

# St. Lawrence Church of England Primary School

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21<sup>st</sup> August 2020

Dear Parents

I hope you have all had a lovely summer despite the unusual situation we find ourselves in and that you have all managed to keep yourselves and your loved ones safe.

Some of you may have mixed emotions about our return to school in September. Some of us will be ready for a return to some sort of normality and craving our old routines and some will be apprehensive about mixing with large groups of people again. Wherever we find ourselves on that continuum, we all have a responsibility to avoid any unnecessary risks and to follow current guidelines to ensure our own health and well-being and that of those around us. It will therefore come as no surprise to you that, over the summer, the staff and governors have put a great deal of thought and consideration into our plans for September. A full risk assessment is attached and whilst it is lengthy, I do recommend that you read it in its entirety, as I am sure that it will help you to feel happier about your child's return to school. The risk assessment is a working document that will be re-visited, revised and updated regularly. The reviewed document will be posted on the Covid section of the school website so that you can keep up to date with any changes.

The school has been deep cleaned and reorganised over recent weeks. Sanitiser stations have been installed at frequent points throughout the building and additional daily cleaning routines have been implemented. Every member of staff has volunteered to take on additional roles and/or work additional hours in order to ensure the safe running of the school. This has been another reminder to me of what a dedicated and committed team we have.

## **Will all pupils return to school?**

Pupils in Years 1 to 6 will be expected to return to school full time from Wednesday 2nd September. Pupils in EYFS will follow their planned induction routine of being in school part time for the first six days, with Thursday 10th September being their first full day in school. They should be dropped off and collected at their outside classroom door at the pre-arranged time.

## **What measures have been put in place to keep my child safe in school?**

The government guidance recommends that all children in school must remain in their own class "bubbles" and should have no contact with pupils from another class. Adults can move between classes/bubbles but should keep a 2-metre distance from any other adult or child outside their bubble. This has meant that we have had to implement staggered playtimes and lunch breaks, limit movement around the corridors, postpone all after-school activities and move to class assemblies rather than whole-school assemblies. We are going to try to have at least two whole school Zoom assemblies each week, with one of those being the Family Worship and Awards Assembly. Parents will also be able to access this.

## **What time should my child arrive in school?**

Pupils will need to avoid contact with other year groups when entering and leaving the school building. Rather than implementing a structured staggered start, with each class starting at a specified time, we have decided that we will trial an informal drop off and collection.

### **Dropping off routine**

Children can arrive in school between 08:45 and 09:00. Parents should drop children at the gate where a member of staff will greet them and direct them to their classroom. They will need to head directly to class. Class teachers will set up morning activities for them to complete prior to the register at 9am. I am hoping that we can make this informal routine work, as I think it will be more helpful for working parents. For this to be effective, we will need to ensure that we respect social distancing and avoid gathering at the gate. I also ask that only one parent accompany their child to school please. Older pupils who make their own way to school can continue to do so. Pupils who attend Early Bird Club will be taken straight to class by a member of staff.

### **Collection routine**

Children can be collected between 15:15 and 15:30. We have set up class-specific collection points around the playground. These are well signed and are identified on the attached plan. Parents will be able to access the playground from 15:15 and should wait by their child's collection point. A member of staff will send children out as soon as they see their parent arrive. Children will leave from their external classroom door, with the exception of Year 1 who will enter and leave school via the hall doors and Year 2 who will enter and leave via the corridor door beside their classroom. Parents of EYFS pupils should gather at the back of school by the EYFS play area, parents of Year 4 pupils should gather in the designated area of the car park and all other year groups should meet at their designated collection point on the playground. If you have more than one child to collect, you should collect your youngest child first and keep them close to you whilst you make your way to the next collection point. Again, if this is going to work and congestion is going to be avoided, we need parents to leave the school premises as soon as they have collected their children. Please resist the temptation to socialise on the playground.

A strict one-way system has been put in place to avoid congestion at the school gates. People entering the playground should do so via the single pedestrian gate as usual and should keep left between the new goal posts and the hedge. Parents should leave the playground via the double gates and through the carpark, passing between the hall and the new goal posts. It is well signed and staff will be on hand to direct you. I'm sure it will make a lot more sense when you see it in action! We have also implemented a one-way system to and from the nursery and EYFS classroom. Those arriving in school should use the gated path and should leave through the car park. With this in mind, it is even more important that the car park is restricted to staff members only so that vehicles are not entering and leaving as children pass through the car park.

### **What if I need to collect my child early?**

If your child needs collecting early, for a doctor's appointment for example, please notify the school office and we will make arrangements for your child to be brought to the main door for collection.

