

St Mary Magdalen's Catholic Primary School

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Friday 28th August 2020

Dear Parents,

I hope that the summer has been a happy and healthy time for you and your children. I am delighted to be writing to you about the arrangements for welcoming back all our children this September. In order to keep our community as safe and healthy as possible we have revisited our risk assessment and have revised our provision to ensure we continue to reduce contacts between different groups, maximise distancing and minimise potential contamination. At the end of this letter is a sheet containing practical information to help support the return to full time school.

As you will know, St Mary Magdalen's has always been a school dedicated not only to ensuring its pupils excel academically, but also to providing an environment which allows our children to be safe, happy and confident individuals. To support this, we have put in place a simple plan for September that is aimed at securing a smooth transition back to school for all our pupils.

Well-being	Tailored Curriculum	Routines and Expectations
We are first and foremostly focusing on the well-being of the children and our community and actively planning how we can help to manage change, deal with anxiety and build a sense of togetherness.	We will be working with the children to identify any gaps in their learning or areas where they may have excelled during this period of absence. We will be tailoring our curriculum to ensure support and challenge are provided for all pupils.	We have planned opportunities to re-teach the routines and procedures in school that help make St Mary Magdalen's a safe, happy and healthy school, ensuring we continue the high standards we know our children are capable of.

Each of these three strands will include universal support which will be provided for all pupils, focused support that will be delivered to groups of children and targeted interventions to support pupils who find the return to school more challenging emotionally, physically or academically. The past few months have been a remarkable time and may have presented new challenges for you and your children. Please don't hesitate to contact us if you wish to talk, in confidence, about your concerns.

I am sure that upmost in your minds is what this will look like on a day to day basis for your children and the answer is that there will be very few fundamental changes. Your child will have a new teacher and new classroom, as they usually would in September. We will be reminding children about how to keep themselves safe and healthy and will be making sure they have time to wash their hands as necessary. We will also be providing children with additional PSHE lessons to develop emotional literacy and build resilience.



Their classroom may look a little different as the tables in Years 1 – 6 are now arranged in rows rather than in groups but we will continue to teach lessons that are fun and engaging, encouraging children to work together and share their ideas. We have asked that pupils in Y1-6 bring their own stationery to school named, and in a pencil case (a list can be found below). Please do not worry if you are not able to provide this in September. We will be providing bubbles with their own resources or cleaning and quarantining shared resources so that children will continue to use these to support their learning.

The children will remain in their class or year group bubble for breaks, lunch and assemblies rather than mixing with other year groups. However, they will continue to receive specialist teaching in Music, Languages and Sport and we aim to continue to provide them with rich, varied and enjoyable academic and social experiences despite the restrictions we face.

To help ensure social distancing, we will be staggering drop off and pick up times and operating a one way system around the school, details of this are below. We would ask that you arrive and leave the school site promptly and maintain a 2 metre distance between yourself and others wherever possible in order to minimise the possibility of cross contamination. Parents will not be able to come into the school building without an appointment. However, we have always prided ourselves on the strong relationships we have with our families and this is built on open and honest communication. We are working on other ways that we can continue to communicate with you including online information meetings and parents' evenings. Whilst there may be relatively limited face to face interaction, please do not hesitate to contact us if you have any questions or concerns. We are always happy to speak with parents as this is often vital to your children's progress.

Thank you for taking the time to read all the information below. I hope you will find it useful and thank you in advance for all your help and support with these new arrangements and with the transition back to school. We are incredibly excited to welcome you and your children back next week.

