



**St. Matthew's Primary School**  
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Headteacher: Mr Tony Davies

Friday 26<sup>th</sup> February 2021

Dear Children, Parents and Carers,

## **Information for School Opening to All Children – Monday 8<sup>th</sup> March**

We are really excited about welcoming all of the children back into school from Monday 8<sup>th</sup> March. It has been a difficult and challenging time and I know the children will be looking forward to being reunited with their classmates. We can't wait to see them all.

Arrangements for the time from 8<sup>th</sup> March are basically as they were during the autumn term. The information overleaf outlines the procedures that will be in place which are the same as we put in place last September. We are issuing it again as a reminder for parents, carers and children. There are also a few children who have joined us since January and have not yet had the chance to come into school, so I hope this information helps you.

It is a good sign that cases of covid 19 have been falling here in Cambridge as they have across the country. Here at St Matthew's, the number of children self-isolating has really reduced. The week before half term we had no children self-isolating. This week only two children have been self-isolating and **both of these children's covid test results came back negative**.

That said, it is still vitally important that everyone does everything they can to keep our school community safe at this time. This is all the more important as children return to school. It is the job of all of us to ensure that that does not result in an increase in cases in our community. As you can see from the information attached to this letter, we have worked very hard to make the school as safe as possible. These measures have been very effective in preventing the few cases of covid 19 that we have had leading to cases in school. Parents, carers and children have played a really important role in this and we all have to keep to this – getting the “boring stuff” right – to help prevent another lockdown.

You can see our detailed risk assessment on our website ([http://www.stmatthews.cambs.sch.uk/website/plans\\_for\\_march\\_2021](http://www.stmatthews.cambs.sch.uk/website/plans_for_march_2021)). But the most important information is contained on the following pages.

### **Does my child have to return to school?**

The government has said that school attendance will be **mandatory** for all pupils of compulsory school age from Monday 8<sup>th</sup> March. This means that the usual rules regarding good attendance at school during term-time will apply. A child's non-attendance at school from that date could leave parents at risk of receiving a Penalty Notice fine from the Local Authority. We are obviously keen that this situation is avoided, so do please ensure that your child returns to school on Monday 8<sup>th</sup> March as expected nationwide. If there are issues around your child returning to school, please make contact with Mrs Lewis, Assistant Head ([alewis@stmatthews.cambs.sch.uk](mailto:alewis@stmatthews.cambs.sch.uk)).

One final point to note is that shielding for staff who are “critically extremely vulnerable” (CEV) has been extended by the government to 31<sup>st</sup> March. This will then be reassessed. This means that some teachers will not yet be returning to teach their classes when the children return to school.

We will be writing to all the classes affected separately to tell them about the arrangements that are in place.

I am also pleased to say that we are planning to get our sports clubs up and from 8<sup>th</sup> March also. We will get details of these out to you next week.

As I said at the top of this letter, we are delighted to be opening to all children from 8<sup>th</sup> March. We do hope your child enjoys their return to school.

Yours sincerely,

A handwritten signature in black ink that reads "Tony Davies". The signature is written in a cursive style with a large, looping 'T' and 'D'.

Tony Davies  
Head Teacher

# Procedures and Reminders for 8<sup>th</sup> March

## Key Principles

The key principles that are guiding our planning are:

- 1) The health, safety and well-being of everyone in our school community
- 2) Doing as much as possible to ensure that, if there are confirmed cases of Covid 19 in our school or the wider community, this has as small an impact on the continuation of education for the children of the school
- 3) Not reducing the teaching time that children access in school, despite logistical arrangements such as staggered starts and finishes to the school day
- 4) Supporting all children to access the teaching that they need to catch up on the education that they have missed.
- 5) Supporting working parents and carers with childcare provision

## Class Bubbles

The children will be organised in class bubbles. This means that we will work to keep each class separate from every other class as much as possible. This will involve separate playtimes and lunchtimes. It also involves keeping to a minimum the number of staff who work in more than one bubble.

## Staggered Start and Finish to the School Day

To prevent there being large groups of children and parents gathering on the school premises, different year groups will be arriving at school at slightly different times. They will also be using different entrances to the playground. Details for each class are below.

