



Ms Sue Lovecy, Head of School

Monday 18th May 2020

Dear parent / carer of St Martins School,

As you are aware school may be required to open after the May half term for some year groups and for some nursery children where needed. At the moment school is completing detailed risk assessments and planning for this possible return.

Below are some key features of the provision we may offer. If you are a parent of a reception, year 1 or year 6 pupil we would like you to respond and complete our attached questionnaire so that we can gauge a response which will help us with our planning. For children who attend nursery, Ms Faulks will telephone you to discuss requirements and options.

School will be a safer place if there are less staff and pupils in school and I would ask you to think carefully before responding. I realise that some of you will be returning to work and the decision whether to send your child into school will be a difficult one.

I repeat, sending your child to school is a parent's choice. You will not be penalised for keeping your child at home and work will still be set for all home schooled children.

The year 10 team are currently working on a plan for more face to face contact and we will let you know about this soon.

Key features of phase 1 school return

Please note, this gives a flavour of what school might look like and will evolve with our planning and experience.

Detailed risk assessments will be sent to any parents of children attending school, before they attend.

- Staggered return so that we can assess risk carefully at each stage
- Critical worker / vulnerable children provision to remain in its current format
- Parents to book children in a week in advance
- Staggered starts and finishes so that social distancing can be maintained
- Different entrances with social distancing for each group and only 1 parent to bring their child
- Part time will be available but needs to be consistent so we can plan. For example; Thurs and Fri every week.
- Small groups / teams of 6 children and 2 members of staff, where possible
- Teams / groups will work in one classroom, children will have their own desk and equipment
- Classrooms will be socially distanced with taped areas and a teacher area
- Breaks and lunchtimes will be in the same Small groups to minimise contact
- Students can bring a packed lunch or have a cold lunch ordered in school / free school meals will be provided
- Students to wear their own clothes and these need to be changed / washed daily
- Handwashing routines to happen at the start and end of the day and a minimum of every 2 hours or every change of activity
- Emergency contacts to be provided so that any child falling ill or unable to cope with new routines can be sent home immediately



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- Any child displaying symptoms or falling ill will be isolated and sent home urgently
- Parents to sign new behaviour home school agreement which will consider the safety of all staff and pupils.
- Year 6 may return just for some transition activities – not full time.

School will look and feel very different and parents and children need to be very aware of this new environment.

Please email school reception if you have any questions. And if you have a reception / year 1 or year 6 pupil please complete the questionnaire below and return it to school.

Best wishes to all of you.

Stay safe

Sue Lovecy – Head of School

Parent questionnaire - phase 1 return

Name of child _____ year group _____

Please delete as necessary

I have a year 6 pupil and I would like to access the transition programme in school / I would like my year 6 pupil to access the transition programme remotely.

I do not wish my child to return to school this term. They will return in September and I wish to continue to access the school work set remotely

I do wish my child to return to school when the **phase 1 return** begins and I will require the following days (only full days can be booked for safety reasons)

Full week

Monday

Tuesday

Wednesday

Thursday

Friday

Please add any comments below