



August 24th 2020

Dear Parent/carer,

I sent out a New Term update letter a couple of weeks ago so I just wanted to give you a final update before we begin. In this letter there is information about:

- **General information**
- **The staggered start to the New Term and timings**
- **The Procedures to minimise infection (Most were outlined in the previous letter)**
- **The Car Park protocols for pupils who are dropped off**

General Information

Firstly, apologies for such a long letter! Our aim, aside from all the precautions (below) is to create as normal an environment as possible. All the Chief and Deputy Chief Medical Officers for England have agreed that there's an exceptionally small risk with pupils returning to school and that there is a far greater long-term risk with pupils not attending. Although, for many, it will seem strange coming back to school after so long away, please reassure your child that despite St Martin's being open since March with pupils and staff in everyday aside from the summer holidays, everyone has been happy and well over that whole period.

- Usual **uniforms** will also be worn as normal. There will be food served as usual (We built a new outside café in the summer).
- Pupils won't wear **masks** (Apart from on public and school transport) as we have taken other measures to mitigate the risk.
- School **attendance** will be mandatory again from the beginning of the Advent term.
- **Lockers** - could all students please return their locker key to reception on their first day in school, please ensure you have emptied your locker first.
- **Travel** - any students using public transport / the Beaver bus or using the school bus will be required to have their own face mask. Students will be refused and turned away if they fail to have a face mask present before boarding.
- **Water** - the free water fountains are currently not in use so please ensure students bring enough water for the whole day.
- **Hand Sanitiser** - this will be provided by the school in every classroom and around the school but students are also expected to bring their own.
- Student **Phone** - there is no longer a student phone at reception.



- **Medication** - any student that requires an inhaler, epi pen or any other medication please make sure you have completed a care plan and handed into reception with their prescribed medication (please make sure this is labelled with name and dose etc) additionally to this please make sure students carry their medication on their person at all times.
- **Food Allergies** - Thank you to everyone who has completed the online form with the local authority regarding students with food allergies, if you would like to discuss any specific dietary requirements with Mrs Richardson she will be happy to discuss what we can offer, please email drichardson@saint-martins.net or call the main school reception and select option 5 for the kitchen.
- **Personal Information** - If you have any change of details such as address, telephone, email or new emergency contacts please inform reception as soon as possible.
- The school **library** will still be open after school, however we will need to socially distance pupils and therefore places will be very limited. We will use other rooms for overspill, however please be aware that access to this service might not be as available as normal.
- There will be no **breakfast club** at least for the first 6 weeks.

The staggered start to the New Term

We are having a staggered start to the new term (This information is also on the website):

- Year 7 begin on August 26th
- Year 10 & 11 begin on September 1st
- Year 8 & 9 begin on September 2nd

The times of the day will be as usual (Mondays pupils need to be in school by 8.45 and we finish at 2.25. Tuesday to Friday 8.45 – 3.35)

Procedures to minimise infection

Our Trust have set out a very clear set of risk assessment protocols for schools to follow and the procedures we're putting in place are based upon these. A summary will be sent to parents when we receive it. I have listed below some of the key preparations and protocols we are putting in place for when pupils return:

- The Trust's central team will ensure daily checks are made with Government guidance and will update school leaders.
- Pupils, staff and other adults must not come into school if they have COVID-19 symptoms and need to be tested.



- Contact with parents to be minimised. Any essential face to face meeting will be undertaken maintaining 2 metre social distancing. No indoor meetings with parents preferable.
- We are having a staggered return to school. The new Year 7 will be the only pupils in school for the first three days of term (August 26th-28th). Year 10 and 11 will begin Tuesday September 1st and then years 8 and 9 on September 2nd.
- Each year group will form a 'Bubble' which means that different year groups will not mix during lessons or at break and lunch. Breaks and lunches will be staggered and each year group allocated a specific part of the school.
- In the building, there will be a one-way system. Transmission of the virus outdoors is also far less likely and, coincidentally, most of our classrooms are outside the main building. Over this period, we have also created numerous new paths around the school site to make movement from classroom to classroom more efficient.
- When lining up for lessons there will be a more rigid set of protocols to ensure different classes are separate from each other.
- There are numerous hand sanitizer stations around the school and we would ask all pupils to bring in their own hand sanitizer.
- PPE won't be worn in school (Unless staff are dealing with a person with symptoms or doing personal care like first aid).
- For buses, Leicestershire have published information about school transport on their website <https://www.leicestershire.gov.uk/education-and-children/school-transport/home-to-school-transport-coronavirus-update-for-autumn-2020>
- Pupils will be separated into Year Groups whilst waiting in the carpark. If parents are dropping their child off, they are not allowed to accompany them into school. In the first few days there will be staff to guide Year 7.
- We also have an array of additional procedures for staff to support social distancing and reduce the possibility of inflection.
- Pupils must bring their own equipment e.g. pens, pencils, ruler etc. Equipment cannot be shared.
- P.E Kit is not required in school until Friday 4th September (or after depending on your child's Timetable).

