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Monday 3<sup>rd</sup> August 2020

Dear parents/carers,

### RE: School September 2020 Reopening – Further information

Following my previous letter to you, dated 13<sup>th</sup> July, I am now able to provide you with further information regarding the arrangements for the safe and full opening of our school in September 2020. The guidance provided by the Department of Education sets out the practices and procedures all schools should follow to enable the safest possible return of all pupils. I am conscious that a return to school is vital for our children's education and wellbeing. However, I am also mindful that a cautious approach to this should be followed to ensure that the health and safety of our school community remains the number one priority. With this in mind, risk assessments have been reviewed and remain robust, and all school planning and actions have taken into account Public Health England 'system of controls'. These essential measures include:

- A requirement that pupils and staff who are ill stay at home
- Robust hand and respiratory hygiene
- Enhanced cleaning arrangements
- Active engagement with NHS Test and Trace
- Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

Throughout the summer term, St Mary Magdalen's provided schooling for our vulnerable pupils and those pupils whose parents were deemed to be key workers. We also welcomed back pupils from Reception, Year 1 and Year 6. During this time the school operated rigorous hygiene practices and adhered strictly to social distancing rules wherever possible. The children were exemplary throughout and were very compliant with new rules and practices put in place. As you can appreciate, the number of pupils on site will significantly increase in September, so we have revised our systems on a wider scale. Although we cannot create a totally risk-free environment, we are confident that by adhering to the controls outlined above, we can minimise any risk whilst providing a full educational offer.

In order to provide you with further information, and to help ease the transition back to school, our guidance document for staff, parents, pupils and visitors has been revised and should be read in conjunction with this letter.

### Key Phase Bubbles

Following government guidance, we will be grouping the children into four 'Key Phase Bubbles' from September. The groupings will consist of the following - EYFS Bubble (45 pupils); KS1 Bubble (90 pupils); Lower



KS2 bubble (90 pupils); Upper KS2 bubble (90 pupils). Each bubble will have separate allocated times for breaks and lunchtimes and will not mix, wherever possible, with any other bubble group. We will limit movement around the school site and aim to keep all Key Phase Bubbles in their designated learning areas as far as possible. There will also be staggered end of school times to reduce the gathering of parents and pupils on site at any one time.

### Cleaning and Hygiene

We will continue to provide enhanced cleaning from September as outlined in our school guidance document.

### School Equipment/Uniform

Pupils should wear school uniform (including coat) on their return to school. Guidance on school uniforms can be found on our school website. All school equipment will be provided, therefore, pupils should not bring pencil cases or other equipment into school. Pupils will only be allowed to bring into school a packed lunch, water bottle, PE kit and an official school book bag. PE kits should be placed in a school drawstring bag.

### Drop off and Pick up times

Pupils will be allowed into school from 8:40am with pupil registration taking place at 9:00am. This will provide a 20-minute staggered entry period into school. EYFS and KS1 pupils should enter school via the KS1 gate and KS2 pupils should enter school via the main school gate. All pupils will be greeted into school by a member of staff and should make their own way to class. Can I ask that parents adhere to social distancing, wherever possible, and not congregate at the school gate to avoid unnecessary congestion.

There will be staggered end of school times with allocated pick up points. These are outlined below:

End of School Arrangements			
<b>EYFS</b>	The school day will finish at <b>3:10pm</b>	Reception door – garden area.	
<b>KS1 Years 1&amp;2</b>	The school day will finish at <b>3:15pm</b>	Redacre	Year 1 exit door – school yard
		Fleetrock	Lunchtime door – school yard
		Featherbed	Classroom door – school yard
<b>Lower KS2 Years 3&amp;4</b>	The school day will finish at <b>3:20pm</b>	Milbanke	Classroom exit door - rear
		Vane Tempest	KS2 exit door - side
		Byron	Classroom exit door - front
<b>Upper KS2 Years 5&amp;6</b>	The school day will finish at <b>3:30pm</b>	George Elmy	Classroom exit door - front
		Charles Stewart	Top building exit - front
		Elliot Gala	

### Parents on School Site

Could parents please ensure that they limit the time spent on the school site. To safeguard staff, as much as possible, can I also request that parents do not enter the school site to speak with their child’s teacher but communicate queries or concerns via telephone or email to the school office.

### School Lunches

There will be staggered lunchtimes operating from September. Pupils will have allocated lunchtimes consisting of 30minutes lunch plus 20-minutes play. Taylor Shaw, our lunchtime provider, will be offering a limited lunchtime menu which is available to view on our school website. School lunches will have a daily cost of £2.10 and should be paid for via our Parent Pay site. A school meal will be provided to those pupils who are entitled to



free school meals. If you are providing a packed lunch for your child, please follow the school's advice regarding the appropriate contents for a healthy packed lunch. This information can be found on our school website.

### Curriculum Delivery

We will continue to offer a broad and balanced curriculum as far as possible, and the quality of teaching and learning that takes place in the classroom will not be diminished. There will also be a teaching focus on core mathematical and English skills in the autumn term. This is to ensure that any gaps in basic knowledge and understanding are addressed and that pupils are able to confidently move forward with their learning. There will also be increased opportunities for pupils to engage in activities linked to promoting personal wellbeing and physical health.

### Breakfast Club / Tea Time Club

We will be operating our breakfast and afterschool provision from September. However, we must firstly ensure that all pupils are familiar with our school hygiene systems and expectations and therefore this provision will not be available for the first week of term. Breakfast Club and Tea Time Club will begin on the **week commencing 7<sup>th</sup> September**. EYFS pupils will only be able to take up this offer following the October half term break. If you would like your child to attend either our breakfast or Tea Time Club, please contact the school office.

### Illness

In the event of a pupil or adult falling ill with virus like symptoms, they will be isolated **immediately** and parents will be contacted. School will follow the procedures as set out in our guidance document for staff, parents, pupils and visitors.

The last few months have been difficult for everyone and I greatly appreciate your patience and support throughout this period. As we aim to return all of our pupils back to school and to some degree of normality we must all be mindful that the pandemic is still with us and that we must do all that we can to minimise the risk of further spread of this virus both inside and outside of school. We will continue to review our risk assessments in light of government updates and I will keep you updated as to any changes should they occur.

The staff at St Mary Magdalen's are looking forward to welcoming back all of our children in September and facing a new academic school year with positivity and excitement. Can I take this opportunity to thank you once again and I wish you all a safe and restful summer holiday.

Yours sincerely,



Mr. L.J. Duncan (Headteacher)

