



# 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 Year 4 Parents and Carers,

We are very much looking forward to welcoming your child into school on Wednesday 2<sup>nd</sup> 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 Year 4 "Bubble" according to the following arrangements:

The teacher/s in charge of their class bubble will be: Mrs Belshire and Mrs Mayor

Their morning drop-off time is 9.00am

Their afternoon collection time is 3.15pm

The entrance/exit is: KS2 door

## 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
- Each child will be provided with a reading book that will stay in their tray to read in class. They will also be given a reading book to take home which when returned will be kept for 72 hours before being put back into circulation. A reading record will come home with each child this is to be kept at home for you to fill in.
- A food bag containing: coloured pencils, felt tip pens, rubber, enclosed pencil sharpener, safety scissors

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

If your child requires sun-cream, it must be applied before coming to school. 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 school via the main pedestrian gate. We ask that only one adult accompanies your child, to minimise congestion on the school premises.
- 2) Drop your child off at the top of the path at the **designated time**. They will enter the playground and line up in their bubble line (indicated by the coloured cones), from where they will be collected by a member of staff from their bubble. **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.**



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3) Adults should then turn left into the staff car park and exit via the coned-off pathway

## 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 it will be difficult to maintain the 2m social distance within the line.
- 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). Children to bring a water bottle that will be sanitised and will go home daily to be washed.
- 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.



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- **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**).

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.

We are looking forward to seeing all the children in September.

Mrs Belshire and Mrs Mayor