



**26.08.2020**

Dear Parents /Carers,

I hope that you have all had a lovely summer despite Covid restrictions and the weather. I am delighted to announce that following on from Government announcements, confirmation from the local authority and the health and safety committee that convened today, that we are in an appropriate position to open on: **Wednesday 2nd September, to pupils in Years 1,3 and 5** . On **Thursday 3<sup>rd</sup> September, we will open to Years 2,4 and 6**. Our new reception and Nursery children will be welcomed in on the individual dates previously sent out. **All children in years 1-6 will be in school from Friday 4<sup>th</sup> September.**

To ensure everyone's safety, we have been working hard, consulting with government guidance, and looking at our own context to see how we can make this work for everyone in our school community. Our planned routines, procedures and risk assessments have been completed and signed off by Romero Governance. Therefore, I would like to share with you the measures that we have put into place to make our school as safe as possible. It is important to remember that we will endeavor to do all we can but obviously cannot guarantee complete safety for our staff or your children from this virus; many aspects are out of our control and there are still many unknowns.

To date, we have agreed the following updates to our risk assessments (which can be found on the Romero website) and re-opening plans for September:

- Drop off, collection, break and lunchtimes will all be staggered.
- Upon entry and exit, and throughout the day, children will sanitise their hands.
- Children will be in year group/phase zones with their class teacher/support staff.
- Children will have set seats (front facing) and individual resources within the class.
- Children will be encouraged to wash their hands regularly throughout the day.
- At break and lunchtimes, children will spend time in their year group, they will not mix with other year groups. Each year group will have a designated area to play in.
- On PE days, children will be asked to come into school in their PE uniform.
- Parents / carers are asked to contact the school via telephone or email if they need to speak to a member of staff. We will then arrange for the class teacher to respond to your query.
- Visitors will be kept to a minimum.

I would like to stress that our plans will be routinely and regularly reviewed following Public Health England, Department for Education and Government Guidance and any localised lock downs will be advised from PHE and the local authority.

Drop off and Collection for your child:

Years 1,2,3 and 4 will enter and exit through the main pedestrian entrance on Langbank ave. Reception and Nursery will enter and exit through the electronic pedestrian gates by the main office and Years 5 and 6 will enter via the main electronic vehicle gates, we ask that year 5 and 6 enter independently without a parent/carer. It is important that you adhere to the timings below to minimise the risks for everyone and follow the one-way systems in place.

Year Group Drop off and collection

| Year group | Drop off         | Collection       |
|------------|------------------|------------------|
| Nursery    | AM 8:30 PM 12:00 | AM 11:30 PM 3:00 |
| Reception  | 9:00-9:15am      | 3:00pm           |
| Years 1&2  | 9:00-9:15am      | 3:00pm           |
| Years 3&4  | 8:45-9:00am      | 3:15pm           |
| Years 5&6  | 8:45-9:00am      | 3:15pm           |

The above will be regularly reviewed to ensure the smoothest start and end to the school day. We understand that it may take longer to drop off and collect your child/children, but your patience is appreciated.

We will commence breakfast club for those children registered on Monday the 7<sup>th</sup> September at 8:00am, entrance via the electronic pedestrian gate. We will review the start dates for after school clubs. It is our intention to start after school clubs on the week commencing the 21<sup>st</sup> September. Further information will be shared at the start of the school year.

Attendance:

The Government has made it clear that school attendance will become compulsory again, and that they expect every child to return to school.

School Lunches:

Our kitchen will be open and able to provide meals for pupils. The school kitchen will provide cold deli grab bags at the start of term in September, with the aim of moving to hot meals as soon as possible.

Children in Nursery will eat in their classroom.

Children in Reception – Y2 will be eating in the dining room and the KS1 learning zone at staggered times.

Children in Y3 and Y4 will eat in the library and their classrooms.

Children in Y5 and Y6 will eat in the KS2 hub and classrooms.

Emergency Medication and Care Plans:

If your child requires medication (EpiPen, inhaler, other prescribed medication), please ensure it is in date and clearly labelled with your child's name, this will be kept in their classroom in a secure cupboard. Any care plans relating to medical conditions will also be stored within your child's classroom. Any short term medication that is prescribed by a doctor must be authorised by the office.

#### Communicating with School:

Adults other than school staff and external agencies and providers will not be allowed into the school building. The school office will be inaccessible to parents unless there is an emergency. All communication will occur via telephone, Arbor email. Please ensure that we have up to date contacts. Meetings with parents will be held virtually or on the telephone. Contact details for the school office are at the bottom of this page.

