

St Saviour's C of E Academy



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Principal: Miss Lynn Davis

"Believe, Grow, Achieve with Christ"

15th July, 2020

Dear Parents and Carers,

We hope you are all well!

As you will be aware, there has now been guidance issued for the full opening of schools in September and we cannot wait to welcome everyone back, including those new to our school!

As a school we have planned carefully for the September opening, ensuring that we do this as safely as possible, following the guidance that has been given to us by the DfE, and also the Trust. **The safety of pupils and staff will be our primary concern in this planning process and will remain so throughout.**

School will open on September 3rd, 2020; all children are expected to return on this day unless they have been given a different starting date by the school.

The information which follows will give you some indication as to how school will operate. This hopefully will help you and your child prepare for September. More detailed information relating to September 2020 opening is available attached to this email and on the school website under <https://www.stsaviours.academy/our-academy/covid-19>

Uniform

- Children will be expected to wear the academy's school uniform.
- Children will be encouraged to come to school in their **PE kit** on their PE days to minimise risk of transmission of the virus. Please see the website for your child's PE days from September.

Breakfast Club Provision

- Breakfast club provision will be available from 3rd September (7.50am – 8.50am).
- The charges for Breakfast club are from 7.50am - £4 and from 8.20am – £2.

Drop Off/Collection Times

Start and collection times have been staggered to enable social distancing. Pupils should arrive at the times stated below.

Drop off Time Place	Year 1	Year 3	Year 5	Reception	Year 2	Year 4	Year 6
	8.45am Main Entrance Coned Area	8.45am KS2 Playground Designated Area	8.45am KS2 Playground Designated Area	8.55am KS1 Playground KS1Door	8.55am Main Entrance Coned Area	8.55am KS2 Playground Designated Area	8.55am KS2 Playground Designated Area

Staff will be on duty outside for the arrival of parents/children onto the school premises

- ✓ Reception parents accompany their children to drop off point – see above
- ✓ Year 1 & Year 2 parents accompany child up the school drive to the drop off point where staff will be waiting to greet children and line them up
- ✓ Year 3, Year 4, Year 5 & Year 6 children to be dropped off at the school pedestrian gate (parents not to enter school grounds) – the children then walk to their teacher on the KS2 playground and line up.

Collection Time Place	Year 1	Year 3	Year 5	Reception	Year 2	Year 4	Year 6
	3.10pm Main School Entrance	3.10pm KS2 Playground	3.10pm KS2 Playground	3.20pm KS1 Playground	3.20pm Main School Entrance	3.20pm KS2 Playground	3.20pm KS2 Playground

- ✓ Reception parents wait for their children at the collection point – children will be released to parents individually and safely
- ✓ Year 1 & Year 2 parents wait for their child the collection point - children will be released to parents individually and safely
- ✓ Year 3, Year 4, Year 5 & Year 6 children will line up on the playground with member of staff and be released individually to their parent who will be waiting outside the pedestrian gate
- ✓ Year 5/6 children who walk home alone (parental consent needed) will be reminded of social distancing and safety

- Please ensure that you use the agreed entrances and exits and adhere to social distancing.
- If children do not go home alone (Year 5/6 only with signed consent) please ensure that only one adult drops off/collects the children.
- Families and friends must not gather at the entrance gates/doors
- Families must enter and leave as quickly as possible.
- Please do not arrive early and collect your children on time.
- If possible, travel to school by car or on foot-avoiding if possible public transport.

School will close at 1.00pm for additional cleaning on the first two Fridays in September (4th/11th).

Friday Collection	Year 1	Year 3	Year 5	Reception	Year 2	Year 4	Year 6
	1.00pm Main School Entrance	1.00pm KS2 Playground	1.00pm KS2 Playground	1.10pm KS1 Playground	1.10pm Main School Entrance	1.10pm KS2 Playground	1.10pm KS2 Playground

School Dinners/Snacks

We will be serving school dinners as usual with both a hot and cold "grab bags". Menus are available on the school's website under ["Dine With Us"](#). Children will eat their lunch in their classroom 'Bubble' and use a designated part of the school grounds for playtime. Any packed lunches/cutlery sent in from home must be disposable.

School dinners will **only** be available for **Key Stage 1 children** (Reception, Year 1 & Year 2) and children who are **eligible for Free School Meals in Key Stage 2**. All other children need to bring **their** own packed lunch to school daily, in a disposable bag.

All children to bring morning snack from home.

Please remember we are a **"Nut Free" school** and do not allow nut products on school premises for the safety of individual children.

