**St Anne’s primary School**

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Head Teacher

Mrs. Wendy Barr

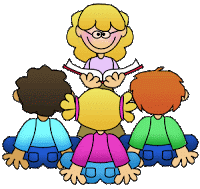
Dear Parents/Carers,

Following the Government announcement on 30th July 2020, we are delighted that schools are to re-open to children on Wednesday 12th August 2020 from 9am – 3pm. We have missed your children over the period of lockdown and cannot wait to welcome them back.

As we prepare to return to school, new routines have been established and spaces in the school have been altered to meet requirements.

Our building has been Risk Assessed and a number of measures have been put into place in order to keep everyone as safe as we can.

**Returning to School**



Children will come back to school on a phased return. This will allow us to welcome them back, settle them and establish new routines that are necessary to ensure everyone’s safety in these unprecedented times.

* **Primary 1a will attend on Wednesday 13th 10.00-2.00pm**
* **Primary 1b will attend on Wednesday 13th 10.30-2.30pm**

On the first day they should come into school via the front door with a maximum of **two parents/carers only.** The adults should wear a mask. Children will then be taken from the assembly hall to their classrooms.

* All primary 1 children will attend on **Thursday 14th and Friday 15th from 10-2pm.**

All other children will attend **one day only** this week.

* **Primary 6 and 7 will attend on Wednesday 13th from 9am-3pm**. They should enter the school via their normal gates.
* **Primary 2 and 4 will attend on Thursday 14th from 9am-3pm**. They should enter the school via their normal gates.
* **Primary 3 and 5 will attend on Friday 15th from 9am-3pm.** They should enter the school via their normal gates.

**Adults within the school building and surrounding areas**



Unfortunately, adults, other than school staff, are **not permitted** to enter the school building, this is necessary to minimise the risk of infection. All visitors to the school must have a prior arranged appointment with a member of the Senior Leadership Team. This can be done by calling the school office.

At drop off time, **no adults** are allowed into the playground. There will be staff at both gates and in the playground to welcome your child from 8.45am. Please do not enter the school playground. Unless your child is attending breakfast club there should be no-one dropped off before 8.45am.

**At pick up time you may enter the school playground and stand in the allocated zone for your youngest child’s class.**

We are aware that this can be a stressful time and we do not wish to add to this by closing our playgrounds completely to parents. We have allocated each stage a designated zone in the playground for pick up time at 3pm. All parents/carers will have to strictly adhere to social distancing guidelines and follow the paths and procedures put in place. There will be a parental walkway outlined in yellow and staff available to assist you. To minimise risk no adult will be able to approach a member of staff at this time. If you urgently need to talk to someone please call the school office.

**Unfortunately if these procedures are not adhered to we will have to review these pick up arrangements which may lead us to having to close off the school playground completely to adults. The safety of children, staff and parents is our priority and these measures are to ensure we keep everyone safe.**

**Monday 17th August onwards**

**All children will be in school from 9am as normal.**

Primary 1 and 2 will have a soft start as normal. They can come into school from 8:45am and enter through their normal door. **Only Primary 1 parents can accompany their child to the infant door.**

All other children should not be in the playground before 8:45am. The children should go to their allocated zone and they will be greeted at 9.00am by their class teacher.

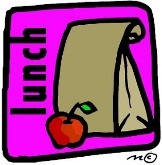
Breakfast Club children will arrive at school as per normal arrangements and go straight to their class or zone in the playground.

