



Ms Sue Lovecy, Head of School

Dear Parent / Carer

Thank you for your patience during a very challenging spring term. I am sorry this letter is rather lengthy, I thought it would be helpful to remind parents of school arrangements.

School will be operating in the same way as it did prior to the Christmas holidays with limits on student movement around school to help us preserve group bubbles to ensure the safety of all students, staff and our families.

Here is a reminder:

FACE COVERINGS ARE REQUIRED AT ALL TIMES BY STAFF, SECONDARY STUDENTS AND PARENTS

ARRIVAL AT SCHOOL AND BUSES

Firstly, remember we have a staggered start in March.

- **MONDAY 8 MARCH – NURSERY , RECEPTION, Year 1, 2, 3, 4, 5, 6 and Year 10**
- **TUESDAY 9 MARCH - year 7**
- **WEDNESDAY 10 MARCH – year 11**
- **THURSDAY 11 MARCH - Year 8**
- **FRIDAY 12 MARCH – Year 9**

Testing will take place for **SECONDARY STUDENTS**. The more people that are tested , the safer everyone will be and it will be more likely that students will not have to work from home and schools will return to normal by the end of the year. Please return consent forms for testing asap.

When the tests are complete the year groups will then remain in school. **Online learning will continue for year groups who are staggered to return. These sessions will now follow the normal school times of the day:**

Year 7 & 8		Year 9, 10 & 11	
Tutor	9.00- 9.20	Tutor	9.00- 9.20
Lesson 1	9.20 – 10.15	Lesson 1	9.20 – 10.20
Break	10.15 – 10.30	Lesson 2	10.20 – 11.20
Lesson 2	10.30 – 11.30	Break	11.20 – 11.40
Lesson 3	11.30 – 12.30	Lesson 3	11.40 – 12.40
Lunch	12.30 – 1.10	Lesson 4	12.40 – 1.40
Lesson 4	1.10 – 2.10	Lunch	1.40 – 2.10
Lesson 5	2.10 – 3.10	Lesson 5	2.10 – 3.10

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Staff may set work rather than teach live if they are busy teaching students in school.

Students who have been attending throughout the lockdown in our arts centre can attend all week as they have already been tested. These students should attend their normal lessons, they may be the only student in the classroom. They can, if they choose, work from home and re-join with their year groups. **Please inform school if your child will be coming into school.**

Return to Primary phases

Start and end of the day

There will be three entrances to the primary phase and four staggered start times and end times.

Time in	Entrance 1 (normal school gate)	Entrance 2 (nursery gate and under Year 4 – 6 classroom stairs)	Entrance 3 (nursery gate)	Time out
8.40	Year 1	Year 4/5 Mr Spelman	-	2.50
8.50	Year 2	Year 4/5 Mrs Jones	-	3.00
9.00	Year 3	Year 6	-	3.10
9.10	-	-	Reception & Nursery	2.40

Entrances will be labelled to help pupils and parents.

Parents with pupils in different year groups should arrive and leave at the time of the oldest pupil. For example, a family with a year 1, a year 5 and a year 6 pupil should arrive at 9.00 and leave at 3.10pm. If you wish your child to walk home from school and are in Years 4,5 and 6, you will need to email carol.jones@stmartins3-16.org as soon as possible. These pupils will leave school at the end of their class day.

Parents/carers and pupils should arrive in school at their designated times and no earlier. Only one adult should bring a child to school.

Please queue on the lines provided outside your appropriate entrance at the start and end of the day. Markings will be in place to show parents where to stand to ensure some social distancing. This will be the same at the end of the school day.

Please do not attempt to come into school or under the canopy area. Please remain in the parent/carer zone.

If you are parking on the main school car park, please wait in your car until just before your start time and then walk along the front of school to the primary area.

If you are late arriving at school, you should wait in the queue outside the primary phase and inform a member of staff on the gate.

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Lunch time hot food service will be available from Monday. Fruit is provided for KS1 pupils at morning break time.

