

ST MARGARET CLITHEROW ROMAN CATHOLIC PRIMARY SCHOOL

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Sunday 30th August 2020

Dear Parents

I hope you are having a wonderful Bank Holiday weekend and final days of the summer holiday. On Friday evening the Government released further guidance about schools reopening next week. I would not usually contact you all on a Sunday, however, I felt I should send you our school updates based on the new guidance. You should have received the letter parentmailed in July about our reopening and I have included the key messages below for your information plus any further updates. I have updated our school risk assessment based on the new guidance. The risk assessment will be accessible from the school website shortly. Please note it remains a live document. Attached to this parentmail is information for parents on suspected COVID-19 in a child.

Please also note that the information in this letter is subject to change, however rest assured we will communicate any changes with you as soon as we can.

As part of our yearly school plan we will be focusing on three Rs for our children's return to school:

- Reset – for safety
- Recover – for wellbeing
- Rebuild – for learning

Drop off and collection

We will be continuing with our one-way system for drop off and collection. We ask that only one parent accesses the school site (where possible) to drop off/ pick up their child to restrict numbers on site. Please ensure that your child/children always stay close to you. Please avoid congregating on the playground. Both the Junior gate and the Infant gates will be open to ease congestion on the playground. If you use the Infant gate (by the carpark) to enter onto the playground, please follow the one-way system and walk round to the junior playground and through the staff carpark to exit the site. If you enter using the junior gate (by the cycle path) please follow the one way system and exit via the staff carpark and then black gate (we have asked Stevenage FC to unlock the gate) next to the football stadium to get back onto the cycle path. School gates will be locked at 9:25am and unlocked at 2:50pm. We have marked off a route into school and marked off distanced lines should you need to queue. Please adhere to social distancing protocols when on the school grounds. A member of school staff will be on each gate and also on the Junior door. I will also be out on the playground each day.

Please note that Year 3 drop off and collection will be from the prayer garden. Please do not enter the prayer garden, a member of staff will be there to guide your child into class.

As there will be more people on site, we have decided to change the staggered drop off and collection times to surnames rather than classes. This means siblings can be dropped off at the same time and it will allow classes time to wash their hands first thing rather than having 30 children trying to wash their hands at the same time. It is important that you stick to your drop off and collection window below. I know that this may not suit all families, however, we have to stagger the times to keep everyone safe. We will revisit the staggered timings and aim to shorten the time slots once everyone is used to the new system.



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To keep our community safe, parents will not be able to enter the school building, this also includes approaching the classroom door. We ask that you drop your child off and keep moving round the one-way system. **Please do not go beyond the floor tape in front of the classroom doors.** As there will be more people on the school site, there will not be the usual opportunity to catch up with class teachers at drop off or collection. If there is a message/something you wish to share with the class teacher, we ask that you leave a message with the school office or email us. Please help us to keep our school community safe.

Please note the staggered drop off and collection times below to ease congestion:

8:45am drop off – Surnames A – D
 8:55am drop off – Surnames E – L
 9:05am drop off – Surnames M – P
 9:15am drop off – Surnames R – Z

Gates and registers will close at 9:25am

2:50pm collection – Surnames A – D
 3:00pm collection – Surnames E – L
 3:10pm collection – Surnames M – P
 3:20pm collection – Surnames R – Z

Gates will close promptly at 3:30pm

If you need to communicate anything to the school you must either email us admin@clitherow.herts.sch.uk or telephone the school office. If possible, we ask that you avoid coming into the school office area, however, I appreciate that that will not always be possible. If you do need to come to the office, we will ask you to follow our visitor guidelines, which includes wearing a face covering.

Please let us know if you have suffered bereavement during this period so we can offer additional support for you and your children. Please let us know if there is anything else that we should know to help support your child's return to school.

Lunches

Children will continue to eat their lunch in their classroom. A cold or hot packed school lunch option or a home packed lunch will be available. If you do send in a packed lunch from home, please ensure that your child has relevant cutlery e.g. spoon for yoghurt. School packed lunch options:

	Monday	Tuesday	Wednesday	Thursday	Friday
Hot packed lunch	Beef burger in a bun or quorn pattie in a bun	Sausage hotdog or quorn hotdog	Chicken wrap or southern fried quorn wrap	Meatball sub or quorn sub	Pizza slice or fish finger wrap
Cold packed lunch	Tuna roll/bagel or cheese roll/bagel	Ham baguette or Dairy Lea cheese baguette	Chicken wrap or cheese wrap	Ham baguette or cheese baguette	Tuna flatbread or cheese flatbread

Further measures in place:

- On entry, children will be asked to wash their hands thoroughly. Good hand hygiene messages will be conveyed throughout the day. The children will be asked to wash their hands throughout the day. They can bring in a labelled hand cream if necessary.
- We will try to avoid children moving around the school. They will be based in their classroom, associated toileting area and designated outdoor area.



