



## 'Jesus holds my hand and guides me on my way'

25.08.2020

### **Operational Plan**

Dear Parents and Carers,

Please find below information which will explain how our school will operate in September under Covid restrictions.

### **Key points**

- All our children will be welcomed back by all the staff and settled as quickly as possible.
- Children will be in their own year group **bubble** based in their classrooms called **Pods**
- Children will not be social distancing within their bubbles, however every effort will be made to ensure the bubbles will not be mixed. Children will eat and play with the same children in their bubbles.
- Children will wash their hands on arrival to school, after playtime, before lunch, after lunch and every time they go to the toilet.
- The school will focus on a recovery curriculum, mental health and wellbeing.
- Attendance is now compulsory, positive behaviour to be reinforced and tolerance, patience and understanding will be shown to our children who have been out of school for so long.
- Masks are not required to be worn in school by children.
- Office staff in regular contact with visitors will wear see through shields for their own protection. We ask parents not to enter the building in the mornings. If you have queries or questions please phone school wherever possible rather than call in to minimise contact.
- All monies need to be handed in in an envelope, named and labelled.
- There will be no assemblies, school trips, clubs, choir or swimming until we are advised to do so.
- If a child displays symptoms of corona virus, they will be sent home as soon as possible. Please **do not** send your child to school if they are ill or have temperature. It is your duty to inform us if your child has been in contact with anyone with a confirmed case of Covid.



- Children are to wear school uniform and are not allowed to bring any bags, pencil cases, toys, or any items from home apart from their reading books. Please prepare your child for this eventuality if they are used to bringing in toys/favourite possessions.
- For PE days children must attend school dressed in their PE kit/tracksuit and stay in this all day. We cannot permit children to change clothes in school under Covid restrictions.

## Arrangements for drop off/pick up

- **Nursery (caterpillars) & Reception (butterflies)** – Please enter via pedestrian **gate A** (nursery gate) and follow the path round to the unit. Nursery and reception staff will be there to welcome your children and take them into the building.

Nursery - 9.00am drop off and 3.00pm home time collection

Reception - 8.45am drop off and 2.45pm home time collection

- **Year 1 & Year 2** – There is a longer walk for parents and children in these year groups to ensure the use of separate entrances and to uphold social distancing as much as feasibly possible. All parents of year 1 and year 2 children are to enter the school through pedestrian **gate A** (nursery gate) and follow the path around the back of the school to the infant playground. Take your child to their classroom door and hand them over to staff. Please leave the site **promptly** remembering that if you wish to speak to the teacher, please do so over the phone or make an appointment. Staff will be there to direct you.

**Year 1** 8:45am drop off and 2:45pm collection.

**Year 2** 8.55am drop off and 2.55pm home time collection.

- **Year 3** – Year 3 children will be brought to **gate B** (playground gate), and asked to line up in their classes on the yard from at 8.45am where they will be taken into class. Home time is 3.00 pm prompt.

- **Year 4** – Please use the **church pedestrian entrance** and walk your child to the entrance of their classroom, which opens onto the car park behind the church. The church gates will be closed during this time to ensure there is no traffic and it is safe for children to access class. Year 4 - 8.45am start and home time collection is 3.00pm.

# Holy Spirit Catholic Primary School



- **Year 5 & Year 6** – Year 5 and Year 6 children to be brought to gate B (playground gate), and asked to line up in their classes on the yard (where there are lines on the floor to guide them) Year 5 & Year 6 – At 8.55am children will be collected from the yard and taken to class. Home time collection will be 3.00pm

First day back which will be Thursday 3<sup>rd</sup> September, all children will be welcomed back. The staff have missed them dearly and we all wish to get back to some normality. Great efforts have been made to ensure that our curriculum is ready to close all the learning gaps which have been due to Covid. Let us assure you, that staff are committed to giving your children the very best education possible.

During the Covid period all of our classrooms have been fully painted and re-carpeted and the classrooms are looking spectacular, we are all excited to see our children sitting at their desks again.

The nursery and reception unit has been fully refurbished, and again offering a very high standard. Please note that both classes are now at the same unit.

We look forward to seeing you all soon.

Yours sincerely,

Ms Armstrong

Headteacher