



August 27th 2020

Dear Parents, Carers,

Welcome Back!

We are delighted to be able to welcome all the children back to school on Wednesday September 2nd. I hope you have all enjoyed the summer and your children are looking forward to seeing their friends, their teachers and settling down for a busy term ahead.

Due to the ongoing strict government guidelines, at St Michael's, we have put a number of procedures in place to ensure the safety and well-being of all members of our school community. The relevant information for our setting can be found under the 'Covid' tab on the web site, however, I thought it would be helpful to summarise the essential changes we have put in place from September 2nd.

No one must enter the school site if they are displaying any signs of COVID-19.

Only 1 adult should be present for drop off and collection to school/after school clubs.

Arrival and Collection Times

Class	Arrival Time	Children received by teacher from:	Collection Time	Children dismissed from:
Reception	9.15am	High St Gate	3pm	High St Gate
Year 1	8.40am	Main Gate	3.10pm	Main Gate
Year 2	8.45am	Main Gate	3.15pm	Main Gate
Year 3	8.40am	High St Gate	3.15pm	High St Gate
Year 4	8.40am	School Rd Gate	3.15pm	School Rd Gate
Year 5	8.40am	Main Gate	3.20pm	Main Gate
Year 6	8.50am	School Rd Gate	3.20pm	School Rd Gate

After School Clubs

Day	Club	Dismissed from:
Monday	Laser Tag	School Rd Gate
Monday	Spanish	Main Gate
Monday	Mathematics	High St Gate
Tuesday	Street Dance	School Rd Gate
Tuesday	Arts and Crafts	Main Gate
Wednesday	Spanish	Main Gate
Wednesday	Football	School Rd Gate
Thursday	Gym	School Rd Gate
Thursday	Homework	Main Gate

Pupils who arrive late.

We would politely remind all parents/carers to ensure they drop off and collect on time. Children who arrive late to school will need to wait, at a safe distance from other families dropping off. Once the area around the Main Gate is clear, please ring the office for safe admittance to the building.

On arrival at school, no adults (other than school staff) are allowed to enter the school. Please do not gather at the school gates and if you need to wait, please ensure you follow the social distancing measures. If your child arrives at school wearing a face mask, we would ask that you remove it yourself and keep hold of it until you collect your child at the end of the day. Facemasks are not required on the school site. We would prefer all parent messages to be through email at this time. However, if you have an urgent message, please speak to a member of staff at the school gate.

GENERAL AND OVERARCHING PRINCIPLES

How will the pupils be grouped?

- The overarching principle will be to reduce contact between children and staff and we will be achieving this through keeping pupils in bubbles and through maintaining social distance between individuals as much as possible.
- Each year group across the school will be a single bubble and we will be doing all we can to avoid contact between bubbles.
- After School clubs will mean additional bubbles being formed, but these will be small and consistent groups which will be closely monitored.

The Government has introduced a number of 'prevention' and 'response' controls. How will the school be implementing these?

1. The school will regularly remind staff and parents that if they are unwell, or anyone in their household is unwell, and they have Covid-19 symptoms they, and others in their household, must not attend or visit the school.
2. The school has put in place regular hand washing for all pupils. Staff will regularly remind pupils to wash their hands thoroughly.
3. The school is promoting a 'catch it, bin it, kill it' approach. There will be regular reminders and readily available tissues.
4. The school has introduced additional cleaning measures. There will be a focus on frequently touched surfaces such as handrails and door handles. Particular attention will be given to toilets. Cleaning will also be provided in the hall, between sittings at lunchtime.
5. Notwithstanding the bubbles, the school will promote the minimising of contact between individuals and continually remind staff and pupils about the need to maintain social distancing.
6. The school will engage in the NHS Test and Trace process. The school holds contact details for all parents, pupils and staff. The contact details of all visitors will be recorded by the School Office.
7. The school will manage all confirmed cases of Covid-19 until they are collected and siblings will also be required to go home until a negative test result is received.
8. The school will follow any local health protection team advice so as to contain any outbreak

Lunches

Wilson Jones is preparing to serve hot lunches-please see the on line menu and children are welcome, as always, to bring in their own packed lunch. If your child is bringing in their own food/snack, please remind them not to share food items with friends. Lunches will be eaten as a year group. All children will be drinking from their own water bottles, so please ensure your child has one in school at all times.

