

St. Matthew's Primary School
19 Norfolk Street, Cambridge CB1 2LD
Telephone: 01223 568838
Fax: 01223 568839
Email: office@stmatthews.cambs.sch.uk
Web site: www.stmatthews.cambs.sch.uk

Headteacher: Mr Tony Davies

Friday 4th September 2020

Dear Children, Parents and Carers,

Welcome Back

We are really excited about having everyone back in school next week. We hope you are too.

This letter aims to give you the information you need for starting back. For those who were back in school last term, lots of the arrangements in school will be familiar. There are some changes to pick up and drop off arrangements.

We have made a film that you can find on our website at www.stmatthews.cambs.sch.uk/website/plans_for_september_2020/501114 to give you an idea of how things will work. It would be good if you can watch the film with your child before the start. Parents and carers need to read the information set out below and talk about it with their children so that everyone is fully prepared for the return. Once we are up and running we may find that we need to tweak some of the arrangements. We will of course let you know of any changes.

It is important that parents and carers read this information and that they help their children read the information too. Also watch the video we have made about coming back to school.

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.

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 summer. Please note that they will not be able to run a holiday club on the Tuesday 8th and Wednesday 9th September when school has begun to open to children.

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.

In the first week back we are going to stagger the start days for different year groups. This is to make sure that everyone knows where to go at the start and end of the day and to make sure that we have got our logistics right. Unfortunately After School Club will not be able to provide childcare during the day on the Tuesday and Wednesday as school will be operating.

Before Coming to School

1. **Check that your child (and no 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.

2. **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.
2. **...only one parent/carer 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 come into the school playground through the gate for your class. This is shown on the table on the last page of this letter. It also gives 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

You will see things are a bit different. It is best to watch the video that we have made that shows you how things have been set up. Your teachers will show you how everything works when you get to school, so don't worry. But here are a few things that it will be useful to know before arriving:

- **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. For younger in Nursery, Reception and Year One, children spend less time sat at desks for their work, and classrooms tables are therefore not arranged in rows in the same way.
 - Children in Year Two and above - you might want to bring a pencil case in with some pens, pencils, coloured crayons so we don't have to share so many resources in class. Don't worry if you can't – we can make up some packs in school for you.
- **Moving around school**
 - Our corridors in the new building have been split into two lanes. Arrows show you which direction you should walk in.
 - Our stairs are now one way only – pink stairs are up, blue and green stairs are down only.
- **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 boys or girls.
- **Lunch and snacks**
 - You will have a packed lunch either brought from home or made for you in school. You will eat these in the classroom. 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.
- **Cloakrooms**

- We will be using the cloakrooms in school again from September.
- **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

1. The person with the symptoms should start self-isolating immediately.
2. They 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 fourteen 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 may involve having to close the class for a period of fourteen days.

Facemasks

- It is not mandatory for children to wear facemasks in primary schools. We do not expect children to wear facemasks. 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.
- Some staff will be wearing facemasks, particularly those who were previously shielding.
- We ask that parents and carers wear facemasks when picking up and dropping children off from school as there may be times when social distancing is 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.

Quarantine if Returning from Abroad

If you have recently returned from abroad, you must follow the regulations regarding quarantine. These can be found here - . <https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors>

If your child should be in quarantine for a period, they must not return to school.

Children Seeing Each Other Out of 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. They 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.

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. 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.**

If you would like to see our full risk assessment, it can be found on the September Return page on our website at www.stmatthews.cambs.sch.uk/website/plans_for_september_2020/501114. You can also find the Cambridgeshire Local Authority's Guide for Parents and Carers about Returning to school on that page.

Finally, please remember that despite all of our efforts, just like in your home, we cannot guarantee that we can prevent the transmission of coronavirus in our school. We do however believe that everything we are doing reduces that risk to make St Matthew's as safe as it can be.

We do hope your child enjoys their return to school.

