



# Our Lady Catholic Primary School

Woodhall Lane, Welwyn Garden City

Hertfordshire AL7 3TF

Tel: (01707 324408)

Email: [admin@ourladys527.herts.sch.uk](mailto:admin@ourladys527.herts.sch.uk)

Website: [www.ourladys527.herts.sch.uk](http://www.ourladys527.herts.sch.uk)

Headteacher: Mr. R. Curry

Deputy Headteacher: Mr. D. Abrahams

Thursday 28<sup>th</sup> May, 2020

Dear Parents/Carers,

## Re: Re-Opening of Our Lady Catholic Primary School

Following my letter last week, I am writing to you with our proposed plan and processes to open on the 1<sup>st</sup> of June, following confirmation from the Government this evening. School is opening only to the children in Nursery, Reception, Year 1 and Year 6. We are also continuing to provide for children of key workers. Staff at school are so keen to see your amazing children, as it has been the longest time apart known to education for decades and the greatest desire we all share is for our children to get back into school. However, we all know that this cannot take place at any price, and that the health and safety of everybody concerned in opening our schools is paramount. This has been at the heart of the decisions myself and the governors have made.

We have made a comprehensive and thorough risk assessment that fits the context of our school. We are re-opening the school in a carefully considered way, which will be phased and allow us the time to monitor and manage all the health and safety requirements before increasing the number of children. It has to be noted that any of these will be subject to change once we have returned, as a result of daily reflection and evaluation. This timetable will be reviewed each week, reflecting on our practice in school and in relation to new advice and is, therefore, subject to change. We will let you know immediately, should there be any changes.

The table below summarises the plan to re-open:

	Year 6	Year 1	Reception	Nursery
<b>Week 1</b> Monday 1 <sup>st</sup> June <b>NO CHILDREN IN ON MONDAY. ONLY KEY WORKER CHILDREN IN ON FRIDAY</b>	Children in on Tuesday 2 <sup>nd</sup> to Thursday 4 <sup>th</sup>  <b>Y6 (Group 1):</b> 8.40am – 3.00pm  <b>Y6 (Group 2):</b> 8.50am – 3.10pm	Year 1 children will remain at home in Week 1	Children in on Wednesday 3 <sup>rd</sup> to Thursday 4 <sup>th</sup>  <b>Rec (Group 1):</b> 8.50am – 2.50pm  <b>Rec (Group 2):</b> 9.00am – 3.00pm	Nursery children will remain at home in Week 1

	Year 6	Year 1	Reception	Nursery
<b>Week 2</b> Monday 8 <sup>th</sup> June <b>NO CHILDREN  IN ON FRIDAY  (except pre-  booked key  worker  groups)</b>	Children in on Monday 8 <sup>th</sup> to Thursday 11 <sup>th</sup>  <b>Y6 (Group 1):</b> 8.40am – 3.00pm  <b>Y6 (Group 2):</b> 8.50am – 3.10pm	Children in on Monday 8 <sup>th</sup> to Thursday 11 <sup>th</sup>  <b>Year 1:</b> 9.00am – 2.45pm	Children in on Monday 8 <sup>th</sup> to Thursday 11 <sup>th</sup>  <b>Rec (Group 1):</b> 8.50am – 2.50pm  <b>Rec (Group 2):</b> 9.00am – 3.00pm	Nursery children will remain at home in Week 2
<b>Week 3</b> Monday 15 <sup>th</sup> June <b>NO CHILDREN  IN ON FRIDAY  (except pre-  booked key  worker  groups)</b>	Children in on Monday 15 <sup>th</sup> to Thursday 18 <sup>th</sup>  <b>Y6 (Group 1):</b> 8.40am – 3.00pm  <b>Y6 (Group 2)</b> 8.50am – 3.10pm	Children in on Monday 15 <sup>th</sup> to Thursday 18 <sup>th</sup>  <b>Year 1:</b> 9.00am – 2.45pm	Children in on Monday 15 <sup>th</sup> to Thursday 18 <sup>th</sup>  <b>Rec (Group 1):</b> 8.50am – 2.50pm  <b>Rec (Group 2):</b> 9.00am – 3.00pm	Children in on Monday 15 <sup>th</sup> to Thursday 18 <sup>th</sup>  <b>Nursery:</b> 9.10am – 12.00pm

**NB: The school will not be open on Fridays to allow for deep cleaning of the classrooms and planning and preparation time for teachers.**

**There will be no Breakfast or After School clubs as it is not safe to cross bubbles from one to another.**

Please do not be late as our staggered system will enable greater social distancing. If you are late and the gates are closed, please bring your child to the school office and a member of staff will accompany them to their class on an individual basis. Parents will not be permitted to enter the school building.

