

## STAKEFORD PRIMARY SCHOOL

East Ford Road,  
Stakeford,  
Choppington,  
Northumberland, NE62 5TZ



Headteacher – Mrs J.A.Hall  
Assistant Headteacher – Mrs S. Bewick  
Tel: 01670 812369  
[www.stakeford.northumberland.sch.uk](http://www.stakeford.northumberland.sch.uk)

### Important – Please Read

16<sup>th</sup> September 2020

Dear Parents/Carers,

As the landscape of the virus changes we are continuing to review the measures we have in place to protect your children and our staff and consequently we will be making some further changes.

#### Face Coverings

After last week's request that parents make use of the full 15 minute arrival and collection times to facilitate social distancing, we still have parents gathering in groups and arriving at the earliest possible time. Given that there are several cases of Covid-19 in the local area, we will now need to insist that parents and adults collecting/dropping off children wear face coverings on the school site at all times. Can we also remind you that only one adult should be collecting children, again to limit the number of people on the school site.

#### School Meals

Meal times have worked much better this week and the new system is much more manageable for our small catering team. Thank you to all parents who provided packed lunches for children who pay for school meals. We are very grateful that no-one had to be contacted on Monday to request a forgotten packed lunch. We will continue with the current system until there is a further lifting of restrictions

#### Drop Off/Pick Up Times

We are looking at adjusting the staggered times of the drop off and collection of children to reduce the current hour that all arrivals/collections take to 30 minutes. We had been ready to announce new times today but given the news that new restrictions were to be introduced in the Northeast today we will be delaying the changes until we see if the new restrictions will impact on childcare within families.

#### Cleaner Needed

Now that the whole school is in use the cleaning of the school building is taking longer and we now only have a team of two cleaners. We are looking to employ a third cleaner to join the team and would like to begin our search by offering this opportunity to parents and family members first. The role would be to work between 5 - 7.5 hours per week either in the morning or evening on a Monday-Friday during term time. If you are interested in applying, please contact the school office for an application pack. **The closing date for applications will be Friday 25<sup>th</sup> September 2020.**

#### Contingency Planning

By the end of September, all schools in England must publish their contingency plans for a further lockdown. As part of this planning, we are putting in place all the information and paperwork staff would need for distance learning to be in place as quickly as possible. For this reason, we are collecting information to enable this to happen and there is a link in this email to a google form asking for your preference in how you want your child's learning, in the event of lockdown, to be delivered. Please note that if you request paper copies you will need to be prepared to collect them from school.

#### Secondary School Admissions

Parents of children in Year 6 are now being asked by the local authority to apply online for their child's secondary school place. The application portal opened on 12<sup>th</sup> September 2020 and will close on 31<sup>st</sup> October 2020. Please do this sooner rather than later. If you miss the deadline, you may be unable to get your child into the school of your choice. All information about admissions can be found on the Northumberland County Council website [www.northumberland.gov.uk/Education/Schools/School-admissions-places-appeals-1.aspx](http://www.northumberland.gov.uk/Education/Schools/School-admissions-places-appeals-1.aspx)

#### Parent Governor Vacancies

The school's governing body currently has two parent governor vacancies. This is your chance to support with the important decision making processes that shape our school and influence its strategic direction. We are currently looking for governors who



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have some financial and/or health and safety knowledge to join the team. The governor term lasts for four years and to qualify you must have a child in the school. The minimum requirement is attendance at three full governing body meetings per year, one each term. Governors can also choose to sit on additional committees and may be asked to conduct school visits and write reports about a specific area they are linked to. (Many of these activities are subject to current restrictions).

If you are interested, you must complete and return the nomination form attached to this email by Friday 25<sup>th</sup> September. The next stage will depend on how many nomination papers are received and I will ring all nominees to inform them of the outcome. If you would like more information, please call the school office on 812369 with any questions.

If we all keep working together, supporting each other and following the guidelines and rules we will be able to minimise the impact this current situation has on our children and continue to avoid any partial or full closure.

Yours sincerely

J. A. Hall  
Headteacher

