 St. Chad’s C.E. (VC) Primary School

St. Michael Road, Lichfield, Staffordshire WS13 6SN  
 St Chad’s Tel: 01543 226080   
 CE (VC) Primary Email: [office@st-chads-lichfield.staffs.sch.uk](mailto:headteacher@st-chads-lichfield.staffs.sch.uk)

Achieve Through Belief

Tuesday 01st September 2020

***RE: Welcome Back!***

Dear Parents & Carers,

I hope that you have all had a safe and restful summer. Life still remains very strange and somewhat challenging however we can’t wait to welcome you and your children back to school tomorrow. The information below outlines some of the questions you may need answers to. Please be patient with our office if you call or email. Mrs Draper (our new ‘Mrs Foxley) and Miss Hyde are doing their best to meet everyone’s needs/enquiries.

**Specific information 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. Lunches will be staggered and children will eat with their year group in the hall.
3. 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).**
4. 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.
5. 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.
6. ***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)***.
7. There will be no whole school events, assemblies, swimming or PTA events until further notice. We will send out a calendar this week which has dates relating to this term only. This is because of the changing nature of the circumstances in which we find ourselves in and not what we advocate usually.
8. ***Children should attend school in their uniform***.
9. Children can wear fabric/washable masks in school in you feel it is in their best interests. This is your decision. Our staff also have the same option.
10. ***Children should only bring in their PE kits (that will kept on pegs and in lockers), a coat and a named water bottle tomorrow that will be sent home every day to be cleaned and re-filled***. School bags will not be needed at this current time. We will in due course be sending home reading books and will let you know when this changes and we need bags in school.
11. ***Could all home readers be returned to school please?*** We are having an amnesty so that we can see where our gaps lie and order more reading books. Thank you in advance!
12. ***Reception children only*** – they are welcome to bring in their chatter boxes but will only be handled by the owner of the box.
13. Just a gentle reminder that ***we are a NO NUT school*** as we have children with a nut allergy.
14. **WRAP AROUND CARE:**

* ***Breakfast Club (7.45-8.45am)*** – Please drop your children at the main entrance as usual. Children will be zoned in four groups; Nursery & Reception (in hall – Zone A); YR1/YR2 (in hall – Zone B); YR3/YR4 (in hall – Zone c) & YR5/YR6 (in hall – Zone D). **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)*** - Please collect your children at the main entrance. Children will be zoned in four groups; Nursery & Reception (in hall – Zone A); YR1/YR2 (in hall – Zone B); YR3/YR4 (in hall – Zone C) & YR5/YR6 (in hall – Zone D). **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.

**We will not be providing snacks…please provide your child with a snack if you wish to**. There will be no facilities available to store food.

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.

|  |  |  |  |
| --- | --- | --- | --- |
| **Year Group** | **Drop Off/Collection Point** | **Start Time** | **Finish Time** |
| Nursery | Through silver side gate – AM/midday  Through side blue gate on main playground - PM | 8.45am | 3.00pm |
| Reception | Through coloured gate at the top of the car park | 9.05am | 3.00pm |
| Year One | Main blue gate | 8.55am | 3.10pm |
| Year Two | Main blue gate | 8.45am | 3.15pm |
| Year Three | Main blue gate | 8.50am | 3.00pm |
| Year Four | Main blue gate | 9.05am | 3.10pm |
| Year Five | Main blue gate | 8.55am | 3.20pm |
| Year Six | Main blue gate | 8.45am | 3.30pm |

***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