Curriculum

Initially, when we return to school, our focus will be to ensure that our students are safe, settled and emotionally ready to return to everyday school activities. They will spend time accessing planned activities to help them transition back to school and to support their well-being. The curriculum will remain broad so that pupils are taught a full range of subjects.

Behaviour Policy

As we welcome pupils back, we have reviewed and made changes to our behaviour policy in light of COVID 19. This includes changes to our procedures for 'reflection' and 'time and space' ensuring we are observing social distancing; as well as sanctions being given for pupils not following social distancing procedures within school that could put others at risk. A copy of the policy can be found on the school's website under ["Policies"](#).

Reducing the risk of Infection

The school will follow a comprehensive risk assessment, which will outline the measures we will take to minimise risk and will be regularly reviewed. A copy is available on the school's website under "[Policies](#)". We will reduce risk as much as possible, but, as with all public spaces, we cannot guarantee full protection from the virus at this time.

- Children will be in Class Bubbles; contact between bubbles will be avoided.
- Movement in classrooms and around the school will be restricted in order to reduce the risk of contact.
- Children should not wear face masks in school.
- Additional resources have been purchased to enable children to have and keep their own personal resources on their desk - pen, pencil etc.
- Classrooms will be organised so that children sit side by side facing the front of the room.
- To minimise the possibility of transmission of the virus we ask that children only bring essential resources to school; book bags and water bottles.
- Personal items such as toys must not come to and from school.
- Signage and markings around the building ensure that families are reminded of social distancing
- Very frequent hand washing and sanitising of surfaces will take place (children will be encouraged to help keep their own area clean), the 'catch it, bin it, kill it' mantra will be stressed (bins will be emptied throughout the day).
- Daily extra cleaning of toilets will take place
- Soap for handwashing or hand sanitiser will be available in every classroom and around school.
- Rooms will be as well ventilated as possible with doors and windows open (even if it is cold).
- Large outdoor equipment/apparatus will not be accessible because of the difficulty of cleaning and sharing surfaces.
- Children will have regular access to the school grounds and will only mix with their own class bubble in their designated space.

COVID 19 Illness/Feeling Unwell

- Pupils must not attend if they or a member of their household, has COVID-like symptoms or have tested positive in the last 7 days. Please inform the school straight away.
- If a child feels unwell with a new continuous cough or a high temperature (37.5 degrees C) they will be sent home immediately. **Parents must ensure that we have up-to-date emergency numbers.** A child with symptoms will wait in a 'separate' area to be picked up by parents.
- A child who is sent home with symptoms must self-isolate for at least 7 days and the family should arrange to have a test. Other members of the household should also self-isolate. Where the child member tests negative, they can return to school. We will ask to see a copy of the test result. If a child tests positive, the family must inform the school. All children can be tested, including children under 5.
- If a member of staff or a child tests positive for Covid-19, the school will inform the government health protection team. This may lead to groups of children/staff being sent home and asked to self-isolate for 14 days. If there is more than one case this may lead to the closure of a whole year group or the whole school.
- If a child is unable to come into school because they are self-isolating, we will provide home learning through our website or other means.

Attendance

Government guidance has made it clear that all pupils are expected to access full time education, therefore school attendance will be compulsory from September 2020. This will mean that the school and education welfare services will be monitoring attendance. If you have concerns regarding your child returning to school, you must get in touch with the school office.

Medication

If your child requires medication, please bring to the main office **labelled** on their first day back. A form needs to be completed giving permission for the medication to be administered. These are available to print out on our website under [parents - forms](#) or from the school office. If your child has an **inhaler**, please pass to your child's class teacher labelled. Any child with asthma must have a current inhaler in school at all times.

Visitors / Parents / Carers in School

No visitors, parents / carers will be able to come into school without a prior appointment. If you need to speak to a member of staff, please call the main office. In emergency situations, where face to face appointments are the only option, this will be arranged by appointment only so that adequate social distancing arrangements can be made.

Contact Numbers

Please make sure we have your up-to-date contact numbers. If they have changed over the closure period, please phone the main office.

What can I do to prepare my child for coming to school?

It is important to start talking to your child about their return to school. We understand that some children will be very anxious and we will do all we can to alleviate these fears on their return.

Talk to your child about

- ✓ the importance of hand hygiene: washing hands regularly for at least 20 seconds using soap and warm water.
- ✓ managing coughs and sneezes using the 'Catch it, bin it, kill it' approach.
- ✓ respecting the personal space of others, keeping their distance and not touching other people outside of their family.
- ✓ how different school will be in September
- ✓ the expectation of behaviour and following school rules at all times to ensure their safety and everyone's safety

We are looking forward to welcoming everyone back in September! Take care and stay safe.

Yours sincerely,



Principal