



Dear Parents /Carers,

Arrangements for September 2020

Friday 21st August 2020

We hope that you are all well and have had a good summer.

Whilst we are still awaiting further and more detailed guidance from the DfE regarding full re-opening of schools, we have completed our planned routines/procedures and risk assessments and are waiting for them to be signed off by Romero Governance so that we can ensure we are safe and secure to open. We are very much looking forward to welcoming your children back to school. Our plan is to open during the first two weeks of September; whilst it is unlikely, you need to be aware that this may change depending on local and national decisions.

We apologise in advance for the length of this letter but it is important that we clearly explain to parents the approaches that we will take to make our school as safe as possible. It is important to remember that we will endeavour to do all we can but obviously cannot guarantee complete safety for our staff or your children from this virus; many aspects are out of our control and there are still many unknowns.

To date, we have agreed the following updates to our risk assessments (which can be found on the Romero website) and re-opening plans for September:

- Children are allowed to be in year groups. They will work in their class groups with their class teacher/support staff. At break and lunchtimes, they will spend time in their year group, but will not mix with other year groups.
- Drop off, collection, break and lunchtimes will all be staggered.

School Start Dates

Nursery	See separate email regarding transition dates
Reception	See separate email regarding transition dates
Year 1	Monday 7 th September 2020
Year 2	Monday 7 th September 2020
Year 3	Thursday 3 rd September 2020
Year 4	Thursday 3 rd September 2020
Year 5	Thursday 3 rd September 2020
Year 6	Thursday 3 rd September 2020

School Hours/Drop off and Collection for your child

In order to ensure everyone's safety, specific times and drop off and pick up areas have been designated across the school. ***It is very important that everyone in the school community sticks to these arrangements in order to minimise the risks for everyone.***

Year Group	Start Time and Entry Point	End Time and Exit Point
Year 6	8:30am T Junction	3:00pm T Junction
Year 5	8:45am T Junction	3:15pm T Junction
Year 4 – Miss Allport	9:00am Classroom Door	3:30pm Classroom Door
Year 4 – Mr Finn	9:00am Year 3/4 door	3:30pm Year 3/4 door
Year 3	8:45am Rise & Shine Gate	3:15pm Rise & Shine Gate
Year 2	9:00am Rise & Shine Gate	3:30pm Rise & Shine Gate
Year 1	8:45am Year 2 playground door	3:15pm Year 2 Playground Door
Reception	8:45am Nursery Gate	3:15pm Nursery Gate
Nursery	8:30am Nursery Gate	3:30pm Nursery Gate

Please note: If you have more than one child, you will only be able to **drop off** all children at the earliest time.





Important information

Rise and Shine Care Club Arrangements

Rise and Shine Breakfast and After School Club will resume from Thursday 3rd September for Year 3/Year 4/Year 5/Year 6. On Monday 7th September it will open for Year 1 and Year 2. We WILL NOT be able to provide care facilities for Reception at this time. Please ensure that you have made alternative arrangements. The children will be kept in separate phase groups. They will have their own equipment and activities. Further information will follow in the first week of September from Mrs Chitty.

Bikes/Scooters

During the start of the Autumn Term, we ask that children do not bring their bikes or scooters to school. As soon as we can start to use all of the normal entrances and exits, then this will be permitted again.

Attendance

The Government has made it clear that school attendance will become compulsory again, and that they expect every child to return to school.

School Lunches

Our kitchen will be open and able to provide meals for pupils. The school kitchen will provide cold deli grab bags at the start of term in September. Year 2-Year 6 will eat in their classrooms. Reception and Year 1 will eat in the hall. Once we are settled back in, we will review when we can move to hot meals. It is our ambition that we move to hot meals as soon as possible.

Emergency Medication and Care Plans

Please can you ensure that your child has an up to date EpiPen or inhaler which will be kept in their classroom in a secure cupboard. Any care plans relating to medical conditions will also be stored within your child's classroom.

Communicating with School

Adults, other than school staff and external agencies and providers, will not be allowed into the school building. **The school office will be inaccessible to parents.** Unless there is an emergency, all communication will occur via telephone or email. Meetings with parents will be held virtually or on the telephone. Contact details for the school office are at the bottom of this page.

What measures are in place in the school grounds and for parents dropping off and picking up?

