



# St Alban's CE Primary School

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Dear parents,

We are so looking forward to welcoming our children back to school on Thursday 3<sup>rd</sup> September, and also to receiving some new starters into our Foundation Stage, who will have been given their own individual start date.

In this letter, we hope to give you a reminder of some of the procedures for the start of the year that we shared with you at the end of the summer term. The school office is open from 1<sup>st</sup> September, so please give us a ring or email us if you have further questions. Mrs Tune has now retired, and we welcome Sharon Horner in our school office from Tuesday.

## Entering school:

- **School starts at 8.40am (other than for nursery who start at 9 am).**
- Foundation (nursery and FS2) and Year 4 children will enter through the main entrance gate. Parents to hand the children over to a member of staff on the gates and exit through the staff car park.
- Year 1 and Year 2 children will enter through the church gate. Parents to hand the children over to a member of staff on the gates.
- Year 3, year 5 and Year 6 children will enter through the Tanyard gate. Parents to hand the children over to a member of staff on the gates.
- Please do not arrive early as the gates will not be open and we do not want to put children at risk by having groups waiting. Older siblings can walk through younger sibling's gates.
- Please adhere to social distancing and, if you want to meet with other parents, please do this away from the school paths so that children and parents can walk past safely.
- At the allocated time, a member of staff will come to the gate to let the children in. If you have any comments for your child's class teacher, please use the class dojo as they will be unable to answer questions at the gate. Please telephone school or email us if you have any urgent messages you would like to pass on.
- Due to the restrictions, ***we are unable to permit parents/members of our community into school***, however we have worked hard to develop positive relationships with parents and do not want this to be affected. If you have any concerns please call school, email [stalbans@sap.dsat.education](mailto:stalbans@sap.dsat.education) or message through Dojo.
- As usual, children will need to bring their PE kit, a water bottle and a book bag. If they are not having a school dinner then they will need to bring a healthy, nut free, packed lunch.

## **In school:**

- On entering school, the children will have their hands sanitised/washed: this will happen throughout the day to ensure that all are kept safe.
- Following Government guidance, we have 7 year group bubbles: Foundation stage 1 and 2 are a joint bubble as they share the outdoor provision; Year 1; Year 2; Year 3; Year 4; Year 5; Year 6. Each bubble has a staggered playtime and lunchtime and will have access to their own toilets. We have co-ordinated playtimes and lunchtimes to ensure that bubbles remain intact.
- In class, children will remain within their classrooms, there will be no communal activities where bubbles can be compromised. Collective worship will take place in classrooms rather than the hall.
- Children will have their own packs of equipment to ensure that they are not sharing resources.
- Each class have their own PE equipment pack to be used during playtimes and PE lessons. These resources will be cleaned weekly.
- Children will be wearing school uniform when they return.
- When teaching, staff will not be wearing masks. Children do not need masks during school time. Staff will wear masks outside the classroom in communal areas and in staff meetings.

## **Lunchtime**

- Children will have their lunch in their classrooms. Prior to eating, the tables will have been sterilised and children will wash their hands before eating.
- Any children who have ordered a lunch through our catering provider, Taylor Shaw, will receive their lunch in their classroom. Equipment will be thoroughly cleaned after each use.
- Taylor Shaw have agreed to provide a selection of hot or cold dinners within their grab bag choices. Please remember to book your child's lunch if you are not sending your child with a packed lunch.
- After eating, the staff will sterilise the tables and then the children will go outside for their allocated playtime.
- At the end of the playtime, children will return to their classes and wash their hands before afternoon lessons.

## **Resources**

- Reading books can go home, however changing them will take longer. When changing books, they will be placed into a box and left for a 72 hours before being used by another child.
- Children will have an additional reading book in school to read to members of staff.
- Homework will be sent home, however most of this will be computer based to limit movement of resources from school to home and back. These computer activities include, for example, Reflex Maths, My Maths.
- Children do not need to bring any additional resources to school, other than those mentioned earlier.

## **Home time**

- The gates will be locked until the allocated time (3pm).
- Children will line up in their classes and be handed over to parents by staff at the gate.
- Older children who are able to walk home alone, however school should be notified of this by a parent.

- Please wait outside of the entrance and please be patient as we know that this may take some time, especially whilst new staff become familiar with parents.
- Older siblings can walk through school to the younger sibling's gate and be picked up together at that entrance.
- After school clubs- we are hoping to start these after half term at the latest. They will be for certain year groups so that bubbles are not compromised. More information will follow.

### **Illness**

- Should a child become ill during the day, a member of staff will stay with them in the isolation area whilst a parent arrives.
- They will have their temperature taken throughout the time.
- If a child is sent home, a COVID test may need to be taken before returning to school.
- If a child/member of staff has a positive COVID test then the whole bubble will be notified and, all in the bubble, will not be able to return to school until they have fulfilled their quarantine time.
- If your child is ill, then please call school as soon as possible.

### **The Big Catch Up**

Much has been said in the press about the catch-up children will need to have when they return to school. In early summer, we sent you a message to tell you not to worry, we have plans for this. And we do. We have put very detailed plans together over recent weeks, all which are published on our website in our Developing Excellence Plan. We know how to recover the missed curriculum and we are ready to do what we do best. We also know our children, and we understand that returning to school will be exciting for many but unsettling for some. We have made sure our approaches will make our children feel at ease and feel happy. We can't wait to have them back and will do everything we can to keep them safe, so we can all keep healthy and stay learning!

Take care and see you all very soon,

Alison Adair  
Executive Headteacher

Amy Gurner  
Head of School