



Rivington Foundation Primary School

*Horrobin Lane, Rivington, Horwich, Bolton, BL6 7SE.
Tel: (01204) 696951 Headteacher: Mrs S E Annette BA (QTS).*

02/09/2018

Dear Parents,

Welcome to Rivington and welcome back to those of you who are already part of our family.

I am writing this letter regarding the building works which are underway at school.

Firstly, I feel it is important to tell you that these were essential works that needed to be carried out due to the condition of the floor and heating in the bottom two classrooms (not EYFS). Over the past year the condition had got to the stage where further deterioration would have led to a school closure.

Thankfully, we have managed to ensure that the work began this summer and not during the winter months or next summer which for me was not an option considering the state of the floor in those two rooms.

It is anticipated that this building work will take no longer than 15 weeks and therefore this situation may last until Christmas.

For those of you who have not walked past the School over the holidays, you may be surprised to see the current state of the grounds on Monday morning as we return. In writing this letter I am explaining the procedures around the building work which are there to ensure the safety of your children at all times.

- All workers on site have been checked for safeguarding purposes and DBS checks carried out to support this.
- The site is fenced and locked off with the required child-friendly safety signage so that no access is available to the 'building site' areas of school. This includes Walkden's offices (the contractor), staff area and toilets. **WALKDENS STAFF WILL NOT HAVE TO ENTER SCHOOL WORKING AREAS TO USE ANY OF OUR FACILITIES.**
- An assembly for the children will be held on Monday immediately after registration to discuss the building works and their safety.
- Class teachers will also discuss the procedures which are particular to their class as soon as the children arrive on Monday.
- The interior doors which lead to the site internally are boarded up and locked (the interior office door and Y3/4 door at the bottom of the stairs).
- The contractor and School have agreed non-negotiable times when there is to be no traffic/vehicles entering or leaving the site. These are as follows:
 - 7:20am-9:30am
 - 10 -11am
 - 11:50- 1:10pm
 - 2:45- 4:00pm
- Vehicles arriving on site are to ring the office – as described on the gate before they enter through the gates (outside of the above times only).



- During these times none of the contractors are allowed to exit the 'building site' boundary without a site manager escort.
- No vehicles or deliveries are to be taken during these times.
- All site visitors are to report to reception.
- All site workers are to wear highly visible Walkden's jackets.
- All Walkden's workers are to wear company ID.
- The area required for the site will be reduced as the job progresses – giving School more play area when the colder months arrive.
- New Fire exit routes and meeting points have been agreed in light of some children being in a portable classroom or Church Hall and because one fire exit route from school is no longer available (this was the one used by Y1/2 and will not be needed as they are not in their room).
- As always – no children are allowed to enter the outside areas of school without an adult leading and under adult supervision.
- A set of specified safety checks will be carried out by the lead member of staff before any child enters the outdoor areas. **NO CHILD WILL ENTER THE AREAS UNLESS STAFF ARE HAPPY THAT THESE SAFETY CHECKS ARE COMPLETE AND THAT EVERYTHING IS AS IT SHOULD BE.**
- Morning play will take place a class at a time and the EYFS (Pre-School and Reception) children will only use their outdoor play area for these purposes (this is gated off from the rest of school and means that they have constant access to outdoor provision.)
- Risk Assessments, Site Rules, Contractor Induction Checklist and an update of the Fire Safety Logbook records have been formulated by School in conjunction with Lancashire County Council and Walkden's to ensure that safety of all children, staff and visitors. This includes the movement around the site at all times (e.g. moving to and from the Church Hall). Separate Risk Assessments have been adapted and formulated for playtimes. All Risk Assessments are available upon request.
- All risk assessments and procedures will be evaluated and, if required, adapted every week or as soon as required.

