**SS John & Monica Catholic Primary School**



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22.05.20

**Return to School: Arrangements for drop off and collection of children – Rec/Y1/Y6**

Dear Parents,

Following the government’s announcement regarding the re-opening of schools, we have been preparing the school for the proposed return of some Reception, Y1 and Y6. (For those parents who have indicated that they wish to send their child/ren back to school)**.**

The Government will make the final decision on 28th May as to whether schools will re-open depending on whether the 5 tests to easing lockdown have been met.

Following government guidelines, we will be staggering both drop of and collection times for pupils in Reception, Year 1 and Year 6. The aim of this is to minimalise contact and help us to reduce risk for children, parents and staff. Below are the logistical implications of this, which we will need you to adhere to.

**Arrival**

Each year group will enter school through large double gates and the double doors by the hall. (Please note this is different to Rec class normal entry). We have staggered this, so we do not have a large mass gathering outside the school. The start time for each year group is as follows:

**Year 6:** 8.45am

**Year 1:** 9.00am

**Reception:** 9.15am

When dropping you child off in the morning please follow these steps:

* If waiting to enter school, **avoid contact with others**
* If you have no other option and need to wait outside school, queue on the right hand side of the school building, however **this should be avoided**
* Only arrive at your designated time and please **be prompt**
* At your designated time, enter through the car park gates, walk past the outdoor toilet block towards the hall
* Always **keep 2 metres apart** from others- to help do this we have put markings down on the floor
* Once on the school site, form a queue, again keeping 2 metres apart (staff will be on hand to direct you)
* Hand sanitiser will be on a table for the children to use **before** they enter school
* **One at a time** children will enter through the double doors by the school hall and wait in the hall to be escorted to a classroom
* After you have said goodbye, **do not congregate on the school premises** for any reason
* **Follow the signposted one way system** and exit through the main gate entrance going past the school library
* After exiting the school **respect others by keeping your distance**

**PLEASE PARK RESPECTFULLY. WE RECOMMEND THAT YOU PARK AWAY FROM SCHOOL AND WALK THE LAST 10 MINUTES.**

Click on the following link regarding safe travel to school: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

**Pick up**

All classes will be dismissed from the KS1 playground. Again, this will be staggered. The collection time for each year group is as follows:

**Reception:** 2:55 pm

**Year 1:** 3:05 pm

**Year 6:** 3:20 pm

**Please note school will close early each Wednesday for a deeper clean. The times for collection every Wednesday will be as follows:**

**Reception:** 11.45 am

**Year 1:** 12.00 pm

**Year 6:** 12.15 pm

When collecting your child follow these steps:

* Enter through the car park gates
* Follow the same path as you did for drop off past the outdoor toilet block and the hall
* Form a queue- again **keep 2 metres apart,** using the floor markings to guide you
* The children will be lined up on the KS1 playground. **You do not need to enter the playground**.
* Stand in your queue outside the Year 2 classroom
* **One at a time the children** will be dismissed by their teacher to you
* Meet them at the top of the stairs and walk around past the library again following a one way system
* Again, members of staff will be on hand to guide you

Things for you to consider:

* Please be respectful of others space. The government guidelines suggest that we should keep 2 metres apart from each other as this will help reduce the risk of contamination
* I know that this is tempting, but under **no circumstances should you congregate in groups to talk and catch up** (even if you are 2 metres apart).
* If your child can not stand in the line independently hold his/her hand to encourage him/her to do so sensibly
* Follow the one way system
* Be prompt both in the morning and afternoon
* Reception and Year 1 parents must accompany their children to the queue in the morning. After the first day, Year 6 will be able to do this on their own
* Make sure you are in the right queue for your child’s year group
* Talk to your child about how this will work before they arrive so they know what to expect
* Siblings who are also attending school that day will not be allowed to come into school at the same time and will have to wait for their designated year group time to enter the school building. This is also the same for collection. They are more than welcome to queue with you though.
* NB: A member of staff will not be able to talk to you at the end of the day. Please email the school if you have an issue/query

**Please DO NOT send your child to school if they or a member of their family has:**

* **a new continuous cough**
* **a high temperature**
* **a loss of, or change in, your normal sense of taste or smell (anosmia)**

**If anyone has any of the symptoms above, they should**[**self-isolate at home**](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)**.**

The school office will NOT be open to parents. If you need to communicate with the school office, please do so via phone 0121 464-5868 or email equiry@stjonmon.bham.sch.uk

We understand that this is a difficult time for everyone and anticipate some slight teething issues at first, but very much appreciate your cooperation in this. Thank you.

Yours sincerely,



Mrs. M. Elliott

Head Teacher