staff, children, parents and carers and visitors.



We will encourage good hand hygiene throughout the school day paying particular attention to:



- When leaving/entering a classroom or new area of the school
- Before and after eating
- When coming back in the school building from break times
- After going to the toilet
- After coughing or sneezing (catch it, bin it, kill it)

School will continue to provide every pupil with a Park Spring water bottle, which will be cleaned at the end of every day ready for use the next day. These will be clearly labelled with pupils names and for their use only.

We will continue to sanitise all play equipment before and after use to minimise any risk of spreading infections or germs.

**Access to the school office will still remain by appointment ONLY please call or email [office@parkspringprimary.co.uk](mailto:office@parkspringprimary.co.uk)**



### Uniform

Please make sure you read the revised uniform policy on our website at by clicking the following link: [Uniform Policy](#)

It is important that all pupils have the correct uniform as we believe this creates cohesion and a sense of belonging in our school community. The parents of **any children found not to be wearing the correct uniform will be asked to come into school to discuss any difficulties.**

### PE Uniform

If your child has PE on a specific day of the week they will need to come to school in their PE kit (please refer to the uniform policy) and will remain in their PE uniform for the rest of the school day. PE will be outside so you will need to make sure you are warm. Your child's class teacher will let you know which day they are doing PE.

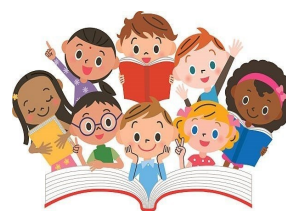
Children in year 4 will be taking part in swimming lessons as part of the curriculum and therefore will need a swimming costume for girls and trunks for boys and a towel. We will provide more details once the dates are finalised.

**PLEASE LABEL ALL UNIFORM AND CLOTHING**

### Reading Books

Your child will bring a reading scheme book home every Monday and this should be returned to school the following Monday.

The reading record will be checked by your child's class teacher to ensure your child is reading three times a week at home. We have some wonderful incentives for children who reach their class targets each week/term.



Your child will also bring home a book to read for pleasure, they will have chosen from either their class or key stage library. When finished, this too should be returned to school on a Monday.

Your child will be provided with a plastic book bag to transport their book in. Please encourage your child to regularly wash their hands in between each use of their books to avoid reverting back to having to quarantine books again.

### Medication and First Aid

If your child needs to take any medicine and it can be taken less than 4 times a day, they **must** take this at home before and/or after school.

Medicine will not be kept in the school office and will be given to your child in their classroom. If your child has an inhaler this will also be kept in their classroom. Epi-pens will still be kept in the school office to keep them safe.



If your child hurts themselves during the school day they will still be attended by a first aider or qualified member of staff.

**Emergency situations will not be compromised.**



### Car Parks

Both car parks (Wellstone Avenue and Swinnow Lane) will be closed. Unless there is a prior arrangement with school, you will not be allowed to park in the car parks.



### **Personal Belongings**

We know it is nice to bring things in for show and tell or to show your friends, but commonly this can provide a distraction and upset in class. We have all pupils not to bring in any toys to school. There is plenty of play equipment in school and we would like to avoid any personal belongings from getting lost.

Anyone who does bring in a toy or item from home, will have this confiscated by the teacher and they will return this at the end of the school day.

Children in years 5 & 6 can bring their mobile phone in to school if they are walking home without a grown up, however, these MUST be switched off during the school day and handed to their teacher as the beginning of the school day.

### **Communication with School**

During the pandemic entry to the office was by appointment only. Following feedback from families and staff, we will be keeping this rule in place. The feedback provided, highlighted that communication via email with class teachers and the office were a lot smoother and easier.



We are a cashless school and all payments for dinner money, trips, milk and authorisation for other FREE events and clubs will need to be made via ParentPay. If you need your log in details please contact the office via [office@parkspringprimary.co.uk](mailto:office@parkspringprimary.co.uk). For all parents and carers of children who will be joining us at Park Spring in September, these will be provided to you in the first week of school.

