



*Sacred Heart Catholic Primary
School and Nursery*
Windermere Road,
Southend on Sea, Essex, SS1 2RF
01702 534546
office@sacredheart.southend.sch.uk



2nd March 2021

Dear Parents/Carers,

School reopening in full to all pupils from 8th March 2021

I hope that you and your families all remain safe and well. We are *really* looking forward to welcoming back all children, in *all* year groups, from Monday 8th March, and our whole school community being reunited once again. Please note school attendance is mandatory in accordance with governmental guidance, and all children must return to full time education on this date.

Currently we are finalising our plans and risk assessment arrangements, whilst working in line with current government guidance, to ensure that our school environment continues to be safe for all children and staff, and follows all health and safety guidelines. We are sure that you will appreciate that this continues to be a considerable undertaking and has involved a number of challenges for us. Please be aware that we will continue to review these plans in light of on-going government guidance, both locally and nationally.

Since the start of this academic year, we have endeavoured to maintain an environment and provision that is as close to normal as it can be, alongside ensuring the health, safety and wellbeing of all our children and staff. Please find below details of the wide range of protective measures that are necessary and will continue to be in place in order for our school to continue to operate as safely as possible.

COVID-19 testing We are encouraging parents/carers to please have your child and family tested for coronavirus before your child returns to school. This will help make sure that no-one is infectious and can start an outbreak. This position is strongly advocated by the Local Authority and the Director of Public Health. Information on how to access community COVID testing can be found on Southend Borough Council's website by clicking on [this link](#).

Rapid lateral flow home testing for households of pupils Access to rapid lateral flow testing is being made available to household members, childcare bubbles and support bubbles of primary school pupils, from this week. Household members are encouraged to get tested on a regular basis, even if you do not have symptoms of coronavirus. A separate letter has been sent



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out to parents/carers today – this letter provides fuller details on this testing system and how to access test kits.

Most importantly, parents/carers should continue to carefully check on your child(ren) each morning before school to ensure that they do not have any symptoms linked to COVID-19. The main symptoms of coronavirus (COVID-19) are:

- high temperature (this means you feel hot to touch on your chest or back)
- new, continuous cough
- loss or change to your sense of smell or taste

If your child has any of these symptoms DO NOT bring them to school – they must stay at home (and follow NHS guidance).

Arrival and departure arrangements We hope to make the children's arrival back to school as happy and as comfortable as possible. In line with governmental guidance, in order to minimise congestion at the beginning and end of the school day, start and finish times, together with entry and exit points are set out below:

We will be using all of the gate entrances to the school site (see below).



Vehicle gate

Reception gate

Main school
gate
(Atrium)

Junior
Building
gate (L -
left)

Junior
Building
gate (R-
right)

Drop off times & locations Please find a reminder of when and where to drop your child(ren) off. PLEASE help us by adhering to the times and locations shown:



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		ARRIVAL	DEPART	GATE
NURSERY * (15 hour)	St. Patrick	8:45/12.30	11.45/3:30	Main school gate (Atrium)
NURSERY * (30 hour)		8:45	3:30	
RECEPTION Miss Curtis *	St. Clare	8:30	3:15	Reception gate
RECEPTION Miss Byast *	St. Francis	8:40	3:25	Reception gate
Y1 Miss West	St. Padre Pio	8:30	3:15	Vehicle gate
Y1 Mrs. Elvidge	St. Maximilian Kolbe	8:30	3:15	Vehicle gate
Y2 Mrs. Grover	Mary Mother of God	8:50	3:35	Vehicle gate
Y2 Mrs. Lodge	St. Joseph	8:50	3:35	Main school gate (Atrium)
Y3 Miss McMahan	St. Michael	8:30	3:15	Junior building (R)
Y3 Mrs. Moyies	St. Gabriel	8:30	3:15	Junior building (L)
Y4 Mrs. Stanford	St. Paul	8:40	3:25	Junior building (L)
Y4 Mr. Overton-Smith	St. Peter	8:40	3:25	Junior building (R)
Y5 Mr. Morris	St. Bernadette	8:50	3:35	Junior building (R)
Y5 Mrs. Overton-Smith	Our Lady of Lourdes	8:50	3:35	Junior building (L)
Y6 Mrs. Robb	St. Philip	9:00	3:45	Junior building (L)

When dropping your child off, please ensure that you follow social distancing measures. In line with government guidelines, only 1 adult should oversee arrival/collection of family/childcare bubbles from school. Parents should not gather at gates or on paths. To assist us, we ask that children are dropped off and collected promptly, at the correct time.

Keeping our school gates safe: No-Smoking policy and Face coverings We would also ask parents/carers to refrain from smoking whilst waiting in queues / near our school gate areas to keep pupils and others safe. We continue to strongly recommend that parents/carers continue to wear face coverings on pavement areas around the school gate area, a position which is strongly encouraged by Public Health. In primary schools, the wearing of face coverings/masks by pupils inside the school environment is not recommended. If you intend for your child to wear a face covering/mask on their journey to school, we would ask that the face covering is removed by their parent/carer and taken home. There will be times in school that school staff will need to wear forms of PPE (including gloves, visors or masks), for example: in the case of intimate care, if a child needed to receive first-aid or be comforted, or in the case of a staff member working closely with a child or another staff member for a prolonged period of time.



