



St. Monica's Catholic Primary School
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Headteacher: Mr Robert O'Malley

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

24th February 2021

Dear Parents and Families,

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

We are glad to say that the current plan is that all children will return to school in our 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.

These procedures are based on Government guidance for full opening in March and our school risk assessment with the aim being to keep children in small groups or 'bubbles' isolated from other groups while in school. The idea is that children stay in those bubbles all day and work with the same small number of adults, including teacher, teaching assistant and break supervision staff. Children will be mixing with children in their own group but not with children from other groups. This includes during their break times and lunch times. In our school, bubbles will be based on year groups so your child will spend their time during the school day only with children from their year group.

There is no expectation that children effectively social distance from others within their bubbles which is why it is important that we keep these bubbles and those who work with them apart to lessen the probability of transmission of COVID 19 between groups and so we know who is in each group if any issue arises.

How do I drop off my child in the morning?

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 Rainbow Club – wrap around care?

Rainbow Club will re-open on Monday, 8th March, and will run during its usual hours i.e. from 7.30am before school and until 6.00pm after school.

There will be some amendment to their procedures. Mrs Murphy, who runs the club, will email all registered parents with updated procedures, including how to drop off and pick up your children.

You can see our website at <https://st-monicas.co.uk/information/wrap-around-care-rainbow-club-school-sports-club/> for more information on Rainbow Club wrap around care.

You can register and/or make bookings from now for your child at <https://stmonicascatholicprimaryschool.schoolipal.co.uk/>

Please start booking your places at Rainbow Club from now.

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/ which is the usual web link.

Please order your meals as soon as possible and by next Tuesday, 2nd March, at the latest.

This includes for children from Reception to Year 2 who are all entitled to Universal Free School Meals. If your child is entitled to Free School Meals and they are not in Reception to Year 2, you must also book with Kingswood.

Kingswood will send the meals (including hot meals which will come in trays) into school packed in boxes for each year group bubble and the children will have their meals in classroom with the packed lunch children. There will not be whole school lunch in the hall. If you have any queries regarding Kingswood, please contact them via their website or phone 01536 201203. This includes those of you who paid for meals previously which were not taken due to the school closing in January.

Will lessons be back to normal?

Yes. Children will be working a full timetable with their teachers. At the beginning, teachers will be spending time on informally assessing where children are as many children will have had differing educational experiences during partial school closure. Teachers will be able to

plan effectively for your child when they know where they are. The focus will be on Reading, Writing and Maths initially.

A certain amount of time will be spent on re-establishing routines so children know what is expected and to enable them to settle in and feel secure. There will also be time spent on procedures including handwashing and hygiene.

It is possible that some children will feel anxious returning to school where they have been off for a long time. We have found with the children who have returned that they have settled in well and started working effectively after a week or two. Provision and support will be in place for those children who need it on their return to school.

If you wish to provide us with any information on your child's time off school which may be relevant to their return, please email their teacher.

What if I need to speak to a teacher?

Please do not approach classroom doors. Please email the teacher. They can then mail or phone you as necessary.

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 or phone 01908 606966.

What about PE kit?

Children should bring their PE kits into school 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 there be sports clubs after school?

Not at the moment. If you need care for your child after school, please consider using Rainbow Club as above.

Will there be peripatetic music teachers in school?

Yes.

Should I keep my child at home if they have an underlying health condition?

The vast majority of pupils will be able to return to school. Normal attendance rules are to apply.

The advice for pupils who have been confirmed as Clinically Extremely Vulnerable is to shield at stay at home as much as possible until further notice. Remote education will be provided for the children about whom we have been notified as staying at home for the moment for this reason.

Please let us know as soon as possible by email to stmonicas@st-monicas.co.uk if you think your child may fall within this.

What happens if you think your or your child may have symptoms of COVID or must stay at home for another reason?

Pupils, staff and other adults must not come into the school if:

- they have one or more coronavirus (COVID-19) symptoms
- a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms
- they are required to quarantine having recently visited countries outside the Common Travel Area
- they have had a positive test

They must immediately cease to attend and not attend for at least 10 days from the day after:

- the start of their symptoms
- the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test)

If your child/ren has a positive test, please let us have the following information as soon as possible with the name of any/each child tested positive:-

- **Date symptoms started**
- **Last date in**
- **Test date**
- **Result date**

What happens if somebody becomes unwell at school with symptoms of COVID?

Children will be sent home and advised to follow 'Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance> .

Where the school becomes aware that someone who has attended has tested positive for coronavirus (COVID-19), we must contact the local health protection team who will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious and ensure they are asked to self-isolate.

What if my child wears a face covering on their journey to school?

Please have your child remove the face covering and take it away with you.

Is there any Government guidance for parents on the re-opening of schools?

Yes, including at:-

[What parents and carers need to know about early years providers, schools and colleges - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges)

How can I prepare my child for return to school?

Please go over handwashing procedures with them as often as possible e.g. <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

I have been outside the United Kingdom – does my family need to quarantine?

Quarantine rules are Government rules not school rules.

Government advice on returning from countries outside the UK is at [Coronavirus \(COVID-19\) testing before you travel to England - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/coronavirus-covid-19-testing-before-you-travel-to-england) Please look at the advice there.

If your children are not returning to school on 8th March due to quarantining, please email stmonicas@st-monicas.co.uk and let us know the likely date of their return.

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 as above.

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