



# 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  
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Head Teacher: Mrs A. Aylott  
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Dear Year 3 to be children and parents,

By this time (in a normal year) the children would have been up to the Year 3 classroom and we would have had time to talk about what happens in Year 3. Parents, you would have had the opportunity to do the same as well. Luckily, I have taught you already when you were in Year 1 so you already know me. I haven't changed too much! Miss Greene will be our teaching assistant in class.

There will be a few changes to school routines, but I will always aim for school and your new classroom to be a place to learn new things and to have fun in too. I will outline below some of the new arrangements for September. Due to Covid 19, we have to reduce the numbers of parents/children coming into contact with each other so the start and end of the day will be slightly different.

The morning drop-off time is 8.45 **am**

Their afternoon collection time is 3.00 **pm**

The entrance/exit is: Main Gate and then through The Creative Room

## 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.
- Colouring pencils, felt tips, safety scissors, rubber, enclosed sharpener. Please do not bring these in a pencil case as school will provide a clear bag for them to be kept in.

**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.

Reading will still be an important homework but will need to be completed differently. Your child will be given a reading record and books will be sent home. The reading record cannot come back and forth but parents should fill it in as usual and send it in at the end of a half term for teachers to check. The children will also be provided with a book to read in class. When books are finished they will be quarantined before returning to the bookshelves.

## Morning drop-off

A one-way system will be in operation:

- 1) Please enter school via the designated gate. We ask that only one adult accompanies your child, to minimise congestion on the school premises.
- 2) **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.**
- 3) Adults should then turn left into the staff car park and exit via the coned-off pathway.





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## Afternoon collection

Again a one-way system will be in operation:

- 1) Please enter school via the staff car park and walk up the coned-off pathway and onto the bottom yard.
- 2) Line up on your child's bubble line (indicated by the coloured cones). Please wear a face mask as a 2m distance will be difficult to maintain.
- 3) As you get to the front of the line, a member of staff from your child's bubble will send your child to the front of the line to meet you.
- 4) Please then walk down the playground with your child (taking responsibility for social distancing yourselves) and exit via the main pedestrian gate, **avoiding spending any unnecessary time on the yard.**

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 class (children can still order hot meals). The children's' lunch bags will be stored in their locker. Their bottles will be sanitised on entry and it will go home daily for sanitising.
- Floor markings will show the children where to stand to maintain social distancing when moving around school and queuing to get into school and for handwashing/toileting etc.

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**

- Please talk to your child before they return to school about how different it might be. Many of the rooms have had furniture removed or moved around so that the children from Y2 upwards are sitting at single desks or in rows as per government guidance.

That's a lot of information to digest but school has to be as safe as possible for everyone. I am looking forward to seeing you all in September.

Kind regards,

Mr Manning

