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September 2020 Opening Arrangements

16th July 2020

Dear Parents,

Following the publication of the DfE guidance, we have worked up a plan for welcoming back all children to school on Monday 7th September. The risk assessment to this planning has been worked through with input from the Local Authority, Unions and in discussion with Head Teachers across the Bay. We have developed the plans below in consultation with all staff and school governors.

Our completed risk assessment will be shared with Unions and the Local Authority Health and Safety team in the next few days. Any additional suggestions from them or any further changes from the government will be incorporated into our plans over the summer. In early September I will share with you again these plans, including any changes that we might have made. I don't anticipate there being any significant changes so please do make your plans accordingly based around the timings and plans below.

A premise behind these arrangements is that children and staff will be working almost all the time in class size bubbles and only occasionally in year group bubbles e.g. when outside or spaced out in the hall for lunch. (The exception to this is in our Breakfast Club and After School Club where we have taken measures to mitigate the risk which I have described further below.) Alongside this, personal hygiene and enhanced hand washing will be factored into teachers' daily classroom routines. Teachers are organising their classrooms to best comply with government guidance. We will always promote social distancing with children and staff. For example, livestreamed assemblies will replace whole school assemblies in the hall and there will be two staffrooms with staff using only one or the other. A further enhanced cleaning regime and rota has been planned for September.

Pupils will be expected to wear uniform again. You can find the full uniform checklist on our website under *Parents & Carers* or by following this [direct link](#).

Start and End Timings for the School Day

The below times will help us to facilitate social distancing at the start and end of the day, as well as during the day with morning play and lunchtimes taking place at different times and places for different year groups. All children will still have the same number of hours in school as they had prior to the pandemic.

Year	Start of Day	End of Day
R	The pedestrian car park gate opens at 8.20am. Drop off outside the FS block. Lessons start promptly at 8.30am.	Collect from outside FS block at 2.40pm. The pedestrian car park gate will open at 2.35pm
1	The front slope gate opens at 8.10am. Drop off outside the KS1 block. Lessons start promptly at 8.20am.	Collect from outside the KS1 block at 2.30pm. The front slope gate will open at 2.25pm.
2	The front slope gate opens at 8.20am. Drop off outside the KS1 block. Lessons start promptly at 8.30am.	Collect from outside the KS1 block at 2.40pm. The front slope gate will open at 2.35pm.
3	The front slope gate opens at 8.35am. Drop off at the bottom of the slope or in the Arts Garden outside Y3 classrooms. Lessons start promptly at 8.45am.	Collect from the Arts Garden outside the Y3 classrooms at 2.55pm. The front slope gate will open at 2.50pm.
4	The front slope gate opens at 8.35am. Ideally, drop off at the bottom of the slope or you can drop outside Y5 classrooms. Lessons start promptly at 8.45am.	Collect from outside the Y5 classrooms at 2.55pm. The front slope gate will open at 2.50pm.
5	The front slope gate opens at 8.50am. Drop off at the bottom of the slope. Lessons start promptly at 9.00am.	Collect from outside the Y5 classrooms at 3.10pm. The front slope gate will open at 3.05pm.
6	The pedestrian car park gate opens at 8.50am. Drop off at this gate. All Y6 children will enter the Y6 classroom block via the Hawthorn Class outside steps. Lessons start promptly at 9.00am.	Collect from the pedestrian car park gate at 3.10pm. This gate will be open from 3.05pm.

Some points to note about drop off and collection:

- **Please help us by timing your arrival and collection carefully and promptly to reduce congestion.**
- There will be a one-way system in place for entrance and exit to the school site during these times. **Entrance must always be via the front of the school (Barewell Road) and exit must always be via the back gate on to St Margaret's Close.** I know this might cause you some inconvenience but it is the only way we can best support social distancing with a full return of pupils. Outside these times however, you will still be able to come into school and leave by the pedestrian car park gate e.g. if you are collecting your child for an appointment during the day.
- Only one parent will be allowed on site with their child.
- For children in Y3, Y4, Y5 and Y6 it will help if you can drop your child at the gate entrance to school rather than come on the site. Obviously the younger your child is, we do understand that you will want to drop them outside the classroom; at least in the first part of the autumn term.