Yours sincerely,

Catherine Hughes
Headteacher



Pick up and Drop off

Start and pick up times will be staggered with an overlap to enable sibling groups to be dropped off and picked up together. The timings and locations will be as follows:

	Reception	Year 1	Year 2D	Year 2T	Year 3	Year 4	Year 5	Year 6D	Year 6F
Drop off time	8.40-9.00	8.40-9.00	8.40-9.00	8.40-9.00	9.00-9.20	9.00-9.20	9.00-9.20	9.00-9.20	9.00-9.20
Drop off location	Reception outdoor learning area to the rear of the school	Main playground children to enter via the double doors nearest their class	Main playground children to enter via classroom door	Main playground children to enter via double doors next to the hall and go upstairs	Main playground children to enter via double doors next to the hall and go upstairs	Main playground children to enter via double doors next to the hall and go upstairs	Main playground children to enter via double doors next to Year 1 and go upstairs	Main playground children to enter via double doors next to Year 1 and go upstairs	Main playground children to enter via double doors next to Year 1 and go upstairs
Pick up time	3.00-3.20	3.00-3.20	3.00-3.20	3.00-3.20	3.20-3.40	3.20-3.40	3.20-3.40	3.20-3.40	3.20-3.40
Pick up location	Reception outdoor learning area to the rear of the school	Main playground children to be dismissed via the double doors nearest their class	Main playground children to be dismissed from their classroom door	Main playground children to be dismissed from main hall	Main playground children to be dismissed from main hall	Main playground children to be dismissed from main hall	Main playground via the double doors nearest on the corridor nearest the hall	Main playground via the double doors nearest to Year 1	Double doors to the rear of the school near the Reception Class

The overlap will enable sibling groups to be dropped off and picked up together. On arrival, children should go straight to their classrooms so if you are happy to drop your child at the main gate in the morning you do not need to enter the school site in the morning. There will be members of staff on the exit and entrance from 8.40-9.20am and their teachers will be waiting for them in their classes.

We will be operating a one way system around the school and would ask that you drop off via the main playground gate, and enter via this gate at pick up, exiting the school by the gate to the churchyard through the main playground.

Breakfast Club

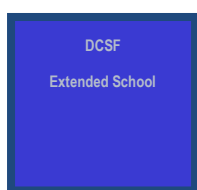
We will be running our Breakfast Club and it can be booked in advance via SCOPay, so that the appropriate arrangements can be made to ensure distancing between pupils from different bubbles. You will need to purchase the number of mornings you will need and then go to your basket to make your purchase, the cost will remain the same at £4 per session (this includes cereal, juice and toast). If you have any Breakfast Club vouchers left over, please email s.barrett@st-marymagdalens.richmond.sch.uk with the voucher code and the days you would like to book.

After School Clubs

We will not be running after school clubs in the autumn term as we will continue to minimise visitors to our site and the need to prevent bubbles of children mixing will also make them unviable. We have arranged an alternative provision with Mortlake Hall for those requiring child care for a short time at the end of the day. They will collect your child from our school at 3.20pm and you can then collect them from Mortlake Hall at 4.30pm. Please see their website on how to book a place; the cost will be £5.50 per child for the hour. Additional times are also available . <http://mortlakehall.co.uk/after-school-club/>

Travel

TfL are encouraging children and families wherever possible to avoid public transport and travel to school on foot by bike or scooter. We are very fortunate that most of our families are able to do this. If you are



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traveling by car, please be aware that the church car park will not be open for vehicles as it will be being used as an exit for pupils and their families. I would also ask that you consider our neighbours on Worple Street when you are arriving and leaving school and, where possible, park on other streets and walk the last part of your journey.

Stationery List

Due to the need to minimise the use of shared resources we would like you to provide your child with the following resources, named and in a named pencil case. If you are not able to provide this equipment, the school will be able to. Please do not hesitate to let us know if this is the case in confidence via the school office.

Years 1, 2 and 3

HB writing pencil
pencil sharpener that catches the sharpenings
rubber
colouring pencils
glue stick

Years 4, 5 and 6

HB writing pencil
pencil sharpener that catches the sharpenings
rubber blue
erasable pen (Frixion pen or similar) plus refills
red biro
30cm ruler with cm and mm
glue stick

