

August 2020

Dear Parents and Carers

Welcome back!

We do hope that you have had a relaxing summer break and that you are looking forward to the beginning of the school year! We are excited to welcome our new reception class to school and to see all the KS1 children, after the break.

First let's start with some warm words from Mrs Peers to let you all know how she is getting on with her adorable new baby girl, Summer!

*"We are getting on well here, enjoying every moment with Summer (picture attached)! We have been braving day trips in the car to get her used to her car seat and going on dog walks with Luna. Luna loves checking in on Summer and making sure she is ok! Missing you all and I hope that you had a lovely summer break. I look forward to hearing how you are getting on with your new teacher. I do hope we can visit soon!"*

### **September plans for full reopening of school**

The Government, as you are probably aware, issued guidance that was further adapted on the 4<sup>th</sup> August 2020 to support the full opening of schools from the 1<sup>st</sup> September 2020. The Government's plan articulated that all children will attend full time from the beginning of the autumn term.

Our main priority is not only to welcome the children back to school but to ensure the school is a safe environment to support children and staff on their return.

The school developed a Risk Assessment prior to opening on the 1st June and this Risk Assessment will be adapted to support full opening. The Risk Assessment will be made available on the school's website in due course and will be updated in line with any new guidance or any local changes. Children will be welcomed back as a 'whole school bubble' with Year group 'pods' operating within this system. All teachers and other staff can operate across different classes in order to facilitate the delivery of the school timetable. As a small

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school we feel confident that managing the return in this way is both in line with current government guidance and will provide reassurance to families.

Below we have provided some key questions and answers on many areas of school life that will hopefully give you a better understanding of how we plan to move forward.

### ***What are the protective measures at school?***

We have several protective measures in place to ensure all children and staff remain well.

- A requirement that people who are ill stay at home.
- Robust hand and respiratory hygiene. Children will use soap and water in classrooms and toilets. Hand sanitiser will be available for adults. Children will be taught the 'catch it, kill it, bin it' phrase. Dedicated tissue bins will be emptied daily.
- Enhanced cleaning arrangements. Frequent cleaning of regularly touched surfaces will continue to be carried out by the staff and the cleaners.
- Active engagement with NHS Test and Trace and local authority advice.
- Maintain social distancing wherever possible. The government acknowledges that social distancing is difficult for children and they are not expected to distance in the same way as adults do.
- Arranging classrooms with forward facing desks.
- For staff to maintain a social distance from children and other staff as much as possible.
- Carpet time will be reduced and managed.

### ***What are the procedures for the beginning and end of the school day?***

We will stagger the drop off and pick up times for KS1 (Years 1 and 2) and Early Years (Reception) and these timings will be in place for the foreseeable future.

#### **KS1 families (Years 1 and 2)**

School starts again for children in Years 1 and 2 on **Thursday 3rd September 2020**.

#### **Drop off Pick up**

**Year 1 8.50 am 3.00 pm**

**Year 2 8.50 am 3.00 pm**

It will be important to keep to times and to ensure that parents follow a one-way system to enable a safe flow through the school grounds. Please limit to one adult picking up and dropping off to minimise the number of people on site. We understand that many families will have children at school in other settings. Although we have tried our best to fit in with beginning and end of day timings, it may be that the drop off and/or pick up times do not work well with other schools. If this is the case, please let us know. We are happy to be flexible to accommodate this.

All parents will enter the school via the pedestrian gate, walk along the concrete path and down the steps to the playground. Year 2 should line up on the right-hand side by the mural under the blue railings. Year 1 should line up on the left-hand side by the bushes - parallel to Year 2. You will see a rainbow 'wait here' sticker on the floor which shows where each family should wait. Your child's class teacher will be waiting outside of the office entrance to welcome them into the building. There will be an adult waiting for them inside their classroom. Parents should then exit by walking up the steps and following the arrows along the path. Please then continue to exit along the grass bank, back to the pedestrian gate. Please wait until it is safe to exit the pedestrian gate as there may be a family coming through. There will be arrows to clearly show the one-way system in place. At the end of the day, Year 1 will be released via the hall but Year 2 will be released by the front entrance to the building. The entry into school at the end of the day is exactly the same as the morning routine. Please note that when waiting to drop off and pick up, you will see 2 metre markings in the form of checked blue ribbon around the blue railings and on the bushes. **Please keep yourselves and others safe by adhering to the 2 metre social distance.**

### **Reception families**

Reception children will start school part time on **Wednesday 9<sup>th</sup> September** and full time from **Wednesday 23<sup>rd</sup> September**.

