



# St. Vincent's Catholic Primary School

St. Vincent Street, Marylebone W1U 4DF

Headteacher: Miss M. Coleman

Tel: 020 3146 0743 email: [office@stvincentsprimary.org.uk](mailto:office@stvincentsprimary.org.uk)

web: [www.stvincentsprimary.org.uk](http://www.stvincentsprimary.org.uk)

Friday 22<sup>nd</sup> May 2020

Dear parents and carers,

## PHASED RE-OPENING OF SCHOOLS FROM JUNE 1<sup>ST</sup> 2020

This letter explains the initial plan for the phased reopening of St. Vincent's Catholic Primary School. Please note that all arrangements are subject to change as the situation evolves and as the government advice for the return of further classes is issued. All our decisions will be made with the health and safety of pupils and staff as the priority. The government will confirm the arrangements 48 hours before, provided that their 5 key tests (which include a decreasing rate of infection) justify the changes. As soon as the confirmation is received, I will contact you all.

The information provided is specific to St. Vincent's and must be read alongside the government guidance for parents which provides advice that applies to all schools thus will not be repeated within this letter, which is already very long and detailed. <https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>

We cannot guarantee that social distancing will be maintained between pupils at all times, especially the youngest pupils, but we will do our best to implement all possible protective measures, as detailed below. Although we can never remove all risks we have carefully assessed these and will do all we can to minimise the risks to ourselves and our pupils, whilst maintaining an enjoyable, safe learning environment for the children.

### INSET Day Monday 1<sup>st</sup> June-School Closed

June 1<sup>st</sup> is scheduled as an Inset Day and we will be maintaining this. The day will be used for staff training taking into account the latest government advice and to ensure that the premises is fully ready for the return of the pupils.

### Return to school dates and times for the Hub, Reception , Year 1 and Year 6

Date	Year Group	Start Time	Finish Time
Tuesday 2 <sup>nd</sup> June	Hub	9:00	15:00
	Reception	9:00-9:30	14:30-14:40
Wednesday 3 <sup>rd</sup> June	Year One	9.00-9:30	14:40-14:50
Thursday 4 <sup>th</sup> June	Year Six	8.45-9:00	14.50-15:00
Monday 8 <sup>th</sup> June	Nursery *depending on number of Reception children attending	8.45	12:00

### Siblings

We appreciate this may be challenging for families with siblings in other year groups but at the moment we cannot offer places for pupils in any other year groups, unless they meet the criteria for the Hub.

### Nursery

At this stage, based on our Risk Assessments and the number of pupils expected to return to school, we cannot guarantee that we will be able to open the Nursery again. This is because the space will be used by Reception pupils and we do not have any appropriate classrooms spaces, with direct access to the outdoors that could be adapted for Nursery.



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## Hub Provision

The provision for the vulnerable pupils and children of critical workers who have been supported at the Hub will not be available during half term and on Tuesday 2nd June will resume at St. Vincent's for those pupils not in Reception, Year 1 or Year 6. Places continue to be restricted but we are aware that more children may now qualify for a place. If this applies to you please speak to Miss Coleman.

## Entrance/ Start of Day

The soft start was very effective at the end of last term and this will continue. Miss Coleman and Miss Carruthers will be at the entrance to welcome pupils and to administer hand sanitiser for children to apply before entering the premises. Parents will not be allowed beyond this point and we will be expecting all parents to support us by adhering to social distancing and leaving the vicinity immediately.

## Exit/ End of Day

The end of the day will be staggered to avoid congestion. Miss Coleman and Miss Carruthers will be based in the front office and will call children to come down to their exit door.

## Bubbles

All children and staff will be assigned a bubble. A bubble is a safe teaching and learning space with no more than 15 pupils. Bubbles are independent of each other. Bubbles do not share learning spaces or playtimes. Bubbles are our way on ensuring there is some form of social distancing across the school. Whilst we will always try to ensure the upmost safety for our children and staff, we cannot guarantee social distancing within the bubble. Therefore we insist that hygiene and thorough cleaning take the upmost priority within in bubble and within the school as a whole. Please note that children will be taught by known teachers in the school but not necessarily their usual classteacher, or their usual classroom, depending on numbers of pupils attending. Bubbles will be organised where possible by friendship groups. Bubbles will be assigned based on the pupils confirmed to be returning to school. If you do not confirm we cannot guarantee later entry to a bubble as numbers need to be limited.

## Attendance

Children in the eligible year groups are encouraged to attend school, unless they are self-isolating or there are other reasons for absence (such as shielding due to health conditions). However parents will not be fined for non-attendance at this time. It is imperative that you inform us as soon as possible if your children will not be returning to school so that we can discuss this with you. If the circumstances later change we must be informed and the possible return to school agreed. Families returning from abroad will be expected to have adhered to the appropriate quarantine period and we will be asking for confirmation of this.

## Coronavirus Symptoms

Children must not attend school if they or a member of their household has symptoms of coronavirus. We will also take the temperature of, and send home immediately, any child showing sign of any other illness and expect parents to fully support this. Please check your child daily for symptoms before bringing them to school.