## Before Coming to School

1. **If your child is unwell in any way, we ask that you keep them at home to see how their symptoms develop.**
2. **Check that your child and anyone one else in your household do not have any of the symptoms of Covid 19.** The most important symptoms of coronavirus (COVID-19) are recent onset of any of the following:
  - a new continuous cough
  - a high temperature
  - a loss of, or change in, your normal sense of taste or smell (anosmia)For most people, coronavirus (COVID-19) will be a mild illness. However, **IF YOU HAVE ANY OF THESE SYMPTOMS, YOU MUST NOT COME TO SCHOOL.** You must stay at home and arrange to have a test to see if you have COVID-19 – go to [testing](#) to arrange. Also, please call the school office to let us know.
3. **Wash your hands just before you leave your house.**

## Travelling to School

We are trying to make sure that the entrances and exits to school don't become crowded. This is why we are staggering start and finish times. Where it is possible and safe for you, we ask you to help with this by...

1. **...walking to school** - Bike racks are a place that could be difficult to maintain social distancing, so the less people who are using them, the better. Also, some children will be entering school through the gates on Broad Street where there are no bike racks available.
2. **...only one parent/carers bringing the child to school and picking up** (children who have permission can come to school and walk home on their own);
3. **...leaving brothers and sisters who are not coming to school at home.**

## Arriving at School and Picking Children Up at the End of the Day

Please use the right entrances for your child's class to drop off and pick up children at the beginning and end of the school day. This is shown on the table and the maps at the end of this information. These also

give some details about how parents will hand over children to teachers (where parents and carers are bringing children to school).

The arrangements are set up to help parents and carers to social distance and for the children in different classes to be able to keep some distance from each other. **IT IS VERY IMPORTANT THAT CHILDREN COME TO SCHOOL AT THE CORRECT TIME AND THAT ANY ADULT COLLECTING A CHILD AT THE END OF THE DAY ARRIVES ON TIME.** Coming too early could mean groups of people gathering by the entrances. Coming late will mean you will clash with groups arriving later.

The maps attached to this letter shows the different gates and drop-off/collection points. It is very important that parents, carers and children keep to the areas outlined for their pick up and drop off and use the correct gates. We need to maintain social distancing between staff and parents and carers, so parents and carers must keep to the areas shown on the map for pick up and drop off.

## In School

The set up in school is as it was in the autumn term. Here are some details.

- **Saying Hello**
  - We are feeling very excited about children coming back into school. I hope you are excited too. Sadly, when we see each other for the first time, we shouldn't be giving each other hugs. I know it is difficult, but we have to remember to do our best to social distance when we can.
- **In the classroom**
  - Our classrooms, particularly for the older children, are set up with desks arranged in rows so that children don't have to spend extended periods of time facing each other. Younger children spend less time sat at desks for their work, and classrooms tables are therefore not arranged in rows in the same way.
- **Moving around school**
  - Our corridors and stairs in the "new" building have been split into two lanes. People should always walk on the left. Arrows show you which direction you should walk in.
- **Handwashing**
  - You will wash your hands as soon as you arrive at school and regularly through the day.
  - You will wash your hands before and after using any equipment or books that are being shared by other children in your bubble.
- **Toilets**
  - Every class group has certain toilets, toilet cubicles and sinks that they can use. There is a picture of your class tree on the doors to show you how they work.
  - There should be only one child in a toilet room at any one time. If someone is already in there, you need to wait outside until they come out.
  - We are not using the hand driers in the toilets at the present time. We have paper towels instead. It is very important that we keep the toilets clean and tidy, so make sure the paper towels are put in the bin.
  - Boys won't be able to use the urinals as our toilets are going to be for particular class groups rather than being for either boys or girls.
- **Lunch and snacks**
  - Nursery children are eating their lunches in the Community Room.
  - Children in the Reception classes are eating in the lunch hall.
  - In years 1 to 6, the school lunches are hot meals brought to the children's classrooms. It is very important that all the rubbish is put in the bin or taken home.
  - The free fruit scheme for children in Nursery, Reception, Year One and Year Two will be up and running again, so children will have a piece of fruit as a snack during the day.
  - You should also bring a water bottle – you will need to fill this up in the classroom during the day as the water fountains in school have been turned off.
- **In the Playground**
  - When you are in the playground, you will have a section to play in. You will share that section with the children in your class. You will only be able to play with children in your class group at this time. I know that might be difficult, but it is really important we do this.
  - You need to remember to try to keep 2m away from the staff in the playground.