Measures that are in place in the school grounds and for parents dropping off and collecting:

- Please make sure that you and your child have washed your hands for at least 20 seconds before you leave home.
- Please follow the one-way system in place.
- Please DO NOT stop to chat to other parents as this will prevent a flow of people through the site and potentially stop year groups from remaining apart.
- Please minimise the amount of people collecting the children – only one parent/carer.
- Older children will be permitted to walk home on their own once we have confirmation from you on the first day of term.

#### Learning and Wellbeing:

Whilst we are aware that the children have missed a lot of learning, our priority will be to support the children rebuilding friendships and encouraging appropriate social engagement, responding to issues experienced linked to coronavirus and promoting positive mental wellbeing.

#### Uniform and P.E.

Children are expected to wear usual school uniform (this can be summer uniform up until October half term). However, on the days that they have PE they need to come to school in their PE uniform and trainers instead: plain black shorts/joggers, white T-shirt and their normal school jumper (not in their school uniform). These days will be communicated during the first week back by your child's class teacher and will be available on the school website.

#### What your child should bring with them to school:

Your child should ONLY bring their lunchtime box and a water bottle – named please. All children will be provided with a pencil case which will be kept in school. They should not bring any other equipment/bags etc from home. Children can bring in a coat.

Feeling unwell at home and at school:

It is really important that you are clear about the symptoms of coronavirus and are sensible and cautious when your child/children feel unwell, even if their symptoms are not linked to Covid-19.

- If your child feels unwell in school then you will be contacted and asked to pick them up as soon as possible, even if their symptoms are not related to coronavirus.
- If a child displays symptoms of coronavirus, they will be sent home and asked to go for a test as soon as possible. We have an allocated area within school where children who are displaying symptoms will wait until they are collected, they will be supervised by an adult. This area will then be deep cleaned.
- Any family members of that child within school will also be sent home to self-isolate.
- If the result is negative, then the child can return so long as they are feeling well enough to and they no longer display any symptoms. Other children in the family can return too. Test results MUST be communicated with school as soon as possible.
- If the test is positive, all children and adults within the same groups in school will need to self-isolate for 14 days and not attend school. Other children in the family will also need to self-isolate for 14 days.
- If any family members at home display Covid-19 symptoms then the child should not attend school. Once that family member has had a test, then the above procedures based on the outcome will apply.

We will continue to follow a number of safety precautions in school to keep the children safe, to keep the risk of infection down, including:

- Every child will wash their hands at key points throughout the day.
- Upon entry and exit from the school, children will sanitise their hands.
- Children will remain in their Year Groups/phase throughout the day. This will include break and lunchtimes.
- Any child who becomes unwell during the day, will be immediately assessed and sent home if necessary.
- Areas of the school in use will be thoroughly cleaned at the end of every day and equipment in use will be wiped down. There will be some additional cleaning during the day.
- There will be no whole school assemblies or gatherings, along with no singing to minimise the risk.

- Children will wear PE uniform to school on days they have PE.

How to support your child before they come into school:

Please spend some time talking to your child about their return to school. Discuss any worries you or they may have. Discuss good personal hygiene and the need to follow procedures in school to keep everyone safe, including social distancing and adherence to the home school agreement.

Outbreak planning:

As part of this planning, Coventry has a city-wide approach for COVID-19 and this includes a clear plan for what happens if an individual child is showing COVID-19 symptoms, or is tested positive, and what happens if more than one pupil in our school has COVID-19 symptoms or is tested as positive. This planning also sets out specific steps of what would happen if there was an outbreak within a geographical area of Coventry or if there was a wider outbreak across Coventry. The commitment from all Coventry schools and from Coventry City Council is that if these circumstances were to arise, that there would be clear communication with you about your child's attendance at school. This is available on the following website [www.romeromac.com/COVIDRiskassessments](http://www.romeromac.com/COVIDRiskassessments) We are sure that you acknowledge the importance of the detail hence the reason for such a long letter. As the term progresses, we will communicate any information that is important regarding daily organisation and safety for all. It is important that you read all emails sent. Please be assured that we have endeavoured to put in place robust measures to keep your children and all those involved in our school community safe.

The Board of Directors retain the power to make decisions about what is safe in our schools. We will be constantly reviewing the government guidance and our own practice and experiences. Where it is judged that guidelines cannot be safely followed or risk appropriately managed, the decision may be taken to further restrict opening or revert to closure until such time as these matters are resolved. All the staff at Corpus Christi are looking forward to returning to school and welcoming back you and your lovely children. Things will be different than they were in March, but hopefully, by working together, we can make the transition as smooth as possible.

My very best wishes to you all, Stay safe,  
Kind regards

**Kevin Shakespeare**



Principal