

# ST. LUKE'S CHURCH OF ENGLAND PRIMARY SCHOOL



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Headteacher: Mr S Hardaker e-mail [enquiries@admin.saintlukes.wigan.sch.uk](mailto:enquiries@admin.saintlukes.wigan.sch.uk)

24 June 2020

Dear Parents and Carers of Year 6,

It was with a very heavy heart that I made the decision that we could not offer our Year 6 class the opportunity to return to school earlier this month. This decision was made following the advice provided to me by the DfE, Local Authority and Director of Public Health for Wigan and the need to maintain social distancing in school.

Following the cautious and phased return of Reception and Year 1, I now feel that we are in a position to welcome our Year 6 children back for the last two weeks of this term, from week commencing 06 July 2020. As I write to you the UK Government's advice remains that we need to maintain social distancing rules, therefore the class will be split into two groups of no more than fifteen.

If you would like your child to return to school from Monday 06 July 2020 at the earliest, please email [enquiries@admin.saintlukes.wigan.sch.uk](mailto:enquiries@admin.saintlukes.wigan.sch.uk). If you choose not to send your child back to school we completely understand and there will be no monitoring of attendance or action taken for non-attendance. **School will be closed on Friday afternoons** to allow weekly deep cleaning (please see the parent guide for your child's daily start and finish time). To allow for social distancing we ask that parents do not come on to the play ground to drop off Year 6 children.

School will close for the summer holiday on Friday 17 July 2020. There will be no before or after school facility until September at the earliest and we have no plans to provide childcare facilities over the summer break.

**Attached to this letter is a parent guide as to how the new school day looks, including the changed drop off and pick up times that we have had to introduce to maintain social distancing. Please read this with your child so that they are familiar with how school looks and what is expected of them to ensure a successful and safe return to school.**

The staff and I are looking forward to welcoming your children back to school.

Yours sincerely,

*S Hardaker*

Mr S Hardaker  
Headteacher



**Information and Arrangements for Parents and Carers on the Re-opening of St Luke's C of E  
Primary School**

Please read the following information carefully:

**Year Group and Key Worker Arrangements:**

From 8 June 2020 St Luke's will commence the first phase of re-opening with pupils from Reception Class and Year One. In addition, the provision for children of key workers will continue in the same manner. No other children will be offered the opportunity to return to school at the moment. In order to achieve the current social distancing measures the classrooms at St Lukes will only accommodate up to 10 pupils per group. We will renew this in accordance with the DFE guidelines of 15 people per class if the science tells us it is safe to increase the numbers. This is constantly under review, therefore consideration of increasing the pupil numbers and adding other year groups to re-start school, prioritising Year Six, will be made over the coming weeks.

**However, this will depend on government and scientific advice.**

The government guidance suggests pupils are split into smaller groups. To ensure that there is adequate amount of staff to supervise these groups, Reception class and Year One have been split into two groups.

**Reception Class**

Group	Teacher	Classroom Base	Start Time (Monday-Friday)	Finish Time (Monday-Thursday)	Finish Time (Friday)
A	Mrs Richardson	Reception	8:45am	2:45pm	12:45pm
B	Miss Bentley	Year One	8:45am	2:45pm	12:45pm

**Year One Class**

Group	Teacher	Classroom Base	Start Time (Monday-Friday)	Finish Time (Monday-Thursday)	Finish Time (Friday)
A	Mrs Adamson	Year Two	9:00am	3:00pm	1:00pm
B	Mr Smith	Year Three	9:00am	3:00pm	1:00pm

**Year 6 from 06 July 2020**

Group	Teacher	Classroom Base	Start Time (Monday-Friday)	Finish Time (Monday-Thursday)	Finish Time (Friday)
A	Mrs Eastham	Year Six	9:15am	3:15pm	1:15pm
B	Mrs Derbyshire	Year Five	9:15am	3:15pm	1:15pm

**Key Workers**

Group	Teacher	Classroom Base	Start Time (Monday-Friday)	Finish Time (Monday-Thursday)	Finish Time (Friday)
A	Mrs Finch/Mrs Roberts	Year Four	8:45am	3:15pm	1:00pm

None of the groups will mix with other groups. Key worker parents and carers from Reception and Year One can choose for their child to stay with the key worker group, or join their corresponding year group. There may be children in Year Two who would prefer to go with a Year One group.

**\*Please be aware that these arrangements are subject to review and in light of demand.**

The start and finish times will have to be staggered to minimise social contact between families.

Families that have children in two or more year groups, may drop off and collect siblings at the same time.

