 St. Chad’s C.E. (VC) Primary School

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 Achieve Through Belief

Monday 06th July 2020

***RE: Opening of school from 02nd September***

Dear Parents & Carers,

Further to the announcement from the Prime Minister on Sunday and the associated guidance documents “Our Plan to Rebuild” and “Covid-19 Implementing protective measures in education and childcare settings”, I am writing to outline the school’s current position for opening in September.

**We feel this plan meets the government guidance:**

1. Health and Safety of pupils and staff will be our main priority

2. We will follow the above Covid-19 guidance as close as we are able and adjust it to fit our school site and situation

3. We will ensure hygiene and cleanliness are maintained at all times

4. We will minimise adults coming into the school site and buildings

5. We will minimise pupil mixing adhere to ‘year group bubble’ social distancing, as far as possible

6. We will support pupils’ educational and well-being needs, as far as possible

**Specific information about re-opening the school is as follows:**

1. ***We will be admitting all year groups into school each day, including NURSERY.***
2. Children will be in their ‘year group bubble’ in one classroom, where they will stay for their time during the school day. They will use the hall for indoor PE using our usual timetabling system. Any equipment will be cleaned and left for 72 hours before the next group use it.
3. One year group bubble at a time will use the hall for lunchtimes. Children will remain at their table and be served lunch rather than queuing to minimise contact.
4. We will be staggering the start and end times of the school day to reduce social contact. There will continue to be 2m distancing lines used on the path up to school which we ask you to use. Please ensure that only one adult from your household drops off and collects children to minimise the number of people on school site. Mrs Smith and Mrs Johnson will be overseeing drop off and collection times and ensuring social distancing is adhered to as best as possible.
5. There will be a one-way system on entrance and exit to the school. You will enter through the pathway at the main entrance to school, drop your child off at the blue gate at your allocated time slot, then walk along the path , through the gap in the fence and down the drive way, this will be marked. The driveway will be closed to all vehicles from 8:40am-9:10am and 3.00-3:30pm. If you are disabled please contact school and we can make special arrangements for you. **ALL CHILDREN WILL COME INTO SCHOOL AND OUT OF SCHOOL VIA THE MAIN ENTRANCE. THERE WILL BE NO ACCESS TO SCHOOL VIA THE USUAL ROUTE THROUGH THE BACK GATE EXCEPT FOR NURSERY CHILDREN AND THEIR PARENTS (NO OTHER CHILDREN WILL BE ADMITTED THROUGH THIS GATE…THANK YOU).**
6. We will ensure each year group bubble has one room, which they will remain in for the whole duration of the time they are in school unless doing PE. They will also have a zone on the playground or school field for social time at break and lunch. During these times and throughout the school day, no year group bubbles will be mixed.
7. In the classroom, your child will be seated at their own desk and they will remain at the same desk every day. This is only for YR1-YR6. Nursery & Reception will operate as usual.
8. We will provide every child with their own in-school resource pack.
9. We will minimise staff moving between year group bubbles but inevitably there will be some due to covering for different things. This is to ensure minimal contamination/risk and to allow the facility to self-isolate a group of staff and children should one child or member of staff test positive for COVID 19.
10. We will ensure regular handwashing every 2 hours for children and staff. Children will be asked to wash their hands when they enter school, at breaks, lunches and before leaving the premises.
11. We will ensure regular surface cleaning occurs during the day. The cleaning team and SLT will do this.
12. We will ensure that toilets are allocated on a room by room basis. There will only be one child allowed in the toilets at one time.
13. We will ensure that at break and lunchtime’s children are only socialising in their year group bubble within their zone.
14. Parent Pay will be used to pay for meals as normal and wraparound care if required. No cash will be taken on site at any time.
15. Parents will not be permitted to access school at any time; unless they need to collect a poorly child and then they will be asked to wait in the entrance hall OR are invited into school by Mrs Smith. The School Office will be closed for face-to-face enquiries and contact should only be made via email or phone. Contact with teachers will also remain via phone or email.
16. ***Attendance will be compulsory.* I*f children do not attend, parents will be fined under statutory guidelines (these will of course be reviewed case by case and especially in extenuating circumstances)***.
17. There will be no whole school events, assemblies, swimming or PTA events until further notice. We will be working on this throughout the summer and early into the Autumn term. We want all of our families to be back in our St Chad’s School family as soon as we can! We will be running after school activities in Year Groups for the short term, reducing contact between children as much as we can. Further information will follow about these.
18. ***Children should attend school in their uniform***. Please be aware that this is now the new uniform. We kindly ask that parents/carers regularly wash clothes daily if possible.
19. Children should not bring any personal belongings such as toys, books, colouring etc. to show/share.
20. Whilst school have good stocks, children are not expected to bring in hand sanitiser or soap, however we are aware that families may wish to do this for sensitive hand purposes. This will need to remain in school and will be kept in your child’s resource pack.
21. **WRAP AROUND CARE:**
* ***Breakfast Club (7.45-8.45am)*** – children will be zoned in four groups; Nursery (in nursery building – Zone A); Reception (in hall – Zone B); YR1/YR2/YR3 (in hall – Zone C) & YR4/YR5/YR6 (in hall – Zone D). Please drop your children at the main entrance as usual. Staff will come from nursery to collect the nursery children. **You must book and pay for sessions in advance - there will be no adhoc bookings due to numbers and staffing**. 48 hours’ notice for bookings must be given unless there is an emergency.
* ***After School Club (3.00-6.00pm)*** - children will be zoned in four groups; Nursery (in nursery building – Zone A); Reception (in nursery building – Zone B); YR1/YR2/YR3 (in hall – Zone C) & YR4/YR5/YR6 (in hall – Zone D). Please collect your children at the main entrance. Staff will use radios to locate your child and bring them to you at the entrance. **You must book and pay for sessions in advance there will be no adhoc bookings due to numbers and staffing.** 48 hours’ notice for bookings must be given unless there is an emergency.