- If you are dropping your child at the gate and have a message for the class teacher, please either email the teacher using the class address (e.g. hollyclass@st-margarets.torbay.sch.uk), leave a message with the office or pass on a message to the member of staff who will be on the gate.
- Only children in Y5 and Y6 will be allowed to leave the site without a parent to collect them – and only if the teacher has an email from you to confirm this is allowed. Otherwise, they must be collected as per the above arrangements.
- Children will not be allowed on site wearing masks. These will have to be removed at the gate entrance. There will be a bin for disposable masks and any non-disposable ones like snoods will have to be placed in the child's bag or taken home by yourself.

Expectations for Attendance

As you may have heard on the news, all children are expected to return to school full time in September.

Breakfast Club and After School Club

We know from your feedback that many of you need this wrap around care to help you return to work and manage your busy lives. Government guidance allows for times when children might mix groups such as in these circumstances.

So, we've worked out a plan that enables us to offer this, albeit a slightly less exciting offer than previously to ensure we offer safe provision. Bookings for these clubs are open on School Gateway from Monday 20th July.

Breakfast Club will run from 8.00-9.00am each day *in the school hall* and there are 30 places available. Mrs West is leading this. There will be no breakfast provided. The cost will be £2.50 for whatever length of time your child attends. Children can only attend if they are booked on and must be dropped off at the school office. **Please note that after dropping off you will need to exit the school site by the back gate so please allow enough time in case you are rushing to get to work.**

After School Club will be split into two groups. The first child's place costs £7.70 then each sibling's place is £5.50 Children will be provided with an individual snack box from the kitchen but must bring their own drinks bottle (they can re-fill this from the classroom before attending)

- The FS/KS1 club for children in Reception, Year 1 and Year 2. This will take place in the Woodland Den Studio from 2.30pm to 5.30pm. It will be led by Mrs Yandall. There will be 20 places available.
- The KS2 club for children in Year 3, 4, 5 and 6. This will be led by Mrs West in the school hall from 2.50pm to 5.30pm. There will be 30 places available.

To mitigate the risks from children attending from different year groups, in both clubs staff will be seating children near others from their year. All children will be seated facing forwards. Each will have their own base and will complete solo activities like colouring and puzzles and homework. There will always be something to watch on the big screen, varying between films, documentaries and children's TV programmes. In After School Club, children will be taken outside to play with their friends in their year group.

Arrangements for Siblings

If you have younger and older siblings, please arrange for them to arrive at school and be collected at their allocated time. However, under exceptional circumstances please contact the office and we will endeavour to find a solution on an individual basis if you are finding this difficult to manage.

Lunchtime Arrangements

Having the staggered start and end to the school day also enables us to provide a hot lunch to all children in a suitably social distanced manner with a maximum of 60 in the hall at any one time, sat in their class group and with a gap between them and their friend. In the gap between each sitting, the tables and chairs will be cleaned before the next group arrives. As currently, children will take a seat and be served their lunch in a take-away style box to avoid queuing at the hatch.

Reception, Year 1, Year 3 and Year 5 will be eating their lunch in their classes. The take-away boxes will be delivered to them. Packed lunch children will eat with the school lunch children.

Children must bring their own drinks bottle which they can re-fill from the classroom before hand or have topped up by the Meal Time Assistants.

Please book your child's meal as normal via the School Gateway.

Contingency Plans

In the event of another lockdown, either national or local like Leicester recently, we have made contingency plans that are ready to go at short notice.

If we go into lockdown again, we will restart home learning with an offer that matches the school-based curriculum.

If you have any questions, please do email our admin team on adminteam@st-margarets.torbay.sch.uk. They will be happy to help or direct any enquiries on to myself or Mrs Pike. You are also welcome to phone school. The school office is open Thursday and Friday this week, and Monday and Tuesday next week. After that we will be closed until Thursday 3rd September. The first day back for pupils in the autumn term will be Monday 7th September.

Best wishes to you all,



Tim Hughes
Head Teacher