

St. Nicholas CE Primary Academy

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1st November 2020

Dear Parents and carers,

National Lockdown announcement November 2020

Before we started back to school in September, we were all prepared for a difficult term. These last few weeks have proven to be challenging, but also incredibly encouraging. The school, pupils, parents and local community have pulled together brilliantly to ensure we have been able to enjoy a new version of school. However, following the announcement that schools will be staying fully open during the 4 week National lockdown means there will be further challenges and changes to come.

At St Nicholas, we will continue to follow the precautions that we already have in place but I would like to inform you of some additional measures we are putting in place from Monday to ensure we protect ourselves and keep everyone safe. The school Risk Assessments will be updated and amended to accommodate the new changes and published on the school website next week.

In a bid to make sure everyone is clear about the arrangements we have in place, there is a reminder of the processes we already follow below, with new procedures highlighted in red to ensure everyone is clear about the systems in place at St Nicholas.

Drop off and collection times

As parents will already be aware, the school has staggered start and finish times as required by the government guidance;

Groups / Classes	Start	Finish
Group A - Hedgehog, Otter, Hare, Rowan, Birch, Willow, Elm	08:30	15:00
Group B - Squirrel, Badger, Fox, Chestnut, Beech, Maple, Oak	08:50	15:20

If a child is not in the same group as a sibling, both children are to arrive at the earlier time and be collected at the later time.

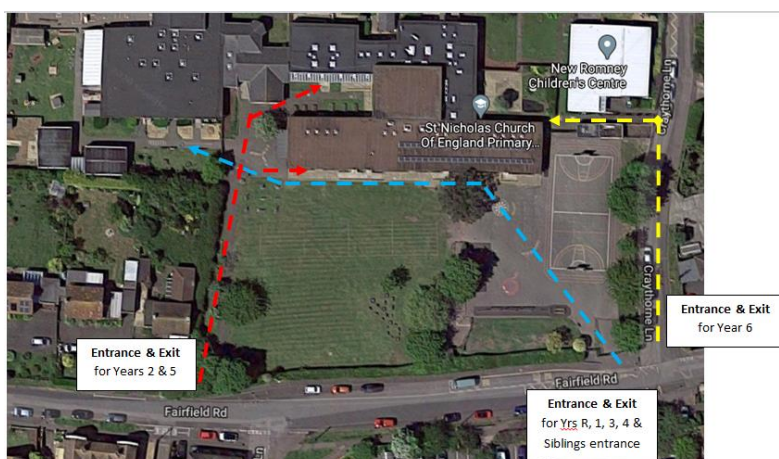
Please remember the following;

- Keep to the allocated times for dropping off & collecting children to ensure bubbles are not mixing unnecessarily.
- Only **one adult per family** allowed on site to drop off /collect pupils at the end of the day.
- Parents must leave the school site as soon as drop off and collection is completed.
- Parents are responsible for social distancing on the school site and keeping away from other year group bubbles.

New guidance

- Parents (or any person collecting /dropping off a child) will be required to wear a face mask or visor when on any part of the school site.
- Parents are not to congregate outside classroom doors and keep pathways clear for others.

Gate entrance /exit procedures



Parents and pupils will be greeted by staff members who will direct them to their classrooms please enter and leave by your designated gate – no short cuts.

New guidance

Staff on the main gates will wear face masks/ coverings. As will teachers as they greet and dismiss their class at the start/ end of the school day.

School Office

The school office will continue to be closed for face to face contact and parents/ carers will be asked to make all communication via telephone and email.

Behaviour expectations

Behaviour expectations need to be clearly understood and supported by all members of our community. We will adhere to social distancing measures for all members of our school community; this is to ensure the safety and well-being of all. **Any pupil that breaks our social distancing/ Covid rules deliberately will be deemed a 'risk to themselves and others' we will therefore ask the parent to collect the child immediately.** (See our updated policy)

Lunchtime arrangements

These arrangements will remain unchanged. Each Year Group is a bubble and while there are two bubbles in the hall they will be sat over 4 metres apart. Children within the same bubble will continue to be socially distanced.

New Guidance

Visors are to be worn in school by all staff where social distancing cannot happen effectively – e.g. classrooms, corridors, lunch hall and staffroom.

Everyone's health and safety is our priority and we hope that by reading this letter, all parents and families are reassured that the school staff are taking every possible measure to create a happy, healthy and safe learning environment for all our community.

Yours sincerely

Christopher Dale
Headteacher