- Unfortunately, we won't be able to use the Factory, the trim trail, monkey bars and so on. Every class group will have its own box of play equipment that it can take out to play with other children in their class group.
- **School Assemblies**
  - We will not be holding school assemblies in our school halls while these protective measures are in place.
- **Library Books and Books from Home**
  - Children can bring a book in to school to read if you want.
  - We won't be using the school library as we usually do. Instead teachers will bring a selection of books from the libraries into their classrooms which children can access. This is so that children do not need to share books that children in other classes have used.
  - Children will be able to bring books from school home. When they are brought back they will go into quarantine for 72 hours before being made available to the class again.
  - Children will still be able to access reading materials using their Bug Club log-ins.
- **Clothing**
  - One warning – we can't use our air conditioning at the moment. This means on a hot day our classrooms will get very hot!
  - Make sure on those days you have got cool clothes on (that's "cool" as in not too warm – I know you all look "cool" already).
  - We will also be having doors and windows open to help with ventilation, so on a cooler day the classrooms may also not be as warm as usual and you will need to make sure you have warm clothes on.
  - On days when you have PE you should come to school wearing clothes that are already suitable for doing PE in (e.g. trainers or pumps, tracksuit bottoms) as we will not be changing for PE in school. If you are not wearing suitable clothes, you won't be able to do PE. Your teacher will tell you what days you have PE when you start.
- **Mobile Phones**
  - If you normally bring a mobile phone in to school, you still can. You will have to turn it off and keep it in your bag rather than handing it in to your teacher. We can't be responsible for it if it gets lost. If you are found to be using it in school then you may not be allowed to bring in a phone on future days.

## Suspected or Confirmed Cases of Covid 19

If anyone in your household shows any of the symptoms of covid 19, you should follow these procedures:

1. Everyone in the household should start self-isolating immediately.
2. The person with symptoms should apply for a test for coronavirus – call 119 or visit <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>
3. The person with the virus should self-isolate for 10 days from the start of their symptoms unless their test result comes back negative.
4. Others in the household should self-isolate for ten days.
5. No one in the household should come into school while self-isolating.
6. Please let school know if you or anyone in your household is self-isolating. We will write to parents and carers of the children in your child's class to let them know that there is a suspected case of covid 19 in the class and we are waiting for the test results to come back.
7. When you do get test results, please inform the school immediately.
8. If test results are negative, then children can return to school (assuming they are well enough).
9. If we have a confirmed case of coronavirus in a class, we will be given advice by the local health protection team as to what measures to take. This is likely to involve having to close the class bubble for a period of ten days.

## Facemasks

- It is not mandatory for children to wear facemasks in primary schools. We understand that some children may wish to wear facemasks – if this is the case, it is important that the child knows how to manage their mask, knows not to take it off and leave it somewhere in school.

- Staff wear face masks as they move around the school and in situations where they cannot socially distance from other adults. Some staff will be wearing facemasks in the classroom also.
- We ask that parents and carers wear facemasks when picking up and dropping children off from school as this is a time when social distancing can be difficult.
- We also ask that parents and carers wear facemasks when attending meetings in school.

## Communication

We have always prided ourselves on good communication between school and home. Below we outline some important points to help maintain good communication in these challenging circumstances.

- The beginning and end of the school day will not be suitable times for parents and carers to have conversations with teachers – this is because we need to get children into classrooms or on their way home quickly so that school entrances do not become crowded.
- Teachers will be giving parents and carers their school email addresses and will check these at the beginning and end of the school day.
- Please remember that teachers will not usually be able to check their emails while teaching, so urgent messages (e.g. about changes to pick up arrangements) should be directed through the school office.
- Teachers will respond to questions and messages via email as usual, but please remember that each teacher has thirty children in their class. We want our teachers to be able to concentrate on their planning and teaching rather than dealing with lots of email messages, so please only email if necessary.
- Teachers can meet with parents and carers as usual – it is best to request a meeting over email – and teachers will of course let you know if they have any questions or concerns about your child.