**Key Information**

- It will be impossible to guarantee that your children and the staff, who are available to work, will be safe with regard to the Covid-19 virus.
- It will be impossible to guarantee that children will remain socially distanced.
- Siblings who are in years 2, 3, 4 and 5 will not be allowed back to school for the time being, with the exception of key workers.
- Children may not necessarily be with their friends, as they will be divided into smaller groups and they will remain with that group for the duration of this phase of reopening.
- Children will not necessarily be with their normal teacher or a member of their usual teaching team due to the fact that staff will be limited to working with one group of children.
- Start and finish times will be staggered, in order to comply with social distancing measures.

- Lunch times will be staggered. Children will eat their lunch in their classroom or outside dependent on the weather.
- The learning environment will be drastically different to what the children are used to.
- There will not be whole school collective worship, assemblies or times for the children to play together, outside of their designated group.
- Parents will no longer be allowed into the building to drop off or collect children.
- Parents and carers must not gather at the school gates.
- Parents will only be able to communicate through the class DOJO, e-mail and telephone. One parent or carer may be admitted to the building in the case of an emergency.
- There will be no Before and After School Club, or externally run clubs until further notice.

### **Attendance and Transition:**

**The DfE has released confirmation that parents will NOT be fined for non-attendance at this time.** Government advice also states, "No one with symptoms should attend a setting for any reason."

There will be no transition days for Year Six to high schools as we are not permitted to mix with high school staff. However all parents, carers and children should have received a welcome pack from their relevant high school. Transition work has been set by the high school and will be sent out for home learning as soon as it is available.

### **Social Distancing**

Social distancing at school cannot be guaranteed but we will try our best. There cannot be any guarantee that the virus won't spread in school. In bringing your children to school, it will be essential that social distancing is still observed for adults and it is important that parents do not gather outside the school gates. Parents must drop off and pick up quickly then return home to minimise risk. Only **one** parent per child should attend the drop off and pick up. The guidance below recognises that for young children it will be difficult to apply the two metre rule. However, we will be directing the children regarding their physical contact with each other in order to keep them as safe as we can in the circumstances. "We know that, unlike older children and adults, early years and primary age children cannot be expected to remain two metres apart from each other and staff." (Gov.UK)

### **Class Organisation:**

During break times, the children will remain in their small groups in designated areas of the playground ensuring that the groups are not mixing to minimise risk as per the guidance. Use of equipment outside will be limited.

Lunch times will be staggered. The children will eat either in their classroom, or outside, and we will ensure they remain in their designated areas with their designated group.

### **Protective Measures:**

No PPE will be given to pupils. Guidance states that, "Wearing a face covering or face mask in schools or other education settings is not recommended." (Gov.UK) This advice has been issued to children and adults in schools alike.

All classrooms will have been thoroughly cleaned and disinfected prior to children returning to school. All spaces within the school will be equipped with soap, sanitisers and disinfectant sprays. The children will be required to wash and sanitise their hands regularly throughout the school day, which will be a requirement and not an option. Tables and equipment will be cleaned regularly. This will also include sink areas and toilets. Given the age of the children we cannot guarantee that accidental breaches of social distancing will not happen, which may lead to possible transmission of the virus.

Children will be given an individually named pack of equipment to ensure they have their own pencil, pen, rubber, ruler etc. that is not used by any other child. Children will be given a designated place to sit in the classroom which will remain their place over the coming weeks. There will only be one child per table which will be spaced out two metres apart around the classroom.

Children will not be allowed to have their own water bottles in the classroom. They will be provided with plenty of drinking water throughout the day in disposable cups. If children bring their own packed lunch they are allowed to bring a drink; however this must be in a disposable bottle.

Some staff will wear the PPE supplied by school. All staff will wear PPE if a child requires first aid, intimate care or if a child is displaying any of the Covid-19 symptoms.

For our younger children, who will use a wider range of equipment, we will ensure, as far as is practically possible during the school day, that this is cleaned regularly and follow the government guidelines by removing things that are hard to clean such as dressing up clothes, play mats and soft toys from our environments in the short term.

To protect all the children and staff, if your child feels unwell in any way before school, do not medicate them to allow them in to school. To protect us all, please keep them at home.

If your child requires prescription medication (four times a day or more) please email the school at [enquiries@admin.saintlukes.wigan.sch.uk](mailto:enquiries@admin.saintlukes.wigan.sch.uk) for further advice before sending your child to school.

### **Uniform**

Pupils are to attend school in non-uniform until further notice. Please ensure your child wears appropriate clothing that can be washed easily on a day to day basis. Parents must make ensure that clean clothes are worn daily – children wearing the same clothes on consecutive days will be asked to go home with their parent and change. Long hair must be tied up and absolutely no jewellery, including watches, may be worn. Appropriate footwear for physical exercise will be needed. Where possible, learning will take place outdoors, therefore please ensure children have a coat and are dressed for outdoor conditions. Please do not send your child to school with anything other than a disposable packed lunch – school bags will not be permitted.

