

Leadership Team

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**St John's CE Primary School**

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"Shaping Lives, Shaping Futures"

"Start children off on the way they should go, and even when they are old, they will not turn from it" Proverbs 22:6

19th May 2020

Dear Parents/carers,

We are looking forward to welcoming your child back into school. However, we fully appreciate that in such unprecedented times, this is a difficult decision to make so please be reassured that as a school, we will support your decision in whatever you decide. If you choose to keep your child at home then you will not be penalised for this. Staff will continue to send home weekly work for your child to complete. The aim of this letter is to outline the safety measures that are being put in place at St John's to minimise any risk. We will implement staggered start dates to enable us to effectively support your child starting back to school.

To further minimise risk, each cohort has been split into A and B so they will be in school one week and learning from home in the other week. This will enable us to further reduce class size and so better ensure social distancing. Teachers of these year groups will allocate the children into groups based on their knowledge of your child and we will notify you of the groupings in due course. On the week that they are not in school, work will be sent home in the usual manner.

	Group A	Group B
Staff training Open to children of key workers and vulnerable pupils.	Monday 1 st June	
Year 6 children of key workers and vulnerable pupils	Tuesday 2 nd June	Monday 8 th June
As above + Year 1	Wednesday 3 rd June	Tuesday 9 th June
As above + Reception	Thursday 4 th June	Wednesday 10 th June

The same team of staff will work with your child during their time in school and each group of pupils will work within their own area of the school.

- Reception children will be based in the hub in their usual classrooms
- Year 1 pupils will be in the year 2 classrooms. This will enable more space and help them with transition for the autumn term. Year 1 and year 2 teachers and support staff will be working with them.
- Key worker and vulnerable pupil group will be based in the year 3 classrooms.
- Year 6 pupils will be based in the year 5/6 area as usual.

As well as spacing out all four groups across the school, each group will all have access to their own toilets and sinks.

Arrival and Collection Procedures

In the interest of safety, we request that your child is brought to school and collected by one member of the household. We will only release your child to a member of the household.

At the start of the day, we would ask you to enter school grounds as directed below, following social distancing on your way to your child's classroom.

- Reception enter via the path at the front of school.
If necessary, we ask parents of reception pupils to queue along the pavement two metres apart (towards the police station).
- Year 1, Year 6 and key worker children can enter through the gate onto the main playground.
If necessary, we ask parents of these children to queue in the opposite direction along the pavement.

Once you arrive on site, please make your way to the following area of the school site where a member of staff will welcome you:

RLN	Make your way to the gate of Reception's outdoor area (next to the main entrance of the hub) where you will be guided by staff
RWT	Enter the hub in the usual way through the playground and line up as directed by the staff, adhering to social distancing
Year 1, Year 6 and Key workers	Line up on the playground as directed by staff and adhering to social distancing.

When on site, please follow the markings set out to ensure safe social distancing.

If you need to go to more than one entrance, please do not worry about being late for a drop off. Please be reassured that members of staff will be available on the day to provide guidance on where to go and to help establish procedures for you and your child.

When exiting the school site, we ask that you are mindful of other parents and staff on site and respect the social distancing guidelines.

Collection of children at the end of the day

The same procedures for collection as drop off will apply. Children will remain in their classroom and will be called forward when their parent is at the front of the queue. At handover time, staff are happy to share a few brief words, however, if you want to discuss something in more detail or it is of a sensitive nature please call or email the school office and your child's teacher will get back to you as soon as they can. This will help to reduce waiting times when you collect your child. If year 6 pupils usually walk home this is still fine and staff will support their exit from the building at the end of the day

Please note that school will finish at 2pm on a Friday.

Handwashing and hygiene

Children will wash their hands when they enter school, before and after break and lunch and at the end of the school day. Where appropriate, additional hand washing will take place. In addition to this, every classroom has a tub of hand gel and access to tissues to catch any sneezes or runny noses. These can be accessed when required. If you want to send your child in with hand gel or tissues, they can store this in their pencil case or bag.

We appreciate that younger children will find it hard to socially distance and so regular handwashing will help to reduce risk. Routines will be structured in a way that further promotes social distancing as well as daily education by staff.

Posters promoting good hygiene will be displayed across the school and referred to regularly by staff.

Classroom organisation

Desks will be spaced out in the classroom and any movement around the classroom carefully managed. Access to any resources within the classroom will be carefully managed.

Break time and lunchtimes

Break times and lunchtimes will be staggered so the children do not mix with other groups of children in school. They will eat lunch within their classrooms and appropriately spaced out. **Please provide a packed lunch for your child as hot dinners will not be available until further notice. If your child receives free school meal, then please let the office know so a packed lunch can be provided.**

Pencil cases

It would be extremely helpful if you could provide your child with a **plastic, wipeable** pencil case so they can use safely their own equipment throughout the school day. Where this is not possible, we can provide a plastic case for your child. All children will be issued with appropriate stationery but if they wish to bring in their own, that is not a problem.

Reading books

We will continue to issue weekly reading books but ask that these be returned on a Friday where they will be stored in a separate box for an appropriate period of time. When your child is issued with a new book, this will be from a different set.

School Uniform

We expect children to wear their school uniform when they return to school. However, we appreciate that they may have outgrown some of their uniform as we approach the end of the school year. Therefore, if an item no longer fits it can be substituted for a similar appropriate item of clothing. Please do not feel that you need to buy new uniform at this time.

Expectations for behaviour

It is vital that pupils follow our new safety procedures. Swift and appropriate action will be taken by staff for any failure to follow the rules in order to ensure your child's safety and the safety of other children and staff. A reviewed behaviour policy will be shared with you before the 1st June.

Additional Cleaning throughout the day

Additional cleaning will take place as and when required throughout the day. The school will be thoroughly cleaned at the end of each working day.

A full Risk assessment and Safety Plan will be on the website at the end of the week.

Mental Health and Well-being

As well as the safety measure that are imperative, we are also very much aware of the emotional impact that this will have had on children, families and staff. To this end staff will implement strategies and activities that will help support your child transition back into school. Please keep talking to us so we can understand how best to support your child in school. We can also signpost you to external support if this is something that you feel would be helpful.

As always, we value your feedback and if you wish to speak with a member of staff to discuss this further, please do not hesitate to contact us. We are here to work alongside and support you all during these difficult times.

Yours sincerely

Mrs Lowe
Headteacher