Tuesday 14th July 2020

Dear Parents/Carers,

I hope you and your families remain safe and well. Over the last week, since the government announced that the country is now in a safe position to fully reopen school, we are now in a position to share with you the plans for St. Clare’s for September.

**School will reopen fully for ALL Pupils on Thursday 3rd September.**

We understand that some of you and your children will be anxious about returning in September, after some months out of school. Please be reassured that we are taking exceptional measures to make our schools as safe as can be.

The government has stated that ‘*Given the improved position, the balance of risk is now overwhelmingly in favour of children returning to school. For the vast majority of children, the benefits of being back in school far outweigh the very low risk from CoronaVirus (COVID-19).’*However, if you feel that there is a significant medical reason and falls into the clinc for your child to not return to school in September please contact us to discuss this.

Firstly, in order to reduce numbers of adults and children entering and leaving the school site, we will have two staggered start and end times to the school day.  These will be as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Class Teacher | Class Name | School Start Time | School Finish Time | Entry/Exit Point |
| Mrs Barrie /  Mrs Drury | Nursery | 8:45am | 3:30pm | Class Door (Key Stage 1 building) |
| Miss McGarry/  Mrs Harrison | Reception (RH) | 9:00am | 3:15pm | Class Door (Key Stage 1 building) |
| Miss Coleman-Atherton | Reception (RC) | 8:45am | 3:00pm | Class Door (Key Stage 1 building) |
| Miss Sumner | Year 1 (1S) | 8:45am | 3:00pm | Class Door (Key Stage 1 building) |
| Miss Dodman | Year 1 (1D) | 9:00am | 3:15pm | Class Door (Key Stage 1 building) |
| Miss Sleigh | Year 2 (2S) | 8:45am | 3:00pm | Class Door (Key Stage 1 building) |
| Miss McDermott | Year 2 (2M) | 9:00am | 3:15pm | Class Door (Key Stage 1 building) |
| Miss Meadows | Year 3 (3M) | 9:00am | 3:15pm | Y3 Playground Entrance (Key Stage 2) |
| Mrs Salza | Year 3 (3S) | 8:45am | 3:00pm | Y3 Playground Entrance (Key Stage 2) |
| Mr Willis | Year 4 (4W) | 8:45am | 3:00pm | Entrance B Front Playground (Key Stage 2) |
| Miss Burns | Year 4 (4B) | 8:45am | 3:00pm | Entrance B Front Playground (Key Stage 2) |
| Mrs Lyons | Year 5 (5L) | 8:45am | 3:00pm | Entrance A Front Playground (Key Stage 2) |
| Mrs P. O’Keefe | Year 5 (5OK) | 9:00am | 3:15pm | Entrance B Front Playground (Key Stage 2) |
| Miss O’Hara | Year 5 (5OH) | 9:00am | 3:15pm | Entrance B Front Playground (Key Stage 2) |
| Miss Howard | Year 6 (6H) | 9:00am | 3:15pm | Entrance A Front Playground (Key Stage 2) |
| Miss Dinsmore | Year 6 (6D) | 9:00am | 3:15pm | Entrance A Front Playground (Key Stage 2) |
| Mr Flint | Year 6 (6F) | 9:00am | 3:15pm | Entrance A Front Playground (Key Stage 2) |

**I cannot stress enough the importance of arriving on time for dropping and picking up your child.  We have tried our best to minimise the staggered start and end to the school day so that it does not impact massively on parents who are collecting and dropping off multiple children.  However, if parents do not adhere to their times and regularly drop off or collect children late, these times will have to be changed to allow greater - lengthier intervals of time.**

In addition, we would ask:

1. Children are brought to school by one adult only.
2. Children should be with their parents at all times at their side.
3. Parents do not congregate on the playground or around the school areas.
4. Parents and children follow the directions that are given by staff at all times.

