

*With Christ we **Achieve, Believe and Create***

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**Full reopening of St Thomas More School - Thursday 3<sup>rd</sup> September 2020**

Thursday 16<sup>th</sup> July 2020

Dear Parents / Carers,

It has been lovely to see so many of you back in school in recent weeks. I know the children have really enjoyed their time with us and the staff have thoroughly enjoyed catching up with them. We are very much looking forward to getting back to some form of normality in September. We have made preparations for staggered entry and exit points and will be functioning on a fairly normal timetable when we return. That said, we will continue with staggered break and lunchtimes, splitting the playground into three zones, one for each class. Children will eat their lunch in the classroom, with hot food being delivered from the kitchen by lunchtime supervisors. Children will have half an hour play time either before or after lunch to allow for better use of the playground and outside space.

When in school we will have 'class pods' of no more than 30 children, who will remain together at all times. The Teachers and TAs will remain mostly with the same group of children throughout the week, although Teacher planning, preparation and assessment time (PPA) will be covered by Mrs Heap, our HLTA, who will go to different classroom, which is permitted within the guidelines.

We have split the school into three larger 'groups' YR / YN, Years 1, 2, 3 and Years 4, 5, and 6, for break and lunch times and staggered start and finish times. We will be operating a one way system around the outside of school building. Please following the white lines on the playground, spaced at a 2m distance.

**School Day:**

<b>Beginning:</b>		<b>End:</b>	
Years 4, 5, 6,	8.40am	Years 4, 5, 6,	3.05pm
Years 1, 2, 3,	8.50am	Years R, 1, 2, 3,	3.15pm
YR an YN	9.00am	YN <i>only</i>	3.00pm



### **Beginning of the Day:**

All children will enter via the minibus gate – as we are doing currently

8.40am	Years 4, 5, 6,
8.50am	Years 1, 2, 3,
9.00am	YR an YN

- All children to enter via the main gate (by minibus).
- No parents to come into school with children in Years 4, 5, or 6 (*unless they have younger siblings*).
- Children to go directly into classrooms – to be met by teacher.
- Parents with children from Years 1, 2, 3, can come into school premises and will walk around the whole school building, dropping children into classes before exiting via the Reception and Nursery side gate.
- YR and YN, will enter last. However, if you have siblings you can drop YN and YR children before the allocated time.
- To avoid any parents waiting around for specific drop off times, parents will enter the premises once and walk around the school, dropping all of their children at the designated class, before exiting swiftly via the YN gate.

### **End of the Day:**

- At the end of the day we will do the process in reverse
- Parents will enter via the Nursery side gate
- 3.00pm collect children from **Nursery**, leave onto main playground and exit via the minibus gate
- 3.05pm **Years 4, 5, 6** children will exit onto car park by themselves, (unless they are collected by parent/siblings)
- 3.15pm **Year R 1, 2, 3**, Parents will enter via the Nursery side gate and collect children from main playground before exiting via the minibus gate.

### **Break times:**

10.15am – 10.30am	Years 1, 2, 3
10.30am – 10.45am	Years 4, 5, 6

### **Lunch times:**

Lunches will be eaten in classrooms. All TA/ lunchtime supervisors will collect lunches from the hall and take to the classes

11.30am eat in class	YN and YR	12.00 outside play
11:45am	Y 4, 5, 6	12.15 outside play
12:15pm	Y 1, 2, 3	11.45 outside play

This timetable allows for adequate staffing during this time and for staggered play times during the lunch time period. We have extended the afternoon session to be two and a half hours to cover statutory Teacher PPA time for teachers which will be covered in one afternoon as there will not be the opportunity for singing, hymn practice, worship or assembly times

### **Wrap around care:**

We have sent out an interest form to ask parents if they are considering wrap around care for September. We envisage the number of families requiring this service to be no more than 20 children at any one time. Therefore, as our numbers are quite small, we feel this is a service we are able to consider. If you are interested, please book your sessions on the school gateway. The booking system will go live on 1st September.

We have moved the after school club into the hall for the time being.

Wrap around care will run in the morning from 7.30am – 9.00am and after school from 3.00pm – 6pm

We have split the hall into eight zones and have a table in each zone, which will be used exclusively for each class only. Resources will be for that class pod only and will not be shared. There will be two members of staff who will be supervising the children at all times. They will use the KS2 toilets which will be cleaned beforehand and have direct access to outside space.

Parents will pick up and drop off via the minibus gate and wait on the playground, by the hall door (*in front of the minibus*).

Pick up and drop off times will be **7.30am** in the morning and **4.30pm or 6.00pm** at the end of the day.

### **Uniform:**

Children will be required to come into school wearing school uniform. If you choose you can wear summer uniform until October half term, when it changes to Winter uniform only. Second hand uniform is available and please contact the school office who will give details of this and how it can be collected. Further details are available on our school website, including how to order:

<https://st-thomas-more.oxon.sch.uk/information/parents-information/school-uniform/>

### **PE:**

PE will only take place outside for the time being due to restrictions. Children will be expected to have a school PE kit in school at all times, which will be taken home regularly for washing. When the weather gets cold, children will be required to have joggers to keep them warm outside.

### **Resources:**

Children in KS2 will be required to have their own pencil case in school at all times, with their own resources, for single use. Children in KS1 will have resources provided for them. These will not go back and forth to school but will remain in school.

Children will be required to have a **water bottle** in school at all times and can bring a **lunch box** daily if required. School meals are available to order in the usual way, via the school gateway. <https://st-thomas-more.oxon.sch.uk/information/parents-information/school-meals-menus/> We have updated the menu for September, which will be a mixture of burgers, pizza, sandwiches, jacket potatoes, fish and chips and pasta bakes. Food will be delivered to classrooms. Meal booking go live on 1st September.

### **INSET:**

Teachers will be having two school INSET days at the beginning of term to update Safeguarding, Health and Safety and First Aid training, we will also be spending half a day looking at the Catholic life of the school. ***School will begin for children on Thursday 3<sup>rd</sup> September***

### ***Finally,***

We appreciate that this year has been challenging one for all of us and I would like to take this opportunity to say thank you to all the families who have supported the school in so many different ways during this difficult lockdown period. The staff have worked incredibly hard to find different ways of engaging the children and are so looking forward to welcoming them back soon.

We have received some lovely communications from parents and members of the community recently and thank you very much for all the cards, flowers and gifts you have given to myself and the staff. Please be reassured that we are here to support you and we will continue to keep you and your family in our prayers over the summer period. Please do get in touch if you have any concerns or if there is anything we can help you with.

### ***Prayer for the end of the school year***

*At the end of this school year we give thanks to God:*

*For all the teaching and learning that has taken place in our school, both in and out of the classroom,*

*For the talents and gifts that have been shared and the challenges that have been faced;*

*For the burdens that have been lifted and the hurts that have been healed;*

*For the respect and care that has been given.*

*We give thanks for the friendships that have just begun and for those that have grown.*

*For the faith that has been lived in our daily struggles,*

*For the hope that has lifted our hearts on the dark days*

*And for the love that has kept us going.*

*We give thanks for the community that we are, and we ask the Lord to bless each and every one of us.*

*Bless our families as we take our holidays, may our time together leave us with memories to cherish.*

*Pour out your love on us that we may return renewed and refreshed to continue our journey together.*

*We make this prayer through Christ our Lord.*

*Amen*

We look forward to welcoming you all back to school in September.

Wishing you and your families a lovely Summer break!

With very best wishes

Stephanie Cottrill  
Principal