**St Saviour’s RC Primary School**

*Insert ethos*

Arrangements for the Phased Re-opening of St Saviour’s RC Primary School

Good afternoon,

I hope this letter finds you and your families well and mentally strong after the unprecedented experience we are all finding our way through.

The pressure on us all has been immense, not being able to see close friends and family, not being able to leave the house, and not to mention trying to keep our children busy and entertained whilst attempting to carry on with our roles and responsibilities.

I’m pleased to say it looks like we are over the worst, as a community we have listened, acted and been strong. But we must still remain cautious. Measures are slowly being lifted but of course, we must still do all we can to protect our children, family, friends and community if we are to avoid going backwards or face a second wave of this horrific virus.

You will have I’m sure seen all the announcements and coverage in the press about the phased re-opening of schools from June 1st.

Since then we have been working behind the scenes, meeting with the Local Authority, meeting with our Health & Safety Executive and working on draft risk assessments. Our plans have been hampered by the almost daily change in rules and regulations, scientific revelations and DfE changes. Of course, all teaching unions have also expressed concerns over the safety of children, staff and the wider community and those discussions continue as I write this letter. The Government are due to meet with Scientific advisors on May 28th, which of course leaves us very little time until June 1st (should advice and recommendations alter)

So the plans below *could be subject the change*. We aim to be fluid and adaptable to any new findings and scientific research. But of course, you as parents and our staff need to make plans about returning to work and the associated child care issues.

I’m sure you’re aware that so far, St Saviours has been closed and As a school community, members of staff have been working from St Mary’s on Lewisham High Street, offering a childcare provision for children of critical workers. I would like to extend my huge thanks to Miss Bernard the headteacher and Mrs Noble the school business manager for making our children, families and staff so welcome.

I’m sure you have endless questions and mixed feelings about children slowly going back to school and if it is going to be safe. The aim of this letter is to inform you of the structure and measures we are putting into place to ensure we are all as safe as possible.

The DfE has asked us to prioritise Nursery, Reception, Year 1 and Year 6 in our plans (*where possible depending on safety, capacity and staff ratios*).

Therefore, taking into account the challenges of re-opening a school that has been closed for 10 weeks and the work that needs to be done to ensure a clean, safe and fir for purpose school premises the following plan has been put in place;

**Timetable**

June 1st – Safety Induction meeting and site preparation for Staff Team 1

June 2nd - Safety Induction meeting and site preparation for Staff Team 2

June 3rd – School reopens for children of Critical Workers

June 4th – School open for children of Critical Workers

June 5th - School closed for cleaning / preparation for the following week / staff working on plans for their classes home learning.

June 8th – School open for children of Critical Workers

June 9th – School open for children of Critical Workers

June 10th – School open for children of Critical Workers

June 11th – School open for children of Critical Workers

June 12th - School closed for cleaning / preparation for the following week / staff working on plans for their classes

At this point we will undertake a Health & Safety check and check if we have the capacity to welcome any additional classes back into school

We will contact you directly at least one week before when your child’s classes planned reopening. Please do not send your child to school unless we have contacted you beforehand.

Below is some information on how the school day will look. It will be very different to when we were all last in the school. Please remember it is your choice whether you feel it is safe, or you are comfortable sending your child back to school.

*No penalty fines will be issued by the LA for non-attendance at the time of writing this letter.*

You may also be wondering what children will be learning if they return to school.

**Critical Worker**

If you are on the list of Critical Workers and *therefore able to return from Wednesday 3rd June* then you must contact Mrs Reid (admin@stsaviours.lewisham.sc.uk) to inform us that you request a place before 4pm on Tuesday 26th May.

We will need to see evidence of Critical Worker status from your employer and please remember this is a childcare provision only.

If your child is in Nursery, Reception, Year 1 or Year 6

We intend to invite the year groups back in a phased manner the details of which are still to be decided –

* Your child may or may not be taught by the class teacher depending on which social bubble they are allocated
* The work the children complete will be from the same plan as if you child was Home Schooling. This is because every teacher needs to plan for children working from home, children being taught by themselves and children being taught by another adult
* We cannot mark any work completed by the children in school due to social distancing and risk of transmission from surfaces.

We will of course try to make the experience as fun as possible in such circumstances and factor in as much of the non-core curriculum subjects as possible in the afternoons, such art and DT.

**What will the School look like and what can I expect for my child?**

Many parents and carers will of course be concerned about sending their child back to school, as the phased re-opening of St Saviour’s takes place.

We have created a list below of procedures we as a school will be taking to ensure risks of transmitting COVID19 are minimalised.

**Pupils**

When pupils begin to return to school the following measures will be put into place to reduce the risk of transmission of COVID19.

* Children must bring their own water bottles which must be clearly labelled with the child’s name – water fountains will be out of use.
* Children must not bring in any toys, personal items, gaming cards or equipment from home
* Children will be expected to wash their hands upon entry to the school and several times throughout the school day. *Please let the school office know if your child has any skin complaints.*
* Children’s temperature will be taken at the gate.
* All children will have their own personal pencil case with stationary items provided by the school.
* No mobile phones allowed to be stored in the school office.

