



# Our Lady's Catholic Primary School

Leamington Road, Princethorpe, Rugby, Warwickshire, CV23 9PU

☎ Telephone: (01926) 632385 📠 Fax: (01926) 634390

✉ E-mail: [admin@ourladysprincethorpe.co.uk](mailto:admin@ourladysprincethorpe.co.uk)

🌐 Website: [www.ourladysrc.warwickshire.sch.uk](http://www.ourladysrc.warwickshire.sch.uk)

Headteacher: Mrs Rachael Batson

Thursday 27<sup>th</sup> August 2020

Dear Parents/carers,

I hope that you and your families are continuing to remain safe and well and that you have managed to have some rest and relaxation over the last few weeks. We are very much looking forward to welcoming our school community back next week however we all know that the challenges that COVID-19 brings haven't gone away and if anything the start of the new school year will bring with it a whole new set of considerations for us to address.

As I am sure you are aware, pupil attendance in the new academic year is **compulsory** as outlined by the Department for Education (DfE) in their guidance to schools about fully opening in September. We have worked hard through the summer to put this guidance into practice. We therefore feel the guidance and subsequent preparations gives us the chance to remain as safe as possible whilst also feeling normal (ish). Here is the link to the DfE guidance:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

We have tried to keep you informed of our plans as much as is possible throughout this period and this is another step in those efforts. **We feel that it is really important that you know and understand our procedures and safety measures.**

The government has shared what they call the 'systems of control', which are protective measures that reduce risk in school. We have planned to follow these and apply them at Our Lady's. You can find the entire 'Our Lady's Full Opening procedures – September 2020' plan on the school website. This is based on our continually updated risk assessment.

Here is a link to it on the school website: <https://www.ourladysrc.warwickshire.sch.uk/covid-19-information>

I have written a summary below that will help you to understand the measures that we have taken and how this affects you and your children. We understand that some of the measures are disruptive to your routine, but please bear in mind that the safety of all the children and adults in school is our collective priority. However, we have tried to limit this disruption by making sensible decisions about how we adopt the measures.

Here are some of the key changes:

- **Children who have coronavirus symptoms must stay at home;**
- There will be a continued **increased focus on washing hands and respiratory hygiene** within school – further lessons on hand washing and 'catch it, bin it, kill it' will take place;
- An **increased cleaning schedule** will be introduced so even more cleaning takes place during the school day;

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- **Children will be in 'phase bubbles'** i.e. R/1/2, 3/4, 5/6. They will only come into contact with children and adults in that phase. I have included more detail about this measure in the main plan.
- **School start and finish times will be staggered** so that there are not too many adults (one per family) on site at any one time. They will be as follows:

Year 1 – enter school at 8.45am. Finish 2.55pm (Gate near Reception class)

Year 2 – enter school at 8.45am. Finish 2.55pm (Main gate at school entrance)

Year 3 & 4 – enter school at 8.50am. Finish 3.05pm (Main gate at school entrance)

Year 5 & 6 – enter school at 9am. Finish 3.15pm (Main gate at school entrance)

Staggering the entry of children into school will be a very important operational necessity if we are to limit congregations of children and adults. The plan for each year group's arrival and departure has been included with this letter but, like everything else, it will be subject to regular review and will be changed if necessary as long as it doesn't compromise our efforts to remain virus free. In the case where families have siblings we are happy to trial siblings entering school at the same time if they are in Year groups that access through the same gate. E.g a child in Year 3 and year 5 can enter the gate at the same time of 8.50am. As the official school times have not changed and this is only an interim measure there will be no additional charge for children waiting to attend 'After school club' or waiting for school to start after 'Before school club'.

- **Children are not required to distance within their bubbles.** The DfE has acknowledged that it is impossible to distance children, which is why they will remain in their bubbles;
- Adults are to still try to distance from children and **reduce 'face-to-face' contact**;
- All classrooms from Year 1 – Year 6 will arrange their tables so children are **facing the front** and are sat side-by-side to one another;
- There will be **no whole-school assemblies or face to face parent events** - only class or virtual whole school assemblies are permitted;
- Children are not allowed to sing in groups of more than 15, therefore we are **not having hymn practice until** we can do it properly;
- **PE will be mainly based outside** and coaches can be used as long as distancing is adhered to. Children can attend school in their PE kit on PE days (days will be given by class teacher on return to school), rather than getting changed and bringing additional bags;
- **Lunch and breaktimes will be staggered.** Lunches will be eaten in the hall again and hot dinners will be back on the menu. Children will be able to opt for a hot dinner on the first day and more information will be sent out in the first week about prices and menus. Children are required to pay for their meal from Year 3.
- The DfE state clearly that **school offices are not to be accessed by parents** unless through appointment via a call or email; please note a change to the admin email address – [admin@ourladysprincethorpe.co.uk](mailto:admin@ourladysprincethorpe.co.uk)
- Contact details of children will be made available to **NHS Test and Trace** workers should they need to access information;

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- Children from Reception – Year 6 will all have their **own school pack with individual stationery**. They are **not** to bring anything into school from home, other than clothes, books and lunch/snack. Cloakrooms will be re-open in bubbles but space is very limited. Children from Year 3 upwards are welcome to bring a snack as no free fruit is available.
- **Wraparound care is still permitted** as long as the children are in small consistent groups. Before and After School club will operate from Wednesday 2<sup>nd</sup> September. If you are needing care on that day please contact Mrs Daly on 07917304580. Entry to and from school remains the same as before when using this care.
- Details of any additional after school clubs will be sent out at the start of term.

We know that pupils thrive best when they have routine, consistency and stability supporting them. We will therefore be doing everything we can to ensure that, wherever possible, school life is as close to what they are familiar with. **All the school's existing policies and expectations on issues such as behaviour, uniform (summer in the first instance), attendance and punctuality will be in place as normal with updates as required to reflect adherence to safety and hygiene measures.**

Some parents and children will be anxious about returning to school, and that is completely to be expected. But what I will say is that during our reopening period last term for select year groups the children loved it and managed so well with the changes. Please try not to worry and do be as positive as you can be encouraging the children back to the 'norm'.

We have big plans for the start of term, especially 'Step-Up September'! We are going to 'hit the ground running' so that the children can catch up with any lost time as quickly as possible. During Step-Up September, children are going to be practising plenty of the basic skills that they may have forgotten and they will be covering some essentials to make sure that they are also emotionally supported. More information about this is on our website. <https://www.ourladysrc.warwickshire.sch.uk/covid-19-information>

We are incredibly excited to be close to the point of being back together again as a whole school community and although life is not back to 'normal' yet and there will be more challenges no doubt to face we are ready to tackle them as with togetherness and community spirit.

As ever, thank you for your support. I look forward to seeing everyone next week.

God bless

Rachael Batson  
Headteacher

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Learning to Love: Loving to Learn



PRINCETHORPE

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