Movement around the site:

- There will be minimum movement in the external areas of the school – only as and when required for essential activities e.g. for dinners and PE.
- Classes will be escorted to and from the Church Hall in classes with at least two adults – at all times.
- Classes will be escorted to and from the Portable Classroom or TreeHouse with at least two adults – at all times.
- Children will be escorted in single file and will be required to walk sensibly.
- **It is imperative that sensible, flat footwear with a good grip is worn by children, visitors and staff at all times.**

Classroom organisation:

- **The portable classroom will house Y1/2.**
- **Y3/4 will use the Church Hall as their classroom.**
- **Y5/6 are in the Upper Junior classroom as normal.**
- **EYFS are in the EYFS unit as normal.**
- **The Church Hall will be used for PE during which Y3/4 will use the TreeHouse as a classroom (this is only for an hour).**



- **The Treehouse will still be used for focused group work, music lessons and to support our new nurture curriculum.**

- The Classroom situations will be reviewed regularly or as required.

Lunchtimes:

- There will be **two sittings for lunch** as we cannot house all the children in the playground at once for play.

- **Sitting 1 will be the only one where we can offer a hot lunch as we cannot keep food warm and this presents health and safety issues.**

- Sitting 2 will offer a School Dinner option but this will be a **packed lunch/sandwich option.**

- **Sitting 1 will be for the children in EYFS, Y1, Y2, Y3 whether on School Dinners or packed lunch from home and for any children in Y4/5/6 who would like a hot lunch. Please remember that universal Free School Meals are available to every child until the end of Year 2.**

- If your child is in Y4/5/6 and would like a hot lunch we will send them for lunch before the other children so that they are able to have some social time with their peers in the playground.

- Sitting 2 will take place in the portable classroom at 12:25pm and will be for children in Y4/5/6 on sandwiches or for those in Y4/5/6 who have opted for a School Dinner Packed Lunch/Sandwich option.

- A Sandwich option will be available every day on the School Dinner Menu.

Toilets:

- Year 1 and 2 will use the toilets in EYFS or the Junior toilets. They will be escorted to these (following safety checks) by a member of staff at specified times and whenever they are needed.

- Year 3 and 4 will use the toilets in the Church Hall.
- Y5/6 will use their normal toilets and cloakroom.
- EYFS will use the toilet in their classroom.

Assemblies:

- There will be no assemblies in the Church Hall except for those led by special visitors and our Friday 'Get Together' which will take place every week on a Friday at 9:10am.

- All other assemblies will be held in classrooms led by the staff within the room.

The Church Hall (Y3/4):

- The Church Hall has a new combination lock on the door as well as a peep hole for staff to be able to see who is wishing to enter the building.

- The office/Headteacher will always inform Staff in the Hall if anyone is wanting to access the building.

- Visitors to the Hall will report to the Main Office first and go through the relevant checks.

- The Church Warden is to contact the Headteacher if there are to be any visitors to the site e.g. for repairs etc. The Church Warden has been told that no-one is able to visit the site unless it is by prior arrangement or an emergency.

- The other exit to the Church Hall is a Fire Exit and cannot be opened externally.

- The lead teachers in Y3/4, Y1/2, the office manager and the Headteacher (or Deputy in my absence) have 'Walkie Talkie' radios on them at all times for easy communication.



THE FOLLOWING INFORMATION REGARDING DROPPING OFF IN THE MORNINGS WILL BE APPLICABLE FROM TUESDAY (04.09.2018) ONWARDS. WE RESPECT THAT PARENTS MAY WANT, FOR VARIOUS REASONS, TO ESCORT THEIR CHILD/REN TO THEIR CLASSES ON THE FIRST DAY BACK>

In order to support School during this time we are kindly asking Parents and Family Members coming to the site to uphold the following rules:

