



St Mary's Church of England Primary Academy

High Street
Burton Latimer
Northants
NN15 5RL
Telephone: 01536 722757
Email: office@stmarysceb1.info



16th July 2020

Dear Parents/ Carers

We are delighted to be welcoming all our children back to school in September. As you may be aware, from September attendance at school is statutory and we look forward to seeing all Key Stage 1 and 2 children return to school on Thursday 3rd September; Reception children start on Monday 7th September. We have compiled the following information for all children returning to school to support their transition safely back to school.

Staggered starts and finishes

To minimise the numbers of people accessing the school site at any one time we will have staggered start and finish times to the school days in five-minute slots beginning from 8.30 in the morning and 2.45 in the afternoon. **Only one adult** to accompany children to school and ideally Key Stage 2 pupils (Years 3 to 6) should be encouraged to come onto the school site in the mornings by themselves to minimise people accessing the site. Families will be given the same start and finishing times. Everyone should receive their start and finish times by Friday 17th July.

Reception children will receive their own staggered start and finish times due to them starting part time in September.

Please ensure that you drop off and pick up promptly from your child's class exit to support us in keeping as few people accessing school site at any one time. Parents cannot access the school buildings, so if you have any messages please ring or email the school. If the message is urgent please go to the school office window.

Site entrances

There will be 2 entrances with one-way systems in place to manage the flow of people on school site:

- Car park entrance – Reception and Key Stage 1 only.
- Latimer entrance – Key Stage 2 and accompanied younger siblings.

There will be one-way systems from both entrances that will exit on the High Street gate. Please ensure that if you use the Key Stage 2 entrance you walk around the outside of the building to the High Street gate.

If you have more than one child then please use the entrance for the oldest child/children, then walk your younger child/children round the outside of the building to their class entrance following the one-way system. **Only one adult** is to accompany the children to onto the school site. Please ensure any preschool siblings are supervised and stay with their adult whilst on school site.

School meals

School lunches can be ordered in the normal way on parent pay for the days the children require a school meal. Lunches need to be ordered and paid for one week in advance. Unfortunately, we will not be able to accommodate any late bookings due to the catering restrictions from September. Initially there will be a limited choice of sandwiches, jacket potatoes or one main meal and a pudding each day. As soon as the menus are available from ABM catering we will post them on parent pay.

If your child is in Key Stage 1 (Years 1 and 2) they are entitled to Universal Free School Meals on the days they would like a school dinner. Once Reception children are staying for lunchtime they will also be entitled to Universal Free School Meals. Universal Free school meals still need to be ordered via parent pay. Reception children will receive their parent pay log in details within the first week of them starting school.

If your child is entitled to free school meals then they will be able to order meals as per usual. If you are unsure if you are entitled to free school meals please contact the school office and they will be able to advise you on how to apply. Please contact Mrs Owens at: Office@stmaryscebl.info

School uniform

School uniform including school shoes should be worn every day in school. Ensure your child/children bring a coat to school daily. If the weather is sunny please provide a sun hat and named sun cream. Please make sure all school clothing is named as each year we have a huge amount of lost property we are unable to return to its owner as it is un-named.

Uniform exchange

We have some items of spare uniform in school so if anyone would like to use the uniform exchange please contact either: karen.jackson@stmaryscebl.info or receptionist@stmaryscebl.info

Glasses

Children who need glasses must bring them into school for Thursday 3rd September.

Water bottles

Children **must** bring their own water bottle to school as we are unable to use the water fountains or provide drinking cups. Water bottle need to be named.

Classrooms and equipment

All Key Stage 1 and 2 children will work and play in class bubbles. Key Stage 1 and 2 children will have designated desks and Reception children will be appropriately socially spaced. Reception children's continuous activities will have limited numbers of pupils accessing each activity at a time. The School will provide all children with their own stationary packs for personal use.

PE kits in PE bags with a drawstring and school book bags will be needed in school every day from Thursday 3rd September. **Please: No** back packs, ruck sacks, big bags or pencil cases.