Below is a timetable for our class group bubbles drop off and pick up times. We appreciate that this is not ideal. ***If you have children in different year groups please drop off and pick up at the later time of your eldest child e.g. If you have a Reception, YR1 and YR5 child, you would drop off all three children at 8.55am and collect all three children at 3.20pm.*** *We will hold these children at the gate but please bear with us*. Please try not to come early…be on time if you can. We will continue to review this weekly and make changes if and when we can following government guidance.

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| **Year Group** | **Drop Off/Collection Point** | **Start Time** | **Finish Time** | **Daily Teaching Time** | **Weekly** |
| Nursery | Through silver side gate | 8.45am | 3.00pm |  |  |
| Reception | Through coloured gate at the top of the car park | 9.05am | 3.00pm | **5 hours** with 1 hour for lunch | **25 Hours** |
| Year One | Main blue gate | 8.55am | 3.10pm | **5 hours** with 1 hour for lunch and 1 X 15 minute break | **25 Hours** |
| Year Two | Main blue gate | 8.45am | 3.15pm | **5 hours** with 1 hour for lunch and 2 x 15 minute breaks | **25 Hours** |
| Year Three | Main blue gate | 8.50am | 3.00pm | **5 hours** of teaching time with 1 hour for lunch and 1 x 10 min break  | **25 Hours** |
| Year Four | Main blue gate | 9.05am | 3.10pm | **5 hours** of teaching time with 50 mins for Lunch and 1 x 15 min break  | **25 Hours** |
| Year Five | Main blue gate | 8.55am | 3.20pm | **5 hours and 10 minutes** of teaching time with 1 hour Lunch and 1 X 15 min break | **26 Hours** |
| Year Six | Main blue gate | 8.45am | 3.30pm | **5 hours and 20 minutes** of teaching time with 1 hour Lunch and 1 x 20 min break | **26 Hours 40 minutes** |

***Please note that all of these plans could change due to the developments of government guidance and the infection control rates.***

Thank you so much for your grace and patience at this challenging time.

Yours sincerely,

JM Smith

Mrs JM Smith

Head Teacher