



# Our Lady Catholic Primary School

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*Headteacher:* Mr. R. Curry

*Deputy Headteacher:* Mr. D. Abrahams

Monday 1<sup>st</sup> March, 2021

Dear Parents and Carers,

Firstly, I hope that this letter finds you well at the end of what has been another very strange period of time. As you will know, all primary schools in England will open to all children on **Monday 8<sup>th</sup> March** and we could not be happier about this decision. We are delighted that we are able to welcome back all of our children – the school has been so empty without them! As part of our ongoing preparations, we have taken into consideration the Government guidance and have created a revised Risk Assessment, which will be uploaded onto the school website very shortly. This letter will hopefully help you to understand our plans, as well as provide reassurance about the processes and strategies that we are putting in place to make the return a safe and positive experience for everyone.

I thought it might be most useful to present the key features of our updated procedures in this letter:

## **KEY PROCEDURES FOR RE-OPENING OF SCHOOL:**

- With regards to the organisation of the school day, it will be very similar to that of the autumn term with attendance at school compulsory.
- We will continue to operate the class bubble system, with staggered drop off/pick up times and staggered, separate break/lunch times. Bubbles will be formed as follows: Nursery/Reception, Year 1/Year 2, Year 3/Year 4 and Year 5/Year 6.
- There will be no change to the drop off and pick up times and arrangements that were in place in the autumn term (see table below).
- ***Please do not arrive early to collect your child as this increases congestion around the school gates. Children must also arrive at their designated times to avoid mixing bubbles.***
- ***Only one adult per child is to accompany the children to and from school.***

| Class | Drop off time | Pick up time | Drop off/pick up |
|-------|---------------|--------------|------------------|
| YN    | 8.45am        | 11.55pm      | Infant gate      |
| YR    | 8.45am        | 3.00pm       | Infant gate      |
| Y1    | 8.40am        | 3.00pm       | Infant gate      |
| Y2    | 8.40am        | 3.00pm       | Infant gate      |
| Y3    | 8.40am        | 3.00pm       | Junior gate      |
| Y4    | 8.40am        | 3.00pm       | Junior gate      |
| Y5    | 8.50am        | 3.15pm       | Junior gate      |
| Y6    | 8.50am        | 3.15pm       | Junior gate      |

- The arrangements for pick up and drop off of siblings will be the same as before.
- All adults who drop off/pick up from the school gate are required to wear a face covering while on school grounds and to observe social distancing guidelines, maintaining a safe distance from each other and other children. If you are exempt from wearing face coverings (as per government guidance) please maintain at least 2m distance from others. Please also leave the school site as soon as possible to reduce congestion.
- School uniform and school shoes must be worn, except on your child's PE days when they should come to school in their PE kits and trainers.
- Children should only bring the essentials to school with them: lunch box and water bottle, coat, a bag (only if necessary). All other items (pens, pencils etc) will be provided for their own individual use in class and must remain in school. Water bottles will be essential as water fountains will not be in service.
- Breakfast Club will resume on 8<sup>th</sup> March and operate as normal from 7.45am to 8.50am. You can book a place for your child online via Schoolcomms in the usual way.
- There will be no after school activities, swimming or library visits at least until after the Easter holidays. This will be reviewed at the end of this term and you will be updated accordingly.
- Children who have school dinners will continue to receive hot meals each day.
- Current advice is that primary school children do not need to wear face coverings in school. However, if you wish for your child to wear a mask, they must be able to do so safely.
- We will continue to prompt children to wash their hands thoroughly or use hand sanitiser at key points throughout the school day. Many children brought small bottles of hand sanitiser in to school last term for their own use and I would highly recommend this for all children now. We will remind them during the school day and would ask that you too impress upon them the importance of using their hand sanitiser frequently and washing their hands throughout the day. There will be additional hand washing stations in every classroom.
- We will encourage good respiratory hygiene by promoting the 'Catch it, Bin it, Kill it' approach by throwing any used tissues in a bin and washing hands.
- Child-friendly information posters about Coronavirus infection control measures will be prominently displayed around the school.
- Social distancing signs will also be in place around the school grounds and in the classrooms.
- We will be undertaking additional cleaning of the school premises and increased disinfection measures will be in place during the school day (including when any equipment is used).
- Staff will wear PPE for first aid care.
- Staff will support pupils with a strong focus on health and mental well-being in line with our Catholic Ethos.
- Parents/carers and any other visitors will not be allowed to enter the school building unless it is considered to be essential and a prior appointment has been made. All communications will be made by either telephoning or emailing the school office. Alternatively, you can knock on the window of the office at pick up and drop off times and a member of staff will be happy to help you.

