

THE DIOCESE OF BRENTWOOD  
**HOLY CROSS CATHOLIC PRIMARY ACADEMY**

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17<sup>th</sup> June 2020

Dear Parents,

We are looking forward to welcoming your children back to school, albeit a very different looking school to the one which they left in March. You may well have mixed emotions regarding your child's return, primarily that of their safety. We would like to outline to you the various measures that we have taken to make our school as safe as possible and to also ask for your support with a variety of steps which will also contribute to this. The safety measures include the following:

**Social distancing.**

- 2 metre markings are present throughout the school site, in corridors and classrooms. We would ask that when you bring your children into school in the morning that you walk up the pedestrian path and adhere to the 2 metre markings. Please bring your child to the playground where they will line up in a clearly defined area which is again denoted by 2 metre markings. They should stand in that line where their teacher is.
- Only one adult to accompany their child to school.
- Please do not attempt to take your child to their classroom. You may accompany your child to the playground but then please go to the parent waiting area.
- Children are strictly not allowed to use the adventure playground and if you have any other children with you then we ask that they stay with you at all times.
- We will record your child's temperature outside when in their line and ask that you to wait until their temperature has been taken. If your child has a high temperature we will ask you to take them back home.
- Please ensure that you are on time. We have staggered times at only 15 minute intervals so it is essential that you are prompt. If you do find that you are late, please wait on the paved area outside of the school office and phone to speak to a member of our admin staff who will take your child's temperature and walk them to their classroom.
- When you collect your child please ensure that you enter school through the carpark gates and wait in the parent waiting area on the playground. When

you have collected your child, please leave the premises via the pedestrian path.

- We ask that parents do not enter the school building. If you wish to speak to a member of our admin team please either phone or email or if you need a message to be given to your class teacher please contact them via Its Learning in the usual way.
- Please do your best to walk to school wherever possible but if you do have to drive then please park in Nicholls Field carpark.
- Children have been placed in groups. They will remain in these groups at all times including break and lunchtime. Lunch will be eaten in class and children will then enjoy playtime on the field in designated areas for their group.
- Children will wash their hands immediately on entering their classroom and throughout the school day. Additional sinks have been installed on the playground and plentiful supplies of liquid soap and gel are in every class.
- Children will be allowed to use the toilet one at a time.
- Children may find that they are in a different room with a different member of staff.
- Break times have been staggered.

### **In summary:**

Only one adult to accompany their child to school.

Come up the pedestrian path in the morning with your child and leave by the carpark gates.

Come through the carpark gates to collect your child in the afternoon and leave through the pedestrian gate.

An easy way to remember this is if you have a child with you, you are always using the pedestrian path. When you do not have your child you are accessing/exiting the school using the car park gate.

No direct face to face access to the school office.

### **Items to bring to school**

- Classrooms have desks positioned to ensure 2 metre spacing.
- We ask that each child brings in their own pencil case and their own water bottle. Water bottles will be sterilised at the end of each morning or day session.
- Children may bring in a snack for break time but this must be in a disposable bag.
- Children can order a packed lunch. Year 2 children will still be given a free lunch whereas children in Years 3,4, & 5 will have to pay for their lunch as usual unless they are eligible for free school meals. If you wish to order a



lunch (including for those children in Year 2), please complete the form showing the options which will be on Parentmail.

- For those children who bring in their own packed lunch this must be in a disposable bag. Strictly no lunchboxes.
- Please do not give your child anything else to bring to school. This includes book bags and PE kit.

### **In Summary:**

- Please ensure that you provide your child with their own pencil case and water bottle.
- No food packaging in school.
- Packed lunch is available to order.
- Nothing else should be brought into school.

### **Other:**

- We discourage children from bringing in mobile phones
- For those children in Year 5 school uniform should be washed each day.
- We ask that children do not wear school ties.
- Children should not wear masks. This is because children will find it difficult to wear them correctly which could cause infection rather than protect from infection. However, some members of staff may be wearing masks.
- If a child becomes ill during their time at school, they will be taken to an isolation room with a first aid member of staff and you will be called to collect your child. The member of staff will be wearing full protective kit. Please ensure that you have an up to date emergency contact as we would like your child to go home as quickly as possible in these circumstances.
- If a child or member of staff in your child's group tests positive for COVID the entire group including the member of staff will be sent home and asked to self-isolate.
- If your child or any other member of your household experiences symptoms of Covid outside of school time, please inform us immediately and self-isolate. If you or any member of your household is tested positive please inform us immediately and follow advice given by your health professional.



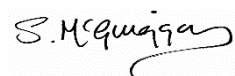
You will be aware of the staggered dates for each year group but in summary:

#### **Timeline for catch-up & transition**

- **Monday 29<sup>th</sup> June to Thursday 2<sup>nd</sup> July: Year 5 Catch-up (Mrs Smith's class)**
- **Monday 6<sup>th</sup> July: Year 3 to Year 4 Catch-up & Transition**
- **Tuesday 7<sup>th</sup> July: Year 2 to Year 3 Catch-up & Transition**
- **Thursday 9<sup>th</sup> July: Year 4 to Year 5 Catch-Up & Transition**
- **Monday 13<sup>th</sup> July to Thursday 16<sup>th</sup> July: Year 5 Catch-up (Mrs Guna's class)**
- **Monday 20<sup>th</sup> July- Year 5 to 6 transition (Mrs Smith's class)**
- **Tuesday 21<sup>st</sup> July- Year 5 to 6 transition (Mrs Guna's class)**

Thank you for your ongoing support, may God continue to look after you all and keep you safe.

Kind Regards



Miss McGuigan  
Head Teacher

