



St Mary & St Thomas

Church of England Primary School

Executive Principal: Mrs. Kirsty Tennyson B.Ed (Hons)
Headteacher: Mrs. Lyndsey Lewis BA (Hons), M.A.



Wednesday 2nd September 2020

Dear parents and carers,

We hope you have had a restful summer break and we are looking forward to welcoming your child back to school on Monday 7th September.

From September school attendance will be compulsory and **all** children are expected to attend. As a result, we have had to make some changes to the learning environment and the school day, to enable families and children to socially distance in accordance with the current government guidelines.

If your child needs to take regular medication, please bring it into school on Friday 3rd September between 9am-3pm and fill in the necessary forms. If your child needs temporary medication, for example paracetamol/antibiotics, please ask the member of staff on duty at the gate for a form to complete and hand the medication and form over to the member of staff who will then pass it on to the class teacher.

We want to update you with all the information possible to try to reassure you of our commitment to keep children and staff safe in our school. In order to do this, we have tried to think about the questions you may have and have answered them below. If you have any additional questions, please do not hesitate to contact school.

Important information about the safe running of school in the Autumn Term.

Children will spend the majority of the day in their class bubbles in their classroom. Classrooms will be well ventilated and regular cleaning will take place throughout the day. During break times, children will mix 'outdoors' with children from the same key stage and social distancing will be encouraged.

Barton Close

School have been liaising with the Council and Barton Close will now be closed from 8am-10am and 2pm- 4pm Monday- Friday to allow the school to adhere to social distancing rules. We have parking permits available for ASDA from school on request. Please contact the office if you require one.

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Anyone who parks in Barton Close before 8am, to drop their child off, will not be able to leave until after 10am. The same rules will apply in the afternoon. The council have added markings to the pavements to encourage social distancing and there will be signs around the school grounds as well.

Please drop off/pick up your child/ren as quickly as possible and leave the vicinity of the school to prevent unnecessary large gatherings.

Arriving at school in the morning (see times and locations below)

Face masks must be worn by adults at all times.

Nursery will enter at the Nursery gate at their allocated time and handed over to the staff at the door.

Reception and KS1 will be greeted at the gate by a member of staff, who will be ensuring that social distancing is being adhered to. The member of staff will take any messages from parents and carers so that the handover to the class teacher can be as quick as possible. Parents will be able to enter the grounds to drop off their child and will leave via the designated exit.

KS2 parents will be greeted at the gate by a member of staff and must not enter the school grounds. The class teacher will be there to collect the children and take them to class. The member of staff will take any messages from parents and carers so that the handover to the class teacher can be as quick as possible.

Collecting children at the end of the day

Face masks must be worn by adults at all times.

Nursery should be collected at their allocated time from the Nursery gate.

Reception and KS1 should be collected at their allocated time and place and leave via the designated exit.

KS2 parents will be asked to enter from Barton Close onto the KS2 playground and exit by the ASDA gate. Y3,5 and 6 will be dismissed from their classroom doors. Y4 will be dismissed from the main KS2 door.

Late arrival/collection

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Wherever possible please contact the school office to let us know if your child will be late arriving or you will be late to collect. If you arrive after your allocated time, you should bring your child to the main school entrance and you may be asked to wait with your child until a member of staff is available to collect them from you.

First Aid

If your child has received first aid in school, you will be informed via text message and your child will bring home a note. You will not be asked to sign.

Wraparound Provision

This will now be held in the school hall and children should be dropped off and collected at the school main entrance.

Breakfast club from 8:15am. Cereal and toast will be available for the children.

After school until 5:30pm. A drink and snack will be offered to the children.

All payments for these services should be paid via Arbor in advance. Any problems with payments please contact the school office on 01744 678010.

After school clubs will not take place until further notice.

Snack and morning toast

Morning toast will be available as normal at 20p. Children should take their money and give it to member of staff in their classroom where they will receive the toast.

Snack and milk/water will be provided as normal in Early Years and KS1. KS2 snack can be purchased at break time. 50p will buy a drink and a snack. Children should take their money and give it to member of staff in their classroom.

