



St Margaret Clitherow
Primary & Nursery Catholic Voluntary Academy
Mildenhall Crescent, Bestwood Park,
Nottingham NG5 5RS



28th May 2020

Dear Parents

Key Workers Children – from 1st June

We shall assume if you are reading this letter that you have already decided or are considering sending your child back to school next Tuesday 2nd June.

We would like to thank you for your trust in us in these uncertain times. We fully appreciate the gravity of the situation, and can assure you that extensive planning and risk assessments have been undertaken in order to start the process of getting back to school.

Attendance figures will not be affected at this time.

The plans we have put in place follow the guidelines produced by the government and Our Lady of Lourdes Multi Academy Trust.

Before coming to school

Please ensure that your child has been to the toilet to try and reduce the number of times that he/ she needs to go in school.

Nothing but a water bottle and sun cream (both named) should be brought into school. No other personal belongings should be brought into school. Please do not send a reading book into school.

Drop off and Pick-up

To facilitate socially distanced drop-off and pick-up times, we have organised the following:

Morning Start time for Key Workers children is 8.45 a.m.

Parents and children to use the one-way system:

- Going **on to the field using the double gates from the car park.**
- Children to **line up in their designated line on the field, opposite the Year 1 and Year 2 classrooms using social distancing markings.**
- A member of staff will collect the children – they will go into the classrooms using the fire doors.
- **Parents to leave following the one-way system** – follow the path passed the Y1 & Y2 classrooms, through the gate onto the car park.
- No parent may enter the school building.

Please arrive punctually and wait with your child, stand in a safe but socially distanced location. Arriving on time is very important in preventing an excess number of people in the area at any one time.

Your child will be working in the school hall.

The staff throughout the week are Mr Dixon, Mrs Loughran and Claire.

Home Time is 3.00 p.m.

Parents to use the one-way system:

- Going **on to the field using the double gates from the car park.**
- Parents to **wait on the field opposite the Year 1 and Year 2 classrooms using social distancing markings.**
- A member of staff will send your child out to you.
- **Parents and children to leave following the one-way system** – follow the path passed the Y1 & Y2 classrooms, through the gate onto the car park.

Additional Guidance Notes

Unfortunately, no parents will be able to come into the school buildings currently, even the school office (unless by prior appointment). All communications with the school office or teachers should be done via telephone or e-mail. We will update you if there are any changes to this.

Arrival, drop-off and pick-up

We have already detailed the one-way system that will be in place during drop-off and pick-up.

- Please do not stay and talk to or socialise with other parents and do not congregate outside of the school gates, on the playground or any other designated drop-off or pick-up areas. We need to consider the safety of every member of our school community.
- Only one parent may accompany their child to school to reduce the amount of adults on site
- The routes into the school will be clearly signposted and there will be signage to support you with keeping a 2 metre distance. Please follow this at all times.
- If you have to bring a sibling with you to drop and collect your child, the sibling must remain with you and by your side at all times.

Please be on time for your allocated slot to support the smooth running of the drop-off and pick-up as much as possible.

It is not recommended that we take the children's temperatures on their arrival to school but we do ask you ensure that your child is fit and well before you proceed to bring them to school each day. This supports us to ensure the school is kept as safe and as hygienic as possible. If your child displays any symptoms of COVID – 19, he/she/they and the family must get tested. You will have priority testing. Please inform the school in the first instance about the outcome, as if they test positive, the remaining pupils and staff for their group will need to self-isolate for 14 days. This includes all family members as well. Please do not give children 'calpol' as it may mask Covid-19 symptoms - if your child has a temperature they must stay at home.

Life In and Around School

Whilst we will endeavour to continue known routines at St. Margaret Clitherow during the COVID-19 pandemic, it is necessary for children to behave differently when returning to school and there are a number of new systems.

- There will be a one-way system for pupils walking around school.
- Different groups / bubbles will NOT be able to socialise with each other.
- Outdoor areas will be 'zoned' so that each group / bubble will have their designated area within which to play.
- Children will have their lunch separately but within their group / bubble.

Classrooms will be set up so that desks are separated and the school will be following the 'Protective Measures Guidance' as set out by the Department for Education.

- Classes will contain no more than 15 pupils.
- There will be NO mixing with other pupils outside their groups.
- There will be NO group or partner work.
- There will not be any soft toys or furnishings in the classroom.
- Pupils will be required to wash/sanitise their hands before they enter the classroom, during toileting, before break, after break, before lunch, after lunch as well as before the end of the day as well as other times deemed necessary during the day.
- Lunch times and break times will be staggered to support social distancing.
- The school will have a cleaning schedule in place.
- There will be an additional cleaner in the middle of the day.
- Door handles will be wiped on a regular basis throughout the day.
- All classrooms will be provided with their own steamer, disinfectant, cloths, wipes and hand sanitiser.
- Only one pupil can use the toilet at a time.

The catering service will provide a cold lunch (grab bag) and pupils will be socially distanced at lunchtime. We recommend that all children have a school lunch unless they have allergies.

Children should wear school uniform where possible and should change their clothes daily as per government guidelines to parents which indicates COVID-19 can remain on clothes/fabrics and should be washed regularly.

We greatly appreciate your patience in what has so far been an incredibly challenging operation to try and return to school as safely as we can.

Finally we wish to thank you for your patience, co-operation and support during these difficult times and extend our very best wishes to you all.

Love and God bless

Miss C Reilly, Miss S Sweeney and all the staff