- Please make sure that you and your child have **washed your hands for at least 20 seconds before you leave home.**
- Please only use the gates and markings as previously advised. Staff will be on hand to help you with this.
- Please **DO NOT** stop to chat to other parents as this will prevent a flow of people through the site and potentially stop year groups from remaining apart.
- Please minimise the amount of people collecting the children – preferably only one parent.
- Year 5/6 will be permitted to walk home on their own once we have confirmation from you on the first day of term.
- Children will not be allowed mobile phones – so please ensure these stay at home.

Being back at school will be tiring.

Please try hard to get the children to bed earlier so they are ready to cope with a full school day.



Learning and Wellbeing

- Whilst we are obviously aware that the children have missed a lot of learning; our priority will be in supporting the children to rebuild friendships and encouraging appropriate social engagement, responding to issues experienced linked to coronavirus and promoting positive mental wellbeing.

Uniform and P.E.

- Children are expected to wear usual school uniform (this can be summer uniform up until October half term). However, on the days that they have PE and Games they need to come to school in their PE/ Games kit and trainers instead (not in their uniform). These days will be communicated during the first week back by your child's class teacher.

After School Clubs

- There will be no after school clubs running. We will update you when we have more information.

What your child should bring with them to school?

- Your child should ONLY bring their lunchtime box and a water bottle – named please. All children will be provided with a pencil case which will be kept in school. They should not bring any other equipment/bags from home. Children can bring in a coat. The children will not be allowed to use the water fountains.
- Children have been without school routines for some time. A morning fruit snack is recommended whilst they get used to eating at set times to avoid them feeling hungry. This applies to all year groups.

Feeling unwell at home and at school

It is really important that you are clear about the symptoms of coronavirus and are sensible and cautious when your children feel unwell, even if their symptoms are not linked to Covid-19.

- If your child feels unwell in school then you will be contacted and asked to pick them up as soon as possible, even if their symptoms are not related to coronavirus.
- If a child displays symptoms of coronavirus, they will be sent home and asked to go for a test as soon as possible.
- Any family members of that child within school will also be sent home to self-isolate.
- If the result is negative then the child can return so long as they are feeling well enough to and they no longer display any symptoms. Other family members can return too.
- If the test is positive, all children and adults within the same groups in school will need to self-isolate for 14 days and not attend school. Family members will also need to self-isolate for 14 days.
- If any family members at home display Covid-19 symptoms then the child should not attend school. Once that family member has had a test, then the above procedures based on the outcome will apply.

How will we keep the risk of infection down?

We will continue to follow a number of safety precautions in school to keep the children safe, including:

- Every child will wash their hands at key points throughout the day.
- Children will remain in their Year Group throughout the day. This will include break and lunchtimes.
- Any child who becomes unwell during the day will be immediately assessed and sent home if necessary.
- Areas of the school in use will be deep cleaned at the end of every day and equipment in use will be wiped down. There will be some additional cleaning during the day.
- There will be no whole school assemblies or gatherings, along with no singing to minimise the risk.



How can you support your child before they come into school?

Please spend some time talking to your child about their return to school. Discuss any worries you or they may have and go through the procedures for drop off and pick up, including the gates into the school grounds this will involve.

Outbreak planning

As part of this planning, Coventry has a city-wide approach for COVID-19 and this includes a clear plan for what happens if an individual child is showing COVID-19 symptoms, or is tested positive, and what happens if more than one pupil in our school has COVID-19 symptoms or is tested as positive.

This planning also sets out specific steps of what would happen if there was an outbreak within a geographical area of Coventry or if there was a wider outbreak across Coventry. The commitment from all Coventry schools and from Coventry City Council is that if these circumstances were to arise, that there would be clear communication with you about your child's attendance at school.

This is available on the following website www.romeromac.com/COVIDRiskassessments

We are sure that you acknowledge the importance of the detail hence the reason for such a long letter. As the term progresses we will communicate any information that is important regarding daily organisation and safety for all. **It is important that you read all emails sent.** Please be assured that we have endeavoured to put in place robust measures to keep your children and all those involved in our school community safe.

The Board of Directors retain the power to make decisions about what is safe in our schools. We will be constantly reviewing the government guidance and our own practice and experiences. Where it is judged that guidelines cannot be safely followed or risk appropriately managed, the decision may be taken to further restrict opening or revert to closure until such time as these matters are resolved.

Thank you...it continues to be a challenging time but knowing that we have your support has been extremely reassuring...we are very grateful.

My very best wishes to you all,

Kind regards,

Mr P Madia (Principal) and all the Sacred Heart Staff