



St Bartholomew's C of E Primary School  
Willowcroft, off Warwick Avenue, Quorn, Loughborough, LE12 8HQ.  
Telephone: (01509) 412250

9<sup>th</sup> July 2020

Dear Parents/Carers,

As you will be aware, we are preparing to open for all our pupils in the Autumn Term, in line with the government guidelines. We have had over 200 children in every day since 2<sup>nd</sup> June but are thrilled that we can have all our children back where they belong.

Things will look slightly different but St Bart's will continue to be the vibrant, positive and child centred school which it has always been.

Please find details about a school day will look, the safety measures that are in place, movement around the school, the curriculum and risk assessments for different scenarios.

We are very much looking forward to seeing all our children back in school.

We realise that you may well be anxious about sending your children back to school, given the awful consequences of COVID-19 for some people. We cannot guarantee that there is no risk, but we will do our very best to keep everyone safe while at school.

### **Protective Bubbles**

The Government has asked us to put groups of children together into class bubbles. We will no longer be referring to these as bubbles but as usual classes across school.

The classes will have at least 2 adults- a teacher and one or more learning support assistants, depending on the needs, and these classes will not mix with other children. They will have their own classroom but are not expected to socially distance from children within that class. They will also have their own outdoor space and equipment, only to be used by those children and these are regularly sanitised throughout the day.

### **Dropping off and picking up your child**

You will be allocated a 15-minute window to arrive at school. You must keep to this time slot- the guidance states that social distancing between parents is vital and keeping to the time slot will help to keep you and the children safe. We would ask that you follow the instructions from staff on site, who will be out directing parents and children.

Only one adult can accompany their child(ren) to school in order to maintain social distancing within the school grounds.

You will need to take your child to the entrance point for their classroom. These details will come to you separately.

If your child cycles or scooters to school, please take the transport home with you, as we do not want children touching other cycles or scooters.



If you are late for your timeslot, you will be asked to return after all other children have entered the school.

Once your child enters the classroom, they will wash their hands.

At the end of the day you will collect your child from their classroom. You will be given a 15-minute time slot. If you are late, please contact the school office and they will advise you on where to pick up your child.

You will enter the playground by the entrance allocated to you. Please do NOT use a different entrance. We need people to stay separate and at a distance to be able to safely get over 500 children into school. Please be aware of adults and children around the Playgroup entrance too.

No parent will be allowed into the building without a booked appointment. There will be markings on the playground for parents to help to guide with the distancing. A member of staff will be standing at the classroom door to receive the child. We know that some children will be anxious about coming back to school and we will do our very best to welcome the children, mindful of their anxieties and yours.

Parents will then leave the school by the same entrance to avoid crowding. We acknowledge that this may be further than you would normally walk, but these are very challenging times and we need to keep everyone as safe as possible.

### **Equipment instructions**

Children can bring in school bags, PE kits and lunch boxes, a water bottle and a coat, a reading book and an empty pencil case to keep in school. We would encourage you to send a rigid plastic lunchbox in, as it is easier to clean. We will not be allowing children to bring in anything else from home such as cuddly toys or Show and Tell items.

Please ensure that your child has everything they need with them at the start of the school day. The school office will not be delivering items to class that are dropped off late.

If your child requires medication in school, please drop this off at the school office.

Please ensure your child(ren) always has a coat in school as there will be outdoor learning and windows open to provide ventilation in the classrooms.

If your child has long hair, then please make sure that it is tied back and stays in place.

No face to face communication will be possible between parents and individual teaching staff at pick-up or drop offs. If you wish to contact the teacher of your child(ren), this can be done by calling the school office or by email. There will be a number of senior staff on the playground at drop off and pick up times and you should talk to them at a safe distance.

If your child develops symptoms of COVID-19 during the school day, they will be kept in isolation in Quiet Room 2. We will immediately ring parents and you will be asked to pick your child up from this isolation room. A member of staff will direct you to the room. Please ensure that your contact details are up to date.

Children displaying symptoms of COVID-19 must isolate themselves at home for 7 days and others in their household for 14 days. You should access a test as soon as possible. If a member of staff or child in a bubble tests positive for COVID-19, the other children and staff need to isolate for 14 days.



All of our staff are fully employed within school, so if a member of staff becomes sick, the class will be closed and all children will be sent home.

