

**St. Mary's C E Primary School**  
**Head teacher: Mrs. E Robertson**  
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22<sup>nd</sup> May 2020

Dear Parent/ Carer,

The following letter is supplemental to the letter circulated by Paul Rikeard Chief Executive Officer for Durham Diocesan Multi Academy Trust yesterday detailing how schools will be reopening after half-term. Its purpose is to clarify and explain how the general protocol explained by Paul will specifically apply to St Mary's Primary School.

As a consequence of increased numbers and wider opening it will be necessary to introduce further measures compliant with government guidelines to ensure that all children and staff are safeguarded in accordance with specified requirements as dictated by the schools detailed risk assessment.

I would like to make you aware of the following criterion specific to St Mary's Primary School

### **Opening**

As of the **8<sup>th</sup> June** we will be opening for Nursery and Reception children, the opening times will be:

9am-2.55pm Monday- Thursday

9am-1.45pm on a Friday.

### **Pick-up/ Drop-off**

Drop off will be from 9am- 9.10am- Monday- Friday

Pick-up will be from 2.45pm-2.55pm- Monday –Thursday

Pick-up will be from 1.40-1.50pm on Friday

It is imperative these times are **adhered to strictly** and your place will be **lost** if the timings are not kept. The **swift drop off/ collection** is important to ensure we reduce any bottle necking. To reduce congestion further, we ask only **one parent/ carer** to bring your child.

We have social distancing' spots to give clarity regarding the spacing needed. We have also created a one-way system, which will allow a fluent and smooth transition between home and school. This needs to be followed and there is signage to assist you.

If you wish to discuss anything with the staff member allocated to your bubble, I ask you to do this through email/ phoning the school office.

Parents cannot enter the school at this time, which I know will be difficult, as we have always had an 'open door' policy.



## Availability of places

Availability is limited due to the constraints of our building. Following Government guidance, we have spaced the stations in each room 2 metres apart, with space for a walk-through to the toilets.

If you would like a Nursery/ Reception place, your child would access the provision for **the full week**. There will not be any part-time availability, this is in line with Government guidance and to ensure we can maintain consistent bubbles of children, with the same members of staff. This also enables us to properly plan for the wider re-opening of school places (to the other eligible year groups) so we properly understand how many places are available and can assess risk based on the accurate numbers of children expected in school.

## Lunches

You can choose if you would like to send your child to school with a packed lunch (in a wipeable container no fabric please) or if you would like a school packed lunch (they will be charged at the usual £2.05 per day). These need to be booked in by Thursday each week.

## Curriculum and Classrooms

The curriculum timetable will be exactly the same in school as it is at home.

The classrooms look very different as they have been set-up following the guidance received from the Government including:

- Stations are spaced 2 metres apart
- Children will have a series of stations which will have all the equipment needed for the activity within that area.
- They will have access to an outdoor area also which will enable free-flow between both inside and outside.
- All children are requested to bring a water bottle.
- Staff will not be able to sit next to your child to give them targeted support, they will need to ensure they continue to adhere to the social distancing rules.
- Within their allotted 'bubble' children will remain within it, for their time at school (including playtimes and lunchtimes), they will not be mixing with other 'bubbles' within school.
- Social distancing will still need to be followed within each bubble.
- Each bubble will have an assigned group of staff which will be some staff from the Foundation Stage Team.

## Dress code

We would like children to come to school wearing school P.E kit and a school jumper/ cardigan. We will be using our outdoor space a lot and therefore the children need to wear suitable clothing.

Children will need to have their hair tied back and we request no watches to be worn at this time and may I please remind you that ear-rings are not allowed following school policy.

Suntan lotion must be applied before arriving at school and a suitable sun hat must be worn.

## First Aid

If children fall over or have a toileting accident, they will be encouraged to change themselves and clean their grazes or cuts. PPE following COVID 19 guidance for Education Settings, is used for staff protection



only in specific situations and will be worn should First Aid need to be administered. The designated area for First Aid will be the Year 5 classroom.

## **Hygiene**

Following the COVID 19 Guidance for Education Settings, we will be ensuring children wash their hands regularly. We ask for children to have their hair tied back and clothes to be freshly laundered each day. These precautions are to stop the spread of the virus.

## **Equipment for school**

What you will need to bring to school:

1. Packed lunch (if you are not having one from school) in a plastic box/bag
2. Water bottle
3. Coat

All reading books and materials will be provided by school and will be kept in your child's own zip wallet and tray.

Please let me know by **10am on Tuesday 26<sup>th</sup> May** if you would like to accept a Nursery/ Reception place for your child by completing the attached form, if I do not receive any confirmation, I will presume you do not require the place and you have made alternative arrangements.

Thank you for all your support at this time. Our school family is very important to us and we want to ensure we do the very best for you and your children- as always!

Many thanks for your continued support,

**Mrs E. Robertson**  
**Head teacher**





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