



# Chapel St Leonards Primary School

Tel: 01754 872429

email: [enquiries@chapel-cit.co.uk](mailto:enquiries@chapel-cit.co.uk)

22<sup>nd</sup> May 2020

Dear Parents/Carers,

I am writing to update you about the arrangements for the return to school for some children in Reception, Year 1 and Year 6 on Monday 1<sup>st</sup> June. We continue to be open for children of critical workers but as before only on days that they are working. Thank you for completing the online survey and forms to let us know that your child will be attending school.

As I am sure you can imagine the planning for our reopening to ensure that we operate fully in line with Government guidance and keep the children, staff and their families safe has taken a lot of work from all members of staff.

**This letter outlines all that you need to know – it is very long – but it is very important that you read and understand it as this will help keep everyone safe. Staff will not hesitate to remind you if you do not follow the guidance below.**

## Timings of the school day and drop off and pick up arrangements

Group	Drop off	Pick Up	Entry gate	Entry point
Critical Workers and Vulnerable Children	8.45am	3.15pm	Grey KS2 gate	Year 3 classroom door
Reception	9.30am	2.30pm	Green KS1 gate	KS1 door
Year 1	9.00am	3.00pm	Green KS1 gate	KS1 door
Year 6	9.15am	2.45pm	Grey KS2 gate	Year 6 Classroom door

- When waiting for gates to open parents should remain at least 2 metres from each other – markings will be provided.
- Only one parent or carer is allowed to accompany the child to the 2 metre point at their classroom door.
- There will be a 'one way' system in operation for the Reception and Year 1 drop off and pick up (enter through green gate, exit through grey gate)
- Messages to staff will be passed verbally, at a 2 metre distance or through the School Office via a phone call.
- There will be boxes to drop dinner menus, reply slips and letters into for the office on the route into the classrooms.
- If your child arrives after the 15 minute slot has been completed they will not be allowed into school for the day. The only entrance the children can use are through the external doors.
- The School Office is closed without prior appointment and is only for staff entry and exit.

## Groups

- Children work in a small group of no more than 15 children throughout the day with at least two adults (this may change as more children return to school)
- The children will work independently not in pairs or small groups.
- The groups will be in separate classrooms and will not go into other rooms
- The groups will have their own toilets.



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- There are sinks used as handwashing points in all classrooms and children will follow a strict handwashing routine that will be taught by their teachers.
- The groups of children will NOT MIX at any point during the day they will not be able to play together or mix they will stay in their group.
- Where a child is sent home with symptoms we will inform all of the parents of children in the group and will then confirm if the test result is positive or negative.
- If a child becomes ill and a confirmed case of COVID 19 is diagnosed the whole group including the adult will go home to isolate for 14 days
- Classrooms and toilets will be cleaned at regular intervals during the school day.
- Children will be reminded about the need to wash their hands and 'catch it, kill it and bin it' when coughing or sneezing

## **School Dinners**

- Hot School Meals will be provided for all children in Reception and Year 1 and all children eligible for Free School Meals in Year 6.
- On Monday 1<sup>st</sup> June the menu is Spaghetti Bolognese or Sweetcorn Fritters and a hot meal has been booked for all children attending.
- Menus will be issued on Monday 1<sup>st</sup> June for return on Tuesday 2<sup>nd</sup> June for the rest of the week please drop in to boxes on the morning of Tuesday 2<sup>nd</sup> June.
- Packed lunches can be brought from home but we would encourage a hot school meal as this will reduce the number of bags entering the school from outside/home thus reducing the risk of contamination.

## **Equipment and belongings**

- Children do not need to bring anything with them other than their coat, water bottle and lunch box if they are having a packed lunch
- No reading books will be sent home as we cannot have these returned into classrooms
- Please do not return the work your child has been completing at home into school as again we must reduce the number of 'outside' objects entering the school.
- Children will have their own, school provided, equipment which will be placed in their personal tray. There will no sharing of resources, small toys or intricate objects will not be used in lessons as these take time to be cleaned effectively.
- Water bottles will be sent home with the children each day they should be washed and returned filled each day.
- We have the facility to refill bottles during the school day but there is no access to cups or beakers in school for children to drink from other than at lunchtime. You must provide a bottle for other times.

## **Uniform**

- As we are returning to school we would like the children to wear their uniform.
- We understand some of the children during the period of closure may have grown out of their uniform so would ask you provide clothes 'as close as possible' to school uniform.
- We do not want extreme clothing (eg bright colours or football shirts).
- We have been informed by the government that children's clothes should be washed before they wear them again in school



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- This may cause a problem for some families although the weather at this time of year should make it possible to wash and dry clothes between school days if this is done promptly.
- Where it is not possible for children's uniform to be washed between days we encourage clothes 'as close as possible' to uniform.
- If your child repeatedly attends school in the same clothing that has not been washed then we will make telephone contact with you. We do not want to have to refuse a school place if school uniform is not washed.

## **Travelling to and from school**

- The current government guidance regarding social distancing should be adhered to on the way to school (only contact with one person outside your family and 2 metre distance maintained)
- If you are travelling on public transport to get to school you should follow government guidance and wear a face covering
- Please depart from the school site and proximity as quickly as possible at the start and end of the school day to allow everyone to feel as safe as possible.

## **What to do if you, your child or someone in your family becomes ill, has symptoms or has a confirmed case of COVID 19?**

If you, your child or any member of your household is displaying symptoms related to COVID 19 they you must not enter the school site. You must inform the school as soon as you are aware of any cases in your family as we need to be able to make decisions about the opening and closing of groups.

Thank you for taking the time to read and understand this letter I am sure you are aware how important much of the content is to keep all of the children, staff and their families safe at this time.

I hope you have a peaceful half term and we look forward to welcoming some of the children back to school on Monday 1<sup>st</sup> June 2020.

Yours sincerely,

Graham Almond  
Headteacher