Outside school, it is extremely important that you keep to social distancing measures. We understand that this is not possible in the case of siblings that are both in school but in different classes.

**The following points give information about how school will be run to keep everyone safe**

Classrooms will look a little different. The guidance states that at the end of each day, all items need to be thoroughly cleaned. All soft items have been removed to prevent the risk of infection, so some of the usual resources that children use in lessons will not be available. All equipment needs to stay within the class and needs to be easily cleaned.

Your child will be allocated a desk and all desks will be facing the front of the classroom during direct teaching time. They will work at this desk with their own set of equipment and this will be cleaned throughout the day.

Any shared resources will be cleaned regularly. Shared resources will be limited and restricted to those with hard surfaces, so that they can be easily cleaned. This includes computer equipment (both in the classroom and the Computing Suite) - these will be sanitised before and after use.

Corridors have clear arrows for direction and children will walk down the corridors keeping to the left and observing social distancing from other classes. They will always be accompanied by an adult. Children will be taken to the entrance of their allotted toilet and the adult will wait for them. Only one child will be allowed into the toilet at a time.

Corridor doors, normally closed, will be propped open to prevent the touching of handles. Similarly, outside doors to the classroom will be propped open to allow for air the flow in and out of the classrooms to reduce the risk of infection. The fire risk assessment has been amended to reflect this new practice.

In class, we will be reinforcing hand washing protocols, which were in place just prior to the lockdown in March. Work will be done on the 'catch it, bin it, kill it' as well as key hygiene messages designed to stop the spread of the disease within the school.

Our Behaviour Policy has been amended to take this unusual situation into account. You will be able to read this on the school's website under policies. We will be talking to the children about the amendments, once they are back in school.

Playtime will be staggered and will happen within your child's class. There will be no mixing of classes and these areas have been clearly defined. The play zones will be clearly marked with coloured cones or painted on the ground. We are very fortunate at St. Bart's to have lots of lovely outdoor spaces and we will maximise their use.

Each class will be in a classroom where they will be based throughout the day. The school kitchen will be open as usual and serving hot meals again. Lunches will be staggered, in classes, so that there are fewer children in the Hall at any one time and tables will all be sanitised between each class use. FS and KS1 will be allocated a time between 11.30am and 12.30pm and KS2 between 12.30pm and 1.30pm.



## The use of PPE

Some staff may have to wear PPE, including masks, gloves, aprons and visors. This is because they have to perform intimate care for certain children, or it may be that there is an accident that requires this. We fully appreciate that this may be unsettling for young children, and it would be worth talking to your child about this if you feel it is appropriate. Some staff may wear masks.

If there is unreasonable behaviour from your child, which includes deliberately spitting and coughing at others, staff will need to protect themselves by donning PPE and you will be asked to collect your child from school. This may result in an exclusion.

The government guidance states clearly that young children should not wear PPE, however, we feel that this is a parental decision. If you wish your child to wear a face mask or covering, please make sure that they have tried it out prior to coming into school, as staff will not be helping children to put these on.

## Learning

Learning is returning to our usual curriculum – Maths, English and a wide ranging provision of foundation subjects. There will be a heavy emphasis on well-being, resilience and coping with the challenging situation. We are anticipating that this will be a stressful time for children and some parents. We have invested in a new PSHE programme called Jigsaw which will help to support children at this time.

One of the strengths of the curriculum at St. Bart's during lockdown has been the on-line learning through Fronter. This will continue to happen when we are back in school so that in the event of another lockdown or a closure of a class, children can still access work at home.

## Cleaning

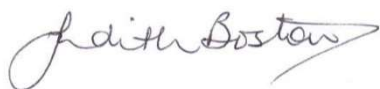
The school has an amended cleaning schedule to allow for cleaning throughout the day. There will be a cleaner on site at all times and our Premises Officers are on site before, during and after the school day, to ensure that the school is kept clean.

We are acutely aware that this is a change and that the content of this letter may potentially be unsettling for parents and children, particularly of those who have not been in school since March. Please be reassured that in class, we will have a heavy focus on well-being and making the day as normal as possible for your children.

We will, as always, Give Our Best for everyone in school during these challenging times.

Thank you once again for your on-going support.

Yours faithfully,



**Judith Boston**

**Headteacher**