**Parents / Carers**

As parents you will notice huge changes to the way we operate as we aim to make the site as safe as possible.

* Contacting the school – the school office (Mrs Reid and Mrs Hodges) will be closed to parents. All contact should be via phone (0208 852 4283) or e-mail (admin@stsaviours.lewisham.sch.uk).
* The school will operate a slightly shorter school day and staggered to ensure adults in social bubbles get the required breaks and we can ensure social distancing.
* *For example, this could be 9 to 3.30, 8.45 to 3.15 or 9.15 to 3.30.*
* The school will be closed each Friday to all children to deeper clean the premises / shared areas and give teachers planning time for the following week.
* Only one parent / carer should accompany the pupil to school.
* Please do not bring siblings when dropping off or picking up your child if possible.
* You must not stand and/or meet with other adults prior to dropping off or waiting to pick up. We must work together as a community to protect each other.
* Ensure at all times you socially distance from other adults – 2 metres apart.
* Consider how you travel to school – public transport should be avoided to minimalise the risk of infection. Could you walk to school?
* Please do not share a car with people who are not members of your family! You cannot social distance in a car.
* That there will be no one to one contact with staff at drop off / pick up. If required a call will be made by staff to parents / carers.
* You should not come to the school if you, your child or a member of the household is showing any symptoms of the virus –
* **a high temperature - you feel hot to touch on your chest or back**
* **a new, continuous cough - coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours**
* **a loss or change to your sense of smell or taste – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal**
* Please remember you can book for a test online if you or members of their household are displaying symptoms of the virus.
* The school’s hygiene arrangements –
* In class children will be kept 2m apart
* Class size will be calculated on the room size the children are based in, this could range between 7 and 10.
* Each group will be assigned 2 adults as part of a “Bubble” (see below) - children and adults will not rotate, mix or change at any point.
* Enhanced cleaning of the school at regular intervals during the day.
* There will be no Music, Art or PE in the normal sense due to sharing of equipment, although we will try to offer this provision in some form.
* All soft toys will have to be removed from classrooms.
* All equipment will be wiped down or placed in cleaning containers after use.
* Staff may be wearing PPE equipment (gloves and/or masks).
* Staff will not be able to administer first aid due to social distancing. If you child is injured, we will call you and you may have to pick your child up immediately depending on the nature of the injury.
* New “Bubble Arrangements” - each group of children will be assigned 2 adults from the school who may or may not be your child’s teacher. The children and adults in the group will not change, rotate or mix with anyone from another “Bubble”.
* Lunch Arrangements – all children will eat in their classrooms in their “Bubble”, as the dinner hall will be completely out of use. Children who pay for school meals or who receive Free School Meals will be given a sandwich/packed lunch. Children who are sent to school with packed lunches will also eat with their “Bubble”
* The school will not be operating Breakfast or After School Club, and no other clubs will take place after school as this would mean children and adults of different “Bubbles” mixing.
* To walk / drive / cycle to school however if they have to use public transport and cannot socially distance, they should wear face coverings.
* If your child becomes unwell at school, as mentioned above, adults cannot administer first aid to ensure social distancing. If a child cannot continue the school day you will be asked to collect your child.
* **If any adult or child displays any symptoms of COVID19**
* **Every child and adult in that bubble will be immediately sent home.**
* **The person displaying the symptoms must then be tested immediately, and all members of their household must immediately self-isolate.**
* **Members of that “Bubble” must also self-isolate from their families and/or whole household self-isolate.**
* **If the persons test is negative the whole “Bubble” may return to school.**
* **If the test is positive that person must self-isolate for 7 days and every member in the “Bubble” must self-isolate for 14 days (*as the symptoms may not appear for a few days and you will be transmitting the virus at this point*).**
* If your child needs any medication – we cannot admit any adults coming into the school to complete authorisation letters, so any authorisation form can be filled in by email.
* Any medication must be placed in a clear plastic bag (labelled clearly with the child’s name) and handed over to a member of your child’s “Bubble” at the drop off point. Staff will then remove the medication, clean the container and wash their hands.

We understand that there may be frustration that we cannot give clear dates for when classes will resume, but please bear with us. We have to do things slowly and safely. We still know very little about the virus and our main concern is making sure every member of our community is safe.

We do hope to see the whole school community back as soon as possible. Everyone of us has endured a lot during this period, but we must remain cautious and vigilant and the consequences for getting things wrong do not bear thinking about.

Please continue to look at the school website for the incredible work the teachers are posting for the children in their class. I am extremely proud of the way our staff have successfully provided work for our children, provided childcare for the NHS at the Hub and the dedication and willingness to go above and beyond, along with juggling their own childcare.

Our Chair and Vice Chair of Governors have also given a huge amount of their own time and effort with the hours of behind the scenes decision making and Zoom conferences! A huge thank you!

And lastly a huge thank you to our Parish Priests who have also been in regular contact with the school. Father Chris and Father David have again, been a huge support to us in these vulnerable times.

We have a very special community. Let’s work together as we always have as we look to build the school back up into full capacity, and the wonderful place it is to learn and work.

Yours sincerely,

The St Saviour’s RC Primary School Leadership Team and Governing Body.