Lunch

Reception children will eat their lunch in the hall. All other classes will have their lunch in their classrooms. Hot meals will be delivered to and collected from classes

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by adults. Children who receive a free school meal will continue to do so. Parents of children who wish to purchase a school meal should pay through Arbor. Children who wish to bring a packed lunch may do so and may use a lunch box or disposable bag labelled with their name and year group.

Please remember school has a healthy eating policy and sweets and fizzy pop are not allowed in packed lunches.

Uniform

Please remember **all** uniform should be labelled with your child's name. Normal uniform applies from September including black school shoes. Children who do not wear black school shoes after a reminder, will be provided with pumps to wear inside.

Please remember that earrings, jewellery, make up and temporary tattoos are not allowed in school. Long hair should be tied up and long fringes should be clipped back. Please follow our school policy and ensure your child uses a plain bobble to tie their hair up.

Reading books

Every Friday, all children will bring home their reading diary and reading book(s). We ask you to read at least 5 times a week with your child and note this in their diary. Books should be returned to school the following Friday morning. Books will be cleaned/quarantined between use.

Homework

Children not have homework books in the Autumn term. Class teachers will set online homework and inform you of the websites they will use. Part of the weekly homework for Y2-6 will be on Lexia and TTRockstars.

Newsletters

All newsletters will be sent out via email. Please ensure that we have a correct email address.

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Curriculum

Children will have access to a broad and balanced curriculum. The outdoor space will be used as much as possible. Windows and doors in classrooms will remain open to allow for ventilation so please make sure that your child has a school jumper in school at all times.

PE

PE will take place from Monday 7th September. All children should have a PE kit in school in a drawstring bag (no backpacks or large bags). Please ensure all items are labelled.

Swimming for Y4 will not go ahead until we have received updated advise. We will inform you when this happens.

Music

Please can all instruments taken home before lockdown be returned to school. Y4,5 and 6 will receive tuition from the Music Service on a weekly basis.

Worships

Regular worship will take place in classrooms and we will update you with further information regarding attending class and church worships.

FAQs that we sent out back in July.

What should I do if my child is worried about coming back to school?

Some anxiety is normal after a prolonged absence, however reassurance and getting over those 'first day nerves' will be enough to reassure most children. If you feel that your child is exceptionally nervous, or if your child has suffered illness or bereavement through the pandemic, please contact school to talk through your concerns and we can work out how to support your child together.

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My child has additional needs. Is it still safe to return to school?

Your child will receive the support they need academically and emotionally. We are confident that we can implement all elements of SEND support plans, and where necessary will carry out additional risk assessments. If this applies to your child we will let you know.

How will I make payments to school?

Contactless payment is preferred, i.e. through Arbor. We will still take cash payments, however you will need to contact school for details of how to do this.

What will the school day look like?

We will stagger start and finish times for different groups; this will mean the school day will start and finish at a different time for each class and may be different to the start and finish times that your child is used to. This will reduce congestion at drop off and pick up times.

Class	Entry point and time	Exit point and time	Adult exit point
Nursery	Nursery Gate 9am	Nursery Gate 12noon or 3pm	Nursery Gate
Reception	Reception door 8.45am	Reception door 3pm	Main entrance gate
Year 1	Main entrance 9am	Main entrance 3.15pm	Main entrance gate
Year 2	Year 2 class door 9.15am	Year 2 class door 3.30pm	Main entrance gate
Year 3	Barton Close gate Y3 fire door 8.55am	Year 3 fire door 3.10pm	ASDA gate
Year 4	Barton Close gate Main KS2 door 9.10am	Main KS2 door 3.25pm	ASDA gate

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Year 5	Barton Close gate Y5 fire door 9.25am	Year 5 fire door 3.40pm	ASDA gate
Year 6	Barton Close gate Y6 fire door 8.40am	Year 6 fire door 2.55pm	ASDA gate

Polite requests

Always follow the social distancing guidelines.

When on the school premises adults are asked to wear an appropriate face mask.

We ask that one adult brings and collects your child, dropping them off at their specified entrance point.

Please drop your child off at their designated area and then leave the school grounds, without lingering around the school gate(s).

Entry and exit times have been staggered to enable social distancing and prevent overcrowding, and we ask that you don't arrive too early for school or congregate afterwards.

