



HEADTEACHER: Mr A.G. Neenan

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"With Jesus as our guide; we love, live and learn together."

1st September 2020

Dear Parent / Carer

Y1-Y6 SCHOOL OPENING REMINDER FOR THURSDAY 3rd SEPTEMBER

I hope that you have enjoyed a good summer at home and that all of our school families are well. Please read the information below to provide a reminder about our school opening arrangements for Thursday 3rd September. As a staff, we would like to thank all of the parents who completed the online **wellbeing** pupil form during the summer break.

ATTENDANCE:

The government have made school attendance mandatory again from the beginning of the autumn term. All pupils will be expected to be in school full time and we will be implementing our usual attendance monitoring procedures including home visits as appropriate.

COMMUNICATING WITH SCHOOL:

- Parents will not be permitted to enter the building (including the office hatch).
- All home / school communication should take place via phone call or email (there will be no face to face meetings).
- School will continue to communicate with parents via phone, email, texts and the school website.

FACE COVERINGS:

To reduce the risk of cross-contamination and possible COVID transmission from the incorrect use and disposal of **face coverings** these **are not permitted to be worn by pupils in school.**

The most recent government guidance has no requirement for primary school pupils to wear face coverings in school.

If your child does wear a face covering to travel to school, then it is the responsibility of the parent to remove their child's face covering safely before their child enters the school site.

Any parents or visitors entering the school building (by prior agreement) will be required to wear a face covering.

UNIFORM:

Our usual school uniform requirements are expected from 3rd September. Our school uniform policy can be viewed on the school website.

We have prioritised outdoor sessions for **P.E.** in the first instance. Please ensure that your child has their **full P.E. kit** in school **at all times** and a **tracksuit** which can be worn for outdoor P.E. if the weather necessitates this.

PUPILS' BELONGINGS AND EQUIPMENT:

The only items which your child should bring to school are:

- A coat and hat
- P.E. Kit
- A packed lunch (if you have not requested for school to provide your child with a hot meal)
- A reusable water bottle (which is filled up at home and taken home and cleaned every day)
- A fruit snack for morning break (if you wish)

NO OTHER ITEMS SHOULD BE BROUGHT INTO SCHOOL.

All clothing and reusable items should **clearly labelled** using your child's full name.

Any water bottles left in school overnight will be disposed of for hygiene control.

TIMES OF THE SCHOOL DAY:

There are **three** staggered morning drop off times and **two** afternoon collection times which are dependent on your child's **year group**. Please adhere strictly to these times (**do not be early or late**).

These staggered times are **absolutely essential** in order to: prevent parents and separate pupil year group 'bubbles' from mixing together at the start and end of the school day; help to keep everyone safe while queuing and also to prevent any pupils from mixing in shared toilet areas after entering the school building.

If we do experience difficulties with pupils and / or parents arriving at school outside of their allocated time, then it may be necessary to stagger the school day further, which is a measure we wish to avoid to prevent any further disruption for parents.

The **Emergency Gate (site entrance)** will not be open until **8.30am**. We do not want to encourage any unnecessarily early queues forming on Cross Lane for reasons of safety and social distancing.

When you arrive at the school premises in the morning or afternoon, please queue at both sides of the **Emergency Gate** (only if this is necessary) as this will enable faster entrance to the school site.

Start	8.30am	8.40am	8.50am	8.50am
Finish	3.00pm	3.10pm	3.10pm	11.50pm
Year Groups	Y1	Reception	Y6	Nursery
	Y2	Y3		
	Y4	Y5		

If you have more than one child at Holy Name, then you should arrive in the **morning** at the **earliest time allocated** to your children and collect all of them in the **afternoon** at the **latest time** (if these are different).

This will prevent a potential build-up of waiting parents at the start or end of the day and support social distancing. All children will be fully supervised by their teacher until they are collected at the end of the school day.

SCHOOL EXPECTATIONS FOR DROP OFF / COLLECTION:

- Only **one adult** should bring their child/children to school. As far as possible, please **do not bring any other children with you** who are not attending school.
- Only arrive at the school premises at your allocated time (not early or late). This is **absolutely essential**.
- Parents are asked to observe social distancing (**2 metres**) and not gather in groups at the school gate or on Cross Lane.
- Parents will not be permitted to enter the building (including the office hatch) without an agreed prior appointment.
- No late drop off or early collection can take place unless it is an emergency.
- The school site will be closed to everyone from **9.00am – 3.00pm** (other than for Nursery parents to collect their children at **11.50am**).

DROPPING OFF ARRANGEMENTS:

Y1 – Y6 children can proceed from the Emergency Gate (site entrance) to the main school entrance by themselves at their allocated time. **Y1 – Y6 parents may leave their child to proceed into school on their own (they will be fully supervised by our staff).**

When the **Emergency Gate (site entrance)** is opened by a member of staff, parents and / or pupils should:

- Enter the site through the **Emergency Gate**, which is adjacent to the usual school gate, at their allocated time.
- Join the taped grass area where you will see black mats with yellow lines marked at two metre intervals. Please stand on one yellow line with your child.
- A member of our school staff (wearing a high-visibility vest) will guide you around
- Upon leaving the taped area on the lawn, only parents of **Nursery** and **Reception** children are allowed to walk their child to their designated **Nursery / Reception** entrance door (this will be supervised by a member of staff).
- If any parents of **Y1 – Y6** pupils have entered the taped area, they will leave their child when they exit the lawn and proceed up the path and exit the school premises through the small green gate (**exit**).
- **Y1 – Y6** pupils will enter the school building by themselves through the usual main pupil entrance (wooden doors). Again, school staff will supervise to ensure that they have entered the building safely.

COLLECTION ARRANGEMENTS:

School staff will be positioned around the school site to assist parents and coordinate our one-way queuing system.

- **Nursery** pupils should be collected from the **Nursery** classroom door at **11.50am** each day.
- **Reception – Y6** parents should enter school through the **Emergency Gate (site entrance)**.
- Follow the left-hand path down the side of the school building (towards Helping Hands) to the playground to form / join a socially distanced queue by following the **red 2 metre markings**.
- You will be met by a member of staff who will help to coordinate the collection of your child/children (**Y2 – Y6** pupils will be lined up on the playground in their year group bubbles).
- If do not have a child based in **Y2 – Y6** then you should use the labelled lane furthest to the right to continue to the **Reception** or **Y1** doors (a member of staff will guide you).
- If you have a child in **Y2 – Y6** and **Reception** or **Y1** then your oldest child should be collected first and you will then proceed to **Reception** or **Y1**.
- Please exit the premises as usual through the **Nursery Playground** and along the usual path.
- It is expected that you will leave school straight away. **Please do not request to speak with any members of staff on the playground** as it is essential that all parents and pupils exit the school premises as quickly as possible.
- It is essential that you fully supervise your child at all times. No children should be running on the school premises or move off the main path as they leave the premises.

HELPING HANDS BEFORE AND AFTER SCHOOL PROVISION:

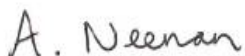
Our before and after-school provision provided by Helping Hands will be available on the school premises.

Please contact Helping Hands directly if you wish to book this provision:

Sam: 07904942281
Michelle: 07737535967
Club Phone: 07806774275
Email: helpinghands.childcare@hotmail.com

We would like to thank you for your cooperation and assistance. All of our staff are looking forward to welcoming our pupils and families back to school on Thursday!

Yours sincerely



Mr A. G. Neenan
Headteacher