



St Teresa's Catholic Primary School
Elsenham Crescent, Basildon, SS14 1UE



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Headteacher: Mrs Nuala Cashell
MA Ed, NPQH
www.st-teresasrc.essex.sch.uk
Telephone: 01268 553502

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Dear Parents and Carers,

I hope you are all keeping well. Staff have been working together to develop a plan of action to reopen the school on 1st June for some year groups.

In order to enable social distancing, we will be staggering start dates, drop off and collection times and changing the way children come into and leave school, in order to keep everyone safe. This will mean that parents must drop their children off quickly so a queue does not build up. We ask you to observe signs and floor markings to maintain social distancing. Teachers will not be able to talk to parents at the classroom door so for any queries you must phone the school office. Parents are only allowed into the school building by appointment.

To accommodate social distancing, the school day will be starting earlier than usual for some pupils and will end following lunch for children in Reception (12.15pm), Y1 (12.30pm) and Y6 (12.30pm).

Afternoons will be spent deep cleaning the school ready for the next day's learning.

The following has been decided:

Year Group	Start date	Staggered drop-off time	Staggered finish time	Gate to use	Classroom
Reception	Monday 1 st June	9-9.15am	12.15	Gate near EYFS (not main school gate)	EYFS building split into 2 distinct, separate areas
Year 1	Wednesday 3 rd June	9-9.15	12.30	Main school Gate	Y1 and Y2 classroom
Year 6	Monday 8 th June	8.40-8.55	12.30	Gate to school office	Y6 classroom and the learning hub
Nursery	Wednesday 10 th June	8.30am (morning session) 12.00pm (afternoon session)	11.30 am 3pm	Nursery gate (usual)	Nursery building
Key Worker	Ongoing	8.40-8.50	3pm	Main gate	Year 5

We have split each year group across 2 classrooms allowing a class size reduction of no more than 15 children in any classroom. This will mean that children will be taught by their usual teacher plus another teacher during the course of each day.

Your children will stay in their designated classroom for the rest of this term. There will be limited movement around the school so pupils will not come into contact with any child other than the children in their own classroom. Once we know how many children will be returning we can work out who will be in each room. We will notify you by Friday 22nd May of your child's class.

The curriculum that we will offer at this time will be different to our usual expectations for the summer term, but we will continue to provide a range of activities to enable pupils to make progress in reading (including phonics for Reception and Y1), writing and mathematics. We will also make sure children get the opportunity for exercise whilst maintaining social distancing. It will not be in the form of PE lessons, but a daily mile run.

Nursery cannot be split so children will be given the option of attending either a morning or afternoon session in order to reduce the number of children present at any one time. At this moment in time we can only offer the 15-hour entitlement and not the 30-hour entitlement.

At the present time we cannot take any further key worker children (only ones that have previously attended) until we have an accurate idea of numbers of pupils attending from 1st June, to ensure that everyone is safe.

School lunches will be served in classrooms not in the school hall. **NO FOOD IS ALLOWED TO ENTER THE SCHOOL FROM HOME.** Children are **not** allowed to bring water bottles, drink bottles, snacks, fruit, packed lunches, book bags or PE kits into school. They must only come to school with a coat. No exceptions will be made. A snack and drink will be provided for all children by the school, so please make sure you have notified us of all allergies.

A **free** school meal will be provided to **every child** in Reception, Y1 and Y6 as we are prohibiting food and drinks from being brought in from home. Menus will be sent home at the end of the week. Costs for lunches will be met by the school.

If a child needs medication such as inhalers, these will be kept in their designated classrooms.

School uniform should be worn but children should not wear ties and should only wear jumpers if it is cold. Uniform must be washed daily. If that is unmanageable for you, children can rotate between wearing school uniform and their school PE kit to facilitate them wearing **clean clothes every day**.

Children are asked to wear trainers rather than school shoes. For our younger pupils, if possible, please choose trainers with Velcro, or slip-ons, as teachers will not be able to tie shoe laces due to social distancing.

If your child becomes unwell or shows any possible symptoms, we will call you to collect your child immediately. Please make sure we have your correct mobile numbers. If a child in class does show symptoms, all of the children in that classroom will be sent home and all would be expected to isolate for 14 days. We have purchased digital infrared thermometers for each classroom to allow us to carry out temperature checks whilst maintaining social distancing.

Children will not wear PPE in school but will be expected to wash their hands regularly (at least three times during the morning session). Children will be given their own resource pack so that

no resources will be shared. At the end of each day all work will be sent home. It must not be returned to school.

It is **essential** for you to let us know if your child will be returning to school this term. You, as the parent, carer or guardian of your child, are well placed to decide what is best for your child. As a parent myself, I do appreciate the anxiety you may feel in seeking to make the correct decision. I will do my best to safeguard all children but I cannot promise that there will be social distancing for every child at all times, as this is an impossible task, particularly with younger children.

I will support whatever decision you make for your child/children. No parent will be compelled to return their child to school if they feel it is unsafe until government guidelines change. There will be no fines for absence, nor will any absence be unauthorised.

If you have a child in Nursery, Reception, Year 1 and/or Year 6, we need you to indicate whether you intend to send your child back to school as part of the phased return. We need this information to inform our planning and risk assessment for the phased return.

To do this, please email: reply@st-teresasrc.essex.sch.uk

stating 'Yes', followed by your child's/children's name if you **do** intend to send your child back to school, or 'No' followed by your child's/children's name if you **do not** intend to send them back. **Please respond by Wednesday 20th May (tomorrow).**

Home learning will continue to be provided for all year groups, including classes that have re-opened, in order to continue to support children who remain at home. If your child attends school, they will not be expected to complete home learning as this will be delivered in school. We are continuing to supply packs of work to families who have ordered them but *please* do not order packs unless you are going to pick them up as it is a waste of precious resources if you do not collect your pack.

I understand for many families any sense of carrying on as normal has not been possible. I know that some of you have possibly faced the worst of challenges, including the loss of family and friends. If you have suffered such a bereavement, please notify us so that we can put measures in place to support your child, if necessary. You may either call the school, or inform us on your email notifying us of your decision to keep your child at home or return to school.

I am incredibly grateful to the staff of St Teresa's that have been so adaptable in meeting the needs of children during this national crisis, including caring for the children of critical NHS key workers, and I would like to thank you for supporting your children in their learning while at home.

Whilst the government has announced an ambitious project to get all children back to school, we will continue to evaluate our provision to ensure the safety of all our school community. This is our absolute priority. With this in mind, it is possible that there will be changes to arrangements on a weekly basis depending on how the initial plan works. We will, of course, keep you informed.

Remember, deciding to send your child to school is your personal decision based upon the details we have provided and the wider information that is available. We know that you will make the appropriate decision for **your** children and **your** families.

All the above may seem a little overwhelming, but ensuring that our children and staff, and whole school community is safe is our utmost priority and we will not open unless we are satisfied that it is safe to do so. This can only be achieved with forward planning. An important part of this is to know how many children to expect in school, so again I ask you to please let us know by tomorrow (Wednesday 20th May) via the email reply@st-teresasrc.essex.sch.uk what you plan to do.

Lastly, our plan is dependent upon the continued fall in the number of COVID infections and the ability of the NHS to cope with this dreadful virus. If the government change their policy, I will inform you immediately of our revised plan.

Take care and enjoy the week with your families,

Mrs Cashell