

ST MARY THE VIRGIN CHURCH OF ENGLAND PRIMARY SCHOOL

Hartfield, East Sussex, TN7 4AA

Learning with Love, Strength and Faith, following the example of Jesus



Executive Headteacher: Mr J Procter
Head of School: Miss B Hare
Assistant Headteacher: Miss A Banks
Telephone: 01892 770221
E-mail address: office@st-maryhartfield.e-sussex.sch.uk
Website: www.pioneerfederation.co.uk



Thursday 25th February 2021

Dear St Mary's Families,

Full Reopening of St Mary the Virgin CEP for all children – Monday 8th March 2021

We are so pleased to be able to write to you to provide you with full details of how we are planning to fully reopen St Mary the Virgin CEP for all children on 8th March 2021.

Gavin Williamson has stated that all primary school pupils will return on Monday 8th March. Primary school staff who have opted in will continue to take two rapid coronavirus (COVID-19) tests each week at home to identify positive cases more quickly and break the chains of transmission. Attendance will be mandatory with schools expected to use their [Attendance Policy](#) to monitor attendance.

Please ensure you read all of this information carefully so you are fully aware of all the measures that will be in place to ensure we keep the children and staff as safe as possible. You may also wish to refer to the risk assessment that has been written for St Mary the Virgin CEP which is on the school [website](#). We appreciate this is a lot of information to take in but it is necessary to provide this amount of detail for the safety of, and clarity for, all members of our community.

General information

- St Mary the Virgin CEP will reopen for all children on 8th March 2021.
- St Mary the Virgin CEP will be open full time: Monday to Friday, from 8:40am – 3:15pm.
- Breakfast club and after-school clubs will resume from the first week back. Please note that **all** clubs, including Breakfast Club, **must** be booked and paid for in advance. No clubs will accept children who 'turn up' on the day. Please contact the School Office if you would like to book a place at Breakfast Club – a separate letter detailing clubs, and how to sign up, will be sent out next week.
- Sensory Circuits will begin for invited children on **Tuesday 9th March**.
- There will be two 'bubbles' in the school, as in Term 2. Maple and Cherry will be the KS1 bubble and Willow and Lilac will be the KS2 bubble.
- We will continue to utilise the catch-up funding we have been provided to help children catch up where needed.

Teaching and staffing arrangements

All children will be in their classrooms with their usual teachers. Mr Dolton will resume his usual P.E. lessons with the children from the first week. SEND interventions will take place in the afternoons with the SEND Teaching Assistants and parents of children on the SEND register will have been contacted separately about this. We are pleased to share with you the good news that Mrs Leahy has been appointed as the Inclusion Manager at Park Mead school, as well as continuing in her role as Inclusion Manager here and at Chiddingly school. She will now be at St Mary's on Tuesdays and Friday afternoons. For your information, Miss Hare will be spending Tuesdays at Park Mead for the remainder of this term to help with some projects over there and Miss Banks will be leading the school that day, with Miss Munn covering Lilac for the afternoon.



Drop-off before school

All children should arrive **promptly** between 8:40 and 8:50am where they will be welcomed by a member of staff. We would ask that all parents wear a mask at drop-off and pick-up and the staff on the gates will also wear masks. Please be strict with these timings to ensure the safety of all families and staff. Please be careful to remain 2m away from any other parents and staff as much as possible, particularly whilst waiting to drop off or pick up your child. Please note that parents and carers are not permitted on site – including the playground – at any time, unless pre-arranged.

Maple	Coming into the lower gate by Maple Class.
Cherry	Coming into the lower gate by Maple Class.
Willow	Through the side front door (round the right side of the school – the old front door).
Lilac	Through the side front door (round the right side of the school – the old front door).

Pick up after school

There will be a difference in timings for picking up to avoid congestion in waiting areas – please see below for specifics. Please be strict with these timings to ensure the safety of all families and staff. Please be careful to remain 2m away from any other parents and staff as much as possible and ensure you are wearing a mask. Siblings in Key Stage 2 are encouraged to stay in school until 3:15pm where possible and parents can wait safely. Please note that children will be released one at a time and we ask that you ensure you adhere to social distancing guidelines whilst you wait.

Maple	Pick up at 3:00pm from the lower gate by Maple Class.
Cherry	Pick up at 3:00pm from the playground gate.
Willow	Pick up at 3:15pm from the side front door (round the right side of the school – the old front door).
Lilac	Pick up at 3:15pm from outdoor prayer space at the front of the school.

Break times and lunchtimes

Break times and lunchtimes will be staggered to ensure that groups of children are kept separate all day. Each year group will have a box of equipment that they can use at play and lunchtimes which will be cleaned daily. Fruit or vegetables will be provided for those in Reception and KS1 and children in KS2 should bring their snack in a labelled pot, or disposable packaging. Trim trails and shared play equipment (such as table tennis tables, outdoor music instruments etc.) will be used on a weekly rotation for each bubble.