- Children will be required to wear school uniform. Year 1 – Year 6 children must come to school on a Wednesday and Friday wearing their PE kit.
- Classroom layouts will be different, where possible, children will be facing the front.
- Toilet handles, taps and door will be cleaned throughout the school day.
- Classroom windows and doors will be kept open to ensure good ventilation.
- Soft furnishings have been removed from classrooms and resources have been carefully considered, so that they can be regularly cleaned.
- The entire school has undergone a summer deep clean. Our cleaners will continue to maintain high standards of cleanliness at the end of each day, concentrating on areas of high usage. The school will also receive a weekly sanitisation of the classrooms and communal areas using an electrostatic sprayer.
- Basic first aid will be administered in the child's classroom.
- Each class will have their own set of resources and if shared with another class, they will be cleaned beforehand. Class resources will continue to be cleaned.
- Children will have a designated outdoor space for break/lunchtimes and for outdoor learning.
- Each child should have their own water bottle which is clearly labelled. Children should bring them in each day.
- Children in Year 1 – 6 will be able to bring in a simple pencil case from home – this must not be shared with other children in class.
- Only bring in essential items from home, e.g: pencil case, healthy snack, labelled water bottle, PE kit, lunch (if necessary). We will now be able to send reading books home. We will rotate these books so they are not shared each day.
- Mr Moran will continue to deliver PE lessons on Wednesdays and Fridays. Year 1 – Year 6 children must come to school on a Wednesday and Friday wearing their kit. As our school hall is being used as our staffroom (to enable staff to socially distance), PE lessons will continue to take place outside (weather permitting), please ensure your child wears appropriate clothing for this. We will revisit this when the weather changes.
- Staff will be permitted to move across classrooms in order to help support the delivery of the curriculum, however, we will keep the staff consistent.
- School gatherings (assemblies, Masses and productions) will not be able to take place at present. We will attempt some internal virtual assemblies!

School Updates

- Please return updated health care plans to the office if you have been sent one.
- School milk for Year 1 – 6 will not be available until after the October half term – order forms will be sent home in September.
- We have received confirmation of fruit deliveries for children in Nursery – Year 2.
- It is highly likely that after school clubs will not resume until after the October half term – further details to follow.
- Usually, Year 3 and 4 go swimming during the autumn term. Unfortunately, this will not take place until further notice.
- Roebuck Buccaneers will be unavailable for our children in September. Roebuck School will review the decision later in the autumn term.

Government advice suggests that it is not necessary for Primary School aged pupils to wear a face covering at school. However, if you do feel that this is necessary, your child must be competent in its use and must not compromise their own safety or that of others through its use. Guidance has been updated regarding face coverings for staff and visitors in Primary Schools. Where social distancing is not possible in areas outside of the classroom between members of staff or visitors, they may be asked to wear face coverings in these circumstances.

Staff will continue to wear PPE for intimate care such as dealing with sickness, accidents and first aid. If staff need to administer first aid or support a child if they have had an accident or deal with sickness or administer daily medication they will wear PPE.



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If you or your child show any of the symptoms of COVID-19 – a high temperature (37.8 or more) or a new continuous cough or a change in, your normal sense of taste or smell (anosmia), you must not come into school and follow Government guidelines regarding testing and isolation. Testing is now available and anyone (staff and children) showing the signs or symptoms will be expected to be tested. You must inform us of the outcome of a test as soon as possible.

If your child is ill (not COVID-19 related) you should continue to follow school rules regarding this and keep them home for the permitted time. You must of course, notify the school of any absence.

If a child/adult were to have suspected COVID-19, then any staff member supporting them would wear the relevant PPE and for cleaning.

Should a member of our community (staff or child) have a confirmed case of COVID-19, I will of course notify you of this. It is incredibly important that you notify us of any changes to your contact details.

Please talk to your child/children about their return to school so they are aware of the new routines and systems in place to keep the community safe. Please share the powerpoint I sent out in July with them. Please also share the class teacher video which was also sent in July. Initially, the curriculum will be adapted to focus on wellbeing and easing the children back into school.

Please do call the school or email admin@clitherow.herts.sch.uk with any questions you may have about the return to school. Please ask us the questions, rather than worrying about it. I may not have all the answers, but I will endeavour to find out for you!

Please bear in mind the guidance we receive may change once the children have returned to school, but rest assured we will always keep you informed.

Thank you for your continued support. Thank you also to our dedicated staff for preparing our school for our return to school.

Please note that the return to school date for all children is Thursday 3rd September. Nursery families, revised start dates were sent in a separate parentmail in July.

God Bless and stay safe

Puccio

Miss Puccio
Headteacher



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