If you need to speak with your child's class teacher, we would encourage you to call the office or email the year group email as below:



Nursery—[nursery@parkspringprimary.co.uk](mailto:nursery@parkspringprimary.co.uk)  
Reception—[reception@parkspringprimary.co.uk](mailto:reception@parkspringprimary.co.uk)  
Year 1—[year1@parkspringprimary.co.uk](mailto:year1@parkspringprimary.co.uk)  
Year 2—[year2@parkspringprimary.co.uk](mailto:year2@parkspringprimary.co.uk)  
Year 3—[year3@parkspringprimary.co.uk](mailto:year3@parkspringprimary.co.uk)  
Year 4—[year4@parkspringprimary.co.uk](mailto:year4@parkspringprimary.co.uk)  
Year 5—[year5@parkspringprimary.co.uk](mailto:year5@parkspringprimary.co.uk)  
Year 6—[year6@parkspringprimary.co.uk](mailto:year6@parkspringprimary.co.uk)

### **Home Learning (Homework)**

We will be restarting weekly 'Home Learning' on our various online platforms for years 1 to 6. You will be notified by your class teachers when this will restart and also with the expectations. This is in place of weekly homework which used to be sent home in workbooks.

Reception children will be provided with the platform details via their class teacher.

We have access to desk top computers, which we can offer to families to enable them and their children to actively engage in home learning. These are available to **ALL** our families on a long term loan. Please contact the office for more information on 0113 2552526.





# Lunch Menu



## YOUR MENU

(v) = vegetarian  
(ve) = vegan

**ParkSpring**

*Week 1*

W/C - 6/9/21, 27/9/21,  
18/10/21, 15/11/21, 6/12/21,  
10/1/22, 31/1/22

### MONDAY

Cheesy Bean Slice with  
Jacket Wedges (v)

Tikka Masala Curry with  
Rice (v)

Jacket Potato with Cheese  
and Salad (v)

Apple Sponge and Custard

### Tuesday

Roast Pork with Mash

Shepherd's Pie (ve)

Hot Roast Baguette

Ice Cream with Fresh Fruit  
Salad

**AVAILABLE DAILY  
YOGHURTS  
AND  
Fresh Fruit**

MENUS ARE SUBJECT  
TO AVAILABILITY



### Wednesday

Pasta Bolognaise

Vegan Sausage Roll with  
Jacket Wedges (ve)

Jacket Potato with Tuna

Banana Oaty Slice and  
Custard

RED TRACTOR STANDARDS



### THURSDAY

Roast Chicken with Yorkshire  
Pudding, Mashed and Roast  
Potatoes

Sausage with Yorkshire  
Pudding, Mashed and Roast  
Potatoes (v)

Hot Roast Baguette

Fun Fruit Thursday



### FRIDAY

Lemon Sole Bites with  
Chips

Cheese & Onion Omelette  
with Chips (v)

Jacket Potato with Cheesy  
Baked Beans (v)

Chocolate Fudge Yoghurt  
Cake



## YOUR MENU

(v) = vegetarian  
(ve) = vegan

**ParkSpring**

*Week 2*

W/C - 13/9/21, 4/10/21,  
1/11/21, 22/11/21,  
13/12/21, 17/1/22, 7/2/22

### MONDAY

Vegetable Pasta Bake (v)

BBQ Chicken-Style Wrap  
with Jacket Wedges (ve)

Jacket Potato with Boston  
Baked Beans (ve)

Seasonal Fruit Crumble  
with Custard

### Tuesday

Roast Chicken with Mash

Vegetarian Grill with Mash  
(v)

Hot Roast Baguette

Rice Pudding

**AVAILABLE DAILY  
YOGHURTS  
AND  
Fresh Fruit**

MENUS ARE SUBJECT  
TO AVAILABILITY



### Wednesday

Chicken Curry with Rice

Creamy Cauliflower Pasta  
Bake (v)

Jacket Potato with Tuna

Ginger Cookie with Apple  
Wedges

RED TRACTOR STANDARDS



### THURSDAY

Roast Beef with Yorkshire  
Pudding, Mashed and Roast  
Potatoes

Sausage with Yorkshire  
Pudding, Mashed and Roast  
Potatoes (v)

Hot Roast Baguette

Jelly with Fresh Fruit Salad



### FRIDAY

Crispy Salmon Fillet with  
Jacket Wedges

Vegetable Nugget Wrap  
with Jacket Wedges (ve)

Jacket Potato with Cheese  
and Salad (v)

Chocolate Crispy Slice



# YOUR MENU

(v) = vegetarian

(ve) = vegan

**ParkSpring**

**Week 3**

W/C – 20/9/21, 11/10/21,  
8/11/21, 29/11/21, 3/1/22,  
24/1/21, 14/2/22

**MONDAY**

Tortilla Pizza with Jacket  
Wedges (v)

