



Audlem St. James' C of E Primary School

'Let your light shine'
Matthew 5:16



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Monday 1st March

Returning to school

Dear Parents/Carers

After the Prime Minister set out his road map of how we will come out of the Lockdown on Monday 22nd February we have been busy reviewing our risk assessments and procedures within school. We will be reverting back to what we did before Christmas in the Autumn Term where we will have staggered mornings for classes and zonal areas for breaktimes and, lunchtimes so children aren't mixing with different bubbles. This will carry on until we are advised otherwise from the Government or local authority. Below is a reminder of the procedures that are key for us keeping everyone involved with the school safe.

Morning Routines and Gates

Registration takes place once the children are in school just after 8.45am or 9am dependent on class bubbles. Our registers are completed within 5 -10 minutes. If your child is in school between these times they will be marked present. A child arriving after the teacher has taken the register will be marked as late. If a child arrives after 9.15am, they should be brought to the office and parents are asked to sign them in as the registers will show them as absent.

To help with movement around school can I ask that parents adhere to the table below as much as possible as this will ensure the smooth running of pick and drop off around school. I do understand for some parents that they have multiple siblings and that they will have to take them to different drop offs. If this is the case can we be vigilant of trying to ensure we keep our distance from other class bubbles. **Drop and go; please keep moving using the 2 metre markings where possible and do not stop and chat in the playground or outside the gates. At pick up time please be prompt but socially distance while waiting.**

Pick Up Areas for Parents

Rec - parents drop outside reception gate- Enter school at Heathfield Road gate **Group A 8.45am 3.00pm**

Yr1 - parents pick up at bottom of the playground opposite their classroom.-Yr1 Enter from Highfields Avenue **Group A 8.45am -3.00pm**

Yr2 - parents will pick up from the Active Audlem path opposite Yr2 classroom and enter the school from Highfields Avenue. **Group B 9.00am -3.15pm**

Yr3 - parents will assemble outside the Audlem Friends sheds. **Group B 9.00am -3.15pm**

Yr4 - parents will assemble outside the gate near their classroom. **Group B 9.00am - 3.15pm**

Yr5 -parents will walk around to the path gate area using the gate and assemble next to the allotment. **Group A 8.45am -3.00pm**

Yr6 -parents will wait at the side of the front of school. Enter school from main gate off Heathfield Road. **Group A 8.45am -3.00pm**





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Money

We continue to move towards a cash-free office and would prefer parents to use the online payment system. When paying for school dinners, it is more cost-effective for school if you are able to pay for "blocks" of at least five dinners at a time (ie at least £10). If you have to send money into school, please place cheques/cash in an envelope with your child's name and class, the amount enclosed and what the payment is for.

Medicines

If your child is ill and is/has been vomiting or has diarrhoea, they should remain away from school for 48 hours from the last bout. Medical practitioners have informed us that there are very limited reasons why a child may exhibit these symptoms and not be subject to an "illness bug" - in these cases, parents should have indicated this on the data form (due home shortly) and a care plan will have been completed with the support of the school nurse, parents and staff.

At times during the year, children are well enough to come to school, but still need to be taking medication. However, we are taking a much more cautious approach in the current circumstances and would ask that parents err on the side of caution when considering if their child is well enough to come into school.

Occasionally, children complain that they don't feel well (eg headache) In these cases we will attempt to contact parents to discuss their child's health. Unfortunately, we are no longer able to offer to administer Calpol.

If your child bumps their head, we will contact you if our first aiders feel you need to collect them from school or to observe first-hand the nature of the bump. For all other cases, a medical slip will be sent home to alert you to the head bump so that you can monitor your child after school has finished. In these cases, we feel your child is well enough to remain in school.

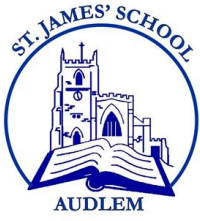
Covid-19 Specific Measures

In addition to the staggered start and finish times, we have introduced separate playtimes for KS1 and KS2. We have also staggered our lunchtimes and this is where we have changed some of our procedures. We are going back to having lunch in the classrooms except for Reception who will have their lunch in the hall. This will be reviewed after 2 weeks to see if we can go back to having lunch in the hall in our bubbles. The children will still be able to have a hot school meal. Reception, Year 1 and Year 2 pupils are eligible for universal free school meals. KS2 children can pay for hot lunches (see above for payment systems).

We are trying to maintain year group 'bubbles' to protect adults and children. Adults and children are washing hands regularly and using the catch it, bin it, kill it approach to coughs and sneezes. Regular hand washing can dry out skin, so you may need to moisturise children's hand regularly.

All staff have lateral flow tests every Wednesday and Sunday to ensure that we do not have any symptoms of COVID 19. If staff do have any symptoms again they will have a test. All members of staff will wear face mask when moving around the school except when they are working with their bubbles.





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Any adult that enters the school premises will be required to wear a face mask when dropping and picking up their child.

Our procedures and risk assessment are posted on the school website. We are constantly reviewing these, with more formal reviews each month.

To protect you and our office staff we are not allowing parents into school at this time, but staff are available to discuss concerns and hear/share successes. Your child's class teacher should be contacted via an e-mail or phone call to school to make an appointment. Should you feel that your concerns have not been addressed by the class teacher, please contact Mr Perry, Mrs Richardson or Mrs Bird.

Once again, we look forward to working with you in and we hope that the rest of the year will be in school.

Yours sincerely

A Perry.

