

Our Lady of Peace Catholic Primary and Nursery School

'With Christ in our hearts, together we grow'

Headteacher: Mrs. J Holden



Derwent Drive, Slough
Berkshire, SL1 6HW
Tel: 01628 661886



September 1st 2020

Dear Parents/ Carers,

I hope that you and your families had a very restful summer holiday and are continuing to keep well. I am very much looking forward to working in partnership with you as Headteacher of Our Lady of Peace Catholic Primary and Nursery School and continuing to build on previous successes.

I am writing to update you about the most recent arrangements for the children to return to school in line with Government advice and guidance. However, I would firstly like to take this opportunity to thank you, for your continued support both for the school and children over the last few months. The staff and I are delighted that we are able to welcome all children back to school, starting with the transition process which begins on September 2nd 2020.

The Government have continued to stipulate that social distancing measures are to be kept in place and the school has looked carefully at the guidance provided. With this in mind, there will be some changes to the school day in order to ensure the safety of all members of the school community.

Structure of the School Day

The school will continue to operate the 'soft start' entry into the school which has been in effect for some time. However, we have extended the original timings for the foreseeable future.

The timings at the start of the day are from:

8.45am – 9.05am. The staggered times to the start of the school day are to limit the number of adults on the school site whilst dropping off children. Parents/Carers are not permitted to enter the school office, however, if you need to contact the school, please email/phone the office, any messages will be passed on. The Breakfast Club and After School Club will re-open on Monday September 7th 2020. Further information can be obtained from the school office or by e mailing asc@olopprimary.co.uk attention of Mrs Brown.

The school will continue to operate a one – way system. This has already been in place for those pupils who were able to return to school in June 2020. The main gate and pedestrian

Email: post@olopprimary.co.uk
<http://www.olopprimary.co.uk>

*In partnership with The Diocese of Northampton and Slough Borough Council, Department of Education
Our Lady of Peace Catholic Primary and Nursery School has a commitment to safeguarding
and promoting the welfare of children*



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Artsmark
Silver Award
Awarded by Arts
Council England

gate will be opened at 8.45am. Parents are asked to assemble on the main drive until the gate is unlocked.

On entry into the school parents will use the main drive, when exiting the school parents will use the pedestrian gate and proceed using the pavement/footpath.

Reception/ Nursery and Key Stage 1 Pupils

Once the gate is unlocked Reception and Key Stage 1 pupils will enter the Key Stage 1 playground through the pedestrian gate.



Year 2 pupils will be met by the class teachers who will be waiting on the playground. Pupils will line up on the playground in their classes.

Year 1 pupils will be met by the class teachers on the back playground. This is the playground which is situated behind the year 1 classes. This is in order for year 1 pupils to go straight into their classes.

Reception pupils

Reception pupils will be met by the class teachers by their classrooms. This is in order for Reception pupils to go straight into their classes.

Nursery pupils

Nursery pupils will enter into the Nursery playground where the class teacher will greet all pupils.

Leaving the school site

Once your children have been dropped off please exit the school as follows:

Reception and Year 1 parents – via the back playground, using the path near the car park area.

Year 2 parents will exit the school via the **green wide gate** situated by the shed on the Key Stage 1 playground. **As this is a gate which is usually locked, please see the photo for further guidance.**



Please use the pedestrian gate by the main gate to further exit the school.

School staff will be available to support and guide you. Staff will wear high visibility jackets.

Key Stage 2 Pupils

Once the main gate is unlocked at 8.45am, Key Stage 2 pupils will enter through the gate (see photo) onto the pathway by the classrooms.



There will be a one – way system imposed regarding entering and exiting the playground. Pupils will be met by the class teachers who will be waiting on the playground. Pupils will line up on the playground in their classes.

School staff will be available to support and guide you. Staff will wear high visibility jackets.

Structure of the School Day – Collection of Pupils at the End of the School Day

At the end of the day there will be a staggered approach to the dismissal of pupils. This will be in place for the foreseeable future.

Reception pupils – Pupils are to be collected at 3pm from the area outside their classrooms. Reception parents will exit the school via the back playground, using the path near the car park area.

Year 1 pupils – Pupils are to be collected at 3.05pm from the back playground by the relevant classes. Year 1 parents will exit the school via the back playground, using the path near the car park area.

Year 2 pupils – Pupils are to be collected at 3.10pm from the main Key Stage 1 playground. Year 2 parents will exit the school via the wide gate situated by the shed on the Key Stage 1 playground.



