



St. Mary's C of E School  
St. Mary's  
**Pre-School**

Biggs Lane | Fownhope | Herefordshire | HR1 4PG  
tel: 01432 860474 | fax: 01432 860474  
web: [www.st-marys-fownhope.co.uk](http://www.st-marys-fownhope.co.uk)  
email: [info@st-marys-pri.hereford.sch.uk](mailto:info@st-marys-pri.hereford.sch.uk)

"What we nurture today, flourishes tomorrow"

28<sup>th</sup> May 2020

Dear Parents/ Carers,

As you know, we are planning to open the school to certain children from next Monday, and you have chosen to send your child back to school. I am now in a position to let you know the final arrangements for the re-opening, assuming that the Government gives the go-ahead later today.

We have 29 children returning to school on Monday. The children will be taught in three groups:-

**Group 1** (Pre-School, Reception and Year 1 children)

**Group 2** (vulnerable/ key workers' children in Years 2 – 4)

**Group 3** (Year 6 children)

For logistical purposes the children who have been in school over the last few weeks will be dispersed into the new groups, enabling them to be taught with their age group.

The details of your child's group are as follows:-

**Total number of children in group:** 10

**Arrival time:** 9.00 am via the lower playground gate

**Departure time:** 3.15 pm onto lower playground

**Staff:** Mrs Gibbs, Mrs Buck, Mrs Harwood, Mrs Hall and Mrs Robinson

**Teaching areas:** Red Zone (Year 5 classroom)

The children will sometimes be taught together as a whole group and at other times will be divided into smaller groups. There will be some interaction between the children in the group but there will be times when children will be encouraged to keep their distance from other children and members of staff. Children will not interact with children from the other two groups.

We are aiming to make the children's time at school as happy and productive as possible but still need to have strict hygiene and social distancing procedures in place in order to keep children and adults as safe as possible. Staff will not wear Personal Protective Equipment (PPE) unless delivering First Aid to a child and has to get close to him/ her to administer care.

On the first morning staff will chat to the children about the new rules and make everything as clear as possible. The team of staff will work in rotation with their group, covering for each other's breaks and allowing teachers time out of the classroom to remotely support the children in their class who are still working at home. The staff in your child's team will not work with children from any other group or enter another group's area of the school.

In accordance with government guidelines, we have updated the following policies and are on our website <https://www.stmarysschoolfownhope.co.uk>. Please familiarise yourselves with the policies to make sure that you are happy with all the procedures and rules that we have put in place:

- Risk assessment for re-opening
- Health and safety policy
- Child protection and safeguarding policy
- Intimate care policy
- Infection control policy
- Behaviour policy
- First Aid policy

You can also read the Department for Education's guidance for school re-opening at <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Just to summarise some of the information contained within the documents:-

- Please drop off your child at the school gates on the lower playground at the time specified on this letter. Please try to be as punctual as possible so that we are able to 'stagger' arrival times and not mix different groups of children/ adults.
- Children will be escorted into their coloured 'zone' in the school building, washing their hands on the way in.
- Children will have break times, lessons and lunch within their group, not mixing with the other two groups.
- Please collect your children from the lower playground at the specified time, standing in the marked coloured area for your child's group. Please leave the playground as soon as you have collected your child, so that the space does not become congested.
- Children should wear summer school uniform; we can be flexible with this if you are having difficulty finding exactly the right items.
- Hot lunches will not be provided during this period. If your child is entitled to free school meals, there will be an option to order a packed lunch from our new catering providers. Please see the separate email from the office about this.
- Children must bring only their lunch and a drinks bottle into school; no bags, pencil cases or other items please. Children will be issued with school stationery which they will keep at their 'work station' and use every day.
- Children will not leave their 'zone' during the school day, meaning that they cannot interact with children or adults from another group. First Aid will be administered within each zone.
- Parents are requested not to enter the school building, except for urgent matters when you may enter the foyer and ring the bell for attention.

If your child is clinically extremely vulnerable, or living with someone who is in this group, they should not come back to school and should continue home learning. If your child is clinically vulnerable (but not clinically extremely vulnerable), for example if he/ she has chronic asthma or a weakened immune system, you should follow medical advice to decide if they should come back to school. Please refer to government guidance at <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#shielded-and-clinically-vulnerable-children-and-young-people> for further details of these groups. In line with new NHS 'track and trace' regulations, any staff member or child who is identified as having been in close contact with someone who has a positive test must stay at home for 14 days, even if they do not have symptoms, to stop unknowingly spreading the virus.

In line with government guidelines, it is important to note that in the unlikely event that any child or adult within a teaching group is confirmed to have COVID-19 (through testing), the whole group will be sent home and advised to self-isolate for 14 days. If symptoms of coughing and temperature are displayed, the child or adult will be sent home and advised to self-isolate for 7 days.

It is important to say that, although we will follow strict guidelines for safety and put as many measures in place as we can, it is not possible to absolutely guarantee that any child will not come into contact with another child or an adult. We will try to avoid contact as much as possible but it must be remembered, especially for the Reception and Year 1 groups, that we are dealing with young children who still need caring for and nurturing. Therefore there will always be a small element of risk which can be minimised but not totally removed by the measures we will be putting in place.

We are really looking forward to welcoming your child back to school on Monday. If you have any questions about the re-opening, please do not hesitate to give us a call.

Yours sincerely,

Mr Milne