Following the guidance from the government, we will not have any class sizes above 15 children (13 in Early Years) which means that we will be running split classes for Year 6 and our Reception classes. Initial numbers suggest we will not need to split the Year 1 or Nursery classes. The provision for each class will differ based on careful planning and will take the form described below:

#### **Year 6:**

- Provision for Year 6 will begin on **Tuesday 2<sup>nd</sup> June.**
- One half of the class will be taught in the Year 6 classroom with Mrs Wilson and Mrs Hobbs. The other half of the class will be taught in the Year 4 classroom with Mrs Valentine and Mrs Hill.
- Parents will be texted on Monday 1<sup>st</sup> June to let you know which group your child will be in. The children from these two halves will be picked on a number of factors and cannot be changed - due to the proposed isolated 'bubble' approach.
- Children will be dropped off in the usual place (at the pedestrian entrance of the junior playground). Group 1 will be dropped off at 8.40am and Group 2 at 8.50am.
- Socially distancing markers will be set up and children and parents must stand 2m apart. A staff member will welcome the children in one at a time. Children will walk to

the upper junior playground and enter the classrooms straight away via exterior classroom door.

- Children will be collected from the pedestrian entrance of the junior playground. Group 1 will be collected at 3.00pm and Group 2 at 3.10pm.
- The children will not mix with the other half of their class at any point throughout the day and will isolate with their designated teacher and teaching assistant.
- The children will have their lunch outside (weather dependent). If there is inclement weather, the children will eat their lunches in their designated classrooms.
- Children will be spaced apart within the classroom, but as acknowledged by the Department for Education, full social distancing within school is not possible, so we cannot guarantee that the children will stay a full two metres away from each other through the whole day.

### **Year 1:**

- Provision for Year 1 will begin on **Monday 8<sup>th</sup> June.**
- Based on numbers from the parent survey last week, we propose to teach the Year 1 children as one group in the larger Year 2 classroom. This can also be used as an opportunity to prepare for transition to Year 2 in September.
- The class will be taught by Mrs Weaver and Mrs Green.
- Children will also be dropped off at the pedestrian entrance of the junior playground (as they are using the Year 2 classroom) at 9.00am.
- Socially distancing markers will be set up and children and parents must stand 2m apart. Mrs Weaver will welcome the children in one at a time. Children will walk up the pathway and immediately enter the Year 2 classroom via the playground door by the Year 2 classroom.
- Children will be collected from the pedestrian entrance of the junior playground at 2.45pm. Once again, socially distancing measures will apply.
- If numbers of returning pupils increases, the children will be split into two separate 'bubbles' and the second group will be taught in the Year 3 classroom. The children from these two halves will be picked on a number of factors and cannot be changed - due to the proposed isolated 'bubble' approach
- The children will not mix with the other half of their class at any point throughout the day and will isolate with their designated teacher and teaching assistant.
- The children will have their lunch outside (weather dependent). If there is inclement weather, the children will eat their lunches in their designated classrooms.
- Children will be spaced apart within the classroom, but as acknowledged by the Department for Education, full social distancing within school is not possible, so we cannot guarantee that the children will stay a full two metres away from each other through the whole day.

### **Reception:**

- Provision for Reception will begin on **Wednesday 3<sup>rd</sup> June.**
- The children in Reception will be split into two halves and will work across both the Reception and the larger Year 1 classroom (as well as the outdoor area), split into two groups.
- Parents will be texted on Monday 1<sup>st</sup> June to let you know which group your child will be in. The children from these two halves will be picked on a number of factors and cannot be changed - due to the proposed isolated 'bubble' approach. This should help you prepare your child for the proposed return.
- Socially distancing markers will be set up by the pedestrian gate and children and parents must stand 2m apart.

- Children will be dropped off by the parents at the entrance of the infant playground – where they will be welcomed by one of the EYFS team. Group 1 will be dropped off at 8.50am and Group 2 at 9.00am.
- They will be welcomed in one at a time (via a queuing system) and they will be directed towards the gate for the EYFS playground. Children will immediately enter the classroom via the exterior door where a member of staff will be waiting for them. Parents/carers will be required to leave the school premises via a one way system, walking past the school office and leaving via the car park gate. Markers will be set out to help you with this.
- One group of Reception children will work with Mrs Ferrin and Mrs O'Donnell and the other group will work with Mrs Bunnage and Mrs Hill. The children from these two halves will be picked on a number of factors and cannot be changed - due to the proposed isolated 'bubble' approach.
- The children will not mix with the other half of their class at any point throughout the day and will isolate with their teacher and teaching assistant.
- The children will have their lunch outside (weather dependent). If there is inclement weather, the children will eat their lunches in their designated classrooms.
- Children will be spaced apart within the classroom, but as acknowledged by the Department for Education, full social distancing within school is not possible, so we cannot guarantee that the children will stay a full two metres away from each other through the whole day.

