

ST MARK'S CE PRIMARY SCHOOL



Headteacher: Ms Laura Kelsey BA (Hons), PGCE, CEPQH

Wednesday, 08 July 2020

Dear Parents/Carers,

I am writing to outline our plans for wider re-opening in line with Department for Education advice to resume school attendance for all pupils from September 2020.

Our risk assessment process has analysed all areas of the school setting and procedures, with a focus on limiting the risk of infection from Covid-19.

Important reminders

- Based on current evidence, schools cannot guarantee to be free of risks from Covid-19.
- Children should not attend if they have a cough, temperature or loss of taste/smell and should get tested to see if they have Covid-19 as soon as possible.
- Children should stay at home for 14 days if anyone in their household has these symptoms.
- If anyone in your household has symptoms, you should request a Covid-19 test immediately and your child/ren should not attend school until a negative test has been confirmed for the person with symptoms.



Procedures

We are looking forward to welcoming all children back in September. According to our risk assessment and following the government guidance, we will be operating in class "bubbles" and avoiding contact between the classes as a way of managing the Covid 19 risk. **It is important for parents/carers to note that we will not be able to socially distance within the class bubbles.** Children will be sitting next to each other at their tables. We will mitigate this by making sure children sit side by side rather than face to face which means that classrooms have been reorganised to reflect this. We will be making some videos for the children and yourselves to see what these spaces look like and I will be in touch once these are up on the website. For younger children, please share these often as part of the transition back into school. This will make the first day back much easier as they will know what to expect. Videos can be found here: <https://www.st-marks.w-sussex.sch.uk/return-to-school-videos/>



Part of risk management involves staggered timings and new procedures for arrival and collection times at school. We produced videos of drop off and pick up time so you can see how this works when we partially reopened in June and they are on the website to see. We will be using the church yard for both. Please enter through the covered gate entrance and make your way up to the gate by the school path for drop off and the church

Brantridge Lane, Staplefield, West Sussex RH17 6EN
T (01444) 400398 F (01444) 401244 E office@st-marks.w-sussex.sch.uk
www.st-marks.w-sussex.sch.uk



ST MARK'S CE PRIMARY SCHOOL



Headteacher: Ms Laura Kelsey BA (Hons), PGCE, CEPQH

for pick up. There will be a one way system through the churchyard and markings on the grass to help with social distancing. Please ensure that only a maximum of one adult comes with your child and leaves as soon as their child enters the school, through the one-way system. **If you have siblings in more than one class, you can choose which slot to use as they can go into school together** (please let us know which slot you will be using for pick up so we can ensure children are there and waiting for you). **Please do not arrive before or after your scheduled drop off/pick up time and please make sure you are maintaining social distance from other adults and children at all times.**

Class	Drop off	Pick up
Bluebell	9am	3pm
Fern	8:50am	3:10pm
Bramble	8:30am	3:20pm
Laurel	8:40am	Can walk themselves out with permission via path

We feel that Laurel class could sensibly walk themselves out of school at the end of the day to your car or to where you are waiting. Mr Holmes will walk down to the end of the path with them to make sure they have been picked up. If you are happy to allow your Laurel child to do this, please fill in this google permission form. If you would rather your child did not do this, please let us know and we will take them to the church at the same time as Bramble (3:20pm).

[Please Click Here - Laurel Parents Only](#)

Please note that sadly parents cannot enter the school site without an appointment and should not gather or interact closer than 2 metres apart when waiting outside.

Lunch time and play time

Each class will remain separate at all times. Break and Lunch times will be held at different times/areas. **Hot meals can be provided as normal.** Your children are welcome to bring their own packed lunch if they prefer; please let us know so we can order the correct amount of food.

Clothing and items from home

Children should wear school uniform. We are planning to spend as much time as possible outside whilst remaining in our bubbles so please ensure that all children have a coat with



Brantridge Lane, Staplefield, West Sussex RH17 6EN

T (01444) 400398 F (01444) 401244 E office@st-marks.w-sussex.sch.uk

W www.st-marks.w-sussex.sch.uk

ST MARK'S CE PRIMARY SCHOOL



Headteacher: Ms Laura Kelsey BA (Hons), PGCE, CEPQH

them every day. Please do not wear any jewellery to school and ensure shoulder length or longer hair is tied up. Please make sure that children wear footwear that they can put on themselves e.g. Velcro unless children can tie their own laces. Laurel class should wear weather-appropriate PE kit on Tuesdays and Fridays as they cannot use the cloakroom to change. All other classes can change in their classrooms but please bring PE kits on the day teachers specify. Please avoid bringing unnecessary items from home e.g. toys. The government have advised no face coverings in school; if your child/ren have worn them on the journey to school, they will be asked to carefully remove them before entering and place them in a plastic bag before putting in their school bag and washing their hands.

Toilets

Only one class in the school will be allowed to go to the toilet at any time throughout the school. Each class has a walkie talkie to check no one else is in the toilet. This will stop contact in the toilets and corridors. The toilets will also be wiped down hourly and children will be asked to wash/sanitise their hands when they get back to the classrooms as well as cleaning them in the toilets.

Hygiene

Handwashing and regularly cleaning will still be a priority in school. Children will be asked to wash their hands when they come in, before and after break and lunch and before they go home. Frequent cleaning of touch points and resources will happen throughout the day as well as a thorough clean in the evenings.

Wraparound care and clubs

We are able to run our breakfast and after school club (now named Sunrise and Sunset club) as the government guidance states. We will be doing our best to keep children separated in their class bubbles at these clubs and holding them outside as much as possible to minimise the risks. We will ask parents to drop and collect their children at the gate for wraparound care where there will be a doorbell to gain the staff's attention. **We will not be running any other clubs for the first term.**

What happens if there is a Covid-19 case in school?

If anyone in school experiences symptoms, they have to go for a Covid-19 test. If the test is positive, we contact the local health protection team for advice. Normally, the class will be asked to self-isolate for 14 days. If there are multiple cases or a local lockdown, we may be asked to close the school for a short period. In these cases, we will be providing home learning for all affected children.



Healthy Schools



Eco-Schools

Brantridge Lane, Staplefield, West Sussex RH17 6EN

T (01444) 400398 F (01444) 401244 E office@st-marks.w-sussex.sch.uk

W www.st-marks.w-sussex.sch.uk

ST MARK'S CE PRIMARY SCHOOL



Headteacher: Ms Laura Kelsey BA (Hons), PGCE, CEPQH

Transition

As I explained in my previous letter, we would like children to return to their “old” class before moving up to their new class when they return in September. We feel that this will allow those children who have not been in school this term closure before moving on. Due to the guidance released last week, we have decided that we will be able to do this for the first day back (Friday 4th September) but then children will go straight into their new classes on Monday 7th September. This is to reduce the amount of children mixing in one day and gives 66 hours between children mixing with other “bubbles”.

I hope that this has answered some of your questions. If you have any other questions, please get in touch and I will do my best to answer them all. I want to take this opportunity to thank our entire school community for the wonderful support and kind comments we have received throughout this difficult time. We really do appreciate them and it has made me so grateful to be part of such a caring, strong community. I look forward to seeing you all in September.

Kind regards,

A handwritten signature in black ink, appearing to read "Laura Kelsey".

Laura Kelsey
Headteacher



Brantridge Lane, Staplefield, West Sussex RH17 6EN

T (01444) 400398 F (01444) 401244 E office@st-marks.w-sussex.sch.uk

W www.st-marks.w-sussex.sch.uk