



St Mary's Catholic Primary School

Educate Protect Love Serve



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Dear parent/carer,

Following the Department for Education's instruction that schools open for all children from September, we are writing to give you more information about our plans and procedures and to give you a better indication of how school will look for you and your children after the Summer break. If necessary, we will write to you again with any updates, but we want to give you key information as soon as possible.

School will reopen to all children from **Monday 7th September 2020**. We have completed a risk assessment and written a detailed reopening plan, which has been approved by Plymouth CAST, our Multi-Academy Trust. The safety and welfare of our children, staff and community has been upper-most in our planning and will continue to be our priority.

Learning Groups

We are following government guidelines around pupil groups, or 'bubbles'. From September, a whole class will be considered to be one bubble and we will work to minimise interaction between the different bubbles. Whole school events such as assemblies and liturgies will be done virtually and break and lunchtimes will be staggered, with each bubble having its own space.

Uniform

Children should wear their school uniform as usual, but we ask that this please be washed regularly and kept clean. Children can wear school appropriate shoes, which are easy to wipe clean. On the days when children have PE, they should come into school, and go home, wearing their PE kits.

We are going to be outside often through the day and break and lunchtimes may be extended. On dry days, children will be asked to eat their packed lunch outside and so it is very important that they have a warm, dry coat with them in school every day, as well as a sun-hat for those sunny first few weeks back. Please can they also bring a named drinks bottle in every day. The children can bring a bag which can be used to hold inhalers and reading books. This bag will be kept in their classes next to them.

Drop-off and Pick-up - We are slightly adapting the arrangements for the start and end of the day.

- ***Please help keep our families safe by not congregating around gates and entrances***
- ***Please keep a minimum of 2m from those people who are not in your household.***
- ***Please avoid meeting with other families on the walk to school and wherever possible***
- ***Please avoid bringing other family members with you to school.***

You should not arrive at school before the drop-off or collection time and please ensure that you have dropped off before the gates close in the morning. If your child misses the drop-off time, especially if they are in EYFS or KS1, then they come into contact with staff outside their bubble and have to walk through the school – both are situations we are working hard to avoid. Managing these times carefully is one of the biggest things you can do to help us. Thank you.



Drop-off for all classes will be between **8.45 and 9.00am** and collection for all classes will be from **3.05-3.15**. Please note that some of the classes have changed and the meeting points refer to new classrooms:

| Class | Entrance | Meeting point |
|-----------|---|-----------------------|
| Nursery | Through bottom gate, onto KS1 playground, to the left of the fence. | EYFS class door |
| Reception | Through bottom gate, onto KS1 playground, to the right of the fence. | EYFS class door |
| Year 1 | Through bottom gate, please queue in the Y1 outside space. Please respect social distancing. | Year 1 class door |
| Year 2 | Through bottom gate, onto KS1 playground, to the right of the fence, up steps to classroom door. | Year 2 / KS1 door |
| Year 3 | Through top gate (or from KS1 playground if dropping to EYFS / KS1). Please wait along fence where the chalk-boards are. | Lower KS2 door |
| Year 4 | Through top gate (or from KS1 playground if dropping to EYFS / KS1). Please wait along the top fence, where the blue benches are. | Year 4 cloakroom door |
| Year 5 | Through top gate (or from KS1 playground if dropping to EYFS / KS1), onto KS2 playground. | Year 5 classroom door |
| Year 6 | Through main gate. Please wait along the wall outside the staffroom & Y4. | Main school entrance. |

'Meet and Greet'

Members of the Senior Leadership Team are always available at the start and end of the day. Class teachers will be available at classroom doors, as above. We are not able to open car doors, or walk children into class unless really needed. Please communicate with us, if you need us to do this for you. We will use sanitiser for our hands on occasions when we have to do these things.

Because of the above, we are expecting things to be very busy in the layby.

- Please help us by walking, riding or scooting to school wherever possible.
- Where this is not possible, please park nearby and walk the final distance to school.
- Only where it is absolutely necessary, should you drop off by car in the layby.
- Please do not leave your car parked in the layby.

Safety and hygiene

The priority will be keeping the bubbles separate from one another throughout the school day.