Burger in a Bun with Relish  
and Herby Diced Potatoes  
(v)

Jacket Potato with Five  
Bean Chilli (ve)

Marble Sponge Traybake

**Tuesday**

Roast Chicken with Mash

Sausage and Mash (v)

Hot Roast Baguette

Oat Cookie with Fresh  
Fruit Wedges

**AVAILABLE DAILY  
YOGHURTS  
AND  
Fresh Fruit**

MENUS ARE SUBJECT  
TO AVAILABILITY



**Wednesday**

Chicken Casserole with  
Dumplings

Super Five Pasta Bake (v)

Jacket Potato with Tuna

Strawberry Mousse with  
Fresh Fruit Salad

RED TRACTOR STANDARDS



**THURSDAY**

Roast Pork with Yorkshire  
Pudding, Mashed and Roast  
Potatoes

Sausage with Yorkshire  
Pudding, Mashed and Roast  
Potatoes (v)

Hot Roast Baguette

Cheese and Crackers with  
Apple Wedges and Grapes



**FRIDAY**

Fish Fingers Sandwich with  
Jacket Wedges

Herby Savoury Slice with  
Jacket Wedges (ve)

Jacket Potato with Cheese  
and Salad (v)

Pancakes with Berries and  
Yoghurt



\* All cookies and cakes are baked on site. If you require any information regarding Allergens please contact Catering Leeds Head Office - 0113 3782321

Please note that the school menu is a set menu and takes into consideration allergies. If there is something which you know your child will not eat on a set day, you will be required to provide them with a packed lunch. The kitchen will not be able to make them a special meal in place of what is on the menu.

If your child has an allergy, you must provide medical proof of this to the school office.

## Packed Lunches

All children are entitled to bring to school a healthy packed lunch instead of choosing a lunch provided in school.

## Meal Charges

School lunches are payable via ParentPay. The cost is £2.20 per day for all children who have a school dinner.

Children in Reception, Year 1 and Year 2 automatically receive Universal Free School Meals.

If your child is eligible for Income Related Benefit Free School meals and would prefer to bring a packed lunch to school this will not be subsidised, however if they would prefer to have a meal from the above menu's these will be subsidised by the local authority.

If you believe your child should be in receipt of Benefit related Free School Meals and are not currently receiving them please email fsm4schools@leeds.gov.uk with your query.

Payments for School Meals should be made in advance.

### What we expect in a packed lunch

We are committed to ensuring that our children are eating a well balanced diet, as such a child's lunch should include **only** the following:



- A portion of starchy food, e.g. wholegrain bread/bap, sesame seed pitta bread, plain crackers, pasta or rice salad.
- Fresh fruit and vegetables, e.g. apple/orange, banana, cherry tomatoes, carrot sticks, mini fruit chunks. (Grapes MUST be halved).
- A portion of milk or dairy food, e.g. cheese, plain/fruit yoghurt.
- Small portion of lean meat, fish or alternative, e.g. two slices of ham, chicken, beef, Quorn, cheese, tuna, egg or hummus.
- A drink—fruit juice (not fizzy or diluted squash), water (not flavoured), milk (not flavoured).

### **Items which are NOT permitted in packed lunches are:**

- Chocolate or sweets - **Any food containing nuts** - Fizzy drinks -

### Parent and Carer Details and Permissions

One thing which we have learnt in the past 18 months is that technology can be our friend in ensuring we are able to communicate effectively with parents and carers.

**IN CASE OF EMERGENCY**

Name: \_\_\_\_\_

Emergency Contact #1: \_\_\_\_\_

Emergency Contact #2: \_\_\_\_\_

Company: \_\_\_\_\_

Medical Information: \_\_\_\_\_

In previous years we have sent out paper forms for parents and carers to fill out and return to school, giving permissions, medical information and emergency contact details. In order to streamline this process in what can be a hectic time we will be going digital with this.

Please ensure you let us know at any point if your details change including your email address and mobile number.

### Bagels

Bagels will be distributed each morning in class rooms. This is to provide children with a hearty snack to help them prepare for a day of learning.



**We can not wait  
for the good things to come in  
the new school year!**



**Achieving Together • Inspired To Be Successful**