### **IF A CHILD OR ADULT DEVELOPS COVID-19 SYMPTOMS:**

We will continue to follow the guidance if anyone becomes unwell with a new continuous cough or high temperature. We ask that parents are vigilant in informing us if your child or member of your household develops symptoms of Covid-19. If it is the case that your child becomes unwell at school, we will telephone parents to collect their children from school and book a test.

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

Staff and children **must not come into school if they have symptoms**, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5. Staff and parents must inform the school immediately of the results of the test:

- **If the test is negative**, if they feel well and no longer have symptoms similar to Coronavirus, they can stop self-isolating.
- **If test is positive**, they should follow the “stay at home” guidance for households with possible confirmed Coronavirus infections and **must self-isolate for at least 10 days** from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense or smell/taste. If they still have a high temperature they should keep self-isolating until their temperature returns to normal. **Other members of their household should continue to self-isolate for full 14 days.**

To help us prepare for the safe re-opening of our school, we will be working as a staff team on Friday to ensure that our risk assessments and procedures are all in place and ready to go for the following Monday. Therefore, the remote learning offer on Friday 5<sup>th</sup> March will not involve any live teacher feedback or live teaching. This will allow our teachers to dedicate their time to ensuring that the classrooms are fully ‘Covid-secure’ for the following week. We thank you for your understanding with this. I am sure that you will agree that the systems that we had in place prior to the January lockdown were effective and well established. With this in mind, the Governing Body and I are satisfied that the approach we are taking is in the best interests of the community we serve, and we will continue to proceed cautiously.

### **PARENT/CARER SURVEY ON REMOTE LEARNING:**



Obviously, we dearly pray that this is the last lockdown that we have experienced – but this will not stop us continually trying to improve our education offer to our children. Remote learning will still be offered to any child who is self-isolating due to Covid-19. As such, we would love to gain as much feedback as possible from our school community about the home learning that was provided in this lockdown. We would be extremely grateful if you could complete the following parent survey about what you think worked well and what could be improved, by clicking on the following link:

<https://forms.office.com/Pages/ResponsePage.aspx?id=Vt2cHzjX0km0UEdJX9ix5oObm q3CfFFLhPPJsMoXUFtUN0FGOFdBVDdaQ1hWMVFXTTE3T1M1WjY1TC4u>

We would really appreciate it if this could be completed by **Friday 12<sup>th</sup> March** at the latest. Thank you for your continued support.

As much as we have developed our online provision, nothing beats having the children in school together. We eagerly look forward to welcoming the children back to our school and we will work our hardest to help them settle back into the Our Lady way of life! We have all missed the children greatly and we will do our best to make the return to school a very positive and exciting experience. As a staff team, we really could not be prouder of our school community and the way in which you, as parents and carers, have stepped up to the challenges that this national lockdown has brought. You have worked so incredibly hard to support your children, manage your home, keep on working and embrace the remote learning opportunities that have been provided – while managing to stay calm and focussed all at once. A huge well done to you!

If you have any questions about any information presented in this letter, please do not hesitate to get in touch via the school office ([admin@ourladys527.herts.sch.uk](mailto:admin@ourladys527.herts.sch.uk)).

As ever, I thank you most sincerely for your ongoing care and support. We are all so looking forward to seeing everyone next Monday.

With best wishes,

Richard Curry