- Staff will be maintaining a minimum of **2m** from children, except when it is necessary to be closer, for example when providing first aid.
- In Early Years and lower KS1, children will be encouraged to play and work in small groups and staff will plan the activities carefully ensuring resources are cleaned regularly. Outside play will be offered as much as possible and only resources which are easy to clean will be used.
- For the older children, rooms will normally be laid out with children sitting next to, rather than facing each other and resources will not be shared.
- Children will be supervised to wash their hands regularly throughout the day using soap and water.
- On entry to school, before and after lunch and at the end of the day, staff will check that the children have used sanitiser.



- Tables and chairs will be wiped down at midday as well as surfaces which are touched often such as light switches, toilet flushes and window handles.
- Where possible, doors will be propped open and windows will be open to allow for the circulation of air.
- Each class will have a supply of sanitiser, anti-bacterial wipes and tissues. Children will be supervised to use tissues where needed and these will be thrown away immediately after use.
- At the end of the day, the rooms will be thoroughly cleaned and checked.

Please ensure that you are not sending your children into school if they have any of the symptoms of Covid-19. These symptoms are:

- **A new continuous cough**
- **A high temperature**
- **A loss of taste or smell**

If your child has any of these symptoms or if they have come into contact with anyone who has tested positive for Covid-19, then you should ring **NHS 111** or email portalservicedesk@dhsc.gov.uk and request a test. You should also request a test if asked to do so by the NHS Test and Trace service. Again, in these circumstances, your child or children should not come into school until they have tested clear and are feeling well enough to return. If in any doubt, please call the school and ask for advice.

If a child begins to show symptoms of Covid-19 during the school day, then they will be isolated and parents / carers will be called immediately to collect them. We will then request that you have them tested, before they can return to school. Staff dealing with those children will wash their hands thoroughly, but they will not need to isolate or request a test, unless they begin to display symptoms.

If a member of a bubble receives a positive test for Covid-19, then that bubble will be closed and the staff and children will not be allowed into school for a period of 14 days. In that case, those children and staff should self-isolate and if they begin to display symptoms, then they should request a test. Bubbles will not be closed as a result of suspected cases, and that's why it's so important that you request a test if there is the possibility that they have contracted Covid-19.

We are following all of the guidance from the Department for Education and this includes advice around the use of PPE. This guidance states that PPE such as masks, gloves or face-coverings should not be worn by staff or children, except in some specific circumstances.

We know that some children have medical conditions which make them more vulnerable, or are living with family members in that situation. Please speak with us, if that's the case, so we can discuss any additional support that you may need to ensure that your child is able to return to school.

Curriculum and learning

We recognise that this has been a strange time for many children and families and not everyone will be ready to return to our previous learning routine, right away. It's important that we give children time to settle back at school and that we give them additional support during these first few days and weeks. Teachers will take the time to re-establish rules and expectations and will give children strategies to help them as they get back to learning. Teaching will tend to be done through short, focused sessions with regular breaks and opportunities for exercise and fresh-air. Skills such as handwriting, mental-maths, grammar and phonics will be prioritised, but so will art, craft and music activities. RE will continue to form a core part of our curriculum. We know that many children will have missed learning from their previous academic year, as a result of not being in school, and we will look to fill these gaps on their return to school during the first four weeks.

Wrap-around

Mrs McDonald has written to you separately, with full details of our breakfast and after school club provision.



Visitors

It is necessary for us to have some visitors in school. These visitors will wash their hands on arrival and departure and will be provided with an information pack detailing how to keep themselves and our children safe, whilst they are on site. During the Autumn Term, we will have several student teachers in school, who will receive a full health and safety briefing from us including details of our expectations around hygiene.

For now, parents will not be able to come into school to meet with us, unless absolutely necessary. We are still here to help and if you need us, then please don't hesitate to contact us my phone, Dojo or email.

Virtual learning

We are enormously grateful to our teaching team for the way they set up our virtual (Google classroom/ Google meet and Class Dojo) teaching provision so quickly to ensure that all our children had access to learning. In the case of future 'shut downs' or if children or a class need to isolate, we will use this way of working again.

Thank you

We hope that having a greater understanding of these arrangements will help reassure you that we are taking all necessary steps to keep your children safe. We are very grateful to you for your trust and understanding during what has been a very challenging time. We aim to make a full return to school for all children as smooth and as positive as possible.

If you have any questions about any of our provision, or any worries about the return to school, we would encourage you to speak with us, either via Class DOJO, or by calling the school.

We would like to take this opportunity to wish you a very peaceful and enjoyable Summer holiday and look forward to seeing you all again in September.

With very best wishes,

Alison McDonald

Alison McDonald

Headteacher