PARENTS ARE TO WEAR FACE COVERING AND KEEP TO SOCIAL DISTANCING GUIDANCE WHEN THEY ARE ON THE SCHOOL SITE.

DEVICES - Tablets and laptops

For parents that were loaned a laptop or tablet please return these to our school reception during the week of the 8 March. We can then register and log the safe return. Please ensure that chargers, box's and bags are included where appropriate.

SECONDARY PHASE

On arrival at school, students should go straight to their tutor room following the one way system. Staff will be on duty to help our students to find their way around.

FACE COVERINGS ARE REQUIRED AT ALL TIMES BY STAFF, SECONDARY STUDENTS AND PARENTS , we strongly advise that all students in secondary bring a spare face covering with them to school.

Bus travel to school will be the same as it was last term. Students will be separated into year groups and designated a seat each. They must wear a face mask and keep it on. Students may bring their own small bottle of hand sanitiser.

Chirk bus

The Chirk bus will run as last year and is organised by Wrexham Council. It will arrive at school at 8.40am. If it arrives before that time, the bus will wait until a member of school staff can receive it. Students must remain in their seats until asked to leave the bus. Please contact Wrexham transport if you are unsure of stops and times.

Weston Rhyn and Chirk bank

This will also run as last year. Students must remain on the bus if it arrives before 8.40am.

Gobowen and Oswestry

The Arriva bus from Oswestry and Gobowen is a service bus. It currently arrives at 8.15am and picks up at 4pm from the main road outside school.

LUNCHTIMES

Our diner will be open as usual. But for the first week back there no food available at break times until Friday break. There will be a hot food service at lunchtime.

Students will be spending some of their lunchtime outside. We have a new fence and shelter at the front of school to separate students at lunchtime. Please ensure that your son/daughter has a coat that meets our uniform requirements (which can be found on our website).

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Students can only pay for lunches via 'parent pay'. This is on online cashless system. If you do not have a log in please contact the school reception.

Students should bring a labelled water bottle for the day. As per DFE guidance our water fountains have been removed during the pandemic.

Free school meal students that are on a staggered return to school will have food parcels for the day(s) they are not in school. Arrangements for collection are just being finalised and will be communicated later this week.

UNIFORM

We have a very comprehensive uniform guide on our website <https://www.stmartins3-16.org/parents/uniform/>. **Full uniform should be worn.** Year 11 can wear their leavers hoodies over their school shirt and tie.

PE

We will not be using our changing rooms for the time being, so pupils must wear their school PE kit on the days they have PE, according to the timetable below.

Reception and nursery children will be told when they need to wear different clothes/kit.

Mon	Tues	Wed	Thurs	Fri
Year 8 PE / tech	Year 9 PE / tech	Year 11	Year 9 PE / tech	Year 10
	Year 8 PE/ tech	7 CJ	7 HP	Year 8 PE / tech
	Year 6	7JPO	Year 3	
	Year 5	7 HS	Year 2	
	Year 4		Year 1	

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BREAKFAST/AFTERSCHOOL CLUB

Breakfast and After school club will run in the normal venue which is next to the Nursery. Spaces are booking up very quickly. If you would like to use this facility please contact Hollie Poulter **by email: afterschoolclub@stmartins3-16.org, you will need to book spaces by Thursday 4 March.**

Entrance to breakfast club and collection from After School Club will be through the Nursery gate as usual.

At the end of the school day, pupils will be taken to After School Club by a Learning Support Assistant.

Drinks and snacks are available and are reflected in the pricing – please state your preference when making your booking.

Sibling Club will run from 2.40pm. Pupils will be taken to the club by a Learning Support Assistant and should be collected by their brother or sister from the Secondary phase at the end of their day. Places for this facility will also need to be booked with Hollie Poulter using the email address above.

If you have any board games/toys you would like to donate please contact Hollie Poulter at school.

CONTACTING SCHOOL

This is the same as last term – please email or call school if you have a query or question. We can then ask the relevant member of staff to contact you. We continue to reduce the amount of visitors coming into school in order to protect our students staff and families.

I look forward to seeing you soon,

Sue Lovecy - Head of School

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