## Playtimes and Lunchtimes

Bubbles cannot mix at these times so there will be staggered play times. To support social distancing there will be set activities (without physical contact) that the children can complete in small groups. Children will have shorter breaks, more frequently. Lunchtime they will be staggered with a Bubble eating together in the hall, adhering to social distancing.



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## School Meals

We have changed our food provider to Harrisons but the full launch will be delayed until September. Lunch will initially be a packed lunch provided in individual packages by the school's catering team or provided by parents. Once we have settled to the new routine we will introduce hot food, again in individual packages with disposable cutlery. Lunch will be eaten in the hall with the tables wiped down afterwards followed by a short outside play. Please note lunchtimes will be shorter than usual.

The provision of food vouchers for those eligible under the benefits criteria will also continue to be available where needed for those not attending school.

## Blogs and Home Learning

Blogs will continue, including for Reception, Year 1 and Year 6 so that children not returning to school can continue their home learning and maintain contact with the school but, as some teachers will be needed to teach year groups other than their usual classes, the responses may be from different teachers and responses will not be as immediate as they have been to date. Thank you for your tremendous support of the home learning program-we do hope this continues.

## Curriculum

The school curriculum will be different to minimise the sharing of resources and to include an even stronger focus on mental health and wellbeing. We will also have regular reminders of social distancing and the importance of good hygiene such as hand washing. We will not be setting homework and reading books will not be sent home unless by special agreement. If children wish to complete additional work at home they can complete the daily Blogs, which will link to their learning in class.

## Extra-curricular activities

To minimise the contact of pupils with those from outside of their Bubble, there will be no extra-curricular activities such as Breakfast Club, afterschool clubs, trips. Whole school assemblies will also be suspended, although pupils will continue to participate in collective worship.

## Uniform

To support ease of washing uniform daily and to avoid the need to change for Physical Education activities, children will wear their P.E. kit to school (with either the blue aertex summer top or white P.E. aertex top with a logo). Hopefully this helps parents who are worrying about buying new uniform for a few weeks.

Hub pupils will continue to wear their own clothes.

Children are not to bring their school bag to school. They only need their own water bottle (which we will refill as needed) and a packed lunch if you choose not to have that provided by the school catering team.

## Physical Organisation

The school will operate differently so more classrooms will be allocated to the returning year groups to enable the Bubbles. Classrooms have been organised to give greater distance between pupils and we have reviewed the use of resources. To promote social distancing and to minimise accidental contact within the school building, we will be operating a one-way system throughout the school and children will use set toilets, one at a time. There will be carefully organised timetables with staggered breaks and start/ finish times. Water fountains will be switched off. There will also be signage to remind children of social distancing.

## Resources

Children in Year 1-6 already have their own tray and pencil cases. This practice will be extended to Reception and the individual trays will be stocked with the key resources they will need in school.



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## Visitors

Only essential visitors will be allowed to access the building. If parents wish to communicate with the school please email the school office [office@stvincentsprimary.org.uk](mailto:office@stvincentsprimary.org.uk) or telephone 020 3146 0743.

## Safety measures

To prevent the spread of coronavirus, we will use a range of protective measures to create safer environments in which the risk of spreading the virus is substantially reduced. All classrooms already have a sink and hand sanitiser is available throughout the school. We will continue to promote regular hand washing for 20 seconds with running water and soap or use of sanitiser and ensuring good respiratory hygiene by promoting the 'Catch it, Bin it, Kill it' approach.

## PPE

Public Health and the Department for Education state that PPE is not required to be worn in primary school unless staff are changing a pupil or administering first aid. The school will provide PPE for these purposes and it must be worn. Masks will be provided for staff to travel to and from school if staff require them. If you wish your child to wear a face mask in school please speak to Miss Coleman as the wearing of face masks by those who may not be able to handle them as directed for example, young children, or those with special educational needs or disability, may inadvertently increase the risk of transmission.

## Cleaning

Our full cleaning team will resume duties even whilst the school is not at capacity and this will enable a thorough clean every evening. The school staff will also be cleaning more frequently throughout the day with a focus on frequently touched surfaces, such as door handles, handrails, table tops and play equipment.

## Communication

I will continue to email parents with updates at least weekly as well as regularly updating the school website with the latest guidance and news. There will be further changes, especially if the government instruct us that all year groups should return before the start of the summer holidays.

The attached Home School Agreement summarises the key points and it is expected that by choosing to send your child to school, you agree to this.

Later today I will send separate emails to the parents of pupils in Reception, Class 1 and Class 6 to provide more detail about the arrangements for that class and with a link to another questionnaire to confirm the final arrangements of the return to school so that we can plan accurately.

I apologise for such a long letter but I want to provide you with as much information as possible so you can make an informed decision about your child returning to school. Thank you for your continued support and thank you to the wonderful St. Vincent's staff team who are all fully committed to returning to school and are looking forward to seeing your children again.

Yours sincerely,

*M. Coleman*

Miss Coleman  
Headteacher



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