**End of the School Day Procedures**

**If you have more than one child in the school you must wait in your youngest child’s zone. Older siblings will be directed to find you in the correct zone.**

* **P1a and P1b can be collected from the assembly hall at 2pm (P1a) or 2.30pm (P1b) on Wednesday 12th August only. On Thursday 13th and Friday 14th all primary 1s will be dismissed at 2pm from the infant door. As of Monday 17th August Primary 1 will be dismissed at 3pm**. The class teacher will walk your child’s class to their allocated zone. Please do not move from the zone until your child is being passed over by the teacher. Please look out for your child and wave to signal to the teacher who you are.
* **Primary 2 will leave via the infant door and taken to their allocated zone for dismissal.** The class teacher will walk your child’s class to their allocated zone. Please do not move from the zone until your child is being passed over by the teacher. Please look out for your child and wave to signal to the teacher who you are.
* **Primary 3, 4 will be released via the junior doors (main playground).** The class teacher will walk your child’s class to their allocated zone. Please do not move from the zone until your child is being passed over by the teacher. Please look out for your child and wave to signal to the teacher who you are.
* **Primary 5 will be released via the main doors (main playground).** The class teacher will walk your child’s class to their allocated zone. Please do not move from the zone until your child is being passed over by the teacher. Please look out for your child and wave to signal to the teacher who you are.
* **Primary 6 and 7 will come out the back door.** These children will leave the top exit on David St and either walk home or go to meet their parent/carer as arranged by you. If there is a younger sibling your child will be directed to find you at the youngest child’s zone.

**Breaks and Lunchtime**

Breaks have been staggered to allow fewer groups of children in the playground. This will also allow staff to be in the Staffroom over a staggered period.

Lunch will span over a period of 1 hour and 15 minutes. Children will be in sittings and tables wiped down in between these sittings. Again, this will be managed sensitively and children’s needs taken into account. There has to be no cash payments in schools and changes have been made to support this. Details will follow with more information.

**Water**

For the time being we will not allow access to the water re-filling station. If your child requires drinking water they should bring a filled water bottle to school with them that is clearly labelled with their name.

**School Uniform**

Children should come to school in their full school uniform or Saint Anne’s school tracksuit. Children should wear black shoes or trainers to school. If your child is choosing to wear trainers they should be totally black. Thank you for your cooperation with this. We are always proud of our children and how smart they look in their uniform.

**Gym**

Your child will have gym as the benefits of this far outweigh the risks of COVID. However, initially we will be doing gym outside, weather permitting and minimising the use of equipment.

**Social Distancing**

As per the most recent government guidelines, social distancing is not required amongst children. All adults need to continue to remain 2 metres apart from each other and adults must stay 2 metres apart from children. This will be difficult and we would appreciate if you can speak to your child about this to support everyone’s safety.

**Enhanced Hygiene and Cleaning Processes**



Enhanced hygiene will be key to ensuring that we minimise the risk of COVID 19 within our school.

* All staff and visitors must use hand sanitiser upon entering and leaving the building.
* Regular hand washing routines for children have been built in to the school day.
* Classroom doors will be kept open and rooms well ventilated.
* An additional cleaner has been appointed who will be in school throughout the day. He/she will provide additional cleaning for classrooms, offices and toilets and will also ensure touch surfaces are cleaned regularly.
* Children may bring a school bag and lunch-box which will remain in their classroom; these will be taken home at the end of the school day. Children should not bring personal items such as pencil cases or toys. All stationary will be provided by the school.
* As a school we have modified corridors with child-friendly signage to encourage regular hand washing and social distancing where appropriate. Please be assured, staff will promote this very sensitively through a nurturing approach.

**Protocol for a member of Staff or child showing symptoms of COVID19**

As a school we have clear guidelines in place to follow should this arise. We have identified a room near the School Office as a safe space for children or staff to isolate. In the event of this a child’s parents/carers will be contacted immediately. You must follow the latest government guidelines. **Your contact details must be kept up to date at all times. This is especially crucial during the current situation.**

Finally, I would like to thank all of you for your support during this very challenging time. I will try my best to support your families and communicate regularly to you all. We will use the Groupcall system for communication as well as Twitter and updates will be put on the school website.

We will only be able to allow you to enter the school if you have an appointment or there is an emergency situation. I appreciate your understanding and cooperation.

I look forward to seeing everyone over the next while and want you to know we are strongly committed to recovering, building resilience and re-connecting with your children and all of you.

Should you require any further information, please do not hesitate to contact me at the school.

Warmest wishes,

Wendy Barr

Head Teacher