



St Bartholomew's CE Multi Academy Trust
Sedgley Road
Penn
Wolverhampton
West Midlands
WV4 5LG

St Benedict Biscop CE Primary School

Headteacher: Nicola Scott-Worthington

Telephone: 01902 892197

Email: office@st-benedictbiscop.staffs.sch.uk



10th July 2020

Dear Parents

It has been lovely to see some many of our children this week as they have visited school to meet with their new teachers. As you know the government announced their intention to open schools for all children from the start of the autumn term a few weeks ago. Further guidance was issued last week and I wanted to update you with our plans so far. I apologise for the length of this letter, I hope to provide reassurance for parents about the routines, please read this carefully and if you have any queries contact the school office.

Since the government announcement, we have been working to ensure that measures are in place to implement the government guidance. It is possible that over the summer we will receive further guidance which will necessitate amendment to these plans and we will issue further clarification in the coming weeks. We have been operating many of these systems since 1st June however some have been adapted so please read this guidance carefully.

All children from Reception to Year 6 will be welcomed back to school from Thursday 3rd September. Children in Nursery will have a settling in session either Thursday 3rd or Friday 4th September

The following measures will be taken. Please note that these plans are subject to change depending on changes in DfE guidance or health and safety requirements:

1. Children will be placed in their year group classes as is usual.
2. Classes of children **will not be allowed to mix at any part of the day to prevent the spread of the infection across school**. This means that lunch times and break times will be staggered.
3. Drop off and pick up times will be slightly staggered to ensure that large groups do not congregate.
4. It is imperative that every parent adheres to the drop off and collection times and always maintains a 1m distance between other families.
5. **DROP OFF:**
 - Parents will be given strict drop off times. Please do not arrive early or late as it's imperative that we reduce contact between adults and mixing of classes.
 - Social distancing lines are painted at each entrance point.
 - Parents and children must not breach these boundaries.
 - Prior to entering the building, each child will sanitise their hands.
 - Parents must leave the school premises as soon as their child is under the care of a staff member.
 - Families with siblings in multiple year groups should drop off all children at the time of the **youngest** child allowing children in key stage 2 to walk independently across the playground to their classroom door.





St Bartholomew's CE Multi Academy Trust
Sedgley Road
Penn
Wolverhampton
West Midlands
WV4 5LG

St Benedict Biscop CE Primary School

Headteacher: Nicola Scott-Worthington

Telephone: 01902 892197

Email: office@st-benedictbiscop.staffs.sch.uk



- Staff will only exchange a greeting with parents, if you need a discussion please contact via Class Dojo, email or calling the school office.

COLLECTION:

- Parents will be given strict collection times. When you have more than one child in school arrive at the time for the child who is dismissed last. Please collect your oldest children first followed by your youngest. Please do not allow children to play together while waiting as this could result in classes mixing.
- Please wait at the queuing area for where your child was dropped off and a member of staff will release your child to you.
- If a member of staff needs a private discussion with you, this will be via a phone call.
- If your child needs to leave the site early (i.e. if they become unwell) you will be given instructions on where to collect your child via a phone call.
- Once you have collected your child please leave the school site promptly.

BREAKFAST AND AFTER SCHOOL CLUB

- Club will operate for the usual hours from 3rd September
- Please book and pay for your child's place via ParentPay.
- Numbers are limited so pre booking is essential and spaces must be booked at least one week in advance.
- In club children will be grouped where possible either with siblings or other children in their year group.
- Strict hygiene and cleaning protocols will be followed by club staff and children attending club.

