



Scotforth St Paul's C of E Primary & Nursery School

"Let faith be your shield"

Scotforth St Paul's Primary and Nursery School
Scotforth Road
Lancaster
LA1 4SE
Tel: 01524 65379
Head Teacher: Mrs A. Aylott
e-mail: head@scotforth-st-pauls.lancs.sch.uk
website: www.scotforth-st-pauls.lancs.sch.uk

15/07/2020

Dear Reception Parents and Carers,

It's unfortunate that we haven't been able to have the usual induction meeting and sessions in school but we are very much looking forward to welcoming your child into school on Wednesday 2nd September. This letter sets out the arrangements you will need to know in readiness for their time in school, including measures that will help limit the risk of coronavirus transmitting within our setting.

Your child will be in the **Reception** "Bubble" according to the following arrangements:

The teacher in charge of their class bubble will be: Mrs Browne

Their morning drop-off time is: **9:00 am** at the **Reception classroom outside door**.

The entrance/exit is: through the **main gate** on Scotforth Road. You should **leave** via the back **Nursery gate** down the alley off Chatsworth Road.

What your child should bring to school

- They should be wearing full school uniform including black school shoes, NOT trainers.
- Coat (which will be kept in their locker)
- Water bottle, which should go home at the end of the day
- Lunchbox containing healthy playtime snack and packed lunch if not having a school dinner. Hot lunches will be available to order as usual.
- PE kit. This will remain in school for the half- term and then be sent home to be washed before being brought back after the holidays

Please do not send your child with any other bags, toys or equipment.

If your child requires sun-cream, it must be applied before coming to school. If your child would need a second application, they must be able to apply it themselves. They should bring a sun-hat/cap on any sunny September days.

Morning drop-off

A one-way system will be in operation:

- 1) Please **enter** through the **main gate** on Scotforth Road. If your child has older siblings please check their drop off time as you may have to drop them on the yard first. Please note that there will be no adult available to supervise older siblings on the yard so please do not send them through the gate until the correct time. We ask that only one adult accompanies your child, to minimise congestion on the school premises.
- 2) Drop your child off at the **designated time**. You need to line up inside the EYFS playground so that access to the main school playground is not blocked. Please try and line up leaving 1 metre plus between you and the next family and wear a mask.
- 3) Please do not arrive any earlier or later, as there will be no staff available to supervise any children who arrive before their allotted arrival time. Also, with 230+ children and accompanying adults, it is vital everyone sticks to the correct staggered times to help keep it safe for all. **Please note that Before and After school club is running again from September, should you need childcare before/after school.**
- 4) You should **leave** via the back **Nursery gate** down the alley off Chatsworth Road.



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Afternoon collection

Again a one-way system will be in operation:

- 1) Please enter school through the **Nursery back gate**. Again, you need to line up inside the EYFS playground so that access to the main school playground is not blocked. Please try and line up leaving 1 metre plus between you and the next family and wear a mask.
- 2) Please then **leave** through the **Reception gate** (taking responsibility for social distancing yourselves) and exit via the main pedestrian gate, avoiding spending any unnecessary time on the yard. A member of staff from your child's bubble will send your child out to you at the end of the day.

For the first week, from **Wednesday 2nd to Tuesday 8th September** your child should be collected at **1:15pm** from the **Reception classroom outside door**. This will give your child the opportunity to have lunch in school. From **Wednesday 9th September** your child should be collected at **3:15pm** from the Reception classroom outside door.

We have several measures in place designed to minimise the risk of infection from Covid-19 in school. We would appreciate it if you could discuss the importance of these with your child again before they come into school for the first time:

- Cleaning our hands more often than usual. We have developed routines to ensure children understand when and how to wash their hands, making sure they wash them thoroughly for at least 20 seconds using running water and soap, and dry them thoroughly, or use sanitiser ensuring that all parts of the hands are covered.
- Ensuring our children understand good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach and ensuring a good supply of tissues and bins throughout the setting.
- Implementing an enhanced cleaning schedule, ensuring surfaces touched by children and staff are cleaned regularly and throughout the day, including table-tops, door handles and wipe-able play equipment.
- Eating our lunches in 'bubbles.' Sanitising all lunch bags on entry to school. Children to bring a water bottle that goes home daily for sanitising.

There are a number of things parents and carers can do to help us make these arrangements effective, in addition to the points listed above concerning arrival and departure, and not bringing toys/bags to school.

- If your child has coronavirus symptoms they must not come into school. Please inform us as soon as possible and request a test for them. If a member of your household has any symptoms then please keep your child at home for 14 days (or until a negative test result is received) and inform school.
- If a child is unwell in school, we will contact you and ask you to immediately come to collect them. If they develop symptoms while at school, then they will be isolated in an area without other children, and will be looked after by a member of staff wearing PPE.
- **Anyone who develops symptoms of COVID-19, or whose household member develops symptoms, should immediately self-isolate.** Parent/Carer or staff member should **notify the school** of their absence by phone immediately. Child/staff member **should get tested via NHS UK or by contacting NHS 119** via telephone (This would also apply to any **parent or household member who develops symptoms.**)



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The **person with symptoms** should **isolate for at least 7 days** starting from the first day of their symptoms and rest of their household **isolates for 14 days**. You must follow the [stay at home](#) guidance for isolation advice for child/staff member and their households.

If a child or member of staff receives a positive test result, then the class bubble will be shut for at least 14 days. All **direct** and **close** contacts will be **excluded from school** and advised to **self-isolate for 14 days**.

We are looking forward to getting back and meeting all of the new children as well the children who are already here. You are welcome to email me over summer with any questions and I will get back to you. My email address is: p.browne@scotforth-st-pauls.lancs.sch.uk

Mrs Patricia Browne