



St. Cuthbert's RC VA First School

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Head teacher: Mrs C McGregor



14.07.20

Returning to school - September 2020

Dear Families,

Our plan to fully re-open so all children can return to school in September is now underway and I can share the following information with you. This is very important and it is vital that everyone in our school community follows our rules to ensure everyone remains safe.

Arrangements for arrival & pick up times have changed in order to avoid congestion and to help keep social distancing measures in place;

All families will enter through the gate on Prince Edward road and exit via the staff car park and onto Union Brae at both drop off and pick up times

A member of staff will be at the staff car park entrance for your safety.

	Nursery & Reception (EYFS)	Class 2 – year 1 & 2 (KS1)	Class 3 - year 3 & 4 (KS2)
Arrival time	8:55am	8:45am	9:05am
Pick up time	2:55pm	3:05pm	3:15pm
Where?	EYFS entrance	Main playground	Main playground

Parents / carers please ensure that you;

- Follow the one way designated entrance & exit routes
- Do not congregate at the school gate or paths
- Do not drop your child/ren at the gate and leave them unattended in the playground
- Please be respectful to other parents/carers and ensure you socially distance
- Please arrive promptly and leave quickly; we will not be able to accommodate late arrivals until all other groups have been admitted into school to prevent cross over of children in different bubbles
- Do not park in our staff car park
- Make sure your child is wearing clean school uniform every day
- NO shoe laces please unless your child can tie them independently
- We would prefer no parents/carers to enter the school building – email or telephone the school with enquiries etc. If you need to come to the school office please note we we still be operating a 'one in one out' system
- **DO NOT send your child to school if they are displaying any symptoms of illness, or any member of your family is displaying symptoms**

We will ensure;

- We encourage distancing amongst the children, but please understand that this is very difficult with children
- We will have regular hand washing / sanitising and cleaning of surfaces
- Classes kept together as separate 'bubbles' as much as possible in school
- Desks will be forward facing in class where possible
- Staff will be prompt at timekeeping at the start and end of the day

If a member of your child's class bubble develops Covid 19 symptoms then we will inform you immediately.

Breakfast club and Cuddies will resume from **Monday 7th September** - see information below;

Breakfast Club (£1)	Cuddies (£2:50 per hour / £5:50 for the full session)
8:15-8:30am – drop off (please ring breakfast club bell at office window on arrival)	5:15pm – latest time for pick up
School office – one in one out system in operation	Early Years - please allow for social distancing at entrance
Children will stay with their class 'bubble' within the hall	Children will stay with their class 'bubble' within EYFS
<p><i>Please note we ask you to pre-book in advance via Mrs Newton at the school office if you wish your child to attend either session</i></p>	

If you have more than one child at our school - I will be in touch separately via email to allocate which drop off and pick up slot you should use.

It is essential that we have contact details for you with a telephone number that is available all the time – please inform us if you think these may have changed. We must also have 2 emergency contact telephone numbers so please ensure these are also up to date and they know they are your emergency contacts.

Please note all children must attend school from September and attendance will tracked and monitored as before.

We will do our very best to make sure that the children are happy and safe in school and really look forward to welcoming everyone back on **Thursday 3rd September 2020!**

Yours sincerely
Clare McGregor
Head teacher