



ST AMBROSE CATHOLIC PRIMARY SCHOOL

Leswell Street, Kidderminster DY10 1RP
 Telephone: 01562 823568 Fax: 01562 745376
 Email: office@st-ambrose.worcs.sch.uk



Archdiocese of Birmingham

Principal: Mrs E Brocklesby

Dear Parents/Carers,

We are really looking forward to reopening our school to all of our children from Thursday 3rd September 2020 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 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 Mrs Tew	Miss Ballard Miss Wright	Mrs Goodsir Mrs Baylie	Mr Pitt Mrs O'Hara Mrs Wallace	Miss Holtom Mrs Joyner
Drop off:	9.15 – 9.25	9.10 – 9.15	9.05 – 9.10	9.00 – 9.05	8.55 – 9.00	8.50 – 8.55	8.45 – 8.50
Pick up:	2.30 -2.40	2.40 – 2.45	2.45-2.55	2.50-2.55	2.55 – 3.00	3.00 – 3.05	3.05 – 3.10
Entry and exit points:	Using main school entrance.	Using main school 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 other time slots are finished.
- 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.
- You will then be required to exit school via St Ambrose Church pathway.
- 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.
- During your time slot you will be asked to wait for your child to come to you and will not be able to enter the playground or school.
- 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 in September 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 clean uniform to school every day.
- 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 and plain tracksuit bottoms if it is cold). Your teacher will advise what days you will have P.E. in September.
- Please do not come to school with bikes or scooters.

Part of Saint Nicholas Owen Catholic Multi Academy Company.

A Private Limited Company with charitable status. Registered in England and Wales Company No 09174154
 Registered Office: Hagley Catholic High School, Brake Lane, Hagley, Worcestershire DY8 2XL
 Telephone 01562 883193 Fax: 01562 881820





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- 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.
- We have a 'How our school looks now' video on our website – please watch this so you can see what these signs and markings look like.
- The only items that you need to bring to school are a coat, tissues, book bag, a packed lunch in a disposable bag and a water bottle. 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.
- Hot meals will **not** be available at lunchtimes and 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 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 in the first Autumn half term (up to October half term).
Lunches Reception to Year 6 – For the first two days (Thursday 3rd September and Friday 4th September) please send your child to school with lunch in a disposable bag.
From Monday 7th September 'grab bag's will be available for Universal Free School Meals, Free School meals and children who wish to pay for a lunch. The menus will be circulated on Thursday 3rd September for you to order lunches at a cost of £2.30 per day. Milk will be provided for all reception children from 3rd September and milk can be ordered for children in years 1-6 from October half term.
- 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. Your child is able to wear summer school uniform until October half term but winter uniform is also acceptable.
- 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 7th September-data collection sheets can be downloaded from the website in the news section.**

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.

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Clubs:

- You will receive a letter from Miss Ballard outlining the clubs offer in the first half term. This is limited due to our strict risk assessment.

Communication with school over summer:

- If you need to contact school over summer 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 would like to take this opportunity to wish you all a safe and relaxing summer holiday and we look forward to being back together again in September. 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

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