



# St Clement Danes Church of England Primary School

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Headteacher: Patricia Coxhead

Tuesday 23<sup>rd</sup> February 2021

Dear Parents and Carers

## SCHOOL REOPENING 8<sup>TH</sup> MARCH

I am writing, as promised, to update you after the Prime Minister’s announcement yesterday. I can confirm that St Clement Danes will be open to all pupils from Monday 8<sup>th</sup> March. We are delighted that we will be able to welcome all children back to school on that day.

When all the children return to St Clement Danes, their school day will look very similar to the Autumn term. We were so fortunate not to have had to close any ‘bubbles’ in the Autumn term and are very grateful to everyone in our school community who played their part in navigating the challenging but essential safeguards that were put in place.

We obviously want to do all we can to avoid having to close any bubbles once school reopens. We will once again rely on the help of everyone in our school community in order to reduce the risk of infection spreading with a number of important safeguards in place:

### Start and End of the School Day

#### **Staggered Times for Drop-Off and Pick-Up**

There will be staggered timings at the start and end of day and these will be exactly the same as the times in the Autumn term. This is in accordance with Government Guidelines in order to help avoid congestion at the school gate and to keep ‘bubbles’ of children separate as much as possible. It will be very important that everyone sticks carefully to these timings so that we can help to keep our families safe and keep our school open.

<i>Bubble</i>	<i>Drop-off time</i>	<i>Pick-up time</i>
<b>Year 6 + Year 4</b>	8:45 am	3:10 pm
<b>Year 5 + Year 3</b>	8:55 am	3:20 pm
<b>Year 2 + Year 1</b>	9:05 am	3:30 pm
<b>Nursery + Reception</b>	9:15 am	3:00 pm

Please arrive punctually at your time. If you are early, please don’t join the queue with the previous bubble – wait on the other side of Drury Lane.

#### **Arriving at school in the mornings**

Please stay with your child outside the school gate until they have been welcomed by our school staff; all children must be accompanied by their adult on arrival. As we need to minimise the number of people that enter the school, parents are unable to enter the school building. In the mornings, children will say goodbye to their parents/carers at the gate, like in the Autumn term.

#### **End of the school day**

Just like in the Autumn term, we will be operating a one-way system for pick-up time. We ask that parents/carers wait in a socially-distanced queue outside the school and walk through to the playground to collect your child. You will then

	<p>continue to walk through the playground and exit the building via the Early Years playground.</p> <p>Please arrive punctually; playgrounds will need to be emptied before the next bubble is able to enter. Any children whose parent or carer arrives after their pick-up time will have to be taken to the Fit For Sport after school club and there will be a charge for these late pick-ups.</p> <p><b><u>Drury Lane and School Playgrounds</u></b></p> <ul style="list-style-type: none"> <li>- Please maintain social-distancing in the queue. There are markings on the pavement to help with this.</li> <li>- Please do not queue up until it is your bubble's turn.</li> <li>- Only one adult per family in the queue and on the school playgrounds please.</li> <li>- I strongly encourage you to wear a mask to help protect everyone, including members of our community who are particularly vulnerable.</li> <li>- Please don't wait in the playground after picking up your child, so that the next bubble can enter the playground promptly. If you need to speak to your child's teacher, please request a phone call or email via <i>office@stcd.co.uk</i></li> <li>- Toilets on the playground are out of use after school. Children will have the opportunity to go to the toilet before the end of the day.</li> </ul> <p><b><u>Siblings</u></b></p> <p>If you have children in different classes, they will need to arrive and leave at their designated time. This is to maximise the time that each child spends in school. These times have been designed to minimise the time you will need to wait and we thank you for your patience with this. Please contact the Headteacher if you would like to discuss this.</p>
<b>Communication</b>	<p>As we need to minimise the number of people that enter the school building, parents are unable to enter the school building.</p> <p>You will see your child's class teacher on Drury Lane in the mornings. At the end of the school day, in order to allow the next bubble to enter the playground promptly, parents are asked not to wait on the school playground after pick-up; if you need to speak to your child's teacher, please request a phone call or email via <i>office@stcd.co.uk</i> and teachers will be happy to get in touch.</p> <p>There may be occasions when parent meetings are arranged, by prior appointment, via Zoom or in an appropriate outside space.</p> <p>We will of course be at the end of the phone and email as normal. Weekly newsletters will continue as usual and there is also lots of information on the school website.</p>
<b>Uniform and PE Kits</b>	<p>Full school uniform will need to be worn, including black shoes (not trainers or boots). Hair accessories need to be black, navy or white. Coats need to be plain black or navy. Please ensure your child's name is on all items of clothing. A full <a href="#">uniform list</a> can be found on the school website.</p> <p>Please ensure full, named PE kits are in school from Monday 8<sup>th</sup> March.</p>
<b>Bubbles</b>	<p>In order to limit the people your child comes into contact with, children will continue to be in 'bubbles' which will consist of their own class and one other class.</p>