### **What happens if someone becomes unwell at school?**

If your child becomes unwell with any of the published Covid-19 symptoms, which include a new continuous cough and high temperature, they will be isolated and your child must be collected immediately. Families should then follow the coronavirus infection guidance: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Staff caring for the sick child will wear full PPE including a mask and visa.

Any family or child displaying symptoms of Covid-19 must stay away from school, follow government advice and refer themselves for testing. Appropriate measures will be taken to isolate anyone who displays symptoms whilst they await collection from school.

### **What happens if there is a confirmed case of coronavirus in school?**

All staff and children aged five and over are able to refer themselves for testing if they display symptoms of Covid-19. If a child or member of staff tests positive, they must stay away from school and follow the government advice. The rest of their group will be sent home and advised to follow the latest UK Government advice, which is currently to self-isolate for 14 days.

### **Dropping off and collecting from school:**

As much as possible, we want to limit the numbers of parents having to come on site to ensure social distancing guidelines are followed. Therefore, we will be operating staggered arrival and pick up times and will provide designated entrance/exit points for each group. Specific details will be shared as soon as we have a clear picture of numbers. In line with government guidance, we are encouraging parents and children and young people to walk or cycle to their education setting where possible.” At the moment, to ensure social distancing, you will not be able to access the bike rack area and so we ask you to take bikes and scooters home. Only one parent will be allowed to accompany each child onto the school site.

A sign posted one-way system will operate. The main entrance will be the large gates on the Junior playground. Staff will be on-hand to instruct parents on where to line up. Red line markers are displayed 2m apart on the playgrounds. Please stand behind a marker with your child next to you and await the class teacher who will call out each child’s name. We may screen children’s temperatures as they enter school, using a contactless thermometer. Children must not run around the playgrounds or play on the play areas. If a child becomes upset or refuses to enter the building you will be required to take them home. Once your child has entered the school building, you should proceed on the one way system – up the footpath to the small school gate and exit the school site. Staff will be on hand to guide you. Please ensure that you remain at least 2m apart from other staff, parents and children at all times. Please do not approach staff – if you need to speak to a member of staff please contact the school by class dojo, telephone 01942 201140 or email [enquiries@admin.saintlukes.wigan.sch.uk](mailto:enquiries@admin.saintlukes.wigan.sch.uk)

Any children walking to school independently will be expected to adhere to these rules. Please ensure that you explain these to your child. Staff will be there to help them. Parents will be asked to accompany any children who do not follow the rules.

### **Break and Lunch Times:**

We will continue to provide school snack, which can be paid for online via Lunch Shop. We cannot accept cash.

Infants will continue to receive Universal Infant Free School Meals, however we will only be able to provide cold packed lunches, which must be ordered in advance on Lunch Shop. We will have no facility for ordering on the day. You can provide your child with a packed lunch from home but this must be in disposable packaging, including the drink. To minimise transmitting the virus between school and home we will be unable to return anything sent in to school.

Key worker children in Key Stage 2 classes will need to bring in a packed lunch each day.

### **Curriculum and School Day:**

Whilst we appreciate that all family circumstances are different, we would like to re-assure you that we respect any decision you make and if your decision is to keep your child at home, our current home schooling offer will continue.

We will endeavour to continue to teach parts of the National Curriculum that the children had accessed up to the school closure on 20 March 2020. We will not be introducing new material; however it is not possible to deliver a full, broad and balanced curriculum at this time due to limited resources. Staff will be unable to mark individual pieces of physical work and we will be unable to use many of our physical resources including IT equipment to prevent the possibility of transmission of the virus. I would like to take this opportunity to thank all the staff at St Luke's who have gone over and above in ensuring the home learning for our children has been of the highest quality, whilst maintaining provision for our key worker children. Your feedback has been amazing - thank you.

We will not hold any events for parents for the time being. Class Worship will take place within the set groups of children. There will be no 'show and tell' opportunity for the time being as we can only allow disposable packed lunches to be brought in to school to minimise, where possible, the risk of transmission between school and home.

### **Behaviour:**

In light of the current changes to school due to Covid-19, there will be a need for children to behave differently when they return to school. There will be new expectations of behaviour and attitude. Children will be expected to:

- follow any altered routines for arrival or departure;
- follow school instructions on hygiene, such as handwashing and sanitising;
- follow instructions on who pupils can socialise with at school;
- move around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing);
- follow school instructions about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching mouth, nose and eyes with hands;
- tell an adult if they are feeling unwell in any way or experiencing symptoms of coronavirus;
- follow school rules about not sharing any equipment or other items, including drinking bottles;
- follow school instructions about play times and lunch times, including where the children may or may not play and social distancing;
- follow the school instructions about use of toilets;
- **avoid at all times**, coughing, sneezing or spitting at or towards any other person.

Children who ignore the expectations and instructions and are therefore risking the safety of themselves, other children and staff, will be removed from their group. Parents will be contacted and the child will be sent home.