

Thursday 4<sup>th</sup> June

Dear Parents/Carers

**THIS LETTER AND ARRANGMENTS ARE ONLY FOR THOSE CHILDREN WHO RESPONDED 'YES' ON THE SURVEY**

Thank you for your patience and understanding at this time. The logistics have been difficult to plan; I do appreciate your cooperation.

As the number of children requesting to return is manageable we have been able to allocate the children to their class teachers in their classrooms. However to accommodate this we can only offer part time. We have split the classes into two groups, A and B. Group A will attend school on Monday and Tuesday and group B on a Thursday and Friday. I have text you all with the groups.

**Procedures – Please read carefully**

We are staggering the times and locations of drop offs and pick ups and we are asking parents/carers not to access the site. We are coordinating the times with the key worker children and politely ask you not to congregate near school or other parents and carers. We ask only one parent/carer to attend. Please observe social distancing at all times.

This information is the same for both classes:

**Reception - 9.10am – 2.30pm**, drop off and collection from the main gates at the school main entrance visitors' car park. You will be met by school staff who will take the children into school. No parents or carers can enter the site.

**Year 1 – 9.20am – 2.45pm** drop off and collection from the children's entrance gate (next to the priest's house). You will be met by school staff who will take the children into school. No parents or carers can enter the site.

**Year 6 – 9.05am – 2.35pm** *Mrs Evans* class, drop off and collection from the children's entrance gate (next to the priest's house). *Mrs Jones* class, drop off and collection from the small gate at the back of the hall that leads into the staff car park. You will be met by school staff who will take the children into school. No parents or carers can enter the site.

We will be very active and outside as much as possible therefore children can wear PE kit/active wear every day. They do not need to wear uniform. We are asking that their clothes are washed overnight or they wear different clothes on day 2.

The children will not need any equipment (pencil cases etc) as everything will be provided. Reading books/homework cannot be sent home and the teachers will be following the 'Home Learning' resources for that week so you can pick up the work if you choose on the other days at home.

School will provide a packed lunch for the children who are on school dinners, we will not be preparing hot food to minimise movement around the site. Children in Reception or Year 1 receive a free dinner; children in Year 6 who have school lunches can continue to pay for one or bring in their own (see survey). The children will need to bring a refillable water bottle into school (labelled) and their packed lunch. Therefore they will not need a large school bag – the only items needed will be lunch and a drink.

We have carried out a thorough risk assessment of the site and the school day will be different for the children, however we will endeavour to make it as 'normal' as possible. The risk assessment is available on the school website, <https://www.st-hughlincoln.trafford.sch.uk/parents/carers/letters> but I would like to pick out some key points here:

- We will encourage social distancing at all times, providing verbal and signed reminders. However we cannot 100% guarantee the children will not have contact. It is virtually impossible for small children particularly not to touch each other
- The children will not mix with other year groups and all breaks/lunches will be staggered, however on a site with one corridor there may be times when contact cannot be avoided but it will be carefully monitored and managed
- If your child or any of your household display symptoms of COVID 19 the child and family must follow guidance, self-isolate and be tested
- Parents must do everything they can to ensure children are not mixing socially outside of school. They must observe the same social distancing principles as adults, as far as possible
- We will not be accepting visitors to the school site; if this is unavoidable please wait at the main gates and telephone the office on 0161 912 2906
- Staff will only wear PPE in the event of toilet/first aid accidents or if a child is ill. The PPE will include a full face mask and visor

**Start Dates:**

Reception Group A	Monday and Tuesday 15 <sup>th</sup> and 16 <sup>th</sup> June 9.10am
Reception Group B	Thursday and Friday 18 <sup>th</sup> and 19 <sup>th</sup> June 9.10am
Year 1 Group A	Monday and Tuesday 15 <sup>th</sup> and 16 <sup>th</sup> June 9.20am

Year 1 Group B                      Thursday and Friday 18<sup>th</sup> and 19<sup>th</sup> June 9.20am

Year 6 Group A                      Monday and Tuesday 15<sup>th</sup> and 16<sup>th</sup> June 9.05am

Year 6 Group B                      Thursday and Friday 11<sup>th</sup> and 12<sup>th</sup> June 9.05am

As ever we will make a success of this situation and whilst the risk assessment, procedures and content of this letter appear very formal we are still the same.

We will welcome your children with smiles, love and reassurance. We will ensure they are happy and as safe as can be. We want to see them; we want them back it just has to be safely and within what seems like a million pieces of legislation. I have tried to cover all eventualities however rest assured something will happen that we have not planned for. Dialogue at this time is crucial. Please contact us with any questions/concerns or comments.

Please complete the survey here <https://www.surveymonkey.co.uk/r/LBGQ8B7>  
Your child cannot return until this is complete. Please note as the logistics have been difficult to plan the arrangements cannot be changed.

Thank you as ever for your continued support and cooperation.

M Mountcastle