



**St Mary's Catholic First School**  
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Head Teacher: Mrs Paula Fearn



16<sup>th</sup> July 2020

Dear Parents

**St Mary's plan for a safe return:**

We are delighted to be welcoming all the children in our St Mary's family back to school in September. To ensure the safety of everyone certain adjustments have been essential. This will start with a deep clean of the school taking place during the summer holidays and we will continue to keep a high standard of hygiene & cleanliness at St Mary's throughout the school year.

Please read the information below carefully and watch the attached video about returning to school in September.

School Day

To help keep children, families and staff safe we will have a staggered "drop off" and "pick-up".

- The school car park will be CLOSED to all vehicles.
- We are requesting that you stick rigidly to the timings to ensure a smooth and safe transition to and from school.

Group	Morning	Afternoon
Family Groups	8.30- 8.35am	3.15pm
Year 4	8.35am – 8.40am	3.10pm
Year 3	8.35am – 8.40am	3.10pm
Year 2	8.40am – 8.45am	3.05pm
Year 1	8.40am – 8.45am	3.05pm
Reception	8.45am – 8.50am	3.00pm



### **How will drop off work?**

We have reduced lunchtime from 1 hour to 55 minutes and KS1 playtime in the afternoon from 15 minutes to 10 minutes. This will make sure we have not lost any Curriculum time as stipulated in the Government Guidance.

Parents **will not** be allowed into the classrooms, goodbyes will need to be outside the classroom door.

Please can you ensure that you do not block the entrances to the classroom.

### **Reception Class**

#### **Drop off**

Please come down the path, turn left, children will enter the building through the green side gate and into the cloakroom

#### **Year 1**

#### **Drop off**

Please come down the path, turn left in **FRONT** of the Room of Joy and enter the Year 1 classroom through its front door.

#### **Year 2**

#### **Drop off**

Please come down the path, turn left **BEHIND** the Room of Joy and enter the building through the Year 2 front door.

#### **Year 3**

#### **Drop off**

Please come down the path towards Kidszone, turn left and go through the back playground gate (by the swimming pool) into the Year 3 classroom.

#### **Year 4**

#### **Drop off**

Please come down the path, turn left in **FRONT** of the Room of Joy and follow the path around the side of the building leading to the Year 4 side door (where you entered the cloakroom last year for Year 3).

## Collecting Children at the end of the day

Reception	From the side of the Reception class at the best you can be mural
Year 1	At the side door of the Year 1 classroom next to the Prayer Garden
Year 2	From the back of the Room of Joy
Year 3	From the back playground
Year 4	From the back playground

### **Uniform**

- Please can children come in their St Mary's School Uniform
- Please can children have their PE kit and Forest Schools Kit in school every day. These can be taken home at the weekends and washed.
- Children only need to bring their lunch box/water bottle and book bags.
- Children **DO NOT** need a pencil case

### **Lunches and break times**

- There will be a staggered lunch and playtime to allow minimum exposure to other children during the school day.
- Children who have a packed lunch will eat in their classrooms and then have a play on the school field.
- Children who have hot meals will have these in the School Hall before going outside to play on the school field.

### **Wellbeing**

- Staff will spend time daily supporting the wellbeing of our children as school will be completely different for them, however, please be reassured our top priority is to make sure all children feel happy and safe.
- We will be using Trauma Informed School resources, Trick box resources and ELSA resources to support the children.

### **Cleaning/Good Hygiene**

- Children will all have their own working area and equipment.
- All classrooms will have tissues/wipes/gloves readily available.
- Surfaces will be cleaned throughout the day.
- Doors and windows will be open to ensure good ventilation of air throughout the building.
- EYFS toys will be cleaned on a daily basis and in-between use during the school day.
- Toilets will be checked and cleaned regularly throughout the day by teaching staff.

### **First Aid**

- The same first aid guidelines will remain in place.
- We have 4 paediatric first aiders in school.
- We will continue to send First Aid forms home via email should your child have had any medical treatment.

### **School Office**

- Please email for the school office if you have any queries during the school day, the office email is monitored regularly throughout the day and you will be responded to quickly.
- There will be no access to the office at the beginning or end of the school day.

If you have any questions please contact the School Office,

[office@stmarysdorchester.dorset.sch.uk](mailto:office@stmarysdorchester.dorset.sch.uk)

Yours sincerely

*P. Fearn*

Mrs Paula Fearn  
**Head Teacher**