#### **Nursery:**

- Provision for Nursery will begin on **Monday 15<sup>th</sup> June.**
- Based on numbers from the parent survey last week, we propose to teach the Nursery children as one group in the Nursery classroom and the creative area (as well as the outdoor area).
- The staffing will consist of Mrs Sweet and Mrs Staniforth.
- Socially distancing markers will be set up by the pedestrian gate and children and parents must stand 2m apart.
- Children will be dropped off by the parents at the entrance of the infant playground at 9.10am from Monday 15<sup>th</sup> June – where they will be welcomed by one of the Nursery team. They will be welcomed in one at a time (via a queuing system) and they will be directed towards the gate for the EYFS playground. They will immediately enter the Nursery classroom via the exterior door where a member of staff will be waiting for them.
- The children will not mix with the other half of their class at any point throughout the day and will isolate with their teachers
- The children will be collected from the infant playground gate. Once again, socially distancing measures will apply and parents will be required to leave the premises via the one way system (leaving via the school car park).

#### **Key Worker Children:**

- Key worker provision will re-commence on **Tuesday 2<sup>nd</sup> June.**
- **Attendance for key worker children must be booked in advance. This booking needs to be done via email/telephone with the school office by 3pm on the Friday of the previous week. Children who are not booked in will not be able to attend in order for us to maintain the safety of all of our children.**
- The children will be based in the Year 5 classroom and will be taught by Miss Pearce, Mrs Lee, Miss Gorman and Ms. Moore-Shields.

- They will enter the school via the main entrance to the school office at 8.40am (coming up from the main school pedestrian entrance). They will be welcomed by one of the designated staff members for their group by the front door of the school office. This is also where they will be collected from at 3.15pm. Once again, socially distancing measures will apply and parents will be required to leave the premises via the one way system (leaving via the school car park).
- The children will have their lunch either in their designated classroom, or outside (weather dependent) - school will not be able to provide hot dinners, but will provide a packed lunch for children who are paying for school dinners - children can bring a suitable packed lunch from home

If your child is in Years 2, 3, 4 or 5, they should remain at home until further recommendations from the Government (unless they are key worker children). Home learning will still be provided to these pupils (and also to any pupils in the EYFS, Year 1 and Year 6 who choose not to attend school). When the children are in school from Monday to Thursday, they will complete the same work as their home-learning peers under the supervision of a teacher or teaching assistant - with social distancing rules being adhered to, to the very best of our ability. In addition, we will, of course, have a strong focus on supporting the children's wellbeing and mental health as they make the transition from home to school.

Pupils attending school will be working in naturally ventilated classrooms. Where weather permits, work may also be completed outside. Our aim is to provide a 'thrive curriculum' which focuses on every child's wellbeing and aims to reduce anxiety, stress and cognitive overload. It is important to note that our focus will not primarily be on catching up but, rather, on emotional wellbeing.

Children in Reception and Year 1 are still eligible for Universal free school meals. In addition to this, lunch will be provided free of charge to children in Year 6. Part of our re-opening plan involves children and adults eating their lunch outside as much possible. Children will be offered a hot or cold packed lunch option each day. I have attached a sample menu for your reference. If you would like your child to bring in their own packed lunch, please let the school office know in advance.

The children will need to attend school **in their own clothes**. They need to bring a labelled water bottle and lunch bag/coat (if required). No other items are allowed into school and equally, nothing will be brought home from school except for these items. This is to reduce cross-contamination.

We really need **your support** to make this phased re-opening work. Please do not gather to chat at drop off or pick up times, as this increases the risk to and children all other adults. You must leave the premises immediately after you have dropped off your child. If you have a message for the teacher, please contact the school office via email or telephone and the message can be passed on. The school office itself will be closed at the time of drop off so please do not try and enter the school building.

Please find attached a list of Frequently Asked Questions, which draws upon questions posed by parents during our recent survey. I am aware that parents will need to make their own decisions in relation to whether children return or not this term. You know your circumstances best and there is no pressure placed upon your decision one way or the other. There are no plans to follow up non-attendance with fines.