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Enhanced cleaning/hygiene regime The school will continue to practise an enhanced cleaning and hygiene regime (regular hand-washing) across the school day as a protective measure to minimise the risk of transmission of COVID-19.

Class organisation and management Since September, schools have been asked to retain children in class/year group 'bubbles', and this continues to be the case. Break-time and lunch-time will be staggered in order to reduce contact between bubbles and each bubble will have a designated area of outdoor space on the playground. Children will therefore be grouped with their usual class, and a small number of allocated staff. In line with government guidelines, these bubbles will be consistent as much as possible. Bubbles should not mix with other bubbles, and there will be minimal movement of staff between bubbles. Each child will have their own equipment and sharing of resources will be limited. Classrooms will be organised so that close contact with others is kept to a minimum. The sharing of resources will be minimal, but where resources are shared, this will only take place within the 'bubble' and these resources will be cleaned/ quarantined.

Children are allowed to bring a named book bag and water bottle to school. Pupil-owned pencil cases and other equipment should not be brought into school as an individual stationery pack will be provided by the school.

Uniform/P.E. kit In line with school policy, children should return to school wearing full school uniform (including school shoes) on Monday 8th March. We recognise that some pupils may have outgrown some items of uniform since pupils were last in school. We would not expect parents to purchase new *winter* uniform with only three weeks left in the term. Therefore, we are allowing some flexibility and allowing pupils to wear a summer uniform during the closing weeks of spring term, if this is preferable. On the days that pupils do PE (see table below) they should come to school wearing their **P.E. kit** and trainers (with jogging bottoms & jumper in the case of cooler weather); pupils will remain in their P.E. kit all day. Children will therefore not need to have their PE bags in school until further notice.

P.E. DAYS					
Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Tuesday	Monday	Monday	Tuesday	Wednesday	Thursday

Our P.E. provision will begin from Tuesday 9th March. For our first week back only, P.E. for Years 2 and 3 will take place on Thursday 11th March and P.E. for Year 6 will take place



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on Friday 12th March. Our regular weekly timetable for P.E. (above) will resume from the week beginning 15th March.

School meals We will resume our school meals arrangements that were in place before Christmas, whereby we will operate a bi-weekly hot meal/picnic lunch rota. A separate letter will be sent out to parents as a fuller reminder of the arrangements that will be in place. Orders should be placed via our online system.

Snack We would normally have a snack trolley for children to buy snack items from during their morning break-time. Unfortunately, our snack trolley provision is not possible due to COVID-19 restrictions. Infant pupils (Nursery – Year 2) will continue to receive snack items (including the free fruit and vegetable scheme) provided by school. Parents/carers of Junior pupils should please continue to provide your child with a (healthy) snack from home, if they will require this during the morning session. We will continue to review this position and we hope to be able to re-introduce our normal provision later in the year.

Extended school provision Our Breakfast Club and After-School Activity Club provision will resume on Monday 8th March, for parents/carers who need this for critical childcare. A separate letter will be sent out to parents as a fuller reminder of the arrangements that will be in place. Bookings should be placed via our online system.

No entry on-site Parents must not enter the school gates. Please help your child to be as organised as possible so that you do not have to bring a water bottle, a lunch box etc. along later on. All communications from parents must continue to be made via email or telephone. We are still here for you – but from a distance.

Diary Dates Diary dates for the rest of the academic year continue to be highly subject to change. As you can imagine, it continues to be difficult to make fixed plans for the future. At present, government guidance prohibits many of our normal activities, where children and adults gather together. We continue to work hard to find alternative ways to hold events (such as Class Assemblies) remotely. We will continue to keep you informed on updates; please continue to refer to our school calendar which can be found on our school website: www.shcps.co.uk.

Curriculum After an initial period of readjustment, to re-establish routines, relationships and learning behaviour, the school curriculum will fall into familiar routines for pupils. On-going assessment of pupils will take place, which will inform future teaching and learning, and allow



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teaching staff to make any adjustments to the curriculum as necessary. They will quickly address any gaps in learning that have arisen during this period of school closure. The development of vocabulary and language will continue to be a key priority. This will be delivered through a range of carefully planned cross-curricular speaking and listening activities. In addition, there will continue to be a focus on reading, which will be delivered through phonics sessions, guided reading, and whole class reading sessions. Children will also be given time for independent or 1:1 reading and we will continue to work hard to ensure that children develop a love of reading.

Behavioural expectations We recognise that all children may experience some level of anxiety about returning to school. School staff will very carefully remind children of the health and safety routines on the first day back in school, in a child-friendly manner. They will also be reminded of the importance of social distancing, regular hand-washing and personal hygiene.

We understand this may be a worrying time for you as a parent or carer, but we hope that our plans give you the confidence and reassurance that your child will return as safely as possible. We take our responsibility to protect and care for children and staff very seriously, and we place their wellbeing and safety at the heart of our decision-making. This task cannot be underestimated. Throughout the pandemic, we had been doing everything we can to adhere to the national and local guidance and keep everyone as safe as possible. We will continue to risk assess accordingly and keep you informed as fully as possible. We appreciate and value your on-going support and understanding.

We look forward to seeing you all very soon.

Yours sincerely,

Mrs Janet Mullally
Headteacher



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