



THE DIOCESE OF BRENTWOOD
HOLY CROSS CATHOLIC PRIMARY ACADEMY

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Reported in the Times Top Ten Schools in Essex 2014



4th September 2020

Dear Parents

We hope that you have kept well during recent months. We are very much looking forward to welcoming your children back to school on Monday and hope that your children are looking forward to meeting up with their friends and teachers and getting back into a routine. We have been working hard both before and during summer and particularly in the run up to the new term and have developed our COVID Risk Assessment with is our school based response to the pandemic and government expectations. This will ensure that our school will be as safe as possible.

1. You will remember from previous correspondence that we will be operating staggered start and finishing times to the school day in line with government guidance and to help keep us all as safe as possible. As a reminder:
EYFS: 8.30 - 2.45
Year 1 and 2 : 8.45 - 3.00
Years 3 and 4: 9.00 - 3.15
Years 5 and 6: 9.15 - 3.30

Please ensure that you arrive 5 minutes before your allotted time - and no earlier - to ensure that we have the minimum number of parents on the playground at any one time. You will see clearly designated areas to wait for your child at the end of the school day.

Only one Parent/Carer per family at any one time.

Please also ensure that you wear a face mask at all times on the playground and stand in a socially distant space.

IT IS ESSENTIAL THAT YOU DO NOT STAY ON THE PLAYGROUND TO TALK TO OTHER PARENTS AND THAT YOU LEAVE QUICKLY TO ENABLE THE NEXT GROUP OF PARENTS TO ARRIVE SAFELY.

We are aware that many parents have siblings in various years and the difficulties that this will cause and so would like to offer you the opportunity to bring all of your children into school with your youngest child. So for example if you have children in years 1, 3 and 5 we would ask that you bring all children into school along with your year 1 child. The reverse will happen at collection time when we would ask that you collect your children when your eldest child is due to go home. So if you had children in Years 1, 3 and 6 you would collect your children at 3.30 when year 6 children are due to go home.

AS BEFORE, WALK INTO SCHOOL WITH YOUR CHILD IN THE MORNING THROUGH THE PEDESTRIAN GATE AND LEAVE VIA THE CAR PARK GATE.

AFTER SCHOOL ENTER THE PLAYGROUND VIA THE CAR PARK GATE AND LEAVE VIA THE PEDESTRIAN GATE. THIS IS TO ENSURE THAT CHILDREN ARE AT NO TIME IN THE SCHOOL CAR PARK.

2. The playground has been marked with clear class names for your children to line up in the morning and after school. Please ensure that your child lines up immediately in their correct place - including any siblings that you also have brought to school. Staff will be on hand to take your child's temperature before taking them into school.

Older siblings will be taken to their classrooms in the morning.

Younger siblings will remain with their class teacher until the oldest sibling is ready at the end of the day when they will be taken to the playground for you to collect.

Children will enter their class via their external door with children in upstairs classrooms entering school via the double doors at the bottom of the stairs in both buildings.

Children with EHC plans may have a bespoke entry and entry arrangement and we will contact you directly to discuss this with you if this is necessary.

3. We are unable at this time to allow any parents into the school building including the foyer by the school office. We appreciate that this will be inconvenient but in these difficult times we need to ensure the safety of all. You can make contact with members of school staff in a variety of ways:

- Send an email via admin@holycross-pri.essex.sch.uk
- Send an email to your class teacher via Its Learning or Tapestry
- Phone school and leave a voicemail
- Leave a message in the Communication Box which will be on display outside of the school office.

We hope that you will find these methods of communication helpful and we would also ask that you **do not approach members of staff on the playground.**

4. You will have already received information last term about equipment that will be provided for your child in school. We thought long and hard about this and still feel that the safest option is for us to provide pens and pencils in a plastic wallet for each child. We therefore ask that you only send your child into school with a named water bottle, wellington boots and trainers which can double as outdoor shoes. Children must wear full school uniform including their school coat and school shoes for indoor wear.

We would like your child to attend school in their PE Kit on days when they have PE. It would be helpful if they come to school wearing their school shoes with their PE kit as their trainers/outdoor shoes will remain in school. If your child has outdoor shoes which are different to their PE trainers then please ensure that they wear school shoes into school with their PE kit and have their PE trainers to change into when taking part in PE. You will have already been informed which day PE will take place.