1. School will open to take children from 8:45am onwards to allow for new procedures.
2. The School Day will run from 9:00am to 3:15pm as normal.
3. Gates will be closed and locked at 9am so that the site is clear. **Any children who are late MUST be escorted through the large main gate down to the building by an adult and report to the main office. IN EMERGENCIES, you can ring the office so that a member of staff can come and escort your child onto the site. CHILDREN WHO ARE ENTERING THE SCHOOL AFTER 9AM ARE NOT TO ENTER THE SCHOOL SITE WITHOUT AN ADULT – older siblings are not able to carry out this responsibility.**
4. **IT IS IMPERATIVE THAT IF YOU ARE ENTERING THE SITE OUTSIDE OF THE FOLLOWING HOURS: 7:20-9:30AM, 10-11AM, 11:50AM-1:50PM, 2:45-4:00PM YOU CONTACT THE OFFICE TO INFORM STAFF, ESCORT YOUR CHILD/REN DOWN TO THE MAIN OFFICE THROUGH THE LARGE WOODEN GATE ENSURING THAT THEY ARE CLOSE TO YOU (NOT RUNNING AHEAD) AND EXERCISE EXTREME CAUTION AS VEHICLES MAY BE MOVING.**

EYFS:

5. EYFS children are to enter the site at the start of the day by the back gate (the gate nearest to the EYFS unit accessed through the United Utilities car park) from 8:45 onwards. Parents will be able to escort their children down to the blue EYFS classroom door where a member of the EYFS staff will be there to greet yourself and your child.
6. Parents with prams or who need disabled access are to enter the site via the large wooden gate at the top of the drive and walk down to the EYFS classroom.
7. EYFS parents are able to enter the site from 3:10pm via the same back gate or large wooden gate (if you have a pram/disabled access) in order to pick up their child from outside the EYFS blue doors.

Y5/6:

8. Y5/6 children are to enter the school site from 8:45am through the back gate accessed through the rear car park. Here they will be met by a member of staff from that room, who will check their name from a class list and then take them up to their class. **PARENTS OF Y5/6 ARE NOT TO ENTER THE SITE IN THE MORNINGS UNLESS THEY HAVE A CHILD IN EYFS OR IF THEY WANT TO SPEAK TO THE OFFICE – A MEMBER OF STAFF WILL BE ON THE GATE TO RECORD ANY MESSAGES.**

9. Y5/6 Parents are able to enter the site from 3:10pm and are asked to wait for their child to be released in front of the main entrance door.

Y3/4:



10. **Y3/4 children are to enter the school site in the mornings from 8:45am via the large wooden gate next to the Church Hall (the gate which allows traffic down to the building).** Here they will be met by a member of staff from that room, who will check their name from a class list and then take them to the Church Hall. **PARENTS OF Y3/4 ARE NOT TO ENTER THE SITE UNLESS THEY HAVE A CHILD IN EYFS OR IF THEY WANT TO SPEAK TO THE OFFICE – A MEMBER OF STAFF WILL BE ON THE GATE TO RECORD ANY MESSAGES.**

11. **Y3/4 children will be released from the Church Hall at 3:15pm once staff can see the designated person is there to pick them up.** Parents are to wait in front of the Church Hall door in order to take their child.

Y1/2

12. **Y1/2 are to enter the school site in the mornings from 8:45am via the small black gate in the wall near to the TreeHouse (the log cabin in the school grounds.)** Here they will be met by a member of staff from that room, who will check their name from a class list and then take them to their portable classroom. **PARENTS OF Y1/2 ARE NOT TO ENTER THE SITE UNLESS THEY HAVE A CHILD IN EYFS OR IF THEY WANT TO SPEAK TO THE OFFICE – A MEMBER OF STAFF WILL BE ON THE GATE TO RECORD ANY MESSAGES.**

13. **Y1/2 children will leave the site from Portable classroom at 3:15pm** Parents are asked to wait for their child directly in front of the portable classroom door. **PLEASE NOTE THAT CHILDREN ARE NOT ALLOWED TO PLAY ON THE STEPS OF THE PORTABLE CLASSROOM.**

All:

