



Bowdon Street, Edgeley, Stockport, SK3 9EA

Tel: 0161 474 7110

<http://www.cdatstmatthewsprimary.co.uk/>

Head Teacher: Mr. Stephen Murphy

Re-Opening Plan for Reception, Year 6 & Key Worker Children

Friday 12th June 2020

Dear Parents and Carers of Reception, Year 1, Year 6 & Key Worker Children,

Please excuse the very long and detailed letter but it is very important that we give you all the information you need about the planned phased re-opening that is due to commence next week. It is vital you read this letter carefully and by sending your child(ren) into school in the coming weeks, you are agreeing to abide by the systems and procedures laid down in this letter. That is the only way we can ensure the children are as safe as they can be as well as you as parents and the school staff.

As per the Government's advice, you should not send your child into school if they have any of the following symptoms of Covid-19. The main symptoms of coronavirus are:

- **high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature);**
- **new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual);**
- **loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.**

If your child or any member of your household have any of these symptoms, you should ensure they do not come to school. You must use the 111 online coronavirus service and report this to school as soon as practicably possible.

Before school

Please can we ask you to be even more vigilant when your child wakes up in the morning and if you have any concerns about their health or if they are showing any of the symptoms above, keep them home from school and notify us as quickly as you can.

We need to be aware of any specific pre-existing health conditions your child has that makes them more vulnerable to Coronavirus and whether there is an extremely vulnerable person at home. Please let us know this information by e-mailing the school office at emily.comyn@cdatstmatthewsprimary.co.uk or by contacting your class teacher on Class Dojo.

Entry into school

We are strictly following the Government's guidance on social distancing and will be asking all parents to follow this guidance too. We have staggered entry times into school and the children may also enter the building via a different entrance to normal. Each year group's arrangements are detailed below, again please can we ask you to read all of the information very carefully. In order to safeguard the children can we ask you to adhere to the following guidelines:

- Only one parent per family to drop children off and pick up. Ideally, we would prefer the same parent to drop off and collect but we understand that may not be possible.
- Please do not stay on the school site prior to or after dropping off or collection. We need to ensure everyone's safety and need to keep the school's site as clear as we possibly can.
- Please do not congregate with other parents and break social distancing rules.



Bowdon Street, Edgeley, Stockport, SK3 9EA

Tel: 0161 474 7110

<http://www.cdatstmatthewsprimary.co.uk/>

Head Teacher: Mr. Stephen Murphy

Staff will be on site to help with any difficulties and we are asking you not to join another class if you arrive early or late as only one class will be released at a time.

We will be running a drop off system in the morning, with staff at the school gates to meet the children. Each class and the key worker group has been assigned a gate. You can see details for your class below and on the map of the school. You will see signage pointing the way into the school and markings on the pavement to show you where you will line up. Social distancing guidelines will be strictly adhered to and we are asking you to stand on the marked lines, which are two metres apart when you drop your child off.

We do have time slots for each class and if you miss your time slot, we may refuse entry to the site. Please contact the school office as soon as you know that you are going to be late and we will try to arrange late entry. To follow the Government's guidance on not mixing groups of children, we need to keep children from different groups apart so would ask you not to join with another class.

Collection will work in reverse from drop off. When you arrive at the end of the school we are asking you to line up as you did in the morning and your child will be brought out to you at the gate.

Reception

Drop off and collection will take place at the school gate on **Bowdon Street** (see attached plan of the school). The staff will come out of the Nursery door to collect each child. Please come to the designated area (**one family at a time**) whilst we greet you and your child. You will exit through the same gate in order to them allow another family to enter. There will be school staff on site to show you where to go and what to do.

Reception will enter the building from 9:00 am – 9.15 am

Reception will leave the building at 3.00pm

Year 1

Drop off and collection will take place at the school gate on **Bulkeley Street** (see attached plan of the school). The staff will come out of the Year 1 door and come across the playground to collect each child, you can stand inside of the designated area (**one family at a time**) whilst we greet you and your child. You will exit through the same gate in order to them allow another family to enter.

Year 1 will enter the building from 9.15 am – 9.30 am

Year 1 will leave the building at 3.15 pm

Year 6

Drop off and collection will take place at the school gate on **York Street** (see attached plan of the school). As Year 6 children are older and much more responsible, we know that some children will enter school without being dropped off and line up at the school gate independently. Please ensure that your child doesn't leave too early or too late to ensure that they are not waiting too long in the morning.

The children will enter the school through the from the Key Stage 2 playground. Year 6 will store their belongings in the Key Stage 2 cloakroom and then go to either the Year 5 or Year 6 classroom.

Year 6 will enter the building from 8.45am – 9.00am

Year 6 will leave the building at 2.45pm



Bowdon Street, Edgeley, Stockport, SK3 9EA

Tel: 0161 474 7110

<http://www.cdatstmatthewsprimary.co.uk/>

Head Teacher: Mr. Stephen Murphy

Key Worker Children

We are also changing the way Key Worker children enter the school to enable them to effectively social distance from the other groups in school. Starting the week beginning 15th June, drop off and collection will be at the **Bulkeley Street** gate (see attached plan of the school).

Key Worker children will enter the building from 8.30 am – 8.45am

Key Worker children will leave the building at 2.45 pm – 3.00 pm





Collection for Key Worker children will be the same as drop off. They will be collected from the same entrance on Bulkeley Street.

In school set up





All of the classes the children will use have been set up to ensure social distancing can be maintained. We realise this will be a very difficult task with young children and we will mitigate the risk by ensuring regular handwashing for the whole class; having surfaces wiped down at regular intervals; not sharing resources and keeping the children in smaller bubbles that will not be mixed. The children already know if they are a Dove or a Rainbow, and they will stay in that bubble for the whole time they are in school. The children will have the same familiar adults in their bubble, which we felt was important for their health and wellbeing.