Each classroom will be set up to be ‘Covid Secure’. For Year 2 upwards this will mean that

* Desks are set up in rows with the children facing the front
* Children will have a set space where they will sit throughout the school day
* Children will keep their belongings (such as their coats / lunch) within their space
* There will be a one-way system around the school building
* It will be ensured that children are kept apart as far as possible outside of their year group, but it is recognised that within a ‘bubble’ children do not require to be socially distanced.
* Regular hand washing/sanitising routines will be in place.

**Breakfast Club Arrangements:**

**Breakfast club doors will open from 7:45am.  All pupils attending Breakfast Club must be in school no later than 8:30am.  Breakfast club will begin from Monday 7th September.**

Due to school having to keep year groups apart by at least 1M throughout the school day, this has affected the number of children we are able to accommodate in Breakfast Club and it will no longer be possible to book a place in breakfast Club on the day but will be required to book your places a week in advance (By each Thursday 8pm for the following week).  Places will be limited and once booked up, we will be unable to accommodate any more pupils.  **I would ask that unless a breakfast club place is needed you do not take a space, leaving it available for someone who needs it due to work or other commitments.**

All booked places will need to be paid for in advance.  Those spaces that remain unpaid will unfortunately not be secured and entry to school will not be permitted until your child’s start time.

Breakfast club will operate differently as a result of school restrictions.  All pupils in breakfast club must remain seated on their allocated table at all times unless they need the toilet.  An adult will ask your child what they would like for breakfast and serve this to your child.

**For the week Beginning the 7th September the booking form will open from the morning of Tuesday 1st September until 8pm on Thursday 3rd September.  Once fully booked the App will not allow you to book a session (same as After School clubs bookings).**

**Please note: There will be no breakfast club on Thursday 3rd September or Friday 4th September**

**After School Activities**:

Unfortunately, all afterschool clubs will be suspended until further notice.  If and when restrictions ease and we are able to offer afterschool clubs, we will be in touch.

**Out of School Tuition**:

Until we have all pupils back and settled, we will not be offering out of school tuition for any pupil.  This will be reassessed at half term.

**Pupil Reports:**

By now, you should have received your child’s/ children’s end of year reports.  If for any reason you did not receive this, please contact school or your child’s class teacher directly so this can be sent to you again.

**Well-being:**

We have now added some useful links and resources to our school website with information specifically around supporting pupils and their families during the COVID pandemic.  These include the following links:

Everybody Worries by Jon Burgerman <https://en.calameo.com/read/000777721945cfe5bb9cc?authid=Xu9pcOzU3TQx>

Smiling mind  - <https://app.smilingmind.com.au/>

Cosmic yoga - youtube - [www.youtube.com/user/CosmicKidsYoga](http://www.youtube.com/user/CosmicKidsYoga)

BBC Supermovers - [www.bbc.co.uk/teach/supermovers](http://www.bbc.co.uk/teach/supermovers)

Go Noodle - youtube [www.youtube.com/user/GoNoodleGames/featured](http://www.youtube.com/user/GoNoodleGames/featured)

Premier League Stars [www.plprimarystars.com](http://www.plprimarystars.com/)

**School Uniform:**

In September, all pupils will be required to wear full school uniform and black school shoes (Not Trainers).  We have a limited number of school jumpers and cardigans available to purchase from the school office.  To purchase, please ring the school office first on 0161 740 4993 to ensure that the size you require is in stock. Office staff will then explain how you should pay for the item you need using the Gateway App (no payments can be accepted at the school office), they will also arrange a time and date for you to collect the item/s. Please note that you will only be able to come to school during the hours of 10am and 2pm - this is to avoid any contact with pupils being dropped off or picked up from the school site.  Social distancing must be observed at all times.

Alternatively, you can purchase school uniform (including crested polo shirts) online at

[www.touchline-embroidery.co.uk](http://www.touchline-embroidery.co.uk/)     Password: stcl9165

**Please note that the school office will shut from Friday 17th July at 3:30pm for the summer break.**

**Reading Books:**

In Reception and KS1, every pupil who is of a reading level will be given 3 books each Friday.  These should be returned the following Friday and placed into a box at the classroom door. Where books are not returned regularly your child will be heard read daily in school but books will not be sent home.