### **Will I be able to see my child's class teacher?**

It is with great regret that we have had to rethink our "open door policy". Sadly, parents will not be able to pop in to see a teacher at the start or end of a day for the time being. Instead, we ask that you contact your child's class teacher by email in the first instance. Email addresses are listed on the class pages of the school website. Staff will aim to respond within the day. If you have an urgent concern, please telephone the school office and leave a message and a contact telephone number. General enquiries can be handled by the office.

### **What about other visitors to school?**

We will greatly reduce the number of visitors to school. We will not be using sports coaches to cover teacher non-contact time during the first half term and will do everything we can to avoid the use of short-term supply teachers, covering any absences in-house where we can. Any other visitors, including from the Diocese, Lancashire County Council and the School Governors, will be kept to essential meetings only and by appointment only. Wherever we can, we will use telephone contact or zoom meetings in order to limit footfall through school.

### **Will children still be able to bring reading books home?**

The short answer is yes. In line with current guidance, books that are returned to school will be quarantined for 72 hours before they are put back into stock. You can therefore rest assured that any books your child brings home will be Covid-free.

### **Will children still receive homework?**

Oh yes - sorry kids! We have reworked our homework routine to assist us in helping your child to catch up with any lost learning. Each half term, class teachers will set a project to be completed at home and returned to school at the end of term. The project will be based around the class topic and will generally cover a subject that cannot be covered in depth in class whilst we are catching up - history or geography for example. The projects will be quarantined over the half term and the children will share them with their peers during the next term. This will aid learning by sharing information and will also assist pupils with their speaking and listening skills. The projects will be assessed during each child's presentation.

Alongside the projects, work will be sent home on a regularly basis, often daily. This work will be short tasks that pupils can complete quickly and will be based on any misconceptions or missed learning that the teacher has identified that day. For example, if a child is struggling with a particular maths concept, the class teacher will go over the concept with the child and will send some questions home for additional practice that evening so that learning can move forward the following day.

Homework is set by each class teacher who may adapt this policy according to the needs of the pupils in their class. Class teachers will therefore contact parents with more detailed information,

### **What about shared resources?**

**STATIONERY** - Due to restriction and guidance regarding the coronavirus pandemic and the risk of cross-contamination, we are asking children to provide their own wipeable pencil case in September and the following items of stationery: pencil, eraser, pencil sharpener, 15cm ruler and wax crayons and pencil crayons (KS1) and felt tip pens and pencil crayons (KS2). We will continue to provide all other items of stationery including handwriting pens.

**SCHOOL BAGS** - We are going to try to keep school bags out of classrooms and therefore ask that bags should be small enough to fit on coat pegs. Please avoid large backpacks.

**SHARED SCHOOL RESOURCES** - Any resources used in class can be shared with pupils in their bubble as long as they are cleaned regularly. If resources are leaving the classroom to be used in another class, they will be quarantined for 72 hours or disinfected prior to use. Each class will have their own playground resources - bats, balls, skipping ropes etc.

### **What if my child develops Covid symptoms?**

Please refer to page 3 of the attached risk assessment for a full explanation of what to do if your child develops Covid symptoms at home and what we will do if a child develops Covid symptoms whilst at school. This is because this section, more than any other, will be subject to changes in guidance,

### **How will the school help children to catch up with lost learning?**

Class Teachers and Subject Leaders have been working hard over the summer to identify any essential missed concepts. These have been built into our Autumn Term lesson plans with the intention of getting pupils back on track in English and Maths by the end of the Autumn Term. Whilst we will have a heavy focus on these key subjects during the Autumn Term, we will still teach a full curriculum and will make sure that every national curriculum subject is covered throughout the year. We are also acutely aware that all pupils will need time to adjust to being back in school full-time and that many will need additional support. This is to be identified and addressed through ongoing teacher assessment.

As you can see, we have all put a lot of thought and consideration into your child's return to school. We have followed guidance carefully and have risk assessed every element. We have prepped, cleaned and reorganised the building and our daily routines to ensure everyone's safety. We are confident that the measures we have put in place will help our pupils to feel safe, confident and happy and that the school will still feel familiar and welcoming. We are very much looking forward to having everyone back.

As always, if you have any questions or concerns, please do not hesitate to get in touch with me or with your child's class teacher. We will do our very best to help and reassure.

Yours sincerely

A handwritten signature in black ink that reads "J. E. Goodwin". The signature is written in a cursive style with a large initial 'J' and 'G'.

Julie Goodwin