## If Returning from Abroad

Travel corridors are currently suspended. Anyone arriving in England must quarantine for 10 days and [take 2 coronavirus test while you are in quarantine](#).

If you have been in a country on the travel ban red list in the 10 days before you arrive, you will need to [quarantine in a government approved hotel](#). See the [travel ban red list of countries](#).

## Children Seeing Each Other Out of School

- Children must follow government guidelines about people from different households getting together. We do not want the behaviour of a small minority to risk a wider closing of the school.
- We will be working very hard in school to keep children from different class groups apart from each other.
- If children from different bubbles get together after school and don't maintain social distancing, then this work won't count for very much.
- Please talk to your children about walking home or socialising with each other before or after school.

## Dinner Money

- Please can you pay through Sims. Most parents have this already. If you haven't yet set up an account for your child, you can do this now, it is easy to do. You will require a unique code to set up an account. If you wish to receive a Sims code for your child please email Mrs Holton at [NHolton@stmatthews.cambs.sch.uk](mailto:NHolton@stmatthews.cambs.sch.uk). She will be able to attach a guide for parents, should you need help to set up your account.

## Important Information for Parents and Carers, please remember...

1. It is worth repeating that parents and carers have the most important job for helping minimise the spread of coronavirus in our community – if your child or anyone in your household shows any symptoms of coronavirus at all, even if you think it is due to another reason, you must not send your child to school.

2. It is essential that we should be able to contact you at all times.
3. We may need to send your child home immediately if:
  - a. They begin to show symptoms of coronavirus
  - b. If we learn that another child in their class or a member of staff is confirmed to have Covid 19.
  - c. A member of staff teaching your class has to leave, perhaps because a member of their household is showing signs of coronavirus, and we are unable to cover the class
4. **Our start and finish times are essential** to stopping the school entrances and exits becoming crowded. We are not sure how well the systems we have set up will work until we have tried them.  
**Please be careful and patient and try to social distance from each other.**
5. I know lots of you will be as excited to see each other as the children, but **please don't stop to chat at the school entrances.**

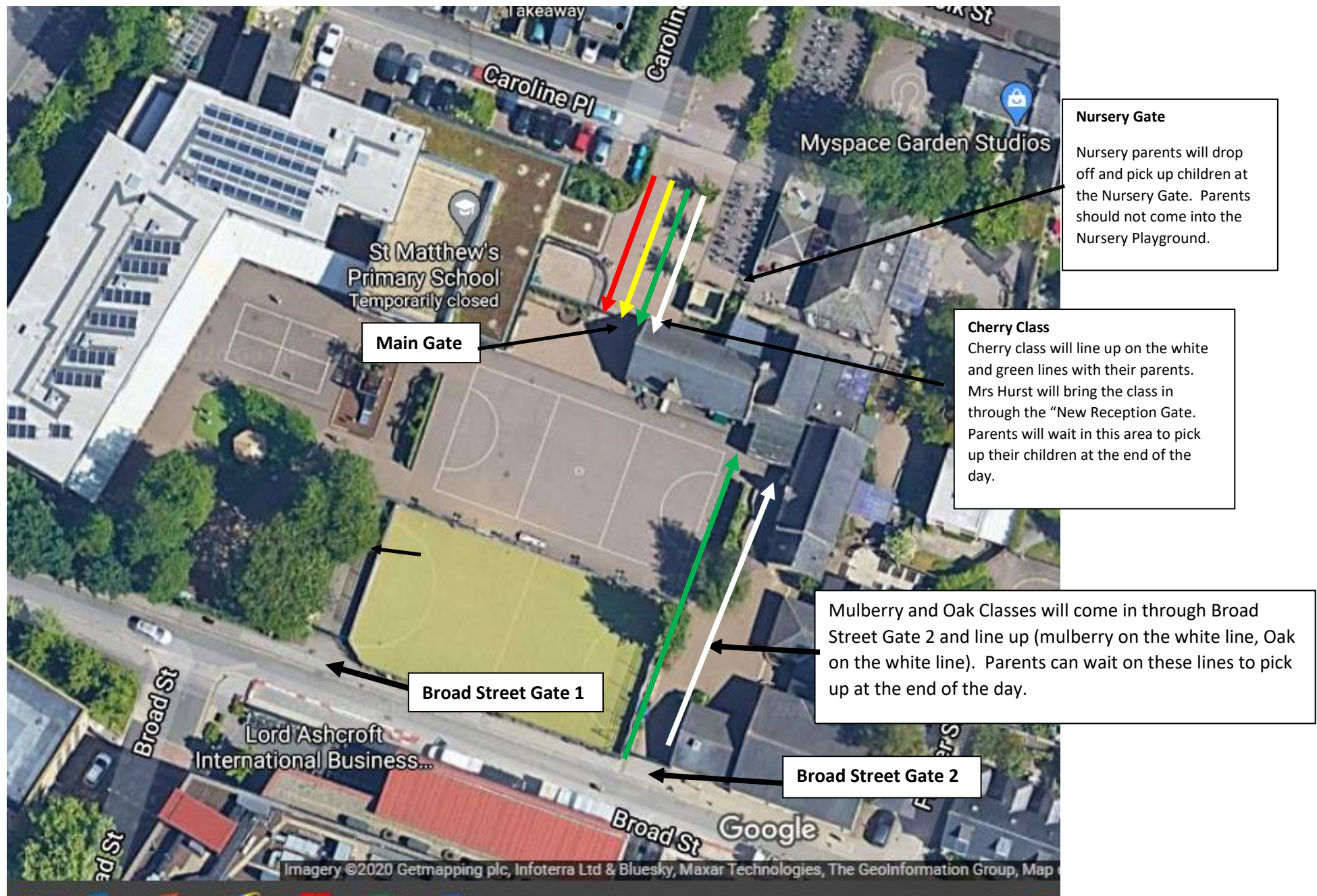
## Breakfast Club and After School Club with Kids R Us