5. A plea - **no mobile phones** please unless absolutely essential and if this is the case we ask that you send in a letter to explain the exceptional circumstances.
6. You will remember that we sent you a parentmail last term asking how many parents would be interested in a packed lunch provision this term. Lunch will be taken in each classroom as we would be unable to allow all children to eat in the hall and maintain social distancing. We do hope that you will be able to support the school packed lunch however if you choose to send your child in with their own packed lunch we ask that it is wrapped in a disposable package - **STRICTLY NO LUNCH BOXES PLEASE**. Please also remember to adhere to our healthy school packed lunch policy.
7. Snack Shack will be reopening from the first week in October. Your child can bring in a mid morning snack but again please remember our policy - only fruit or vegetables - strictly no crisps, biscuits or sweets.
8. Breakfast and After School Club will be reopening from the first week in October. You will appreciate that our first priority must be to ensure the safe opening of the whole school for all of our children staff and parents and as soon as this has effectively been accomplished we can then turn our attentions more fully to the wider provision in our school.
9. Children will be washing their hands before leaving the playground first thing in the morning and throughout the school day and we have installed purpose built trough sinks for this purpose. We also have ample hand gel throughout the school which children will be using regularly. There is therefore no need for your child to bring in their own hand gel.
10. It will be very difficult for us to manage children wearing face masks and there is plenty of concern that if worn incorrectly they will in fact be quite dangerous. As we mentioned in previous correspondence we are asking that children do not wear them unless of course there is a specific medical concern. We have decided that staff will wear masks in public areas in school such as offices and corridors and will for the time being wear plastic face shields in the classroom particularly when engaging in one to one work with children. This will provide some protection for children and staff.
11. We amended our Behaviour Policy last term in light of the national Covid situation to include specific behaviours which are not acceptable and sanctions that would follow. You will already have received this last term however we will forward you these amendments again via Parent Mail Forms and ask that you confirm receipt by selecting the relevant box.
12. We have organised for toilets to be cleaned regularly throughout the day and will ensure that toilet blocks are not overcrowded by limiting the number of children using the toilets at any one time.



13. PLEASE DO NOT SEND YOUR CHILD INTO SCHOOL IF THEY ARE DISPLAYING COVID SYMPTOMS. KEEP YOUR CHILD AT HOME AND SEEK MEDICAL ADVICE. IF ANY CHILD DISPLAYS COVID SYMPTOMS IN SCHOOL WE WILL ACCOMPANY THEM TO OUR ISOLATION ROOM AND CALL YOU IMMEDIATELY TO COLLECT THEM. WE WILL ALSO IMMEDIATELY CALL PUBLIC HEALTH ENGLAND FOR THE MOST UPTODATE ADVICE FOR THE OTHER CHILDREN IN THEIR YEAR GROUP BUBBLE AND INFORM PARENTS IN THAT BUBBLE.

14. Children will be educated in year group bubbles and will have staggered break and lunch times in their year group bubbles to minimise risk of infection.

15. We intend to spend the first few weeks assessing our children and ensuring that they are up to speed with the expectations from the previous year. We will then be more confident to begin the new year curriculum in earnest. Owing to Covid restrictions we will be unable to hold whole school assemblies, whole school Mass, Hymn Practice or indoor PE. We have organised Year Group Mass for the beginning of the year and you will be sent these details separately.

We know that there is a fair amount of information to take in however you will be aware of most of this from previous communications. We really appreciate your ongoing support as all measures are being put in place for the safety of us all. School will seem somewhat different and although we fully expect that may take a little time to fully settle in, we feel sure that children will get into their new routine very quickly. As with all plans, we are also sure that they will need tinkering with once up and running so please bear with us if we feel the need for slight adjustments from something that we have identified or if we have new advice from central government.

We continue to pray for all those affected by Covid and their friends and families and pray that God continues to protect us all.

Please contact either myself, Mr Kelliher, Mrs Balcomb or any phase leader (Miss Clark, Mrs Nabil, Miss Draycott, Mrs Peters) via the channels outlined above (email, phone, communication box) if you wish to discuss any points from this letter and we look forward to seeing you on Monday morning.

Kind Regards

Miss McGuigan and Mr Kelliher