The table below shows how this will work for each group:




Reception – in EYFS

Monday & Tuesday	Thursday & Friday
 Reception Doves 	 Reception Rainbows 
Miss Campbell Miss Hobson Miss Worgan Mrs Hardman	Miss Campbell Miss Hobson Mrs Hardman

Year 1 – across Year 1 and Year 2

Monday & Tuesday	Thursday & Friday
 Year 1 Doves 	 Year 1 Rainbows 
Mrs Holmes Mrs Brown Miss Costin Mrs Chilvers	Mrs Hardy Mrs Brown Miss Costin Mrs Chilvers

Year 6 – across Year 5 and Year 6

Monday & Tuesday	Thursday & Friday
 Year 6 Doves 	 Year 6 Rainbows 
Miss Clare Mrs Henry Miss Beard Miss Millington	Miss Clare Mrs Henry Miss Beard Miss Millington



Bowdon Street, Edgeley, Stockport, SK3 9EA

Tel: 0161 474 7110

<http://www.cdastmatthewsprimary.co.uk/>

Head Teacher: Mr. Stephen Murphy

Key Worker Children – across Year 3 and Year 4

Monday - Friday
Miss Garner Miss Barrett Mrs Jahid Mr Samuels

Teaching

The children in school (Reception, Year 1, Key Workers & Year 6) will receive the similar learning as those children at home. All work set will be at a suitable level for each year group. Teachers will still be available to deal with queries and Mrs Simon will take the lead as Home Learning Co-ordinator. If you need to communicate with a member of the teaching staff, then please do this via Class Dojo, or call the school office to make a telephone appointment with your child's teacher.

The School Office

Entrance to the school office is by pre-arranged appointment only. Please ring 0161 474 7110 to make an appointment or to speak about an issue that you might have.

Uniform & Book Bags

We want all of the children to attend in a clean school uniform. We are asking you to ensure your children change their uniform each day, as Covid-19 can survive for long periods on fabrics. This will help us avoid the potential spread of any infection. We appreciate this is a lot to ask but we feel it will help us to ensure we keep the environment as safe as possible. We are asking that book bags are not brought into school for the same reason.

We are asking that children wear uniforms as it helps children to feel settled and to have a sense of normality about coming back to school. Children's attitude to learning and relationships with staff and each other are better when they are in uniform. We realise from discussions with parents that some children have grown a fair bit during lockdown. If you have an issue with providing enough items of uniform for your child, please contact your child's teacher via Class Dojo or call the school office. We do have some spare items in school that we might be able to help out with.

We are now asking our **key worker and vulnerable children** to wear school uniform starting on the week beginning 15th June.

Break & Lunch Times

All break and lunchtimes will take place with the children in their bubbles. Each bubble will eat either in the hall or in their classroom. Break and lunchtimes will be staggered to ensure bubbles do not cross over in the hall or outside as much as possible. Staff will wear protective equipment when administering first aid.

Reception will start their lunch at 11.45am in the hall and will then play in the Nursery and reception area in their bubble. The Key Worker Children will eat between 12pm and 1pm in their classrooms and play in their bubbles on an area between the Key Stage 1 and Key Stage 2 playgrounds. Year 1 will eat their lunch in the hall at 12.30pm and play on their Key Stage 1 playground. Year 6 will eat at around 12.15pm in their classroom and will play on the Key Stage 2 playground. If your child is entitled to free school meals, including Universal Infant Free School Meals, meals will be provided on site. If you pay for school meals, that will be done in the usual way through Dolce. If you prefer that your child has a packed lunch, please can we ask that this is in a disposable bag, not a fabric lunch box. This is to ensure there is to reduce the potential cross contamination.



Bowdon Street, Edgeley, Stockport, SK3 9EA

Tel: 0161 474 7110

<http://www.cdastmatthewsprimary.co.uk/>

Head Teacher: Mr. Stephen Murphy

Snacks & Water bottles

All Key Worker Children, Year 1 children and children in Year 6 may bring a snack to school which will be kept in their tray. Reception will be provided with fruit and snack as usual. All children are asked to bring a water bottle to school, but please can we ask for a plastic or metal bottle and nothing with a fabric covering in order to aid us wiping the bottles down if necessary.

Social Distancing

We appreciate this will be our biggest challenge when the children return to school and as such, we are asking for your help in re-enforcing the messages we will give to the children inside school. This means ensuring the children stick to social distancing when outside of school if they see friends or other family members and the importance of washing hands regularly. Inside school, the furniture in classes has been re-arranged to ensure that there is adequate distance between work spaces. Each bubble has access to a toilet of their own and a 'one at a time' system is in place to ensure children can maintain social distancing when using the facilities.

Before School Club

There will be no Breakfast Club due to strict rules in place about mixing bubbles. As no bubbles will mix, we cannot open Breakfast Club until further notice. We thank you for understanding this and hope that we have your child's safety at the heart of our decision.

Communication

Regular communication is going to be vital over the next few weeks so please we please ask you all to read every post and message on Class Dojo or the St Matthew's Facebook page carefully. We will be messaging updates as and when necessary and would ask you to inform us of any changes in your circumstances and if your children are not coming into school for any reason. This will help cut down on the follow up phone calls we would need to make.

Frequently Asked Questions

We appreciate this is a huge amount of information, so we have produced an additional FAQ to this document to help. This will be shared today via our usual channels.

If you have other questions, please don't hesitate to contact us.

Many thanks for your tremendous support,

The St. Matthew's CE Primary Staff Team