



St Mary's Church of England Primary Academy
 High Street
 Burton Latimer
 Northants
 NN15 5RL
 Telephone: 01536 722757
 Email: office@stmarysceb1.info



Monday, 01 March 2021

Dear Parents/ Carers

We are delighted to be welcoming all our children back to school on the 8th March. As you may be aware, attendance at school is statutory and normal attendance procedures will apply. We look forward to seeing all the children on Monday 8th March 2021.

Staggered starts and finishes

In order to make the most of our learning time, we have made a change to our start and finish times. Each class will have its own designated start and finish time. Whilst we appreciate this may not be ideal for all families, it is what is best for the children's learning. Parents are able to wait socially distanced on the playground or utilise our breakfast club (see details later in the letter). If you have more than 1 child, please enter by the gate for the child who is dropped off first. **Only one adult** to accompany children to school and ideally Key Stage 2 pupil should be strongly encouraged to come onto the school site in the mornings by themselves. This is to minimise people accessing the site. **Masks are now compulsory onsite unless you are exempt, please ensure that both your mouth and nose are covered at all times and make sure that you are observing the 2 metre rule.**

| Key Stage 1 | Arrival Time | Departure Time | Key Stage 2 | Arrival Time | Departure Time |
|-------------|--------------|----------------|--------------|--------------|----------------|
| Peace | 8:30 | 2:45 | Trust | 8:30 | 2:45 |
| Friendship | 8:35 | 2:50 | Perseverance | 8:35 | 2:50 |
| Forgiveness | 8:40 | 2:55 | Honesty | 8:40 | 2:55 |
| Acceptance | 8:45 | 3:00 | Hope | 8:45 | 3:00 |
| Kindness | 8:50 | 3:05 | Respect | 8:50 | 3:05 |
| | | | Wisdom | 8:55 | 3:10 |
| | | | Justice | 9:00 | 3:15 |

Ensure that you drop off and pick up promptly from your child's class to support us in keeping as few people accessing the school site at any one time. Parents cannot access the school buildings and 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 – 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.

With the one way system working so well, we need to be mindful of parents stopping on the High Street. Please can we ask that you move away from the exit to ensure that other parents are able to leave the school in a safe way.

School Meals

Children can order school lunches in the normal way on parent pay for the days they require a school meal. Lunches need to be ordered and paid for by 8am the day prior to the meal. Unfortunately, we will not be able to accommodate any late bookings due to the catering restrictions.

If your child is in Key Stage 1 they are entitled to Universal Free school Meals on the days they would like a school lunch. Reception children are also entitled to Universal Free School meals. Universal Free school meals still need to be ordered via parent pay.

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 should be worn every day in school including school shoes. Please 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 ensure all school clothing is named as each year we have a huge amount of lost property that we are unable to return to its owners as it is unnamed.

PE Kits

PE kits and outdoor PE kit in PE bags with a drawstring and school book bags will be needed in school every day from Monday 8th March. **No back packs, ruck sacks, big bags or pencil cases.**

Uniform exchange

We have some items of spare uniform in school so if anyone would like to use the uniform exchange service please contact either Karen Jackson at karen.jackson@stmaryscebl.info or Helen Owens at office@stmaryscebl.info

Glasses

Children who need glasses must bring them into school for Monday 8th March.

Water Bottles

Children will need to bring their own water bottle to school as we are unable to use the water fountains. Please ensure that their water bottle is named.

Classrooms and equipment

All Key Stage 1 and 2 children will work and play in phase 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. All children will have their own stationary packs for personal use provided by the school.

Playtimes and Lunchtimes

Playtimes and lunchtimes will be staggered to ensure that only phase bubbles have access to the dining hall space at a time. Each phase will have their own playground equipment bag for their individual use. Each phase bubble will have allocated playtimes and designated playground spaces. At lunchtimes each phase bubble will access the dinner hall either using the bigger room or smaller room in their allocated time slot one phase bubble at a time. In between each 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 return on the 8th March. As it's a new year, new 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.

Illness

If your child is ill then contact the school office by 9.00am to inform 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 in order to complete our school registers. It is imperative we ascertain quickly the reasons for children's absences to avoid any unnecessary anxieties, speculation or gossip around any children's absences

When you contact the school to notify us that your child is poorly, please can you let us know their symptoms. If these are Covid symptoms we will contact you to ask you to get your child tested. No siblings will be allowed in school until a negative test has been received. We do ask you to send the test through to office@stmaryscebl.info **BEFORE** your child returns.

Staff Testing

Staff are now testing twice weekly with lateral flow tests in school to ascertain any asymptomatic cases amongst staff in school.

Device return

Important Information will follow with appointments for when you can return your school devices, please **DO NOT** bring them in on the first day back or send them in with your child. Important paperwork needs to be signed and these machines will need to be quarantined and checked once they are returned to school.

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 can be done 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, once the negative test result has been emailed to office@stmaryscebl.info and you have received notification that your child can return. 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. 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 10 days following government self-isolation protocols. If they then become ill they must continue to isolate for 10 days from when they first shown signs their own symptoms.

If a child becomes ill with coronavirus symptoms during school hours then they will be immediately isolated within school in the spare Year 3 classroom, with appropriate staff supervision wearing PPE, until they are collected from the school site via the Latimer Close entrance/exit. 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, which we will inform you of as soon as possible.

Holidays

If anyone is travelling abroad please can you inform the school office of the countries you are travelling to and your dates of travel. You and your family will need to complete 10 days self-isolation once you return to this country BEFORE your child returns to school.

<https://www.gov.uk/uk-border-control/self-isolating-when-you-arrive>

Brightsparks

Brightsparks will resume on Monday 8th March. This will be open to all year groups **but** on a first come, first served basis. Due to Covid restrictions, Brightsparks can only cater for 15 children and will close at 5:30pm prompt. In school, children are currently in phase bubbles (EYFS, year 1/2, year 3/4, year 5/6) but this will not be possible to sustain at Brightsparks.

Spaces will need to be booked 5 days in advanced and must be cancelled with 5 days notice or you will be charged. The booking system has changed and can **no longer** be booked via parent pay. Bookings must be emailed to receptionist@stmaryscebl.info. We will then contact you to confirm your booking and give you the payment details. Payment will need to be made 24 hours after confirmation.

The prices will be as follows:

Breakfast club (8am-8:50am) £3.40

After school half session (3:15-4:30pm) £4.20

After school full session (3:15-5:30pm) £8.40

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. Thank you all for your continued support and kind thoughts during these last few months. We are busy preparing for children and look forward to them returning.

Kind regards



Headteacher