<b>Reception</b>	<b>Drop off</b>	<b>Pick up</b>
<b>9<sup>th</sup> – 22<sup>nd</sup> September Morning Session</b>	<b>9.00 am</b>	<b>11:30am</b>
<b>9<sup>th</sup> – 22<sup>nd</sup> September Afternoon Session</b>	<b>12:20pm</b>	<b>2.50 pm</b>
<b>From 23<sup>rd</sup> September</b>	<b>9.00 am</b>	<b>2.50 pm</b>

**Please note we have slightly adjusted the times for the afternoon sessions to accommodate the stagger. Please contact us if this causes you any difficulty.**

It will be important to keep to times and to ensure that parents follow a one-way system to enable a safe flow through the school grounds. Please limit to one adult picking up and dropping off to minimise the number of people on site. We understand that many families will have children at school in other settings. Although we have tried our best to fit in with beginning and end of day timings, it may be that the drop off and/or pick up times do not work well with other schools. If this is the case, please let us know. We are happy to be flexible to accommodate this.

Parents will enter the school via the pedestrian gate, walk along the concrete path and at the top of the path walk up the ramp to the gate to the Reception class outside area. You will see signage for 2 metre social distancing. Your child's class teacher will be waiting at the gate to welcome them in. Please then exit across the grass and out of the pedestrian gate.

Again if you could kindly wait until it is safe to exit the pedestrian gate. Children who are attending the afternoon session can enter and exit the site in the same way.

We understand that many families will have children at school in other settings. Although we have tried our best to fit in with beginning and end of day timings, it may be that that the drop off and/or pick up times do not work well with other schools. If this is the case, please let us know. We are happy to be flexible to accommodate this.

You will receive a short welcome video on Tuesday 1<sup>st</sup> September to show your child what the entry to school will look like and what to expect. We suggest you play this to your child several times so that they are completely familiar with how the start and end of the day will look. Enjoy!

***Will wrap around care be available?***

At present we intend to run our before and after school club. For more details, please contact Tasha on 07798 812858 or na\_ingle@yahoo.co.uk or Jane on 07979 186940 or jane@stottster.com.

***Will you be running clubs after school?***

For the Autumn term, we will **not** be running any sports clubs or other activity clubs. This is to minimise people on site. We will review this again in the second half of the term and we will communicate with you as soon as possible about their potential return in the spring term.

***What should my child wear to school?***

The children should wear their school uniform to school on days when they are not doing PE – please see below.

***Can my child bring a P.E kit to school?***

On days that children have PE they will be asked to come to school in their PE kit, including trainers. They are allowed to stay in their P.E kit for the remainder of the day and take it home to be washed each time. Your class teacher will inform you when P.E will take place each week. Please do not send PE kit in on the first day back.

***Should my child bring their own equipment into school?***

Reception children do not need to bring anything into school except a named water bottle. KS1 children should bring in their school book bag. In addition to this, we ask that your child brings in their own 'pencil pot'. This could be a tin that they decorate at home! Inside the tin, we would like each child to have a pencil and some colouring pencils. We will provide the

rest of the equipment the children need and add it to their pots. **Please bring this in on the first day of term.**

Children should continue to bring in their own labelled water bottle.

### ***Can my child bring a snack to school?***

We understand that children's eating habits have been very different over the last few months. For this reason, we are happy for your child to bring in a light snack that they can eat in the morning or afternoon. Please provide this in a small container or plastic bag that they can bring home each day. Please ensure the snack is a healthy one (i.e. fruit or crackers) and no chocolate, sweets or crisps.

### ***Will my child be able to have a cooked lunch and can the children eat together?***

Yes all children will be able to have a hot, cooked lunch. The children will all eat lunch in the hall as we are essentially one 'bubble' but will sit on a table with their own class. They will go out to lunchtime play in class 'pods'.

Please access the link below for more information about school lunches.

<https://spark.adobe.com/page/A9wbXZPKPLNX3/>

### ***How do I communicate with the school?***

The school site will be closed to non-essential visitors. Communication will be via school phone and school email. You can also speak to teachers and staff who are on the morning and after school drop off and pick up rota. Mrs Piggott will be available with a pad and pen at the pedestrian gate each morning not only to welcome families in but to take any notes for teachers and other school staff if necessary. We will no longer be using class emails to contact teachers once full opening of school is in operation so please contact us using the [info@stmichaels-dorking.surrey.sch.uk](mailto:info@stmichaels-dorking.surrey.sch.uk) address. Please refer to the question below and the 'recovery curriculum' information letter to find out more about how we intend to keep good communication and connection with families.

### ***What curriculum events and social events can take place at school?***

We are looking forward to communicating with you soon on how we run our usual curriculum and social events. We have been given a unique opportunity to 'think differently' when it comes to these events. We appreciate greatly that these types of occasions are vital to building good relationships and partnerships with all our families. We want to communicate with you about your child's time at school and their learning. We are working hard to consider how we can deliver curriculum events to you. We will also be working closely with the Friends of St Michael's to map out how we can arrange social events through the year.

These are more than likely going to be of a virtual variety but this is a world we are all getting increasingly used to and there can be many benefits to this way of relating.

Please do read the attached letter on the 'recovery curriculum' which will provide more information and insight on how we intend to approach the first phase of the academic year.

We look forward to seeing you all soon.

Warm regards

Nicola Cleather  
**Head of School**

Paula Bliss  
**Executive Head**