



Through God, We  
Love, Laugh and  
Learn.

# ST. MICHAEL'S CE (VC) FIRST SCHOOL

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27<sup>th</sup> August 2020

Dear Parents and Carers

I hope that you and your family are having a lovely, if somewhat different, summer. As a school we are looking forward to welcoming your children back on Wednesday the 2<sup>nd</sup> September when we are able to reopen to all of our school community.

As I outlined in my letter prior to the summer holiday there will be some changes to our school day, classrooms and school routines. Please refer back to this letter and discuss these changes with your child in the run up to the reopening of school as this will help ease their transition back into school life. I have listed below some of the main differences for you to share with your children.

- A staggered start in the mornings
- A new way of entering the school premises and a different place where you will say goodbye to your child
- Increased hand washing and use of hand sanitiser throughout the school day
- Classrooms will be set out in rows (their teachers will show them where to sit)
- Break times and lunchtimes in their Year group bubbles
- No whole school gatherings e.g. worship times
- Year groups will be grouped as 'bubbles'

## Guidance for drop off and collection times

It is vital to ensure the safety of our children and their parents that you please follow the guidance below:

- Only one parent to access the site to drop off or collect your child.
- Parents of children in Nursery and Reception to remain behind the marked lines and not to approach the classroom door to ensure social distancing.
- Any messages that need to be communicated to staff to be emailed to the school office where they will be passed on to the relevant staff member. In the event of an urgent message please ring the school office.
- Please only access the school site during your allocated drop off and collection times.
- Follow the one way system in operation on Weaver's Lane.



- Follow the one way systems in place on school grounds.
- Use the markers to ensure you keep social distancing in place on school grounds.

Please bear with us on the first few days when it may take a little longer for children to access the school building as many children are returning after a long period of being at home. It is important that you talk to your child about these new arrangements and are positive about what will happen when they return to school. Members of school staff will be available to help support you as we all adjust to this new way of working.

We want to ensure that the system is as smooth as possible for all involved and will continue to review the procedures over time and update you of any adjustments.

## Drop off times

**A one way system is operating on Weaver's lane to help maintain social distancing – Please walk on the left hand side and avoid blocking the lane. Please do not enter the Lane until the appropriate time.**

### Early Years and Nursery

8.50am – 9.00am Early Years and Nursery (gates and doors will open from 8.40am on Wednesday, Thursday and Friday of the first week of term to enable more time for drop off, this is for Nursery and Early years only).

Please follow the markers and maintain social distancing.

You will drop your child off outside their classroom door – this will be signposted. Please do not cross the marked areas to ensure social distancing is maintained. Your child's class teacher will be at the door to welcome them and support them as they enter the classroom.

Once you have dropped off your child please continue following the one way system around the outside of our school building and leave by the signposted gate.

### Year 3 and Year 4

9.00am – 9.10am

Please enter through the top pedestrian gate (as signposted) and follow the path in front of the main school building. Parents will then say goodbye to their children by the main school gate (outside the nursery classroom) where a member of staff will greet your child and show them where to go.

Parents then need to continue on the one way system to leave the site through the sign posted gate.

Please ensure that your child has all of their belongings with them to ensure a smooth transition into school.



## Year 1 and Year 2

9.10am – 9.20am

Please enter through the top pedestrian gate (as signposted) and follow the path in front of the main school building. Parents will then say goodbye to their children by the main school gate where a member of staff will greet your child and show them where to go.

Parents then need to continue on the one way system to leave the site through the sign posted gate.

Please ensure that your child has all of their belongings with them to ensure a smooth transition into school.

**If you have more than one child in school please access the school grounds at the earliest drop of time for any of your children, the other children may also enter their classrooms at this time.**

### Collection times

Children need to be collected from the playgrounds (with the exception of Nursery who will be collected from their classroom) where they will be waiting with their teachers in class lines.

Parents need to follow the one way system and remain in the marked areas – your child will then be sent across to you. Please help us make this transfer smooth by continuing to walk along the marked path and not overtaking other parents and their children.

**Please note children in Year 4 must be collected from the playground and not the top gate.**

3.10 – 3.20pm Early Years, Nursery and Year 1 children.

3.30pm Year 2, Year 3 and Year 4 children.

Please note the school gates will be locked again at 3.20pm to allow children in Years 2, 3 and 4 to safely access the playground – the gates will then be reopened so collection can start for these year groups.

If you have children in both pick up slots you will need to complete 2 loops of the playground at the appropriate times.

### Hygiene

As a school we have strict hygiene procedures in place. Children will wash hands or use hand sanitisers (provided by school) on entry to school and at various identified points during the school day.

Hand sanitiser will be used by the children at points during the school day. This will be provided by the school and its use supervised by a member of staff,

Please do not send your child into school with an individual hand sanitiser.



If your child has any allergies linked to this that we need to be aware of please email details to the school office.

We ask that your child and whoever is bringing them into school washes their hands thoroughly before leaving home to help support us in this.

Lessons on handwashing and 'Catch it, bin it, kill it' will take place.

## **Infection control**

**To ensure the safety of all, the following procedures will be put in place. Please help support us and help keep everyone safe by following the government directives.**

No child or adult who is showing any symptoms for coronavirus will be permitted into school.

In the event of a child developing any symptoms during the school day they will be removed from the classroom and isolated. They will be supervised by a member of staff (please be aware this member of staff may be wearing PPE equipment).

From June 1st any staff member or child attending school who displays symptoms can be tested at national centres for Covid-19. It is important that if your child or anyone in your household has any corona virus symptoms they are tested. We need a copy of the negative result before they can re-enter school.

In the event of someone in school testing positive for Covid-19 we will follow guidance and directives issued by Public Health England. If the school is closed to identified year groups or the whole school on any occasion then home learning will be provided for your child via our Seesaw platform to ensure continuity of education. You will be provided with new login details for your child at the start of next academic year.

I appreciate that some of these arrangements may seem complicated on paper – please be assured that these systems worked very well during our reduced year groups opening prior to the summer and the children quickly adapted to their new routines.

As ever it is important that you are positive about these changes with your child to help reduce any anxieties they may have about returning to school.

We are all very aware that the children will need time to readjust back into school life, learn the new routines and get to know their new teachers. As such the initial days will focus on children's social and emotional well-being and be spent on re-establishing friendships, getting to know the adults in their room and the new routines in their school day.

**I look forward to seeing you on Wednesday 2<sup>nd</sup> September as we reopen our gates to all of the children at St Michael's.**

Regards  
Mrs J Wass  
Headteacher