<p><b>Track and Trace</b></p>	<p><b><u>Covid Symptoms</u></b>  A reminder that if anyone develops symptoms of coronavirus, they must self-isolate and <a href="#">request a test</a> immediately. Please always inform the school as soon as possible if anyone in your household develops symptoms of Coronavirus. We have very strict procedures that need to be followed and communication plays an important part in this.</p> <p><b><u>Emergency Contacts and Permission to Collect</u></b>  Please ensure the contact details that the school holds for you are up-to-date and that you are contactable throughout the day in case we need to phone you. Please make sure that the voicemail function is working on your phone so that we can leave you a message if you are unable to answer.</p> <p>Please ensure that the list of people on your green form is up-to-date. We are only able to dismiss children to parents/carers or to the named people on your form, unless you have contacted the school to give explicit permission on the day. Please also note that people collecting must be over the age of 16.</p> <p><b><u>School Response to a positive Covid-19 test</u></b>  If someone at our school tests positive for Covid-19, the local authority, Department for Education and Public Health England will work with us to risk assess who else should be advised to self-isolate.  In the event of the school receiving notification of a positive case, if a year group or bubble needs to be isolated for any reason, parents of that group will be notified, and remote learning information will be communicated to those parents. For more information, click <a href="#">here</a>.</p>
<p><b>Attendance</b></p>	<p>The usual expectations and rules for school attendance are in place from 8 March (including mandatory attendance). This means that attendance is monitored by the school and the pupils are expected to be in at least 96% of the time. If attendance falls below 90%, this is classified as ‘persistent absence’ and additional support is put in place to ensure attendance improves. If attendance is low over a period of time, a referral to the relevant agency will be made.</p> <p>Please note that there is an important exception to this: if your child has Covid symptoms, has been told to self-isolate because a household member has symptoms or your child has tested positive, they must stay at home. Any Covid-related absence is coded in a special way and any Covid-related absence will not affect your child’s attendance record. This is another reason why it is very important that you notify school if your child is ever absent from school, so that our records are accurate.</p>
<p><b>School Meals</b></p>	<p>Our school meals company, Chartwells, will be providing hot school meals from 8<sup>th</sup> March. Please check that your school meal payments are up to date and speak to the school office if you have any questions.</p>
<p><b>Fit for Sport</b></p>	<p>From 8<sup>th</sup> March, Fit for Sport will be open for Breakfast Club from 7:45am and After School Club will be open 3:45pm to 6pm.  Please book directly with Fit For Sport.</p>

<b>Risk Assessment</b>	<p>We continue to regularly update our school Coronavirus Risk Assessment to minimise the risks. This will continue to be reviewed regularly and can be found on the school website.</p> <p>Our System of Controls to prevent infection includes:</p> <ul style="list-style-type: none"><li>➤ Cleaning hands thoroughly and regularly</li><li>➤ Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach</li><li>➤ Enhanced cleaning</li><li>➤ Careful systems and procedures for when someone reports or displays any symptoms of Coronavirus</li></ul>
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Please read our [Welcome Back](#) booklet about returning to school which we hope you will find helpful to share with your child at home before the 8<sup>th</sup> March. It contains information about what children can expect when they arrive at school.

Many thanks in advance for all your support with these routines, hopefully they will feel very familiar. We very much look forward to welcoming you all back to school soon! Do look out for my weekly newsletter for further updates and information.

Best wishes



Patricia Coxhead  
Headteacher