



ARCHDIOCESE OF BIRMINGHAM
**ST. GREGORY'S
CATHOLIC PRIMARY SCHOOL**

Part of the St Catherine of Siena Academy



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15th July 2020

Dear parents and carers,

St Gregory's Catholic Primary – Full Reopening September 2020

I write to provide you with more information on the return to school for all of our pupils from Wednesday 2nd September (Monday 7th September for Reception and Pre-School). We greatly look forward to welcoming your children back to school at this point and I hope that this letter provides you with the necessary information to help us to do so safely and effectively. The safety measures detailed in this letter will ensure that we are not risking the physical or mental health of any of our children, families or staff thereby allowing us to reopen fully in September. We therefore ask for your support, understanding and continued patience whilst these measures are implemented and adapted as appropriate. It may be necessary to make some small changes to some of these measures once they have been implemented, but any amendments will always be communicated to you with as much notice as possible.

As communicated in the SCOS MAC letter you received alongside this one, on their return to school, all children will be placed into class 'bubbles' according to their year group. These bubbles of 30 children will have their own classroom, a designated toilet area and a member of teaching staff – details of which have already been shared with you. To allow us to effectively manage the running of the school day these bubbles will be grouped into Key Stage phases and these phase group bubbles will enter and leave school at the same time, as well as taking breaks at the same time during the school day. The children will however be encouraged not to spend a prolonged period of time with children from other year group bubbles and the playground will be zoned accordingly to allow this to happen.

The Phase bubbles, which will allow us to only have two staggered pick up and drop off times each day, are as follows:

EYFS: Reception and Pre-School

Key Stage 1: Year 1 and Year 2

Lower Key Stage 2: Year 3S and Year 3B

Upper Key Stage 2: Year 4, Year 5 and Year 6



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These phase bubbles will also allow us to have staggered break times and lunch times in school without the need for nine separate morning, afternoon and lunchtime breaks.

The additional risks that we have considered and safety measures that we have put in place as a school are contained in an in-depth risk assessment document that is now available to view on the school website at:

<https://www.st-gregorys.sandwell.sch.uk/pdfs/homelearning/riskassessment-sept.pdf>

Some of the most important measures that you need to be aware of as parents are detailed below. Please read all aspects of this letter carefully before the return to school in September:

Drop off and Collection arrangements

- Only **one** parent to accompany children onto school site
- Staggered **drop off** times for all children detailed below:

<u>Time</u>	<u>Year Groups</u>	<u>Playground/Entrance</u>
8.45am	Years 4, 5 and 6	Large Playground/Park Rd
8.45am	Year 3B & Year 3S	EYFS Playground/Wigorn Rd
8.55am	Year 1 & Year 2	Large Playground/Park Rd
8.55am	Reception & Pre-School	EYFS Playground/Wigorn Rd

* Both driveways for entry and exit of school site have been split in half and marked with arrows for direction of travel.

ALL CHILDREN WILL NEED TO WASH THEIR HANDS THOROUGHLY FOR 20 SECONDS ON ARRIVAL IN SCHOOL AND WILL BE ASKED TO DO SO REGULARLY THROUGHOUT THE DAY.

- Staggered **collection times** for all children detailed below:

<u>Time</u>	<u>Year Groups</u>	<u>Playground/Entrance</u>
3.15pm	Reception & Pre-School	EYFS Playground/Wigorn Rd
3.15pm	Year 1 & Year 2	Large Playground/Park Rd
3.25pm	Year 3B & Year 3S	EYFS Playground/Wigorn Rd
3.25pm	Years 4, 5 and 6	Large Playground/Park Rd

*Children attending After School Club will be taken into the school hall at the end of the day to join the Wraparound Staff.



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Individual Class Arrangements

Reception and Pre-School

- Drop Off - 8.55am – Please wait in the EYFS playground and observe social distancing whilst waiting for the EYFS doors to open. Staff will then welcome your children into the EYFS classrooms.
- Collection - 3.15pm – Please form a socially distanced queue in the EYFS playground and your children will be dismissed in the order of the parental queue. Please leave the school grounds quickly after collecting your children.

*Staff will be on hand every day during the first week to guide you in where to stand at morning drop off and for afternoon collection.

