



# United Schools Federation (USF)

## St. Mary's CofE Primary School



Thursday 25<sup>th</sup> February 2021

Dear Parents / Carers,

The Government has asked us to plan a safe return for of all our children from Monday 8<sup>th</sup> March. I am happy to inform you of the arrangements for this. The expectation is that **ALL** children return to school. We have completed a comprehensive risk assessment to ensure that we keep all children and adults safe which can be found on the website under the CV19 tab. This will be reviewed regularly.

Our priority is to continue to ensure the safety of everyone and so it is important that we have some clear guidelines to follow. The following plan is based on the systems we had in place in September. The systems put in place then worked well and, with your continued support with the new updated procedures, we are confident that we will be able to welcome everyone back to school successfully. We very much appreciate the support of everyone, and we will be continually working hard with the children in school to help them understand the new procedures too.

We will be operating Key Stage 'bubbles', (an EYFS/KS1 bubble and a KS2 bubble), following the guidance from the Department for Education (DFE). Children will still work in their individual classes for the majority of the day but the bubbles will reduce the impact on children and families should there be a case of COVID-19 in the school. If we operate this system then this will reduce the likelihood of a whole school closure which would be very disruptive to everyone. Key Stage 'bubbles' means that year groups can come into school and leave at the same time, have playtimes together and share the adults who work with them, whilst still following social distancing procedures. This is a much better approach and will feel much more like normal school for our children.

School will begin on Monday 8<sup>th</sup> March for all year groups.

Morning drop-off	<p><b>TO REDUCE THE NUMBERS OF PEOPLE ON SITE, CAN WE REQUEST THAT ONLY <u>ONE ADULT BRINGS &amp; COLLECTS THEIR CHILD FROM SCHOOL.</u></b></p> <ul style="list-style-type: none"><li>• If possible, please walk / cycle to school to minimise any traffic congestion.</li><li>• <b>Please help us by entering the school premises using the playground entrance on Steer Point Road and leave by the swimming pool exit into Horn Lane / Elliotts Hill. This will help us to maintain a one-way system through the school grounds. There will be signs / markings to guide you to the right area.</b></li><li>• Please arrive at the time specified, make sure you observe the rules around social distancing on the playground and don't stay on the school grounds after drop-off. The gates will remain open until 9am. Please arrive before then. Any children arriving after that will need to be signed in at the school office as before.</li><li>• If you need to speak to the class teacher, please contact the school office by phone (01752 880436) or email (<a href="mailto:admin@stmarys-brixton.devon.sch.uk">admin@stmarys-brixton.devon.sch.uk</a>) and leave a message with Mrs. Rundle. The class teacher will be happy to call you back at a convenient time.</li><li>• <b><u>PLEASE DO NOT ARRIVE EARLY.</u></b> We need your help to keep everyone safe by sticking to the timings and the allocated entrances, (see below). By sticking to the times, we can hopefully reduce any points of congestion and keep a sensible flow of traffic through the school site.</li></ul>
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	<ul style="list-style-type: none"> <li>The register will take place at 9.00am.</li> </ul> <table border="1"> <thead> <tr> <th>Class</th> <th>Teacher and Classroom</th> <th>Which entrance and what time to arrive?</th> </tr> </thead> <tbody> <tr> <td>ROSEN Reception</td> <td>Miss Lee &amp; Mrs. Berry</td> <td>Reception playground gate between 8.45 - 9.00am</td> </tr> <tr> <td>POTTER Y1/2</td> <td>Miss Kelly</td> <td>KS1 cloakroom entrance between 8.45 - 9.00am</td> </tr> <tr> <td>DAHL Y3/4</td> <td>Mrs. Kay &amp; Mrs. Berry</td> <td>KS2 cloakroom entrance between 8.45 - 8.50am</td> </tr> <tr> <td>MORPURGO Y5/6</td> <td>Miss Kinning</td> <td>KS2 cloakroom entrance between 8.50 - 8.55am</td> </tr> </tbody> </table>	Class	Teacher and Classroom	Which entrance and what time to arrive?	ROSEN Reception	Miss Lee & Mrs. Berry	Reception playground gate between 8.45 - 9.00am	POTTER Y1/2	Miss Kelly	KS1 cloakroom entrance between 8.45 - 9.00am	DAHL Y3/4	Mrs. Kay & Mrs. Berry	KS2 cloakroom entrance between 8.45 - 8.50am	MORPURGO Y5/6	Miss Kinning	KS2 cloakroom entrance between 8.50 - 8.55am
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Attendance	<ul style="list-style-type: none"> <li>From the first day that children return back to <b>school attendance will once again be compulsory</b>.</li> <li>Please make sure that you contact the school office if your child is going to be absent by 8.30am if possible.</li> </ul>															
Playtimes	<p>Playtimes will be staggered.</p> <ul style="list-style-type: none"> <li>Playtime 1 (Rosen and Potter) - 10.15 - 10.35am</li> <li>5 mins to swap / clear corridors and cloakrooms.</li> <li>Playtime 2 (Dahl and Morpurgo) - 10.40 - 11.00am</li> </ul> <p>Playtrail</p> <ul style="list-style-type: none"> <li>The play trail will be available to one class per day. The main touch points on the playtrail will be cleaned between groups, and also at the end of each day.</li> <li>We will continue to keep the school grounds closed out of school hours to be able to maintain a controlled environment for the children in school.</li> </ul>															
Lunchtimes	<ul style="list-style-type: none"> <li>Lunchtimes will be staggered during the lunch hour: 12.00-1.00pm. Each bubble will enter and leave the hall together.</li> <li>Sitting 1 (Rosen and Potter). KS2 bubble outside.</li> <li>Sitting 2 (Dahl and Morpurgo) - 12.25 - 12.45pm. KS1/EYFS bubble outside.</li> </ul>															
Food	<ul style="list-style-type: none"> <li>Children can bring their own healthy packed lunch, or they can order from the school menu which will be available to view on the school website.</li> </ul>															
Toast	<ul style="list-style-type: none"> <li>Toast <u>will not</u> be prepared for morning playtimes.</li> <li>Children may bring their own <b>healthy snack</b> for playtime instead. KS1 will continue to be offered fruit every day.</li> </ul>															
Water bottles	<ul style="list-style-type: none"> <li>Please make sure you child has fresh water in a named water bottle every day, (not squash or juice).</li> <li>The water fountains will not be available.</li> </ul>															
Resources in school	<ul style="list-style-type: none"> <li>We will provide children with their own set of stationery and resources. Equipment will be cleaned regularly.</li> <li>We would like children to limit the amount of equipment that they bring to school each day to reduce the risk of transmission. Children will only need a drinks bottle, their packed lunch (if they are not having school dinner) and their reading record and book. This can be brought into school in a bag if needed. We will support children with the changing of books as they will need to be cleaned and left unused for a period of time before the next child can use them. We also have our new online reading library ('myOn') which you can access at home using your child's individual login details. Please discourage children from bringing in toys, games and mobile phones where possible.</li> <li>Please note that teachers will be monitoring reading diaries and it would be helpful if you could also record when children have read using 'myOn'.</li> <li>Resources that are more challenging to clean, will not be available during the day. Regular classroom resources used to support the curriculum will be available, and these will be cleaned between use by different classes and bubbles.</li> </ul>															

