



**St. Monica's Catholic Primary School**  
**Currier Drive, Neath Hill,**  
**Milton Keynes MK14 6HB**  
**Tel: 01908 606966 Fax: 01908 608486**  
**Email: [stmonicas@st-monicas.co.uk](mailto:stmonicas@st-monicas.co.uk)**

**Headteacher: Mr Robert O'Malley**

5<sup>th</sup> March 2021

Dear Parents and Families,

**Re: All children returning to school on Monday, 8th March.**

We look forward to welcoming all children and families back to school, including those families and children new to the school.

Below is a summary of procedures which will be in place when we re-open. We will be in touch again if there is any change to these procedures.

**How do I drop off my child in the morning?**

Please wear masks when coming onto the school site to pick up and drop off your children.

We will have lots of staff out in the morning to direct your child into class once they arrive.

Where you drop your child off will depend on which year class and year group they are in.

- Nursery – Come to Gate 3 (up the walkway by the dentist's) – the usual Nursery Gate.
- Children in Reception class (Miss Carman) – Come through Gate 1 (the main front gate) and round to the Reception playground where staff will meet your child and bring them in.
- Children in Year 1, Class Reception/Year 1 (Mrs Patel), both Year 2 classes and both Year 3 classes - Come to Gate 4 (up the walkway by the dentist's and where Year 1 usually drop off). You will drop your children off there and staff will lead your children to class.
- Children in all other classes – All Year 4, Year 5 and Year 6 classes – Come through Gate 1 (the main gate) and then out through Gate 2 (across the Reception playground and into the walkway by the dentist's). Please follow staff instructions about which gates to exit. Please do not go back out through Gate 1 in the mornings – follow directions to Gate 2.

Parents using Gate 1 to drop off from cars can drive through gates and around the drop off circle as usual.

All children in all classes including Nursery will go straight into class from 8.30am so please drop your children off between 8.30am and 8.50am.

Please can only one adult from each family drop your children off at school.

### **How do I pick my child up at the end of the day?**

Nursery – Come to Gate 3 (up the walkway by the dentist's) – the usual Nursery Gate – where you dropped your children off in the morning.

Children in Reception class (Miss Carman)– Come through Gate 1 (the main gate) and round to the Reception playground where staff will meet you with your child. Please exit through Gate 2 (across the Reception playground and into the walkway by the dentist's). Please follow staff instructions about which gates to exit.

Children in Class Reception/Year 1 (Mrs Patel), Year 1 (Miss Collins), both Year 2 classes and both Year 3 classes - Come through Gate 1 – the main gate. (This is not the gate you dropped the children off at in the morning) Walk up around to your children's classroom exits and exit through Gate 4 (the gate at which you dropped your child off in the morning).

Children in all other classes – Both Year 4, Year 5 and Year 6 classes – Come through Gate 1 (the main gate), pick your child up and then out through Gate 1 the big gates. Please follow staff instructions about which gates to exit.

Please be patient with us for the first few days as children and parents get used to children's entrances and exits. There will be many staff on hand to help.

Please can only one adult from each family pick your children up from school.

All children not in Nursery will be let out of class at between 3.00pm and 3.15pm

Nursery children can be picked up between 3.00pm and 3.30pm.

Please leave more time than usual to drop off and pick up your child as these procedures may make it take longer than usual. Please be patient with us as there will be a time period before all parents and children are used drop off/pick up arrangements. Please observe social distancing when you are dropping off and picking up children.

**Gate 4 in the afternoon. Gate 4 is an exit only after school – please do not try to come into the school through Gate 4 after school.**

### **What about drinks, snacks and lunch?**

Your child will need to bring with them all drinks and snacks that they will need for the day, including water.

If you want your child to have a packed lunch, they should bring it in the morning.

Kingswood will be providing hot and cold dinners from 8th March. Please register and/or order online at [www.kingswoodcatering.co.uk](http://www.kingswoodcatering.co.uk) which is the usual web link.

### **What else should my child bring from home?**

Please do not send your child in with any stationery, including pencil cases. They will be provided with their own set of everything they need.

### **What about uniform?**

Your child must wear school uniform.

Please see our website at <https://st-monicas.co.uk/information/uniform-and-dress-code/> for a list of uniform.

Our uniform suppliers are taking orders online at <https://uniformcity.co.uk/st-monicas-catholic-primary-school-en-3/>

### **Can my child bring their mobile phone and drop it off at the office as usual?**

No.

### **What if I need to speak to somebody in the office?**

Please do not visit the office in person. Please email the office on [stmonicas@st-monicas.co.uk](mailto:stmonicas@st-monicas.co.uk) or phone 01908 606966.

### **What about PE kit?**

Children should bring their PE kits into school on Monday, 8<sup>th</sup> as they will need them. They will be doing mainly outside PE so please ensure they have outside kit.

Please see our website at <https://st-monicas.co.uk/information/uniform-and-dress-code/> for a full list of PE kit.

### **Will school definitely re-open to all children on Monday, 8th March and do I have to send my child in?**

It is looking very likely that we will. We will let you know in the unlikely event of any change.

You are expected to send your child to school from Monday, 8th March unless they are isolating due to COVID or have underlying health issues and have had a shielding letter.

In any event, please let the school know if your child will not be returning on 8th March as all children are expected to be here and normal attendance rules apply.

Please let us know if we can be of any further assistance at this time and please be patient as we get used to our arrangements from 8th March, including those for dropping off and collecting children.

If you have any questions, please contact me on this email address or your child's teacher by email.

Kind regards,

Yours sincerely

***Mr O'Malley***

***Headteacher***