- 6. As per the guidance, parents are not permitted to enter the school site unless there is an urgent, pre-arranged need. Of course we will be available for phone calls and emails to discuss any aspects of concern – and for warm (socially distanced) greetings at the gate.**
7. Children will play outside at break and lunchtimes, there may be occasions when a maximum of two classes may mix. They will be in a zoned area specifically for their group (and adult supervisors) only.
8. Children will eat lunch in their classroom to ensure no mixing at this time and to avoid the need for children to queue. Therefore, there will be no hot lunch provision on site for the first half of the autumn term at which point the procedures will be reviewed. If you wish for your child to receive a school meal, this will be in the form of a packed lunch brought directly to their classroom. Please book meals via parent pay. Children in Reception, Year 1 and Year 2 will be entitled to a free school meal, under the Universal Free School Meals programme. All children entitled to Free School Meals will continue to receive a lunch pack from school. They can also bring a packed lunch from home, we advise parents to wipe down lunch bags when you return home.
9. Every classroom in key stage 1 and 2 will be organised in rows to minimise face to face contact for the majority of sessions.
10. Children will have their own pack of stationery on their desk throughout the day. These will be cleaned at the end of the day by a staff member.
11. Shared resources and classroom equipment will be thoroughly cleaned at the end of the day.
12. Tables, door handles and light switches will be cleaned by staff during the day.





13. **Please be aware children will not be expected to socially distance from each other within their class.**
14. Children will wash their hands or apply hand sanitiser (provided by school) when entering school at the start of the day and after break/lunch/PE/forest school activities. If your child has an allergy to hand sanitiser, please inform the school office by email.
15. The use of toilet facilities will be restricted to a maximum of two classes and these will be cleaned throughout the day.
16. Our behaviour policy has been reviewed to take into account COVID-19 guidance and includes the exclusion of any children who deliberately put others at risk (e.g. coughing or spitting at others) and children who will not (as opposed to cannot) comply with hygiene expectations.

What we ask of you:

1. If your child, or any member of your household suffers from any symptoms of COVID-19 at any time, you **must** self-isolate at home. We can arrange for a test to take place and your child will be permitted to come back to school if this comes back as negative for the child and all members of the household. If any child tests positive, they will need to follow current government advice.
2. Children should bring a named water bottle each day that returns home each day to be thoroughly washed we are unable to fill water bottles so children can bring more than one bottle if needed.
3. **Please strictly adhere to all timings and social distancing when collecting/dropping off your child.** Please leave the school site immediately. Where possible, we encourage walking and ask that only one adult accompanies each child.
4. If you wish to speak to a member of staff, please telephone the school. No parents will be permitted to enter the school building. We will, of course, be available to speak to via telephone or email.
5. Personal pencil cases are not allowed. Try to keep bags as small as possible. For younger children, a bag with a change of clothes can be brought in on the first day and left in school.
6. Children must attend school in a clean school uniform, with the exception of specialist lessons below. Our classrooms are cold due to the recommendation to keep doors and windows open as much as possible. Please ensure your child has a jumper with them at all times.
7. Children will be taking part in PE and forest school lessons. Once the timetable is completed, we will inform you which days this will be. We ask that children come to school dressed in suitable clothes/shoes for PE/forest school as appropriate on these days which they will stay in throughout the day. Please note weather permitting all PE will take place outdoors and we will have windows open for ventilation when possible so advise children to have jogging bottoms and a warm top for PE in addition to their school logo shorts and tshirt.

All of the above measures are being taken to ensure the safest possible environment for your child and family, in accordance with current DfE guidance. We will always work very hard to continue to provide a happy, comforting and secure environment to limit any anxiety and fears your child (and you) may have and help them to enjoy their time in school. As always, your child's emotional wellbeing is of the utmost importance to us.





St Bartholomew's CE Multi Academy Trust
Sedgley Road
Penn
Wolverhampton
West Midlands
WV4 5LG

St Benedict Biscop CE Primary School

Headteacher: Nicola Scott-Worthington

Telephone: 01902 892197

Email: office@st-benedictbiscop.staffs.sch.uk



With the current guidance we will not be able to hold many of the whole school events which make up an important part of our school year. We are unable to have parents into school for worship and currently cannot bring the whole school to church. As the guidance changes we will update you with dates for these important milestones but until then will continue to priorities worship within the class groups.

As you know, I promote and believe in an open door policy where parents and families are all welcomed in, so we can all be co-educators together. I very much look forward to welcoming you all back into school, when it is safe to do so, and our school once again being filled our lovely children.

Thank you for your cooperation, understanding and support at this time. If you have any questions or concerns, do not hesitate to contact me. Please take very good care and stay safe and well over a (hopefully) sunny summer holiday.

Yours sincerely

A handwritten signature in blue ink that reads 'N Scott Worthington'.

Nicola Scott-Worthington
Headteacher