PE kit	<ul style="list-style-type: none"> <li>Children will not need to bring a PE kit to school. On their PE days, we would like them to come to school in their PE kit. In colder weather, children may also wear a tracksuit.</li> </ul>																				
Classroom layout	<ul style="list-style-type: none"> <li>Classrooms will be reorganised to ensure that as far as possible, all children are facing the same direction in class to reduce the risk of transmission.</li> </ul>																				
Hygiene	<ul style="list-style-type: none"> <li>There will be frequent hand washing and good hygiene practices.</li> <li>Classrooms will be well ventilated during the school day with the outside being used whenever possible.</li> <li>Children should <u>not</u> wear face masks or PPE of any description. This follows with Government Guidelines about keeping children safe in school. You do not need to send your child to school with hand sanitiser as we have a rigorous hygiene schedule.</li> </ul>																				
Cleaning	<ul style="list-style-type: none"> <li>Our cleaning team will be cleaning thoroughly every day. This will be continually monitored, and school staff will also be ensuring that high standards of cleanliness are maintained in all areas of the school. All staff will be involved in maintaining a clean school environment.</li> </ul>																				
End of the day	<ul style="list-style-type: none"> <li>Please arrive on time and plan to leave quickly to maintain social distancing. Please also follow the same one-way system by entering the premises on Steer Point Road and leaving via the swimming pool exit into Horn Lane / Elliotts Hill. The exits for each class will be the same as in September.</li> </ul> <table border="1" data-bbox="402 801 1406 1108"> <thead> <tr> <th>Year Group</th> <th>Exit</th> <th>Time for collection</th> <th>Pick up point</th> </tr> </thead> <tbody> <tr> <td>ROSEN Reception</td> <td>Classroom exit</td> <td>3.15pm</td> <td>Reception playground gate</td> </tr> <tr> <td>POTTER Y1/2</td> <td>KS1 cloakroom door</td> <td>3.15pm</td> <td>Outside KS1 cloakroom door (by the bike shelter)</td> </tr> <tr> <td>DAHL Y3/4</td> <td>Classroom exit</td> <td>3.15pm</td> <td>In the ball court</td> </tr> <tr> <td>MORPURGO Y5/6</td> <td>Classroom exit</td> <td>3.15pm</td> <td>Back of the playground (by the table tennis tables)</td> </tr> </tbody> </table>	Year Group	Exit	Time for collection	Pick up point	ROSEN Reception	Classroom exit	3.15pm	Reception playground gate	POTTER Y1/2	KS1 cloakroom door	3.15pm	Outside KS1 cloakroom door (by the bike shelter)	DAHL Y3/4	Classroom exit	3.15pm	In the ball court	MORPURGO Y5/6	Classroom exit	3.15pm	Back of the playground (by the table tennis tables)
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We are planning this as carefully and as safely as possible and we thank you in advance for your cooperation and support.

As stated earlier in the letter, we will review the provision and work hard to make improvements where needed as the term progresses. We will keep you informed of any additional information as it happens.

# Stay safe

Regards,

Adrian Clements  
Head of School