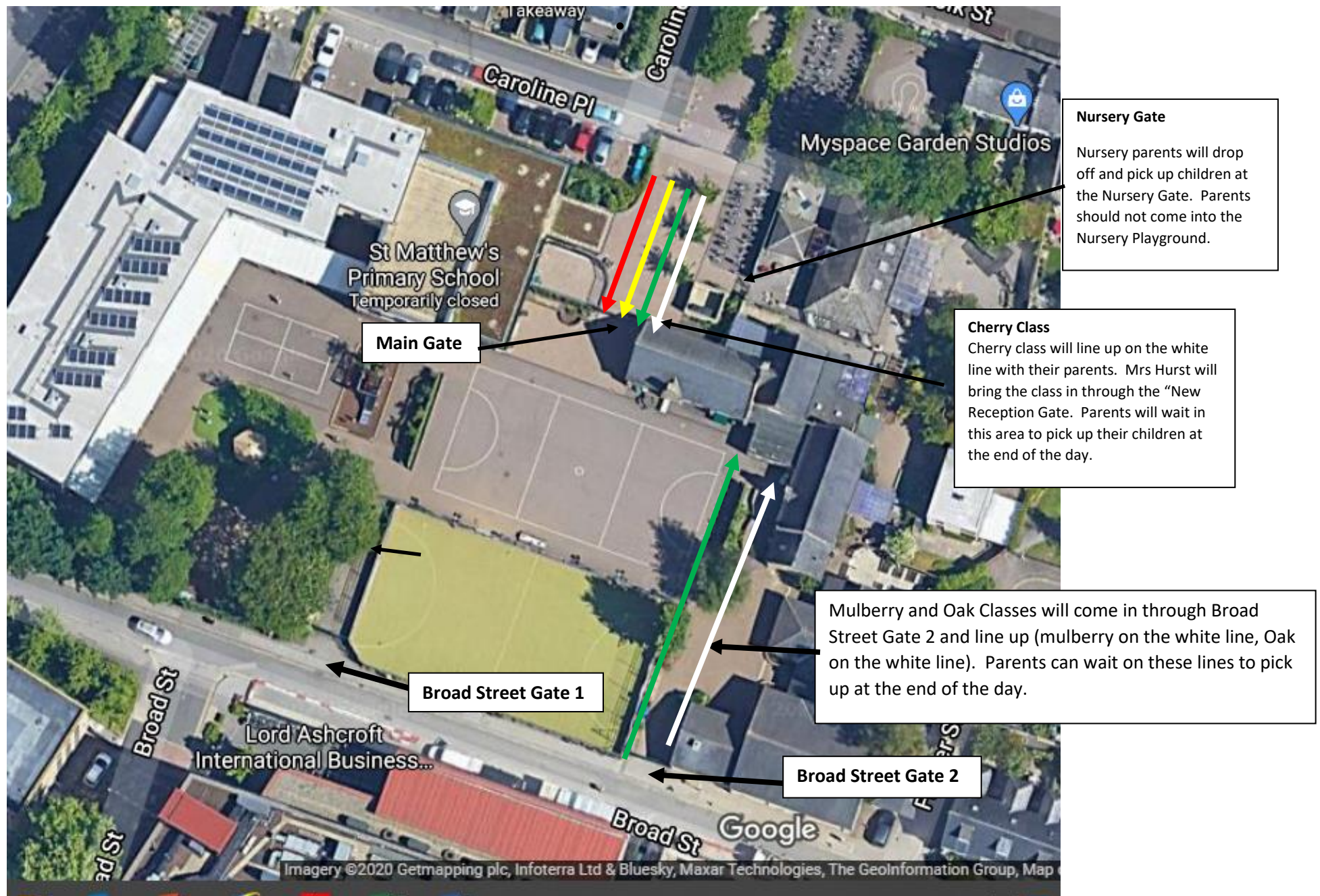
Yours sincerely,

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

Tony Davies
Head Teacher

	Start Time	Finish Time	Class	Gate	Parent Pick Up/Drop Off Zone (see following maps)	First Day Back to School
Nursery Morning Session	8:45am	11:45am	Nursery	Nursery Gate	Outside Nursery Gate (see Map 1)	Staggered starts begin on Monday 14 th September as outlined in the starter packs for each child
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)	Staggered starts begin on Monday 14 th September as outlined in the starter packs for each child
			Cherry	“New” Reception Gate	White Line 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)	Thursday 10 th September
			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	Wednesday 9 th September
			Larch	Main Gate		
			Pine	Main Gate		
Year Three	8:50am	3:00pm	Chestnut	Broad Street Gate 1	Orange Zone, Map 2	Thursday 10 th September
			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	Tuesday 8 th September
			Hazel	Main Gate		
			Laurel	Main Gate		
Year Five	8:40am	2:55pm	Cedar	Broad Street Gate 1	Orange Zone, Map 2	Wednesday 9 th September
			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	Tuesday 8 th September
			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

