

Dear Parents/Carers,

We are really looking forward to reopening our school to all of our children from Monday 8th March and are writing to you to let you know the times and procedures for this. As you will see from the table below, classes have been placed back into bubbles with teachers and teaching assistants allocated to each class/ bubble. For everyone's safety, and in order to maintain social distancing, the following drop off and pick up time slots have been allocated to each year group:

Arrival and Departure Times							
Bubble	Joy		Peace		Hope		Faith
Year Group:	Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Adults	Miss Brewer Mrs Doohan	Mrs Leak Mrs Davies Mrs Staite	Miss Crumpler Mrs Lloyd	Miss Ballard Mrs Baylie	Mrs Goodsir Mrs Joyner	Mr Pitt Mrs O'Hara	Miss Holtom Miss Noble
Drop off:	8.55 am	8.55 am	8.55am	8.45 am	8.45 am	8.45 am	8.45am
Pick up:	3pm	3pm	3pm	3.10- 3.15pm	3.10-3.15pm	3.10-3.15pm	3.10-3.15pm
Entry and exit points:	Using gate entrance.	Using gate entrance.	Using gate entrance.	Using gate entrance.	Using gate entrance and use Staircase 1 only.	Using gate entrance and use Staircase 2 only.	Using gate entrance and use Staircase 2 only.

Procedure for drop off and pick-ups:

- Arrival and dismissal times have been staggered. Please adhere to your allocated drop off and collection times. If you miss your time slot you will need to wait until ALL time slots are finished. If your collection time is 3.10pm please do not come into the playground early. This will allow parents collecting children in Reception and Key Stage 1 to collect their children and leave the playground.
- If you have more than one child attending school please bring all your children in for the first time slot you have been allocated. You may also collect your children at the same time – ideally at the latest time slot to maximise their learning in school.
- To enter school, please enter on foot via the school car park gate and queue along the pathway using the 2m marked out spots. Please walk out on the driveway or via the church gate.
- Please note no cars (except staff) will be permitted to enter the car park between 8.40am-9.10am and 3pm -3.15 pm. If you have a car park pass drop off will be at 9.10 am and collection is 3.15 pm.
- Only one adult is permitted to drop off and pick up on each occasion – please keep younger children with you at all times e.g. holding their hand.
- Children will be greeted at the front door or the gate by an adult and directed to their classroom where they will then be met by adults in their bubble.

If you need any assistance with drop off or pick up times we are here to help, please call school to make arrangements.

Information to share with your child:

- When you return to school next week you will be in a 'bubble' and will only mix with other children in this bubble around school.
- Your break-times and lunchtimes will be timetabled so that bubbles do not mix and you will be asked to remain in designated areas of the playground.



- Please wear school uniform to school every day and remember to not bring in toys from home.
- On a day when you have a P.E. lesson you will be asked to come into school wearing correct P.E. kit for the whole day (including your school jumper or a school hoodie and plain tracksuit bottoms if it is cold).
- Remember you can only wear a hoodie on a P.E. day
- When in school, you will only be allowed to go to the toilet one person at a time and there will be a one-way movement system in place. Movement around school will be limited but there will be signs and markings to help you. The adults in your group will also support and advise you.
- The only items that you need to bring to school are a coat, tissues, book bag, a packed lunch and a water bottle. Please keep all your toys at home and unfortunately you can't bring in cakes or sweets to celebrate birthdays at the moment. All your items will be kept with you in your designated space. We have a risk assessed system for changing books.
- You will be asked to wash your hands regularly throughout the day and encouraged to follow the 'Catch it, Kill it, Bin it' procedure when necessary.
- You will be given your own set of resources including stationery and sharing of other resources will be limited.
- Lunch will be eaten in your classroom.
- School will do its best to help you feel safe and comfortable – we are really looking forward to seeing you all.

Information for parents:

- If school has loaned your child any IT equipment please can you return it the week beginning 8th March.
- If your child is not exhibiting COVID-19 symptoms and doesn't need to self-isolate they should attend school every day.
- Hot meals will not be available at lunchtimes to minimise movement and establish safe routines with the children until after Easter. From Monday 8th March packed lunches will be available for Universal Free School Meals, Free School meals and children who wish to pay for a lunch. The filling choice for sandwiches is cheese, ham or tuna. Only those who are paying for their lunches need to bring payment in and let the office know of the filling choice on Monday 8th March for the week ahead. The menus for after Easter will be circulated on 22nd March to be returned (with payment if required) by no later than Friday 26th March. If we do not receive payment and sandwich choice your child will not be provided with a packed lunch.
- **Parentpay – We are now set-up for online payments via Parentpay and all payments to school will need to be made online after Easter with the exception of School Lunches. Letters were sent out to all parents with set up and individual user details and we will be re-sending letters during the next week. Please activate your account as you will not be able to book any clubs, trips or other activities without doing so.**
- Surfaces in classrooms, equipment and communal areas such as toilets will be cleaned regularly throughout the day and at the end of each day.
- All spaces will be well-ventilated and doors and windows will remain open if it is safe to do so.
- Assemblies and Masses will take place virtually and curriculum time will be allocated to focus on well-being activities in which children will have time to understand more about their feelings and develop mechanisms to cope with these.
- It is important that your child wears clean uniform each day – if an item is worn it must be washed before it is worn to school again.
- If your child has a medical condition (existing or new), please email the office, and we will then email you out a form to complete. Our school email is: office@st-ambrose.worcs.sch.uk. If your child has a medical care plan we will be in touch with you in September for this to be updated.
- **Please provide the school office with up to date contact information by filling in and returning your blank data collection sheets by Monday 8th March- data collection sheets can be downloaded from the website in the news section or see the further attachment to the email.**



• **P.E. days**

Monday	Tuesday	Wednesday	Thursday	Friday
	Reception Year 1 Year 4 Year 5	Year 3	Year 2	Year 6

What happens if your child is ill:

- Within usual practices in school, pupils and staff will not be expected to wear facemasks, unless a child becomes ill.
- Staff dealing with First Aid matters will wear PPE and this will be provided by school.
- If your child displays COVID symptoms, they will be isolated with a member of staff in PPE and you will be called and asked to collect your child immediately. You will be given clear advice and support about what to do next.
- Staff at St Ambrose School will not be routinely taking children's temperature. If you suspect your child has a temperature, or any other COVID-19 symptoms, please do not send your child to school.
- All staff and children and their families will have access to a test if they display symptoms.
- Please be aware that if a child, or member of staff who has been in school tests positive for COVID19, the other children and staff members within that bubble will be asked to go home and self-isolate for 14 days.
- The government have also advised that there may be a need for local lockdown situations. In the event of this happening, we will follow government advice and inform you immediately of what will happen next.

Clubs:

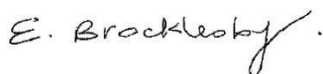
- You will receive a letter from Miss Ballard outlining the clubs offer for after Easter. This is limited due to our strict risk assessment.

Communication with school over the next few days:

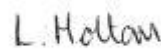
- If you need to contact school please email: office@st-ambrose.worcs.sch.uk
- If we need to update you regarding any changes we will send a push notification and update the news section of our website.

We look forward to being back together next week. In the meantime, if you have any concerns, please do not hesitate to contact us via email or telephone.

Yours faithfully,



Mrs E Brocklesby
Principal



Miss L Holtom
Vice Principal