14. **If you have children in different classes can you pick up your youngest child first and then go to the other meeting area to pick up your older child/ren. Staff will not release children unless they can see an adult waiting for them in the specified pick-up area for that class. Staff will be made aware of older siblings in their room.**

15. Parents and children are to leave the site as soon as possible at the end of the day. Apart from late-stay or school clubs, the site has to be empty by 3:30pm. **Children are not able to stay to play in the playground or on the grass at the end of the day - sorry.**

Breakfast Club:

- **Breakfast Club will take place in the Portable Classroom between 7:30am and 8:50am.**
- **Can Parents/Family Members who are dropping off enter and exit the site through the small black gate in the wall only (entrance nearest to the TreeHouse) or the Main large gate if requiring access for a pram/disabled access etc.**
 - **All children are to be taken to the Portable Classroom (in front of the Treehouse) by whoever is dropping off. CHILDREN ARE NOT TO ENTER THE SITE UNACCOMPANIED.**
 - **Please knock on the Portable Classroom door.**
 - **A member of Breakfast Club Staff will then register your child/children and welcome them into the Breakfast Club Room.**
 - **Breakfast Club will have a cordoned off area in which they are able to play outside supervised by staff.**
 - **At 8:50 the Breakfast Club Staff and Senior Leadership Team will escort the children to their various classrooms.**



- Breakfast club staff have a School Mobile on which you are able to contact them, it is:

07925028610.

- Breakfast Club Staff will have 'Walkie Talkies' so that they are able to contact the School office or myself quickly.

Late-Stay:

- Late-Stay will take place in the Portable Classroom between 3:15pm and 6:00pm.
- All children will be escorted to the Portable Classroom (in front of the Treehouse) by a member of the Late-Stay staff.
- Late-Stay will have a cordoned off area in which they are able to play outside supervised by staff.
- When picking up and exiting the site, can Parents/Family Members enter/exit the site using the small black gate in the wall nearest to the TreeHouse or the large main gate if needing access for a pram/disabled access.
- When picking up, please knock on the Portable Classroom door.
- A member of Late-Stay Staff will ask you to sign-out your child/children.
- Late-Stay staff have a School Mobile on which you are able to contact them, it is:

07925028610.

- Late-Stay Staff will have 'Walkie Talkies' so that they are able to contact the School office or myself quickly.

When dropping off/picking up and once your child has been released, can you please ensure that children are supervised at all times.

Parents and Family members who are picking up and dropping off are asked to be considerate and sensible when parking around the School site. We understand that this is a busy time of the day but we cannot allow dangerous and inconsiderate parking and driving. Over recent months this has taken the form of blocking driveways, parking in inappropriate places and parking on the yellow zig-zag lines outside school. School has contacted our local PSCO to make them aware of the issues regarding parking. I know that many of you will read this and be shocked and disheartened, as you always park appropriately and with consideration for others. If you witness any actions outside school that concern you please can I ask that you report it to the police using the 101 number.

We are aware that these procedures are lengthy and may require a little more walking and effort but I feel that they are crucial in ensuring the safety of our children. If you have any issues with accessing the site or with moving around from different pick-up points please do not hesitate to contact myself in order that we can support you in the best way possible.

As with anything, procedures will be reviewed and if something is not working we will endeavour to address it as quickly as possible. I would like to thank you in advance for your patience and support with this matter.

I would also like to apologise for the late nature of this information but up until recently we were not certain that things would go ahead and since then I have had to have several discussions with the Site Manager and other relevant agencies regarding procedures.

I hope the above covers any concerns or questions you may have regarding the running of school during this time. Let me continue by reiterating my thanks to you all for your patience, and cooperation last year,



which was, indeed for many reasons a challenging one to say the least! As Headteacher I needed your support and patience and on both matters you were there- and I am eternally grateful.

Please do not hesitate in contacting myself regarding any issues or concerns.

Best wishes,

Sarah Annette