

5th November 2021

Dear Parents and Families,

Re: COVID procedures, including 'bubble' back in place in school from Monday, 8th November.

The Milton Keynes Council Director of Public Health, Vicky Head, has contacted all schools to advise putting additional measures in place to reduce COVID transmission in schools and colleges.

If you have children at other schools, you will have been notified by them in a similar way.

We will go back to procedures very similar to those observed when we returned to school last Spring. As then, this will affect many aspects of school life. I attach a letter to you from Vicky Head which states that these changes will be reviewed in November. Her letter for the school advised us to put the plans in place until the end of term i.e. Christmas so we will start on that basis as requested by her.

In the meantime, the basic plan is that children and staff do not mix with children from other year groups while in school. They will mix freely with children in the other class in their year group as they will be in the same 'bubble'.

Procedures include:-

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, particularly if you are entering the school office reception area.

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/Year 1 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 Class Reception/Year 1 (Miss Collins), Class Reception/Year 1 (Mrs Cosstick), both Year 2 classes and both Y4 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 3, 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 1 – the gate you came in. Please follow staff instructions about which gates to exit.

Children in Class Reception/Year 1 (Miss Collins), Class Reception/Year 1 (Mrs Cosstick), both Year 2 classes and both Year 4 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 3, 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 new to the school 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 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.

Will school events be cancelled or changed?

The Director of Public Health guidance states that non-essential visits to the setting need to be limited with any meetings necessary held virtually.

Rainbow Club (before and after school) will run at the usual times.

The Reception open morning for prospective parents will take place in school in an altered form on Wednesday, 10th November at 10.00am. This is for parents looking for a Reception class place for their child in September 2022.

After school sports clubs, including those due to start next week, will be postponed. I regret that, not least as these were the first such clubs we were going to run in over 18 months and we had a very high take up rate. Those children who have replied already will be first to get places when those clubs can start.

The following events will be changed/cancelled/postponed.

Tuesday, 9th November – The Reception/Key Stage 1 Parents' Information evening is cancelled in school. You will be emailed a video of the presentations.

Wednesday, 10th November - FOSM events, including the film night next Wednesday, will be postponed. We will get back to those of you who have paid.

Monday, 15th November – The Key Stage 2 Parents' Information evening is cancelled in school. You will be emailed a video of the presentations.

Wednesday, 24th November – The Y6 SATS meeting for parents is cancelled in school. You will be emailed a video of the presentations.

Our new Stay and Pray sessions and class visits to Mass at St Augustine's will be postponed.

Given the current advice from MK Council, it looks like the usual Nativity performances for children from Nursery to Year 2 and the KS2 Carol concert will take place without an audience in school and videos will be sent to the children's parents where they are performed.

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. Please register and/or order online at www.kingswoodcatering.co.uk/ which is the usual web link. You need to order by the end of Wednesday for your children's meals for the following week. You can order for more than one week in advance to avoid the need to book each week.

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.

Can my child bring in sweets, cakes etc. to be given out to classmates on their birthday?

No.

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

Please do not approach teachers at the door. Please email the office on stmonicas@st-monicas.co.uk or phone 01908 606966 and your child's teacher will get back to you. It is important that parents can contact teachers where they wish so we will aim to get back you as soon as possible.

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 or phone 01908 606966 if possible.

What about PE kit?

Children should bring their PE kits into school tomorrow as they will need them next week. 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.

Reminders for dropping off/picking up.

- Please observe the rules of the road when parking.
- Please do not bring dogs (except assistance dogs) onto the school site.
- Please ensure bicycles are being pushed not ridden if they are brought onto the school site.
- Please observe the rules regarding entrances and exits.

I really do regret these changes being brought in as we want the children to have as many opportunities as possible in this school, including mixing with others as much as possible. I look forward to the time when the advice is withdrawn and we can return to more usual procedures.

I am aware that there has been a lot of information in this letter but hopefully much of it will be familiar to most of you from when we were in 'bubbles' previously. I will write out separately with Milton Keynes Council information for families on testing and what to do in the event of symptoms and/or a positive case.

If you have any questions, please contact me on stmonicas@st-monicas.co.uk or your child's teacher by email.

Kind regards,

Yours sincerely

Mr O'Malley

Headteacher