**Holy Cross Catholic Primary School**

 *‘Loving and learning together in faith*



Phone: 0151-652 8454

Fax: 0151-652 7715

Email: schooloffice@holycross.wirral.sch.uk

Gautby Road

Birkenhead

CH41 7DU

Headteacher: Mrs Clare Higgins

Mrs A Sheridan 29th May 2020

Dear Parents and Carers,

Following the Prime Minister’s announcement last night, the leadership team, Chair of Governors and I have looked carefully at our school and the individualised opportunities and constraints the school building offers and devised a reopening plan that we believe takes on board the key messages from current government guidance, the risk assessment of our school and structure, the safety of the children and our duty of care to our staff.

We are unable to offer breakfast club or any after school clubs during this time.

**I cannot stress strongly enough that you must be aware that we may have to make changes as the next weeks unfold and reserve the right to do so.**

**Phased Wider Re-opening**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Phase 1** **1st June** | **Phase 2**  **8th June** | **Phase 3** **15th June** |
| **Phase 1** **Extending support and provision for children of key workers and vulnerable children**  |  |  |  |
| **Phase 2**  **Offering provision to children in Year Six** | **X** |  |  |
| **Phase 2****Offering provision to children in F2** | **x** | **x** |  |
| **Phase 3** **Offering provision to Year 1** | **x** | **x** |  |

**Drop off and collection points**

We have put the following procedures in place to ensure safety for the children, parents and staff.

We will stagger times to arrive at school and to collect children so that schools can try to safely manage this and ensure there is minimal adult contact. Parents must not gather at the school gates when arriving or departing. - 2m distancing between adults must be maintained. To minimise the risks on the school site parents will be asked to drop their children off at their allocated gate to the member of staff who is responsible for your child’s group.

Parents/carers will not be allowed to enter the school building in order to reduce contact. Only **one** adult can accompany children to and collect from school.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Groups (Maximum 10)** | **Entrance and exit point** | **Start time** | **Finish time** | **Base** |
| **Week beginning 1st June** |
| **Key Worker and vulnerable group 1** | Main pedestrian entrance and line up on the ramp | 8:55am | 3:05pm | Grp 1 – F1 |
| **Key Worker and vulnerable group 2** | Side gate on Gautby Road | Grp 2 – F2 |
| **Key Worker and vulnerable group 3** | Car Park gate(This will be sectioned off to ensure the safety of the children | Grp 3 – Y6 |
| **Week beginning 8th June**  |
| **Year Six** |  Breakfast club gate and entrance | 9:05am | 1:30pm | Year 5 |
| **Week beginning 15th June** |
| **F2** | Main pedestrian entrance and line up on the ramp | 9:10pm | 1:40pm | Hall |
| **Year 1** | Breakfast club gate and entrance | 9:20pm | 1:50pm | Year 1 |

**Mrs Higgins and Mr Greer will be on duty each morning and afternoon at the main entrances to guide parents/carers and children to the correct drop off and collection points.**

**Changes to the school day**

Children will remain in their groups throughout the day (this includes break and lunch times) and will not be able to mix with children in other groups. Once the group has started we will be unable to allow new children into that group, in order to minimise the risk of infection. Children will wash their hands, on entry to school and will be provided with their own chair and table at which they will sit every day.  If they bring a coat it is to remain with them on their chair.

They will be provided with a named, clear plastic wallet which will contain all the equipment they will need. They will **not share equipment.** **No equipment should be brought in from home other than a named water bottle and prescription glasses** which will be kept on their own desk, this also includes reading books.

Children will access toilet facilities one at a time and this will be monitored by staff. All children will be required to **wash/gel their hands at regular intervals,** supervised by staff.

All classrooms will be kept clean throughout the day and deep cleaned daily.

Children will need to wear clean clothes daily (this does not have to be their uniform) and where possible trainers/pumps so that they are able to participate in a structured play/P.E.session. Government guidelines advise that children’s’ clothes are washed daily.

**No P.E bags** are to be brought into school.

**Home School Communication**

If parents/carers need to speak to a member of staff, please telephone the school office. Parents/carers wishing to leave anything at the school office will only be allowed to visit the school between **09.00am – 10.00am** for essential purposes such as completing registrations, leaving medication etc. The only exception to this will be if a child becomes unwell.

If your child is late, they will enter the premises on their own via the main office. We will respect any choice that you make and **will not** be pursuing any non-attendance of pupils.

Please do not send your child to school if they are unwell and they are displaying symptoms of Covid-19. Please notify the school and follow the government guidelines on self-isolation.

We will also contact by telephone the parents/carers of the children identified as returning to school over the next three weeks about school lunch provision.

During this time all children who are not in school will **continue to access work pack** **learning** provided for them from teaching staff.

I would like to thank you all for your wonderful support.

Stay safe and well.

Yours sincerely

Mrs Clare Higgins

Headteacher