In KS2, each pupil will receive 2/3 thinner books or 1 thicker book.  Once children have quizzed on their completed book, they will return them to a box that will be in class and choose a new book from the stock of books ready to be taken home that will be kept within their classroom.  Where books are not returned regularly, your child will be given opportunities to read daily in school but books will not be sent home.  Unfortunately, pupils will not have access to the school library until further notice.

**PE Arrangements:**

All pupils will have a PE slot which will be for outdoor PE only – this will begin in the week commencing 7th September 2020 (your child’s teacher will inform you in the week commencing 3rd September which day of the week is your child’s PE day). **On your child’s PE day, they will be able to come into school wearing their PE kit.** Until further notice, there will be no indoor PE.  Outdoor PE kit should consist of:

* Black leggings or jogging pants
* A long or short-sleeved white T-Shirt (and/or school jumper).
* Appropriate footwear. Not school shoes or pumps but trainers.

(NO FOOTBALL KITS OR BRIGHTLY COLOURED PE CLOTHING ALLOWED)

**Morning Snacks/Packed Lunch Arrangements:**

Toast will continue to be offered to all children for a small donation each week, paid through the school comms app.  Unfortunately, no other morning snack will be permitted in school from September.  Lunches will be served in the classrooms and not in the hall from September until further notice (except for children in Nursery and Reception who will still eat at the tables in the school hall).  If your child is on a school dinner Manchester Fayre have informed us that this will be a cold lunch initially but is being reviewed fortnightly and we will inform you as this information is updated or changes.  If you choose to provide a packed lunch for your child, then this must be brought into school in a disposable pack like the one in the link below:

<https://www.amazon.co.uk/Paper-Bag-Company-Carrier-Handles/dp/B06XDRP3MC/ref=sr_1_7?dchild=1&keywords=brown+paper+lunch+bags&qid=1594719037&sr=8-7>

All packaging will be disposed of at the end of lunchtime, so please do not send your child in with any food container.

**Water Access:**

All pupils will need to bring in their own water bottle, pre-filled, at home, with water.This will be taken home daily to be cleaned and re-filled.

**School Bags:**

Only essential items should be brought into school by pupils.  Where a child needs to bring in a bag, please ensure this is small enough to be put on the back of their chair, along with their coat.

**Travel to and from School:**

The safest way to travel to and from school is walking, cycling or by car and not by public transport.  If you do need to travel to school using public transport, please remember to:

1. Keep your distance when you travel, where possible.
2. Wash or sanitise your hands regularly.
3. Wear a face-covering throughout your journey.

[safer travel guidance for passengers](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers)

**You should not travel at all if you:**

Are experiencing any [coronavirus symptoms](https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/)

Are [self-isolating as a result of coronavirus symptoms or sharing a household or support bubble with somebody with symptoms](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)

Are [clinically extremely vulnerable](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19) and cannot shield during your journey

Have been advised by the [NHS test and trace service](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus) that you should self-isolate

If you have any symptoms of coronavirus you should self-isolate at home and [arrange to have a test to see if you have coronavirus](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/).

If anyone in your household has symptoms of coronavirus you should self-isolate.

If your child is in Year 5 or 6 and you would like them to be able to make their own way home from school please email the school office ([admin@st-clares.manchester.sch.uk](mailto:admin@st-clares.manchester.sch.uk)) to organise a school pass for your child.  Please state your child’s full name and class when ordering a school pass.

***Please Note: Children in Year 5 or 6 will not permitted to collect younger siblings from Key Stage 1 or EYFS.  Alternative arrangements must be made.***

I am sorry for the length of this communication but I wanted to ensure as much information was sent out before we closed for the summer break on Friday.

If you have any questions which have not yet been answered, please do not hesitate to contact either myself or a member of the office staff with your queries.

Thank you for your continued support and I hope you all have a lovely summer.  I look forward to seeing you all in September when we will welcome our new head teacher, Mrs Howe, to our school.

Yours faithfully

J.O’Keefe

Mrs J. O’Keefe

Head of School