What if I need to talk to my child's teacher?

If you need to speak with your child's teacher, we prefer that this is done via e-mail or telephone call, before or after school. You could also speak to the member of staff on the gate who will pass on a message.

What should my child wear and what should they bring to school?

Your child should wear their normal school uniform as set out in the school prospectus.

They should bring a coat, their book bag and lunch bag (if they need one).

They will need their PE bag/kit in school.

What will my child's classroom be like?

In school, the children will work in their classroom in their class groups with their class teacher and teaching assistant(s), and movement around school will be minimised.

Classrooms will be organised to enable safe practices and children will not share equipment, otherwise we will try to keep things as normal as possible.

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We will be providing a full, broad and balanced curriculum.
The daily act of worship (assembly), will take place by video or via class-based worship.

What about lunch and break time?

The children will eat their lunch in their classroom (Reception will eat in the hall). If your child has a school lunch, this will be provided as normal; If they bring a packed lunch they need to continue to do so. Tables and chairs will be cleaned after children have finished eating.

Outdoor time for break and lunch play will take place in key stage bubbles.

Children will still be able to bring or purchase snack as normal, and their water bottles will be available as usual.

Children will be supported to access toilet facilities quickly and safely in order to reduce mixing with children from other classes. They will also be reminded about safe hygiene practices such as regular and effective handwashing.

We will encourage the children to use good respiratory hygiene by promoting the 'Catch it, Bin it, Kill it' approach, and hand sanitiser will be available in all areas.

Will my child still have access to a broad and balanced curriculum?

Children will have access to a broad and balanced curriculum, with catch up sessions in English and Maths for those pupils who need it. Subjects provided by outside teachers will continue i.e. PE, Music Tuition and Spanish, but Swimming will be postponed until the government informs schools that it will be safe.

What will happen if my child needs first aid?

First aid will be provided as usual. Full PPE is available for first aiders if needed. When first aid has been given you will receive a text message and your child will bring home a slip. You do not need to sign the slip.

Will I receive school newsletters?

The school newsletter will be available to read on the school website each Friday. We will not be sending home paper copies but will be sent out via email. We will continue to keep you informed, as necessary, by text.

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What will happen if a child or adult in school develops symptoms of COVID?

School have produced a full risk assessment which takes into account the latest government guidance. In response to this guidance, school will take the appropriate action should anyone develop symptoms.

We are cleaning surfaces regularly to reduce any risk of transmission of the virus.

If a child is unwell and is showing any symptoms of the virus they will be immediately isolated away from the other children and taken to an allocated room, (this room has been cleared for this purpose) and a phone call home will be made asking you to immediately collect your child. The child will then wait in isolation for their parent to collect them; we would ask for you to collect your child promptly. An adult will stay with them and will wear PPE to reduce the risk of the virus spreading to the adult. If a test is taken and is positive, school will advise affected parties of the next steps.

What if my child attends other settings as well?

It is recommended that children attend as few settings as possible.

It may be that a childminder or a PVI nursery collects your child from school and takes them back to their home/setting. We would recommend that you check that measures are in place to keep these settings safe and ask that you inform us immediately if you are informed that someone attending these settings has become ill with symptoms of COVID.

Will my child still be able to attend breakfast and after school provision?

Yes, this provision will be provided as normal, although it will take place in the school hall to allow for social distancing. Please pay via Arbor. You should drop off and collect your child from the main school entrance. Staff will escort your child to their classroom in time for registration in the morning, and to the hall after lessons have finished.

Change to school calendar for 2020-2021

Please note that the dates of the October half term have been changed slightly. Children will now finish school for the half term break on Friday 23rd October 2020 and return on Monday 2nd November 2020.

These two days holiday will now be taken at the end of the spring term. Children will break up for Easter on the Tuesday 30th March 2021 and return to school on Monday 19th April 2021.

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We understand that this is a worrying time, and that parents and children may be anxious. If you have any further questions or wish to discuss your concerns with a member of staff, please use email or phone the school and someone will get back to you.

Thank you for your patience, we are working hard to make our school a safe and happy place, and we appreciate your cooperation. We wish you a happy and restful summer break and look forward to welcoming all of our families back safely in September.

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