

Dear Parents,

I hope you and your families are all well and that the children are looking forward to returning to school in September.

We have been busy planning the return for all our children in September, adhering to the government's guidelines for schools. We have carried out risk assessments to ensure that everything is as safe as possible for our children and staff.

A small number of pupils may still be unable to attend in line with public health advice because they are self-isolating or because they are a close contact of someone who has coronavirus (COVID-19).

There may be some pupils no longer required to shield but who generally remain under the care of a specialist health professional. They need to discuss their care with their health professional before a return to school and if they are unable to do so, the school will continue to provide remote learning.

There have been many things to consider and re-organise in order to make this return to school happen and the changes we have had to make mean that **life in school will be very different** for the foreseeable future.

We are expected to **stagger arrival and home times**. These have been done so that the maximum amount of time a parent, with more than one child, has to wait at the start and end of each school day is half an hour. We are also required to ensure that social distancing is observed everywhere including on the school playground. We therefore ask for your cooperation with this and ask that parents arrive at the scheduled time, leave their child at the allocated door and leave the grounds as soon as possible. Please do not gather in groups if you have to wait. We are replacing our one way system, which some of you will be used to, with a '**keep to the right hand side**' rule, inside and outside the buildings. Please observe this on footpaths and when passing through the gates. We will open the main vehicle gates for parents to walk through but only our staff will be allowed to drive in. The drive must be kept clear at all times. People are being encouraged to walk rather than drive to school to avoid congestion.

Only one parent/carer per family, should bring and collect their children. We ask that you do not try and talk to staff as the children are entering or leaving but communicate via reading record books or homework diaries. Parents will not be allowed to enter any part of the school. You will need to phone the school office if you have a query. If your child forgets their water bottle or packed lunch please mark it with their name and leave it in the covered box outside main reception where your child will be escorted to collect it. The office will remain closed to parents until further notice and there will be **no face to face contact with any staff**.

There will be no before or afterschool clubs as social distancing and cleaning cannot safely be managed. There can be no meetings for parents, school plays, concerts, masses, swimming or school trips. There will be no assemblies unless these take place within each class or year group.

Each class will be treated as a bubble and all children will remain with this group of children for lessons and lunches. At playtimes this may need to be extended to a year group

bubble for KS1 classes. Where possible, classes won't mix as this will make it quicker and easier, in the event of a positive case, to identify those who may need to self-isolate, and this will help to keep that number as small as possible. From Year 2 to Year 6, desks have been placed in rows, all facing the front of the class following government guidance.

Restricted outside areas for playtimes have been allocated to each class or year group. Children will not mix with children outside these groups. Staggered play and lunchtimes have been arranged accordingly. Trim Trails will be out of bounds and children will only be able to use certain outdoor sports equipment which staff will clean between groups. We have been able to arrange a weekly lunchtime sports club for children from Y3 to Y6, whilst maintaining their class bubble.

In order to manage **lunchtimes** for our 468 children, we will be providing a packed lunch option only for all children who require a school meal. Reception children will eat in their classrooms and play, in turn, in the EY outdoor area. Y1 and Y2 will eat in their classrooms and play on the front playground in turns. Y3 and Y4 will eat in their classrooms and play, in turn, on the middle playground. Y5 and Y6 will eat in their classrooms and take turns to use the back playground. **Free school lunches** will be provided for all Reception, Year 1 and Year 2 pupils and KS2 children who are in receipt of free school meals. Children in KS2 who normally pay for a school lunch will continue to do so. However, all school lunches will be the packed lunch option only but with an increased choice. We are unable to serve cooked meals as it will be impossible to ensure social distancing with so many children in the dining room. Tables and chairs would need cleaning several times between fourteen consecutive groups of children and we do not have enough time or staff to do this. KS2 children who bring a packed lunch from home, should continue to do so.

Children **must bring their water bottle** to school each day. The libraries will not be open for children to borrow books. However, **all children will have a reading book** to bring home and when finished staff will quarantine the books for at least 48 hours before replacing them on the shelves.

Regular handwashing will take place throughout the day. We have maintained our enhanced cleaning programme and promote the 'catch it, bin it, kill it' regime which we ask parents to reinforce with their children at home. Classroom windows and doors will be opened to ensure good ventilation, therefore please ensure your child brings their sweatshirt to school.

PPE will not be worn by staff unless they are managing children's 'bodily fluids' or attending to a child with possible COVID-19 symptoms. Children should not wear PPE equipment in school.

If anyone has a cough, temperature, loss or change to their sense of smell or taste, or feels unwell at school they must be sent home. A child waiting to be collected will be isolated in a ventilated area.

Staff members and parents of children displaying symptoms should book a test and self-isolate for 10 days, and their family for 14 days, or until tested negative. School should be informed of the test result. If tested positive we will need to provide details of anyone they have been in close contact with. Should a child or adult show symptoms and test positive for **Covid-19** then the school must report this and will receive guidance from the Health Protection Team on what action must be taken.

Parents of **Foundation Stage pupils** have been sent a separate letter detailing their induction and starting procedures. However, their arrival and collection times, once this is over, are included in the table below.

