

Dear Parents/Carers,

We are delighted to inform you that the government has now released new guidance to schools to enable all pupils to return in September. We have been working through this guidance to ensure that school will be as safe as it possibly can be for when the children return and now have plans to share with you.

These plans are based on the guidance from the UK government and the recommendations of Sefton Council.

**Uniform:** We appreciate that this pandemic may have caused financial difficulty for some families and therefore we are happy for children to return to school in whatever uniform still fits them. Please do not buy backpacks as we have to limit the amount of resources children are bringing. Book bags and pe bags will suffice.

**Drop off and collection of children:** Children will be allocated a start and finish time. It is expected that all children are brought to school and collected by ONE ADULT ONLY at their designated time. **It is imperative that family members follow directions and leave as soon as their child is safely in school** to facilitate safe social distancing. All adults waiting at drop off and collection points must keep a safe 2m distance away from each other. Class teachers and teaching assistants will greet their class on arrival each morning at the gate and bring them to the gate at home time.

**Siblings:** Where possible we ask parents to drop off/collect children at the times of their individual bubbles to ensure they do not miss out on valuable teaching time. We have tried to ensure that time between the first and last bubbles coming into school will take no longer than 30 minutes.

**Movement around school:** Movement around school will be kept to a minimum. Staggered start and finish times along with staggered break/lunchtimes will limit gatherings in corridors. Assemblies and collective worships with large groups will not take place.

**Classroom Organisation:** In classrooms, children will sit side by side at desks facing forward. Staff are encouraged to remain standing when speaking to children to prevent their faces being close to children's faces. Each bubble will have an allocated outdoor space for outdoor learning. Each bubble will remain in the same classroom with the same people as far as possible. This measure is necessary to limit any cross contamination.

**Toilets:** toilets will be cleaned regularly and children will wash hands thoroughly after using the toilets. Year groups will be allocated toilets and numbers of children using each toilet will be limited.

**Handwashing:** Regular handwashing will take place. The children will wash their hands when coming into school, before eating, after using the bathroom, before leaving school and regularly during the school day.

**Lunchtime:** Children entitled to Free School Meals and Universal Meals (rec, Y1, Y2) will be provided with a hot lunch. Children will be able to choose between a hot meal, sandwich or jacket potato daily. All dinners must be paid for on line. Children may bring a packed lunch if they wish. Lunchtimes will be staggered and children will eat their lunch in the classroom then have a break outside afterwards. Children will have allocated areas for break/lunchtimes as well as their own equipment to use during playtime which will be cleaned regularly.

**Equipment:** We ask that children limit the amount they bring into school each day to a book bag, lunchbox, hat, coat and water bottle. Stationery will be provided by school so children do not need to bring in pencil cases. Reading books will be given out however they will be changed less frequently due to them needing to be left before being given to another child.

**Staff:** Each teaching group will have one teacher and a teaching assistants may also be allocated, depending on the needs of the children in that group. These adults will remain with this group as far as possible. Staff are

able to teach across different bubbles and will need to maintain social distancing as far as possible. Teaching assistants will still need to social distance. This will mean that children will get the support they need but may where possible need to be encouraged to work with more independence than usual.

**Communication:** Our school foyer is not designed for social distancing and we ask that parents email where possible or telephone when email is not an option. We will be limiting visitors to school to an absolute minimum and ask that parents only come to the foyer if it is absolutely necessary. Only one person at a time will be allowed in the foyer. If you are waiting, it is safer to wait outside and at a distance of 2m from others. Unless it is an emergency, parents will only be allowed onsite by prior appointment. We will continue to communicate via text and email for general matters. If parents have individual enquiries please email [admin.ursuline@schools.sefton.gov.uk](mailto:admin.ursuline@schools.sefton.gov.uk) the help email will cease from July 17<sup>th</sup>.

**Cleaning:** Our cleaning team will be increasing their rotas and teaching staff will also have access to appropriate cleaning materials in the classroom. High touch points such as light switches will be cleaned more frequently than usual and doors will be wedged open where possible to limit the amount of 'high touch' surfaces.

**Curriculum:** We are very aware that the children will have missed a large chunk of the curriculum. We will therefore be identifying the gaps and prioritising the aspects which we feel are most important, particularly within the core subjects of English, maths and science. The curriculum will still remain broad and a full range of subjects will be taught. Marking of books will be limited to avoid any virus transmission to staff. Children will be able to self-mark where possible (for example in maths and verbal feedback will still be provided). No contact sports can take place currently in PE. String instrument lessons will be socially distanced but can continue. The IT suite will be cleaned between bubbles. Any extra-curricular activities will be carried out by our own staff to begin with.