Year 1

- Drop Off - 8.55am – Queue up outside and enter through Year 1 classroom door - Clear signage will be displayed for where to line up and which entrance to enter through. Please observe social distancing whilst waiting for the Year 1 doors to open. Staff will then welcome your children into the Year 1 classroom.
- Collection - 3.15pm – Please form a socially distanced queue in the Large Playground outside the Year 1 doors. Your children will be dismissed in the order of the parental queue. Please leave the school grounds quickly after collecting your children.

*Staff will be on hand every day during the first week to guide you in where to stand at morning drop off and for afternoon collection.

Year 2

- Drop Off - 8.55am – Queue up outside and enter through Year 2 classroom door - Clear signage will be displayed for where to line up and which entrance to enter through. Please observe social distancing whilst waiting for the Year 2 doors to open. Staff will then welcome your children into the Year 2 classroom.
- Collection - 3.15pm – Please form a socially distanced queue in the Large Playground outside the Year 2 doors. Your children will be dismissed in the order of the parental queue. Please leave the school grounds quickly after collecting your children.

*Staff will be on hand every day during the first week to guide you in where to stand at morning drop off and for afternoon collection.

Year 3S and Year 3B

- Drop Off - 8.45am – Please wait in the EYFS playground (Wigorn Road entrance) and observe social distancing whilst waiting for the Key Stage 2 doors to open. Staff will then guide and welcome your children into the Year 3 classrooms.
- Collection - 3.25pm – Please form a socially distanced queue in the EYFS playground and your children will be dismissed from the KS2 doors in the order of the parental queue. Please leave the school grounds quickly after collecting your children.

*Staff will be on hand every day during the first week to guide you in where to stand at morning drop off and for afternoon collection.



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Year 4

- Drop Off - 8.45am – Queue up behind Year 4 sign in large playground - Clear signage will be displayed for where to line up and which entrance to enter through. Please observe social distancing whilst waiting for the school doors to open. Staff will then welcome your children into the building and direct them to the Year 4 classroom.
- Collection - 3.25pm – Please form a socially distanced queue in the Large Playground behind the Year 4 sign. Your children will be dismissed in the order of the parental queue. Please leave the school grounds quickly after collecting your children.

*Staff will be on hand every day during the first week to guide you in where to stand at morning drop off and for afternoon collection.

Year 5

- Drop Off - 8.45am – Queue up behind Year 5 sign in large playground - Clear signage will be displayed for where to line up and which entrance to enter through. Please observe social distancing whilst waiting for the school doors to open. Staff will then welcome your children into the building and direct them to the Year 5 classroom.
- Collection - 3.25pm – Please form a socially distanced queue in the Large Playground behind the Year 5 sign. Your children will be dismissed in the order of the parental queue. Please leave the school grounds quickly after collecting your children.

*Staff will be on hand every day during the first week to guide you in where to stand at morning drop off and for afternoon collection.

Year 6

- Drop Off - 8.45am – Queue up behind Year 6 sign in large playground - Clear signage will be displayed for where to line up and which entrance to enter through. Please observe social distancing whilst waiting for the school doors to open. Staff will then welcome your children into the building and direct them to the Year 6 classroom.
- Collection - 3.25pm – Please form a socially distanced queue in the Large Playground behind the Year 6 sign. Your children will be dismissed in the order of the parental queue. Please leave the school grounds quickly after collecting your children.

*Staff will be on hand every day during the first week to guide you in where to stand at morning drop off and for afternoon collection.

Important - If you have children in more than one year group we ask that you bring them to school and collect them from school at the earlier of the two times (8.45am and 3.15pm). They will enter school and be dismissed with their siblings and school will organise this during the first week back. If arriving earlier than the rest of their year group they will be taken to their classroom where they will complete a welcome activity with their class teacher or a member of support staff. This minimises the crossing of bubbles and will allow us to keep traffic on the school site to a minimum.



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- Please also endeavour to maintain 1+ metre social distancing when arriving and departing school.
- Please do not arrive early or stay on or around the school site after dropping off children. Please observe social distancing guidelines and do not gather at school gates or near Park Road or Wigorn Road entrances.

Other important safety measures to be aware of include:

Start and end of the new school day:

- There will be no face to face meetings with parents unless arranged by appointment - the school office will be able to take phone calls and answer emails.
- Parents will be asked to observe social distancing and not gather in groups at the gate or anywhere on or around the school grounds.
- Pupils will enter and exit through a specified door **and will wash their hands as soon as they arrive and regularly throughout the school day.**
- Pupils will not take work or equipment home and will not bring anything into school other than a lunch box, water bottle, reading book & diary.

