



# St Clement Danes Church of England Primary School

Drury Lane, London WC2B 5SU

E mail: [office@stcd.co.uk](mailto:office@stcd.co.uk)

[www.st-clementdanes.westminster.sch.uk](http://www.st-clementdanes.westminster.sch.uk)

Headteacher: Patricia Coxhead



Wednesday 1<sup>st</sup> September 2021

Dear Parents and Carers

## Welcome back to Autumn Term 2021!

I hope this finds you well and you have had a good summer. We are very much looking forward to welcoming children back to school from tomorrow, Thursday 2<sup>nd</sup> September!

Over the summer we have been carefully checking updates from the government and local authority so that we can make sure your child's return to school is as smooth as possible and appropriate systems and routines are in place.

Thank you for your responses to the parent survey and for sharing your views about the start and end of day. These have really helped us plan for the new term and your feedback has been invaluable.

### Start of Day

The start of the day will run as follows for Reception to Year 6:

- Children are invited to arrive at school any time between 8:45 and 9:00 am (Key Stage 1 & Key Stage 2 at the main gate, Reception at the Early Years gate).
- Parents say goodbye to their child at the gate.
- The school gate will be opened at 8:45 for children to start entering from this time.
- Any children dropped off before 8:45 will need to be registered at the Fit For Sport breakfast club.
- Nursery families will have received a separate letter about their start dates and times.

There will be a school adult on duty at the gates and parents will of course be able to leave messages with them as well. Teachers will be available to speak to parents on Drury Lane until 8:55 when they will need to return to their classrooms. The main school gate will close at 9:05 am and any pupils who arrive after 9 am will be marked as late.

### End of Day

At home time we will continue to operate a one-way system. We will open the gate for each class at the time listed below.

For Years 1 to Year 6, we ask that you enter via the main gate and walk through to the playground where your children will be waiting, ready to be collected. You will then continue to walk through the playground and exit the building via the Early Years gate onto Drury Lane. There will also be a shorter stagger at the end of day to minimise congestion in the narrow alleyway near the school entrance.

For Reception, please wait at the Early Years gate (like last year) and your child will be brought to you there.

Class	Finish Time
Reception	3:10 pm
Year 1	3:20 pm
Year 2	3:20 pm
Year 3	3:20 pm

Class	Finish Time
Year 4	3:30 pm
Year 5	3:30 pm
Year 6	3:30 pm

## **Siblings**

If you have children in different classes (in Key Stage 1 and 2) and are unable to collect them at the different times, you will be able to collect both children at the later time. Please email the school if this is the case so that we can ensure your child is supervised. If you have more than one child and are able to collect them each of them at the times listed above, please follow the one-way system, rather than waiting in the playground between collection times. Your help with this is much appreciated.

## **Communication**

For the time being, we will continue to minimise the number of people that enter the school building. This means that parents will only be able to enter the school building by prior appointment. Parents will continue to see their child's class teacher in the playground at pick up time. 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 a wealth of helpful information on the school website. We will continue to try to hold parent meetings outside whenever possible.

## **Risk Assessment**

The school Covid-19 risk assessment and contingency plans are being updated and we continue to keep sensible measures in place to minimise risks.

We have a System of Controls in place to prevent infection which include:

- Cleaning hands thoroughly and regularly
- Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- Enhanced cleaning
- Good ventilation in the school building
- Minimising the number of adults and visitors in the school

## **Self-isolation**

The government rules around self-isolation changed in August – please see the box below. This means that children who are close contacts of someone who has tested positive no longer need to self-isolate, unless they test positive themselves. They will still need to take a PCR test, but will be able to continue coming to school whilst they await the result.

It continues to be the case that if a child (or adult) displays symptoms, then they must self-isolate until they receive the result of their PCR test.

Thank you for your brilliant communication with school last year on this. Please do continue to keep us in the loop, this is much appreciated!

### ***Government Guidance***

*If you have been fully vaccinated for at least 14 days, or are under 18, you no longer have to self-isolate if a close contact tests positive with COVID-19. You now only need to self-isolate if you develop symptoms or test positive for the virus.*

*If you are in contact with someone who has the virus, you should still take a PCR test as soon as possible, regardless of whether you have been vaccinated.*

*If you are over 18 and not fully vaccinated, you must continue to self-isolate if a close contact tests positive for COVID-19.*

### Emergency Contacts and Permission to Collect

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 ensure that the list of people on your green form is up to date, indicating who has permission to collect your child from school. 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.

### First Aid

If your child has an asthma pump, EpiPen or other prescribed medication, please ensure that these are in-date and in school from the first day of term.

Many thanks for all your support with our school routines, it's much appreciated and I very much look forward to welcoming you all back to school tomorrow.

Best wishes

A handwritten signature in black ink that reads "Patricia Coxhead". The signature is written in a cursive style with a stylized initial "P".

Patricia Coxhead  
Headteacher