PPE

Please explain to your child that some teachers may be wearing PPE. All staff have been given the choice to wear PPE – even though the Government states it is not necessary at the present time in primary settings. Children DO NOT need to wear any PPE.

- Staff will wear PPE for administering any First Aid to your child.

- For our youngest children, staff will wear PPE when providing any intimate care for a child.

School Trips

There are no trips planned at present. The school is taking a cautious approach and we will keep you informed if/when this policy changes.

Class Assemblies

We all enjoy watching individual class assemblies and the benefits for developing speaking skills and building confidence are well acknowledged. Class assemblies will continue, safely, within school. Sadly, we are unable to invite parents but teachers will ensure there are plenty of photos available to share and record these memorable times.

Remembrance Day- Wednesday November 11th 2020

We will be observing this day, safely, in school.

Christmas

While I recognise this seems like a long way ahead, historically, Christmas at St Michael's is a much loved and highly celebrated event in the Christian and school calendar. After the challenges of the past months, for all our well-being, it is important that we do everything safely possible to make this Christmas as memorable and special as those we fondly recall from previous years. Reception and KS1 will perform their Nativity and Christmas plays to the school; all performances will be filmed to share with parents and carers. Teachers will also ensure photos are made available for parents to purchase for a small fee. Year 6 will lead a Christmas service in school; this will also be recorded to share with families.

PE

There will be NO Swimming this term due to Covid-19 regulations. We are working on a plan to start swimming again in the Spring term and we will keep you up to date with plans.

- Unfortunately, we will not be entering for any league matches until further notice.
- Please ensure your child has all of the required sports kit in school, as we will be changing for PE this term.

Parent/Teacher Conferences

As we are unable to invite parents into school, these will take place over the phone during the week beginning October 5th 2020. More information about how to secure a mutually convenient time for the call, will follow shortly. Meanwhile, if you have any concerns about your child, teachers can be contacted via the school office.

Test and Trace

It is critical that we make the right judgements over spotting signs for the virus. We are not medical professionals and will always err on the side of caution. Staff will be monitoring the children closely and if a child is sent home with symptoms they will be eligible for a test, via 111, which will help identify cases and get children (and staff) back to work more quickly.

If there is a confirmed case in school, we will liaise closely with Public Health England and be advised as to who needs to isolate and who can remain at school. Please read the information on Infection Protection and Control Procedures as directed on documents found under the 'Covid' tab on the school web site

Main symptoms of Covid-19

The main symptoms of coronavirus are:

- high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal Most people with coronavirus have at least one of these symptoms.

Travel and Historical COVID-19 Declaration – IT IS ESSENTIAL THAT THIS IS COMPLETED.

We require a full declaration from parents regarding their family's health and travel over the summer holidays before the children return to school. Please see APPENDIX 2 at the end of this letter.

Home School Agreement- Appendix 1

Children who attended school before the summer break will have a copy of this agreement on their file. If you didn't return or complete this document, for whatever reason, please ensure a copy is with the office before your child starts at St Michael's on September 2nd 2020. Children cannot be allowed into school unless we are certain parents/carers agree to follow our policies and procedures for keeping adults and children as safe as possible in our setting.

Macmillan Cancer Support



The school is committed to supporting this very worthy cause and we will keep you informed of our plans to host a safe coffee morning as usual. Mrs Sarah King and her team have some very creative ideas to secure our contribution this year!

Thank you for your understanding and patience with our requests, as we make every effort to ensure the safety and well-being of all our children and adults in school. It is important that we work together. The school will continue to review its practice and policies in accordance with any further relevant changes to the government's guidelines on managing COVID- 19 in primary school settings. Parents/carers will be notified of any changes as soon as possible.

The staff have worked hard to prepare the school for opening safely on Wednesday September 2nd. While Covid -19 has undoubtedly placed many necessary restrictions on life in school, the staff and I are determined to ensure our children continue to receive an exciting, enriching curriculum that allows them to flourish. We are all looking forward to returning to some sense of normality and enjoying being together once more. Since March, our children have demonstrated commendable resilience and responsibility in their approach to school. I have every confidence they will continue to take advantage of all the opportunities presented to them and make this a rewarding and valuable autumn term for us all.

Thank you for your continued support and understanding during this time.

Warmest regards

Lorna Anderon

Headteacher