To support working parents, Kids R Us will be running the breakfast club and after school club at the usual times. They will be following government guidance for these clubs, using small consistent bubbles of children. Each bubble will be made up of children from a year group. This means that a small number of children from different class bubbles will be together at breakfast club and after school clubs. Organising in this way maintains our bubble system as much as is practicable. Kids R Us are also running a holiday club during the Easter holidays.

	Start Time	Finish Time	Class	Gate	Parent Pick Up/Drop Off Zone (see following maps)
Nursery Morning Session	8:45am	11:45am	Nursery	Nursery Gate	Outside Nursery Gate (see Map 1)
Nursery Afternoon Session	12:15pm	3:15pm	Nursery	Nursery Gate	
Reception	9:10am	3:20pm	Mulberry	Broad Street Gate 2	White Line, Main Playground (see Map 1)
			Cherry	“New” Reception Gate	White and Green Lines at Front of School (see Map 1)
			Oak	Broad Street Gate 2	Green Line, Main Playground (see Map 1)
Year One	9:00am	3:10pm	Maple	Broad Street Gate 1	Picket fence outside classroom (Green Zone on Map 2)
			Beech	Broad Street Gate 1	
			Elm	Broad Street Gate 2	
Year Two	9:00am	3:10pm	Ash	Main Gate	Area outside Year 2 classrooms – see Map 2
			Larch	Main Gate	
			Pine	Main Gate	
Year Three	8:50am	3:00pm	Chestnut	Broad Street Gate 1	Orange Zone, Map 2
			Hawthorn	Broad Street Gate 1	Orange Zone, Map 2
			Redwood	Broad Street Gate 2	Red Zone, Map 2
Year Four	8:50am	3:00pm	Sycamore	Main Gate	Blue Zone (by netball court), Map 2
			Hazel	Main Gate	
			Laurel	Main Gate	
Year Five	8:40am	2:55pm	Cedar	Broad Street Gate 1	Orange Zone, Map 2
			Silver Birch	Broad Street Gate 1	Orange Zone, Map 2
			Poplar	Broad Street Gate 2	Red Zone, Map 2
Year Six	8:40am	2:55pm	Rowan	Main Gate	Blue Zone (by netball court) , Map 2
			Juniper	Main Gate	
			Palm	Main Gate	



# Map 1: for Start and End of the School Day – Nursery and Reception





## Map 2: for Start and End of the School Day – Years 1, 2, 3, 4, 5 and 6