Uniform – Children are expected to wear full school uniform to school each day apart from their PE day on which they will wear their PE kit to school – Summer uniform is permitted until the end of October.

P.E Kit – On days that children take part in P.E they will be asked to wear their PE kit to school for the day (Red shorts, white t-shirt, school jumper or cardigan and trainers/pumps. On colder days, children can wear black or navy blue jogging bottoms instead of shorts). No PE lessons will take place in the first week back and PE days will then be communicated with parents for the second week of term.

School Dinners

Free School Meals and KS1 Universal Free School Meals children – If your child is a Free School Meal child or is in EYFS or KS1 they are entitled to a free school lunch which would be in the form of a 'Grab Bag Packed Lunch' from the school canteen (Sandwiches, fruit, drink and biscuit/snack). If you would rather send your child in with their own packed lunch you are welcome to do so. EYFS, KS1 and FSM children should still bring their own filled water bottle each day which needs to be taken home at the end of each day.

During the first half of the autumn term all children will have a packed lunch, either prepared at school or brought in from home. If using Dolce for school dinners you will still be able to order online to select fillings, bread, wraps etc.

Some classes will eat in the hall and some classes will eat in their classrooms to help us manage social distancing throughout the autumn term.



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Children's Belongings

We ask that during the first part of the autumn term children only bring the following items to school with them until further notice:

- One School Bag containing:
 - Lunch Box (if not having a school lunch)
 - Filled water bottle (to be taken home at the end of each day)
 - Reading book and reading diary – kept in school bag
- Coat – Clearly labelled with child's name

Please also ensure that water bottles, lunch boxes and all items of clothing, in particular jumpers, cardigans and coats, are clearly marked with your child's name.

During the school day:

- A one-way system will be introduced to support safe movement around the school site.
- Children and staff will have the facility to wash and sanitise their hands regularly.
- Classrooms and all areas used will be cleaned more regularly and lidded bins emptied frequently.
- Staff will remind pupils about hygiene routines, handwashing & not touching their faces & mouths. We will also continue to reinforce the 'catch it, bin it, kill it' message.
- Children will work with the same equipment each day which will be kept in school.
- Lunch and play times will be staggered.
- Children will be allowed outside for fresh air and physical exercise but will not mix between phase group 'bubbles'.
- Staff will manage and monitor children's toilet visits so social distancing is maintained.
- Pupils and staff will not be expected to wear facemasks.
- Staff dealing with First Aid matters will wear PPE and this will be provided by school.
- Where possible, doors will be left open to avoid contact with handles and aid ventilation of classrooms.
- Where possible, windows will be left open to improve ventilation.



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Before and After-School Club

Wraparound Provision will continue to run as before, during the autumn term. Children will enter and exit through the front office and join phase bubbles in the school hall or playground when the weather permits. The playground and school hall will be zoned to allow this to happen effectively.

Illness and Symptoms

As previously stated, **if your child is ill or has any coronavirus symptoms, they should NOT attend school.**

Symptoms include:

- a high temperature – this means you feel hot to touch on your chest or back
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours
- loss or change to your sense of smell or taste.

If your child displays symptoms when they are in school, they will be isolated and you will be called and asked to collect your child immediately. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms. Therefore, you should then apply for your child and anyone living with you to be tested. If your child has been sent home after displaying symptoms of Coronavirus, they will not be allowed to return to school until you have provided evidence of a negative test result.

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/>

Please be aware that if a child who has been attending school tests positive for COVID-19, all other children and any staff members within that class bubble will be asked to go home and self-isolate for 14 days.

Thank you for taking the time to read this letter and do please contact school directly if you have any queries relating to any of this guidance. I will send this letter out again in the final week of the school holidays and it will also be available to view on the school website.

I close this letter by asking that you please don't worry about the return to school over the coming weeks. We will do all that we can to ensure that all the children settle in well and are fully supported in their transition back to fulltime schooling. Their mental health, safety and wellbeing will be our first and only priority during the first weeks of term and we very much look forward to seeing all of your wonderful children back at St Gregory's in September.

Best wishes and God bless,



Mr T Boodell
Principal



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