



St Swithun's C of E Primary Academy

Executive Headteacher
Mrs Helen Thomas
Head of School Mrs Debbie Preece
Telephone 01777 702043

Grove Street
Retford
Nottinghamshire
DN22 6LD

Friday 28th August 2020

Dear Parents and Carers,

Return to school on Thursday 3rd September - information updates:

I hope that you have all managed to enjoy time to relax with family over the summer break.

We are now looking forward to welcoming all of our children back into school next week and have been busy preparing school for reopening, following guidelines from the government which were released on 7th August: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Class Bubbles:

In order to minimise the number of contacts that children have during the day, they will be organised into Class Bubbles with designated entrances, exits, break times and lunch times.

Arrival and collection arrangements:

Again to minimise contact between Class Bubbles and to ensure that social distancing between adults can be respected, we have staggered our arrival and collection times with 15 minute gaps between each class. If these times are strictly adhered to, this should allow for a parent or carer to leave the site before the next group arrives, as follows:

So that families don't have to wait for different start times, **all siblings can be dropped off at school at the earliest sibling arrival time and collected at the latest time**, as follows:

Class	Class teacher	Arrival time	Collection time	Drop-off and Pick-up point
Reception	Mrs Mitchinson/Mrs Briers (Mon-Wed)	8.45am	3.00pm	FSU front yard Stand on a yellow star
Nursery	Mrs Oxborough/Mrs Myers (Wed-Thurs)	9.00am	12.00	FSU front yard Stand on a yellow star
Class 1/2	Miss Ranson	9.00am	3.15pm	School yard via the front black yard gate. Stand on a green spot
Class 3/4	Mrs Ogden (formerly Miss May)	8.45am	3.00pm	School yard via the front black yard gate Stand on an orange spot
Class 5/6	Mrs Preece/Mrs Tunnard	9.15am	3.15pm	School yard via the entrance near traffic lights Stand on a blue spot

Arrival:

- When you arrive, please enter the yard through the designated gate and stand on a coloured spot (Green for Class 1/2; Orange for Class 3/4; Blue for Class 5/6 and yellow stars for FSU) and wait for the class teacher to come and collect the children.
- All siblings will be directed to their classrooms by a member of staff.
- Please follow the arrows to leave the yard via the black gate onto Common Rd.

Collection:

- At collection time, please enter the yard via the designated gate and wait on a coloured spot.
- All siblings will be collected from their classroom bubbles by a support teacher who will bring them to you on the yard.

Please note:

- Please limit to **one parent** accompanying your child/ren to school. You will appreciate that the position of the school on a well-used road carries additional risks for our children if the pavements become busy.
- Parents are **not permitted to enter the main entrance of the school**, without a prearranged appointment

If you are running late, please contact the school office on:
01777 702043 or
office@st-swithuns.snmat.org.uk

In order for the new system to work, it is very important to arrive and collect promptly from school. Please note that we are aware of the pressure of these arrangements on working parents and it is our aim to further reduce the time between groups so that all children can be in school as early as possible.

Uniform/Equipment

The children should wear full school uniform:

The only equipment they need to bring to school is:

- lunchbox (if bringing own lunch)
- named water bottle (they must bring this home to be washed every day)
- school PE kit

Stationary and all other equipment will be provided by school. We will be providing every child with a personal 'resource pack' for their own use, which will remain at school.

Attendance expectations

The government has stressed that *Returning to school is vital for children's education and for their wellbeing* and that, *Being out of school can affect their current levels of learning and children's future ability to learn.*

Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school.

School attendance will therefore be mandatory again from the beginning of the autumn term and the usual rules on school attendance will apply.

If your child is ill, they must stay at home and you must inform the school office before the beginning of the school day. If your child displays symptoms of COVID-19 whilst they are in school, they will be supervised in a comfortable place away from other children and you will be contacted and asked to come to collect them. I shall be sending out information on a separate letter about what to do if your child or someone in your family becomes unwell with symptoms of COVID-19.

Returning to school – what parents need to know

There is a lot of information to support you as you prepare yourselves and your children for what is in so many ways a step into a world that feels both familiar and yet different. Please rest assured that we will walk every step of the way with you.

Here are a couple of helpful links to government information for parents:

<https://showcase.dropbox.com/s/COVID-19-Back-to-School-Safely-content-Autumn-2020-8yzReowxp5v0L47hfhYUN>

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

We will continue to use Class Dojo as a means of communication and as a way of sharing information about what your children are learning in class. If you have any problems with your Class Dojo account, please email the office at office@st-swithuns.snmat.org.uk

Thank you for your support and for the constructive feedback that you give. This enables us to work together in partnership putting our children at the centre of all of our decision making. In spite of the challenges ahead, we are very excited about the year ahead and really looking forward to having our St Swithun's school family together again. Thank you for your patience, support and constructive feedback. This has enabled us to work in partnership for our children's wellbeing and education through these uniquely challenging times.

Warm wishes,

A handwritten signature in brown ink that reads "Helen Thomas". The signature is written in a cursive style with a large 'H' and 'T'.

Mrs Helen Thomas
Executive Headteacher