Playtimes and lunchtimes

Playtimes and lunchtimes will be staggered to ensure that only one bubble at a time accesses either the playground or dining hall space at a time. Every class will have their own playground equipment bag for their individual use. Each class bubble will have allocated playtimes and designated playground spaces. At lunchtimes each class bubble will access the dinner hall either using the bigger room or smaller room in their allocated time slot one bubble at a time. In between each class bubble the tables will be cleaned down before the next bubble enters.

All fixed large field equipment will be out of bounds to children until further notice.

Medication

Named medicine will need returning to school when children come back in September. Medical forms will need to be signed and returned to the school office on the day your child returns to school. Copies of medical forms are available on the school website. The school office will be open from 1st September.

Illness

If your child is ill then you should contact the school office by 9.30am to inform the school of the reason for their absence. If the school is not contacted we will contact the family to ascertain the reason for the child's absence to complete our school registers. It is imperative we quickly determine the reasons for children's absences to avoid any unnecessary anxieties, speculation or gossip around any absences.

Current Coronavirus guidance

If your child or a person who has been in close contact with your child displays any of the symptoms for coronavirus then you must not send them to school.

- If a child shows the symptoms (new continuous cough, a high temperature or loss of taste and smell) they should not come to school.
- Each household member should obtain a test and follow the relevant government protocols at home for self-isolation until they receive the test result.
- Inform the school immediately of the test outcome, either positive or negative, so that any further actions can be followed up by the school as speedily as possible.
- If the test is negative for the child and relevant family members or close contacts then the child can return to school.
- If the test result is positive then the family will need to follow the governments guidance for self-isolation from the onset of the symptoms, which will last at least 7 days.

To book a test the details are as follows:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing>

If anyone in the household is showing symptoms then the child should not come into school.

- All close contacts should obtain a test and if positive the child should stay at home for 14 days following government self-isolation protocols.
- If they then become ill they must continue to isolate for 7 days from when they have first shown signs of their own symptoms.

If a child becomes ill with coronavirus symptoms during school hours

- they will be immediately isolated within school in the spare Year 3 classroom, with appropriate supervision by a member of staff wearing PPE, until they are collected from the school site.
- The family will be contacted immediately and given instructions on collecting their child/children from school.
- Then the child and family must self-isolate and book a test.
- Once the child has left school site then rooms and equipment will be disinfected following DFE guidelines.

If a child or member of staff has received a positive test result then the school must inform the appropriate professional bodies immediately and be advised of any actions that are required, of which the school will inform you as soon as possible.

Holidays

If any one is travelling abroad during the summer holidays please can you inform the school office of the countries you are travelling to and your dates of travel. If it is a country that is not covered by the Government list of non-quarantine countries please be mindful that you will need to complete 14 days self-isolation once you return to this country. See the link below for information:

<https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors>

Breakfast club, Bright Sparks and Clubs

Unfortunately, as we need to keep children within their class bubbles, initially we are not able to offer any wraparound care in September or school clubs due to mixing bubbles. We understand families may find this difficult, however, until we can create larger bubbles these aspects of school life cannot be safely restarted. We aim to be able to offer these provisions as soon as it is safe to resume them.

Reception Wraparound Care

We will be offering some paid wraparound care for Reception children in the afternoons during their part time places as we can keep them in their Reception bubble. There will be 15 spaces available which will need to be pre-booked and paid in advance.

Pupil Premium

To ensure gaps in learning are closed as quickly as possible the money from the pupil premium budget will be used to provide additional staffing in school to support your children's learning, which is a priority for the children and the school, so there will be no personal allowances for pupil premium children.

We appreciate that this is a lot of information however felt it was important that this was shared with you so that we can work together to keep the children and staff safe in September. Thank you all for your continued support and kind thoughts during these last few months. We wish you a safe and restful holiday period. We are busy preparing for the new start and looking forward to returning in September.

Kind regards



Mrs E Holt
Executive Principal