

# ST MARGARET CLITHEROW ROMAN CATHOLIC PRIMARY SCHOOL

Monkswood Lane (off Monkswood Way) Stevenage Herts SG2 8QJ

Headteacher:  
Carmela Puccio BA (Hons)



Tel: 01438 352863  
Website: [www.clitherow.herts.sch.uk](http://www.clitherow.herts.sch.uk)  
Email: [admin@clitherow.herts.sch.uk](mailto:admin@clitherow.herts.sch.uk)

Monday 13<sup>th</sup> July 2020

Dear Parents

I hope you are all keeping safe and well. Welcome to the new Nursery and Reception families that will be joining us in September, we look forward to working with you and your children.

As mentioned in my previous update, we were awaiting further guidance from the Government regarding September reopening for all children. We have spent time over the last week or so working on our risk assessment and putting plans in place. The plans have now been formally approved by our Governing Body. Government regulations regarding school attendance have changed and from September, it will be mandatory for all children (unless they have been advised by consultants to continue to shield) to attend school. In September, teachers will continue to teach a broad and balanced curriculum and lessons may be modified to address any gaps in learning.

I do apologise, but it is going to be another lengthy letter! I also am sorry for how the points below may come across. We are truly looking forward to welcoming back all of our children in September but to do so we need to make some changes. We would love to catch up with all of you on the playground after this long period of separation, but sadly that will not be possible. There will be a time where we will come together as a community and we will mark this period somehow. Some of the information below may sound harsh and to the point, however, it is important for me to get the details across to you clearly. Our community is special to us and we want to keep everyone as safe as we can.

I have attached the updated school risk assessment to this parentmail, please note that it is a live document and changes regularly, daily in fact! However, I thought it would be useful for you to see the detail of our planning for the return of our children.

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

## **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.



Jesus lives in us, our families, our school, our Church, our world. Jesus is our guide, let us follow Him  
At St Margaret Clitherow School we are committed to Safeguarding Children

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.

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](mailto: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.

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's 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 Dairylea 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.
- 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 will undergo 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 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.
- 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 are still awaiting confirmation to find out if we will receive fruit deliveries for Nursery – Year 2. Please be prepared to send your child into school with labelled fruit snack.
- It's highly likely that after school clubs will 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 guidance is that adults and children are not required to wear PPE in Primary Schools, unless 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 gloves, an apron and depending on the situation, a mask.



Jesus lives in us, our families, our school, our Church, our world. Jesus is our guide, let us follow Him  
At St Margaret Clitherow School we are committed to Safeguarding Children

**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. I have updated the powerpoint we sent out earlier this term and attached it to this parentmail, you may wish to share it with your child. Initially, the curriculum will be adapted to focus on wellbeing and easing the children back into school.

I am in school until Friday should you need to speak to me about anything – please do call the school or email [admin@clitherow.herts.sch.uk](mailto:admin@clitherow.herts.sch.uk) with any questions you may have about the return to school. Please ask me the questions, rather than worrying about it. I may not have all the answers, but I will endeavour to find out for you! I apologise once again for the length of this letter but I wanted you to have detailed information about your child's return to school.

Please bear in mind the guidance we receive may change over the holidays, 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 3<sup>rd</sup> September. Nursery families, revised start dates will follow in a separate parentmail.

God Bless and stay safe

*Puccio*

Miss Puccio  
Headteacher



Jesus lives in us, our families, our school, our Church, our world. Jesus is our guide, let us follow Him  
At St Margaret Clitherow School we are committed to Safeguarding Children