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Head Teacher: Mrs R Elmore

RE/SAW

4<sup>th</sup> January 2021

Dear Parents

In line with the current government guidance, St Charles will be opening school tomorrow on Tuesday 5<sup>th</sup> January to start the new term. We are in a fast changing situation at the moment and as matters evolve we will do our best to keep you updated.

Our primary focus continues to be keeping our school open, in a safe and secure way for all of the children in our care. We have a duty to each other to be as safe as we can in our behaviour in order to protect ourselves and others. We have a strict risk assessment in place in school, which we will continue to follow and, so far, this has proven to be robust. With this in mind, please ensure that you follow the guidance as the children return to school.

### **Start and end times for the school day**

Start and end times for each year group are staggered to minimise social contact between children and parents. We ask that **only one adult** brings their child to school, drops them at the gate as usual, then leaves as quickly as possible.

- Key Stage 2 start time: 8.45am
- Key Stage 1 start time: 9.00am

**Please do not arrive early**; the staggered start times are planned in order to minimise the amount of people onsite at any time. If your child is able to, you may consider dropping them at the bottom of the drive and allowing them to walk up the path where they will be greeted by a member of staff. Each class will enter and exit the school through a different entrance.

At the end of the day we ask parents **to socially distance** while waiting for their child and then to leave the school premises **as quickly as possible**.

- Key Stage 2 end time: 3.15pm
- Key Stage 1 end time: 3.30pm

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The advice from the local authority and St Thomas Aquinas Catholic Multi Academy Trust is that parents wear facemasks when on school premises. **Please can we ask all parents to adhere to this.**

### **Visitors on site**

Only essential visitors are allowed on site to minimise the risk of infection, this means parents must not come into school unannounced. If you need to discuss something with a member of staff please phone school to make an appointment.

### **Bags**

In order for children to minimise the amount of items they bring to school - please can book bags be used where possible to carry reading diaries, reading books, letters and homework, as these are able to be stored easily at school. Any other bags used should **be small** and take up minimal space.

### **Confirmed Covid-19 cases**

If your child has tested positive over the holidays please can you inform us for our records, and ensure you abide by the isolation period guidelines. If you or members of your family have been in contact with someone who has tested positive can you also ensure you follow the isolation guidance before returning to school.

When we return to school, if your child shows symptoms of Covid-19 we will ask you to come and collect them immediately. They will then be asked to self isolate for a period of 10 days, or until they have a confirmed negative test.

In the case of a confirmed case of Covid-19 within a class, we will ask the children and adults within that class **to self isolate for 10 days.** During this time the classroom will be thoroughly cleaned before children return and children will be provided with online, home learning.

### **Home Learning**

Tomorrow we will be sending home exercise books with guidance to be used in the event of a national lockdown or a class bubble closure. All children should already have logins to MS Teams which will be used to access learning from home.

We hope that with all of these measures in place we can continue to provide a safe and educational learning environment for our children at St Charles.

Kind regards,  
Yours sincerely



Mrs Elmore  
Headteacher