****

 Wednesday, 27th May, 2020

Dear Parents,

I hope that you and your families are all keeping well. I would like to begin by thanking you for your patience whilst we completed risk assessments and made decisions about the wider re-opening of St. Peter’s to more children. We have followed guidance from the Department of Education, as well as the Health and Safety and Education departments at Tameside MBC.

Thank you also to those parents who completed our survey. This gave us an excellent general idea of how many families would be looking for a school place for their children. The fact that the survey gave us an idea of the likely levels of attendance has made it easier for us to plan provision. I would like to clarify that this was an initial survey and not one you were bound by. I am writing to you today to let you know about the specific arrangements that we will put in place when school opens to groups of children **from 9th June onwards.** Please read through these arrangements, which are necessary to minimise the risk to children and staff in school. I must stress that no one can guarantee that school is a risk-free environment for your child. All we can say is that we will use our best endeavours to teach the children to work within the following arrangements, so that the risk of them becoming unwell with Coronavirus is minimised as much as possible.

After reading through the arrangements, we ask that you come to a decision about whether or not you would like your child to have a place in school. Please Email stpetersprovision@st-peters.tameside.sch.uk by **Friday, 29th May** **at the latest** to let us know whether or not you would like a place for your child. In the Email, you will need to include the following information:

* your child/ children’s name (s) and year group (s)
* whether or not you are a keyworker parent
* any days that you will be keeping your child/ children at home

**If you do not Email by Friday, 29th May, we will assume that you do not require a place for your child.**

Please note that your Email to request a place for your child in school does not yet guarantee a place. A member of staff from school will get in touch with you by Email at the earliest opportunity after Friday, 29th May to confirm the offer of a place.

School is only able to offer places to the following children:

* Children who are vulnerable
* Children who have a keyworker parent
* Reception
* Year 1
* Year 6

A separate letter has been sent to parents of Nursery children to let them know that school cannot currently offer places to Nursery children. Nursery children of keyworker parents, or Nursery children who are vulnerable, **will** continue to be offered a school place.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* St. Peter’s will look very different to the way in which school normally operates. Much like the rest of society, we have staff who need to shield, and staff who are clinically vulnerable. Children may be placed with a member of staff who is not their usual teacher. They may be in a different classroom to the one they are used to.
* Children will be grouped in ‘bubbles’ of no more than 15 children. These groups, or bubbles, will not interact with other bubbles in school.
* There will be staggered drop-off and pick up times at the beginning and end of the day.
* Drop-off arrangements: We ask that one adult accompanies each child. The pavement on Castle Hall Close will be marked with tape to ensure social distancing.
* Mrs Ryan, Mrs Chadwick or Mrs Murray will stand outside the main office doors. Parents will drop their children at the office doors. Mrs Ryan, Mrs Chadwick or Mrs Murray will greet the child, then direct them around the perimeter of the building to the outside door of their classroom. The only unlocked gate will be the one to the disabled ramp. This way, there will be no one queueing on the steps, and there will be only one entrance.
* No parents will be allowed on site, and this includes the playground. Entrance will be by appointment only, and this will need to be via the main office.
* Pick up arrangements: children in a bubble will stand on a floor marker *on the junior playground.* A member of staff will unlock the double playground gates (ie. the gates next to the portacabin). Parents will need to wait on social distance floor markers on Castle Hall Close. School staff will call each child to the gate, one at a time, when the child’s adult is seen. The adult will then need to cross the road and collect the child from the staff member.
* School will operate a phased re-opening. Different bubbles will start to come back to school on different days.
* School will be closed to all children on Monday, 8th June. This is to allow for staff training with regards to the new arrangements, and to give staff time to prepare classrooms. Please see below with regards to classroom preparation.
* All soft furnishings will be removed from classrooms.
* Children will be given a place to sit at an individual table – the same place each day. Children will be seated two metres apart from each other.
* There will be ‘one way’ systems, marked on the floor, for when children and staff are moving around school.
* Children will also be seated two metres apart in the dining hall. If your child has a packed lunch, we ask that you send this in a disposable bag, such as a plastic food bag. At this time, we would like to encourage packed lunch items that the children are able to open easily by themselves.
* If your child has a school dinner, these will continue to be served as usual. Kitchen staff will follow all their usual risk assessments with regards to health and hygiene. Kitchen staff will place meals on trays and will wear gloves to place cutlery on to the trays for the children. Children will then be called up to the hatch to collect their meal in groups of 5. This means that the children will not need to queue to collect their dinner from the hatch. Tables will be sanitised between each sitting
* Bubbles of children will play in separate zones on the playgrounds. Zones will be marked with coloured tape, and children will have coloured stickers on their coats so that staff can clearly see which zone each child should be playing in.
* Staff will not gather in the staffroom.
* Cleaning staff will be available during the day. Class staff will have access to cleaning materials so that surfaces can be cleaned regularly throughout the day.
* Hand sanitiser will be available to the children in every classroom, outside every toilet, in the hall and outdoors. Children will wash their hands regularly throughout the day. Tissues will be readily available. We will speak to the children about using tissues to catch coughs and sneezes, before placing the used tissue in a lidded bin.
* Children are not to bring anything with them other than a packed lunch (if they usually have this) and two labelled, disposable bottles of water. No refillable water bottles, please. This is because the drinking fountains will need to be closed. At the end of the school day, any water bottles left in school will need to be disposed of. To clarify, children must not bring bags or backpacks.
* Children will wear school uniform and trainers. This is so that children do not need to get changed for PE. We understand that some children may have grown out of their uniform, and that it may not be possible for parents to replace items at the moment, as uniform shops are closed. If this is the case for your child, school can provide spare, laundered uniform. We ask parents to ensure their child has clean uniform every day. The guidance states that normal laundry is sufficient for the clothes of children and staff.
* Children will have their own tray of resources, eg. pencil, pen, dry wipe board and pen. These will be cleaned before they go in the trays. Any resources used by younger children should not be shared, and must be cleaned after use.
* Classroom doors will be open all the time. Staff will also open windows if it is warm enough.
* Children will do all their written work in one exercise book. Staff marking books will wear gloves. Staff may mark books using post-its, and stick these into books.
* Morning playtime will be staggered so that bubbles of children do not mix. Children will be unable to use playground equipment at this time.
* PE lessons will be strictly non-contact. Staff will remind the children to play non-contact games at playtime.
* If situations change, and staff in school need to self-isolate, or if staff become unwell, then it may be necessary to close school to a particular bubble of children until the situation can be resolved. Should this be the case, then school will notify affected families by text message at the earliest opportunity on the day of closure.
* I should stress that these measures are specific to our school. Obviously, no two schools are alike, but these are the measures we feel are best suited to our own situation at St. Peter’s. It would not be possible to compare our school’s situation to that of another school.

We would, of course, like to see as many children as we can safely accommodate in school once the time is right. However, the government guidance is clear: no school should penalise parents who decide to continue with home learning. Home learning resources and support will continue throughout any partial opening.

Having read through our arrangements to minimise risk in school, I now ask you to Email school with your decision about whether to request a place for your child/ children: stpetersprovision@st-peters.tameside.sch.uk To re-iterate, we ask you to **reply to this letter by Email by Friday, 29th May at the latest.**

Please keep a close eye on your inbox, as any firm offers of school places will be sent by Email as soon as possible after 29th May.

I would like to take this opportunity to thank you for your support and understanding during the period that school has been closed. Please be assured that staff remain in school every day, and are available to answer any queries, or to offer any support that you or your family may need.

God bless,

Mrs Ryan