School lunches

Chartwells (our school catering company) are able to offer the choice from their usual full menu. For children in Reception and Year 1, school meals will be provided free of charge for those that want it. Children who are eligible for Free School Meals will continue to be able to have this.

Resources and classroom arrangements

From Monday 8th March, reading books and reading records should be in school every day and children will change their book as needed. Spelling tests will resume and lists will be sent home during the first week. From the week beginning 15th March, other homework will resume as previously – see our [Homework Policy](#) for more details. As far as possible, children will continue to have their own set of resources in school to limit the amount of shared resources that are available. They may bring in their own pencil cases and reading book but no other items from home should come into school.

Mental health and wellbeing

Wellbeing is always a priority at St Mary's and all staff will be making a particularly conscious effort to ensure that all pupils are settling well and engaging with others as they get reaccustomed to school life and routines. All classes will be allocating extra time within their timetables to focus on pupils' wellbeing and will be liaising with Inclusion Managers and parents if they feel there is a concern around a child's mental health or wellbeing. Please do contact your child(ren)'s class teacher if you have any questions or concerns around this.



Uniform

All pupils should return to school on 8th March in full school uniform. This includes ensuring ties are worn with shirts, all jumpers/cardigans must have the school logo on, socks in school uniform colours and shoes that are completely black. Please see the [School Uniform Policy](#) on the school website and contact the School Office for support in ensuring you have the correct uniform. You do not need to wash your child(ren)'s uniform every day.

Attendance

As the government have said, attendance at school is mandatory and we expect all children to return to school 8th March, unless they are following clinical and/or public health advice. We will be following our [Attendance Policy](#), which is on the school website.

Assessment

We will be formatively assessing the children in the first two weeks to quickly identify any gaps in their learning and enable the teacher to prioritise specific areas of the curriculum. Although all formal testing has been cancelled (Year 1 Phonics, Year 2 SATS, Year 4 Multiplication check and Year 6 SATs), we will continue to ensure the children are well prepared for their next steps in their education and liaise regularly with you if we would like to discuss how we can further support them. We will have Parent Consultations in May and will update you then with their progress and targets.

Toilets and hygiene

We will avoid toilets becoming overly crowded as break times and lunch times are staggered. Children will be reminded to wash their hands thoroughly after going to the toilet and younger children will be supported with this where appropriate. Classrooms have a large supply of tissues and will follow 'Catch it, Bin it, Kill it'. Children will use hand sanitiser on coming into school and wash their hands at appropriate times during the day. Staff will ensure that children engage in regular handwashing for 20 seconds with soap and water (or use sanitiser) at the following times:

1. arrival to school
2. returning from break time
3. before & after eating
4. when they change rooms

Cleaning

Extra cleaning of surfaces and equipment will take place throughout the day. All rooms have their own supply of cleaning equipment and staff will wipe down all surfaces as needed. Children will be taught about their personal hygiene and how to ensure their hands are clean. All rooms (where possible) will have open windows to ensure ventilation and doors will be propped open, where this does not contravene the fire regulations. We are in regular liaison with our cleaners to ensure that the environment is regularly and thoroughly cleaned and have supplies of the necessary equipment that is needed – e.g. cleaning equipment, hand sanitiser etc.

PPE

We have a supply of PPE in school and all staff wear masks in communal areas where 2m social distance cannot be maintained. We would ask that you wear a mask at drop-off and pick-up.

Testing

As per our letter on 22nd January, Primary and Nursery staff have been invited to take part in twice weekly, voluntary testing using the Lateral Flow Device (LFD) test. Staff have been invited to opt-in to this scheme and have been carrying out tests at home twice a week before coming to work since the middle of January.

Below is the procedure if we are notified of a positive LFD test:



If the LFD test result is positive, the staff member will begin to self-isolate and book a Polymerase Chain Reaction (PCR) test at a testing site. They, along with their household, will isolate until the result from the PCR is returned.

Upon notification of a positive LFD test, the leadership team in the school will work with the staff member, Public Health England and the Department for Education to identify the next steps. Close contacts of the staff member with the positive LFD will be notified and asked to self-isolate, pending a confirmation result from a PCR. If the PCR comes back negative, the staff member and all those who had been asked to self-isolate will return to school.

If the PCR is positive, those who are self-isolating will continue to do this until the 10-day isolation period ends and online learning will be provided for them in the same way it has been since January.

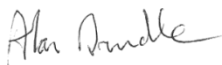
If your child is not identified as a close contact to a staff member who has had a positive LFD, you will be notified that there has been a positive LFD within the school community but you do not need to take any further action. As always, we aim to keep you as updated as possible with information we receive.

Again, we appreciate this is a lot of information to give you but we are keen to ensure that all members of St Mary's community are aware of the prevention measures that are put into place to ensure a safe return to school.

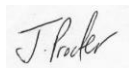
Please do not hesitate to contact us if you have any questions.

Thank you for your continued support – we are so looking forward to seeing you all on 8th March.


Yours sincerely,



Mr A Brundle
Chair of Governors



Mr J Procter
Executive Headteacher



Miss B Hare
Head of School