Information for those who use the Car park or visit the school

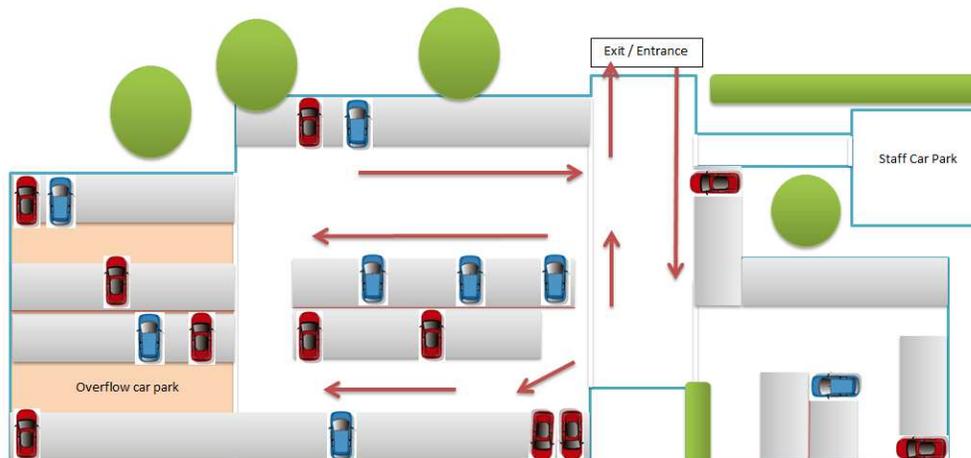
As those of you who have been parents at Saint Martin's for a few years will know, we have a large number of pupils who come via car to school each day. Most schools do not allow cars on site however we want to provide you with this service, there are numerous cars therefore that come onto site and leave within a very short space of time.

We are seeking planning permission for a new exit to improve the flow of traffic. To this end, this year we are going to ask parents and carers to make a termly voluntary donation, all proceeds of which will go towards funding work on the exit.

When dropping off or collecting a child, I would greatly appreciate it if you would follow the guidelines below in order to accommodate the large numbers of cars each we have on site:

- If visiting during the day, please park in the bus lane as the school gates will be closed. Enter through the side gate.
- Access to the carpark during the day will only be via appointment.
- The school gates will be closed between 9.00 – 2.00 (Mon) 9.00 – 3.00 (Tues-Fri) and access will not be permitted to the car park during these times. However, when dropping off a child, enter the car park, say bye and drive off. Rather than park and escort your child.
- Please note the car park layout below (The overflow car park has no parking space markings)
- Please don't park in the drop off area in the morning.
- Please don't park haphazardly but in rows like those indicated.
- Please don't leave large gaps in between spaces.
- When possible, please park your car to collect pupils as stopping off in the main thoroughfare causes traffic to back up on the Hinckley Road.
- The largest amount of traffic is from about 3.30 to 3.45, parents who pick up their child a bit later will find it much easier.
- There is supervised Homework Club in the Library Monday to Friday until 5pm, parents may find a later pick up time more convenient.
- Finally, thank you for your patience and we will endeavour to develop and improve the car parking facilities as budgets and planning allow.

Car park one way and parking





Despite all this, we are very much looking forward to the return of our pupils. They have been missed and we have spent a great deal of effort during their absence to make the school and school site as lovely as possible for their return. As usual, we'll be in regular contact with updates via the website, texts and social media.

A handwritten signature in black ink that reads "C. Wright". The signature is written in a cursive style with a large initial "C" and a long, sweeping underline.

C. Wright

Principal
St Martin's Catholic Academy, Stoke Golding