From **Thursday 3rd September**, children will come to school and leave at the following times:

Class	Arrive at	Enter school	Through this door	Lessons start	Registers close	Hometime
Rec L	8.30 am	8.35 am	Gate to EYFS building	8.45 am	9.00 am	3.15 pm
Y2 L	8.30 am	8.35 am	Y1 L door (front of school)	8.45 am	9.00 am	3.15 pm
Y2 P	8.30 am	8.35 am	IT room door (front of school)	8.45 am	9.00 am	3.15 pm
Y6 L	8.30 am	8.35 am	External staircase (rear of St Francis building)	8.45 am	9.00 am	3.15 pm
Y6 P	8.30 am	8.35 am	Downstairs rear of St Francis building then up internal staircase)	8.45 am	9.00 am	3.15 pm
Nursery	8.45 am	8.50 am	Gate to EYFS building	9.00 am	9.15 am	12.00 noon
Y3 L	8.45 am	8.50 am	Y3 group room door (past Library - first)	9.00 am	9.15 am	3.30 pm
Y3 P	8.45 am	8.50 am	Y3 lobby door (past Activity Studio - second)	9.00 am	9.15 am	3.30 pm
Y5 L	8.45 am	8.50 am	Downstairs rear of St Francis building then up internal staircase)	9.00 am	9.15 am	3.30 pm
Y5 P	8.45 am	8.50 am	External staircase (rear of St Francis building)	9.00 am	9.15 am	3.30 pm
Rec P	9.00 am	9.05 am	Gate to EYFS building	9.15 am	9.30 am	3.45 pm
Y1 L	9.00 am	9.05 am	Y1 L door (front of school)	9.15 am	9.30 am	3.45 pm
Y1 P	9.00 am	9.05 am	IT room door (front of school)	9.15 am	9.30 am	3.45 pm
Y4 L	9.00 am	9.05 am	Y3 lobby door (past Activity Studio)	9.15 am	9.30 am	3.45 pm
Y4 P	9.00 am	9.05 am	Downstairs rear of St Francis building	9.15 am	9.30 am	3.45 pm

There may be **parents with two or more children who have different start times**.

Unfortunately we cannot take children into school until their class entry time so please adhere to the social distancing rules if waiting on the playground.

If your child is confident to be dropped into school at the gate and walk to the back playground on their own, we would encourage this for KS2 (Years 3 to 6) but not before their arrival time.

Parents of children in KS2 should keep well away from the building in order to enable the children to enter school alone whilst social distancing and maintaining a one way system.

Please remember to keep to the RHS when walking along the side of the building or in and out of the gates and to follow the new rules for social distancing on our school premises.

It will not be possible to discuss matters with the teacher at arrival or collection times, nor will parents be able to enter the classroom to help settle children. This is to minimise contact for both children and adults.

It is vital that your child arrives at the correct time as their entry door will then be locked. We cannot take **late arrivals** in through main reception so you will need to wait outside the class entry door until a member of staff is able to let them in.

Schools are expected to provide the normal amount of teaching hours from September, deliver a **broad and ambitious curriculum** ensuring that all pupils are taught a wide range of subjects. However, we appreciate that some children, who have not attended school since March and who are now in a new class with different staff, may be anxious or worried. As a school we will support all children to ensure they are reassured as they return to school. Once they have settled back into school and have adjusted to their new class, we will be looking to assess their starting points to enable us to teach to the gaps in their knowledge, particularly in English and Maths. Lessons have been planned to introduce any missed learning at the appropriate points throughout the year. Learning in all other subjects will continue alongside this. For children in the Foundation Stage, we will prioritise the Prime Areas of Learning as well as early reading and maths. Please continue to support your child with their **reading and home learning** as this will enable them to become confident learners and make more rapid progress. We will continue to send our Weekly Updates by email and set appropriate Home Learning for all classes.

We have been working to improve our facilities for **remote/online learning** in the event of a partial school closure or lockdown. Parents will be notified of the details for this once we are all back at school in September.

The government has now reintroduced the enforcement of its **Attendance rules** and penalties. No authorised absences will be granted and action will be taken against parents who do not ensure the regular and punctual attendance of their children. Parents are now required to ensure their child attends school every day. If your child is unwell, they should not attend school and you are asked to notify the office on the first day of absence by 9.00am, giving the reason.

Please understand that **our plans are subject to change at any time**. We frequently receive new directives from the government, circumstances for our children and staff in school can alter and of course medical reasons will have an impact on our provision and sufficient staff being available. If at any stage we feel it is unsafe to continue, we will inform you and the school will close.

We will notify parents of any new information by email, the school website or on your mobile phones if you registered for Everbridge. Please keep a look out for any **future communications**.

Finally, for the safety of all our children and staff I have been advised to reinforce the following message with all members of our school community: Pupils, staff and other adults must not come onto the school premises if they have coronavirus symptoms or have tested positive in the last 10 days. If you have any concerns that your child may have any symptoms, you **must** keep your child at home and isolate for 10 days. All members of the household must then isolate for 14 days. This will restrict children attending school for 14 days.

I can assure you, however, that we have done everything we can to consider all aspects of school life and put plans in place to provide a safe learning environment for your child.

We are really pleased to be able to **welcome all our children back** once again after such a long time for most of them. We look forward to listening to their many different stories and experiences and supporting them all as they once again begin to bond as a group and return to their learning together.

Yours sincerely,

P. Wilson

Headteacher