**Attendance:** The Secretary of State for Education has stated that attendance at school is statutory from September 1<sup>st</sup> 2020. As such, our usual attendance policy is operating. Therefore, should your child be unable to attend school you must phone school before 9.30am on the first day of absence. If your child is shielding for any reason please provide any relevant paperwork to school. We appreciate for some the return to school may be daunting and we will do our utmost to support you as a family in your return to school.

**Test and Trace:** If staff or children display symptoms of COVID-19, they must remain at home and book a test. While the results of testing are awaited, the bubble can remain in school. If the result is negative, the child or staff member can return to school straight away. If the test is positive, the whole bubble will be sent home and will need to remain at home for 14 days. If someone tests positive they must continue to self-isolate for at least 7 days from the onset of their symptoms then return to school only if they do not have symptoms other than a cough or loss of taste/smell as these can last for several weeks once the infection has gone. Other members of the household should continue to self-isolate for 14 days. Test can be booked online through the NHS testing and tracing for coronavirus website or ordered by telephone via NHS 119

**Local Lockdowns:** In the event of another lockdown online learning will resume for the children.

I appreciate school will look and feel very different and we will endeavour to ensure that the children still see it as a happy, welcoming and friendly place. We will try our utmost to ensure that they stay socially distant but I know you will appreciate that this can be a difficult task and as practitioners we would never leave a child who has fallen over and hurt themselves feeling upset. We will be sending out videos of school shortly so you can show the children what it will look like before they return. We also have a story on our website for you to share with the children as well as a home school agreement which points out what we all need to do during this time.

**Please note:** all of the arrangements detailed in this letter are subject to change following National and/or local guidance. Should this happen, you will be informed immediately.

I appreciate that staggered times may cause some difficulties, however this is the only way we can accommodate so many children on site safely. I am sure you appreciate that my priority at this time is the health and safety of the community.

The Out of School club will be open in September for children already booked in.

Breakfast Club 8am - 9.20am (if using this facility children must arrive no later than 8.30am)

After School 3pm - 6pm (if using this facility children must not be collected before 3.45pm to limit the number of parents visiting site at the same time)

When I started in February I never expected to be met with such unusual circumstances. The last few months have been interesting to say the least. It has been difficult for us all but the one thing that has kept us all going is the children. I have loved seeing their smiling faces again when they returned to school either in the bubbles or for the transition meetings and cannot wait to hear the school full of children's voices again in September.

One thing this pandemic has taught me is how during difficult times communities always pull together to support each other. When times were hard we found ways to make people smile with wonderful ideas for raising money, videos with heartfelt messages and letters of support and thanks. This has brought so much joy to everyone and has really helped me to get to know people and feel part of this wonderful family. I would like to thank the staff, governors and families for all their support, patience, hard work and understanding over the last term.

I look forward to seeing you all in September.

Best wishes,

Mrs Robinson

<b>Class Bubble</b>	<b>Drop-off time</b>	<b>Collection time</b>	<b>Gate to be used for drop-off and collection</b>
Reception Mrs Bryce/ Mrs Smith	9.00 to 9.15	3.15	Reception Gate
Reception Mrs Long	9.00 to 9.15	3.15	Reception Gate
Y1 Mrs Pritchard/Mrs McIver	8.40	2.55	Forest Gate
Y1 Mrs Wolfenden	8.50	3.05	Forest Gate
Y2 Miss Kelly	8.40	2.55	Reception Gate
Y2 Miss Watts	8.50	3.05	Reception Gate
Y3 Miss Standaloft	8.40	2.55	Hall Gate
Y3 Mrs Schanze/ Mrs Chai	9.00	3.15	Hall Gate
Y4 Mr Briscoe	9.10	3.25	Forest Gate
Y4 Mrs Morris/ Mrs Moody	9.15	3.30 (Via Y3 empty classes)	Hall Gate
Y5 Miss Chai	8.50	3.05	Hall Gate
Y5 Miss Coyne/ Miss Fitzsimons	9.10	3.25	Hall Gate
Y6 Miss Jones	9.00	3.15	Forest Gate
Y6 Mr Lowry	9.15	3.30	Forest Gate