**It is now important for us to finalise the number of children attending school. Later on this evening, we will be sending all parents/carers of children in Nursery, Reception, Y1 and Y6 another parent survey to confirm whether you will be taking up a place with us**

**at in June. At this point, we will need to have a firm decision and, as such, the choice will simply be 'Yes' or 'No'. We would ask you to please complete the survey (even if you completed the previous one). Please complete the survey by 10pm Sunday 31<sup>st</sup> May.**

**If you intend to send your child in as a key worker, you are required to email the office to request a place.**

I appreciate that this may not be easy for many and some aspects will be inconvenient to some working parents. However, we are working to government and Public Health England guidance to ensure the safety of children, staff and families and this cannot be compromised by convenience. Clearly this a very difficult time for everyone, but it is very important that we are confident that everyone, both children and staff are safe when they come into school. We are focussed on making our school as safe as it possibly can be. We have missed our children and families very much and we look forward to seeing you all again. Please note that we will be reviewing the risk on a regular basis and may have to change our plans at very short notice. I know there is a huge amount of information presented in this letter – but if there is something that you feel we have missed, please do get in touch via the school office and we will do our best to get back to you.

Thank you for all that you are doing to support the education of your child(ren). There will be many pressures upon you as you make this difficult decision and rest assured that your unique circumstances and decision making remains at the heart of my prayers. Please continue to take care of yourselves and I hope that in the near future we can have a more normal feel to school.

Best wishes,

Richard Curry



## **Frequently Asked Questions and Answers**

### **1. How will our children be kept apart from others during the school day?**

We all, including the Government, realise that keeping young children apart is very difficult. What we will do is work with children in smaller groups, which they will stay in all the time to prevent mixing and cross contamination.

- Children will be in groups of no more than 15 in each classroom - probably less;
- Where there are desks, these will be moved apart to allow 2 metres between each child's chair;
- Children and staff will stay within their 'group bubble' all day.
- Drop off, pick up, playtimes and lunchtimes will be at different times so that mixing of groups doesn't happen;
- Clear modelling by all adults in school;
- Use of visuals e.g. posters to remind children about socially distancing.

### **2. How will you keep everything clean?**

- Cleaning will happen every day, focusing on those things that have been touched / played with during the day;
- On Friday, deep- cleaning will be completed in preparation for the following week;
- Things that are difficult to clean (such as soft toys and cushions) will be removed from the classrooms;
- Children and adults will wash their hands with soap on arriving at school and at key points during the school day;
- Extra stocks of soap and sanitisers have been bought in;
- Each classroom has a sanitation kit;
- Children will each be given their own pencils, pens and paper in a plastic wallet so that they do not have to share these with other children. These will remain at school.

### **3. Will my child have lunch in school?**

- Lunches will be provided in school. This will consist of a hot or cold packed lunch option. This will be a free lunch for all pupils in EYFS, Year 1 and Year 6.
- The children can have packed lunches from home (clearly labelled with name in a disposable bag);
- They will eat in their 'group bubble' on the school field/in the classroom (dependent on weather);
- Water bottles can be brought in if they clearly labelled with the child's name.

### **4. Will my child have their own teacher in their group?**

- Working in smaller groups will mean that not all children will be with their own teacher;
- Some teachers may not be able to be in school because they need to isolate at home;
- All groups will have a designated adult leading their group and, we will make every effort to ensure there is a familiar adult working with each group.

## **5. What if my child or someone else in my child's group is sick?**

- They will be moved into an isolation area within school and immediate collection will be arranged (pupil);
- Siblings within the school will also be collected;
- If it is a member of staff, they will immediately go home;
- All other pupils in the group will be moved to a new area of the school where they will wash their hands and continue with their day at school;
- Areas occupied will be thoroughly cleaned and disinfected;
- Equipment used by the affected person will be placed in quarantine;
- If the other pupil belongings are in the classroom (drink bottle etc), these will also be placed in quarantine for 7 days;
- The ill person and family must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed or a negative Covid test has been confirmed;
- If a positive Covid test is confirmed, all pupil and staff associated with that group will be required to isolate for 14 days.

## **6. Will I be penalised for keeping my child at home?**

- No, not at all. We totally understand and will respect any decisions that are made regarding attendance.

## **7. Will there be any trips out of school or assemblies/ plays within school?**

- There will not be out of school trips or assemblies/plays in school for the foreseeable future;
- We will carefully plan how Year 6 children can celebrate the end of their primary school journey, since we do want to recognise that this is an important time for them. Further information will be given nearer the time.

## **8. Will staff or children wear masks?**

- Under Government guidance, masks/face coverings are not required to be worn.
- However, we recognise that people may choose to wear masks as a personal preference. A child must be able to fully use one without compromising their health and safety.
- For specific situations, such as dealing with sick children and intimate care, the school has purchased masks, gloves and aprons, which will be used.

## **10. What happens for my child, if they are not in one of the year groups starting back at school?**

- Home learning will continue in the way it is now;
- The Government have said that it is their ambition that all children will be back in school before the end of the school year. This may not be possible but we await further advice. We will continue to keep you updated.