



ST RAPHAEL'S CATHOLIC PRIMARY SCHOOL

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Thursday 25th February 2021

Dear Parents/Carers,

MONDAY 8TH MARCH 2021 – NEW ARRANGEMENTS FOR OPENING OF SCHOOL TO ALL PUPILS

I hope that you and your families are safe and well. We are looking forward to welcoming all our children back to school and all being together again. The purpose of this letter is to outline the new arrangements for the full opening of school from Monday 8th March 2021, please read this information carefully as there are some changes from previous arrangements.

From Monday 8th March all children should attend school. Government advice remains that all control measures that have been in place in schools to reduce risks of Covid transmission remain in place and are strictly adhered to. It is important to make clear that any risk assessment and associated actions put into place will be aimed at reducing risk.

For the risk assessment to be effective it is crucial that all staff, children and parents/carers carefully follow the guidance given by school. I am sure you will agree that the safety and wellbeing of our children and staff has to remain our absolute priority.

The [Risk Assessment](#) is published on the school website and will updated for the return of all pupils.

DROP OFF AND COLLECTION OF PUPILS

To maintain bubbles and to reduce congestion on the drive we are continuing to operate staggered drop off and pickup times. This will allow social distancing measures to be followed and bubbles to remain separate. We will continue to have two entrance and exit points into school, both of which are within the secure fenced area of school as follows;

Entrance 1	Main School Gate	Year 1, 2, 3 and 5 children
Entrance 2	Parish Hall	EYFS, Year 4 and 6 children

We have reduced the number of drop off and collection windows from 4 to 3 in order to reduce waiting times for parents. However, as we have less windows, from our return parents/carers are asked to drop children off and then vacate the drive to minimise social contact.

PLEASE NOTE CHANGES OF TIMES AND ENTRANCE/EXIT POINTS

Drop Off Time	Collection Time	Main Gate Entrance	Parish Hall Entrance
08:40 – 08:50	14:50 – 15:00	Year 2 and 3	Year 4
08:50 – 09:00	15:00 – 15:10	Year 1	Nursery and Reception
09:00 – 09:10	15:10 – 15:20	Year 5	Year 6

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Procedures at the Start of the Day: When the children arrive at school at the appointed drop off and collection time for their year group, they will be guided to a new class waiting area by staff. Once you have dropped your child off, we are now asking parents to leave the drive to minimise congestion and social contact on the driveway.

Procedures at the End of the Day: At the end of the day, we are asking parents to wait for children using the 2m marked lines on the driveway either up to the main gate or by the Parish Hall dependent upon your collection point. Once you have collected your child please leave the driveway.

We are very aware that by reducing the number of windows we have more children entering and leaving the premises. To ensure this new system works we appreciate your support in helping us to keep each class bubble separate and to reduce congestion and social contact.

BEFORE AND AFTER SCHOOL PROVISION

We are pleased to say that, in line with Government guidance, we can resume the before and after school club from 8th March. This will operate from 8.00am to 4.30pm.

The booking form for Spring Term 2 and parental agreement will be emailed out, please return your completed booking form by next Wednesday (3rd March 2021). Forms will also be available on the [website](#).

GOVERNMENT GUIDANCE FOR SCHOOLS

Please see below links to the updated Guidance from the DFE (Issued February 2021);

[Schools Coronavirus \(Covid-19\) Operational Guidance \(applies from 8th March\)](#)

[Parents and Carers: what you need to know about the return to schools.](#)

Before your child comes into school please ensure that you have read all guidance below;

Below are the measures that we are taking at St Raphael's to minimise risk;

- Classes to be in year group bubbles which will remain separate from other class bubbles
- Staff and parents to adhere to social distancing on the drive
- Pupils to sit at forward facing desks in classrooms. Younger children will have some areas of continuous provision.
- Staggered start and finish times to allow for social distancing at drop off and pick up. **Thank you for adhering to these as they are an essential part of our Risk Assessment and have ensured that wider reopening to date has been a success.**
- Only one parent or carer to drop off pupils to help with social distancing. The school drive has been marked into 2m apart lines to allow parents to social distance. Staff will guide parents up the drive to the main school gate or through the parish hall to where the children will be dropped off and picked up.
- Parents asked not to congregate after drop off or before pick up and to maintain social distancing to help with limited parking. Any messages for school should be communicated prior to drop off via email or phone to prevent congestion at the entrance points.
- Children to remain in the same bubble at all times with minimal mixing during break or lunchtimes.
- Children to have the same teacher or teaching assistant whenever possible, however music teachers and PE coaches will be working in school with different bubbles whilst following social distancing measures and adhering to the risk assessment procedures
- Children encouraged to follow good hygiene practices by promoting the importance of sanitising and handwashing for at least 20 seconds with warm water and soap regularly
- As far as possible, separate entry and exit points to classrooms (staff will direct children to the correct entrance)

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- Children can bring a pencil case into school that will remain in school and will contain all the equipment they require. Children will not be permitted to share any equipment from the pencil case at the moment or bring in additional items from home
- Ensuring pupils understand that they must cover their mouth and nose with a tissue before they cough or sneeze, then throw the tissue away in bins provided
- The Behaviour Policy has been updated in line with the current situation (see website)
- Additional cleaning will continue throughout the day and week
- Parents to be informed, and are expected to collect their child promptly, if a pupil develops symptoms or are feeling unwell

Even with all these additional measures in place, we are aware that we can minimise but not completely eradicate risks during the current pandemic. Also due to the constantly changing situation guidance will be reviewed regularly.

What will the children need to bring each day;

- We are asking the children to **bring a bottle** each day **filled with water** and with their name clearly marked as water fountains will be unavailable
- School dinners will be available, alternatively children can bring a packed lunch
- PE kits are allowed in school and should remain in classes as usual until the Easter Holiday
- Book bags can be used if needed; however, rucksacks in Year 5 and 6 will not be necessary

School Uniform;

When the children return on March 8th the usual high expectations for uniform will be in place. The children will still be wearing winter uniform. The school website has details of the [current uniform](#) expectations.

NATIONAL GUIDANCE

Please make sure you are aware of your responsibilities as parents and carers during the pandemic, particularly with regards to the current rules and what you should do if you suspect someone in your household has symptoms of Covid-19.

If a member of your household has Covid-19 symptoms and/or has gone for a Covid-19 test, the whole household must stay at home until the result is confirmed. If the result is positive the whole household must follow the [Stay at Home Guidance](#).

Please visit the [Government Portal](#) and the [NHS Website](#) for more detailed information.

Finally, if you have any questions, please contact Mrs Lakner or Mr Matthews at school via phone or email head@st-raphaels.tameside.sch.uk

Kind regards,

Mrs Lynn Lakner
Headteacher

Mr David Matthews
Deputy Headteacher

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