



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.



Friday 17th July 2020

Dear parents and carers,

We are looking forward to welcoming your child back to school on Monday 7th September and we are working hard to make sure that school is a safe place for everybody.

As you know, Mrs Lewis is currently on maternity leave, and from September the Head Teacher in school will be Mr Simon Hanley.

Mrs Neilson will remain Assistant Head Teacher and will be working closely with Mr Hanley to welcome you back and ensure that school is safe.

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.

**some children are at a higher risk if they contract COVID because of underlying health conditions. If you think your child falls into this category, please contact us to discuss the most suitable provision for them.*

We want to give you 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.

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.

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

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where necessary will carry out additional risk assessments. If this applies to your child we will let you know.

There are very few medical conditions that would prevent your child from returning to school. If you think your child has a medical condition that we need to be aware of, please let us know.

If my child needs to take medication in school what shall I do?

We can administer medicines as usual as long as you have completed a form. You will need to contact us to request a medical form before returning in September so we can send this out to you. You will need to give this along with the medication to the member of staff on duty when you drop off your child.

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	Year 3 fire door	ASDA gate

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	Y3 fire door 8.55am	3.10pm	
Year 4	Barton Close gate Main KS2 door 9.10am	Main KS2 door 3.25pm	ASDA gate
Year 5	Barton Close gate Y5 fire door 9.25am	Year5fire door 3.40pm	ASDA gate
Year 6	Barton Close gate Y6 fire door 8.40am	Year6fire 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 covering.

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 ask your child to pass a note to their teacher and messages can also be left by calling the school office.

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?

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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.

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. 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 smaller groups.

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?

Our plan is to provide 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.

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We will not be sending home paper copies. We will continue to keep you informed, as necessary, by text.

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. 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.

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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.

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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