



St. Luke's Church of England Primary School

Fernhead Road, Queen's Park, London W9 3EJ

Telephone: 020 8103 1780 Email: office@stlukesprimary.org.uk

Monday 17th August 2020

Dear Parents and Carers,

We wrote to you on 15th July about our plans for the full opening of school from September 2020. I thought it useful to provide you with a reminder of some key measures to help prepare for welcoming all children back in September.

Year 1 to Year 6 should return to school on Thursday 3rd September 2020

As usual, our new Reception class children have different start dates. Reception parents know what these dates are.

School Times

To support social distancing, we have staggered the times of the school day for the different year groups. Please be prompt for drop off and collection at these times to avoid the need to wait before or after school.

	Start	End	Drop off and collection arrangements
Year 6, Year 5, Year 4 and Year 3	9.00am	3.20pm	These children enter through the grey playground gate, go into the playground (where they will be met by the class TA) and then go to their classrooms. Parents collect these children from the playground at the end of their day.
Year 2 and Year 1	9.10am	3.30pm	These children enter through the grey playground gate, go into the playground (where they will be met by the class TA) and then go to their classrooms. Parents collect these children from the playground at the end of their day.
Reception Class	9.10am	3.30pm	These children enter through the front gate on Fernhead Road and walk along the front of the school to the Reception classroom. Parents collect these children from the outside area of Reception at the front of the school.

*If you have children in different year groups, please bring all your children to school at whichever time is **earlier**.

School Uniform and Shoes

- Children wear their usual school uniform to school.
- Government guidance is that uniform is washed regularly as you normally would. There is no need to do anything different with cleaning of uniform.
- Plain black shoes or plain black trainers should have a rubber sole, suitable for playing and being active. School shoes, which do not have grip or slide easily, will be unsafe for children in the playground.
- Children will not be using their PE kit for the time being as their teachers will lead them in physical activity every day, rather than a weekly PE lesson.

Bringing Bags to School

- Children must only bring their blue school book bag / blue school rucksack to school so they can take reading books home.
- Children who bring their own packed lunch should also bring their packed lunch box / bag.
- It is important that children do not bring any other bags or backpacks to school to minimise items coming in to school.

Breakfast Club

- We will be running Breakfast Club from Monday 7th Sept.
- Breakfast Club will run from 8:00am – to 9:00am each morning.
- Children must arrive by 8.15am in order to have breakfast.
- Breakfast Club will continue to cost £1 per session (£5 per week).
- Children in Breakfast Club will be from different classes, from Reception – Year 6. For this reason, we must keep the children who attend Breakfast Club as consistent as possible
- **Please book in advance for the whole term for the number of days a week that you require.**
- Parents should email the school on office@stlukesprimary.org.uk to request a place at Breakfast Club by 4pm on Monday 24th August. Please include an explanation as to why you think that your child needs a place. The school office will contact you to confirm that your child has a place in breakfast club by 4pm on Wednesday 26th August.

Learning from Home

- We have provided optional learning from home activities for your child to keep busy and enjoy learning during the summer holiday period which you may like to use, including a summer project homework.
- There is no expectation that your child should complete this but we know that many parents and children find these activities enjoyable. You will find the learning from home class pages in the usual place on our school website www.stlukesprimary.org.uk under Learning From Home.

Keeping Safe Through Good Hygiene

The following measures will be in place for our September re-opening:

- Good hygiene practice will continue to be in place: cleaning hands more often than usual, including before entering school, before and after eating and before leaving school; washing hands thoroughly for 20 seconds with running water and soap; promoting the 'catch it, bin it, kill it' approach and frequent cleaning of touched surfaces and resources.
- Keeping our children in class groups with as much consistent staffing as possible, and minimising contact with other groups around the setting.
- Daily cleaning will take place *throughout* the school day, with a particularly thorough

- clean of classrooms, corridors, staircases and toilets overnight.
- Equipment that cannot be easily cleaned will be removed / placed out of bounds.
 - All children should wear school uniform. We hope that this will help them to feel that things are starting to return to 'normal'.
 - Asking parents and carers to physically distance from each other and from staff when dropping off and collecting their children and to limit drop off and collection to one parent or carer per household.
 - Limiting visitors to the school, including parents, unless by prearranged appointment by staff. **Parents will not be able to enter the school building without an appointment.**

Personal Protective Equipment (PPE)

- The Government has said that PPE is not necessary in schools, other than for a very small number of cases (e.g. routine intimate care needs and when supervising a child who becomes unwell with symptoms of coronavirus).
- Face coverings may not be worn by those who are not able to handle them, as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.
- With the mandatory use of face coverings on public transport, we must ask that children / parents dispose of temporary face coverings appropriately or place reusable face coverings in a plastic bag that can be taken home. It is essential that hands are washed thoroughly after the removal of face coverings.

Symptoms of Coronavirus

- If your child, or someone in your household, has coronavirus symptoms, they should not come to school and the school office should be informed immediately.
- If your child develops coronavirus symptoms while at the school, you will need to immediately collect your child, get them tested for coronavirus and inform us of the outcome of the test as soon as you have it. **Children can not return to school until they have been tested for coronavirus and parents have informed us of the outcome of the test.**
- If a child develops a persistent cough, or feels unwell with a possible fever whilst at school, they will be brought to a waiting room away from other children in the school. They will be assessed and monitored by the Head of School and other first aid trained staff. Staff who take the temperature of a child with possible coronavirus symptoms will wear full Personal Protective Equipment as they will need to be in close contact with the child.

Thank you again for supporting the school with these measures to keep your children safe.

I hope you are enjoying the August break and I look forward to welcoming you back in September 😊

With warmest wishes to you and your loved ones.

Mr Evans	Head of School
Mrs Jackson	Executive Headteacher
Ms Powell	Chair of Governors