Year 3 pupils – Pupils are to be collected at 3pm from the Key Stage 2 playground. The exit point will be communicated on the transition day by the class teachers. Once dismissed by the class teacher year 3 pupils will exit the school via the Key Stage 2 playground ensuring that the one way system is adhered to.

Year 4 pupils – Pupils are to be collected at 3.05pm from the Key Stage 2 playground. The exit point will be communicated on the transition day by the class teachers. Once dismissed by the class teacher, year 4 pupils will exit the school via the Key Stage 2 playground ensuring that the one-way system is adhered to.

Year 5 pupils – Pupils are to be collected at 3.10pm from the Key Stage 2 playground. The exit point will be communicated on the transition day by the class teachers. Once dismissed by the class teacher, year 5 pupils will exit the school via the Key Stage 2 playground ensuring that the one-way system is adhered to.

Year 6 pupils – Pupils are to be collected at 3.15pm.
Mr Levens class will be dismissed onto the Key Stage 2 playground. Pupils will exit the school via the Key Stage 2 playground ensuring that the one way system is adhered to.

Mr Head and Mrs Snowden will dismiss pupils from the classroom huts.

Lunchtime

Hot meals will be available to children. If children prefer to bring their own packed lunch, they must take their lunch box with them to the classroom. The lunch trollies will not be used.

Parental Support

As you can imagine moving over 500 children in and out of school is our most complicated part of the school day. If you and your child are late you compromise the whole 'bubble' system. If you are unavoidably late please stand outside the school office with your child and we will escort your child to their class after all movement around the school has been completed. Please be aware that this will take time and therefore you may have a wait of more than 15 minutes, so please kindly ensure that you and your children arrive within the designated staggered entry times. Children will for the time being line up on the playground. Please also ensure that children are collected promptly from school and ensure that you leave the school site immediately once you have dropped off and collected your child/ren.

If your child has an appointment e.g. a medical appointment, please inform the school in advance and we will be able to escort your child to the office in time for an immediate collection.

Communication

If you need to talk with a teacher or a member of staff the easiest way is to e mail the school and ask the staff member to contact you. Brief notes to your child's teacher can either be written in the reading diary or placed in an envelope for the attention of the class teacher. The school office will remain closed for face to face enquiries, please ring or email in advance. Please continue to check the school website and school comms for further information/updates as the school reviews its systems.

Uniform Requirements

The school is following Government guidance and normal uniform protocol will be in place.

Year Group Bubbles

When the children return to school they will be learning in 'bubbles' composed of mainly their class but also their year group, with all reasonable steps being taken to ensure that children from different year groups do not mix. We recognise that this will not be possible for siblings at home but we expect them to remain in their class/year group bubbles whilst in school. Within the year group bubbles, Government advice states that social distancing measures are not necessary however, whenever possible we will be expecting the children to socially distance. Children will need to wash or sanitise their hands as soon as they come into school as well as other times of the day, for example after break and lunchtime.

It is not necessary for pupils to bring in stationary to school, this will be provided by the school.

Children should bring a named water bottle daily to school.

P.E. Lessons

The timetables have been placed on the school's website and each class has a dedicated P.E./Games slot within the week. Lessons will begin on Monday September 7th 2020. **Children are to come to school wearing their P.E. kit with appropriate footwear on the designated P.E./Games days. Pupils also need to ensure that they have a warm sweatshirt once the weather changes. The appropriate school uniform P.E. kit must be worn.**

Scooters and Bikes

Scooters/bikes **must not** be brought into school until further notice.

Transition Booklets

The transition booklets which were sent out in July continue to remain on the website if you require further information regarding specific year bands. These are situated in the Padlet section of the website.

What happens if my child is unwell or is injured?

The following information relates to any pupil who becomes unwell.

- If your child is showing symptoms of a high temperature or a cough you **MUST NOT** send them to school. Please phone the office as usual and explain the absence
- If your child becomes unwell during the school day, we will take your child to an 'isolation room' where a member of staff will sit with your child and reassure them whilst you are contacted to take them home. You must ensure that the school can contact you whilst your child is in school. Please ensure that the school is aware of any changes to your contact details. The member of staff may be wearing PPE kit which will include an apron, mask and gloves
- We have thermometers to take your child's temperature if we feel that is necessary
- This isolation room will then be thoroughly cleaned after your child has left the school
- If you are asked to pick up your child early because they are unwell, you will be able to drive into the car park, but please remain in your car and a member of staff will bring your child out to you
- If your child injures themselves whilst in school, the first aider assisting them will put on PPE kit as a precaution due to not being able to socially distance
- After your child is sent home and if the symptoms are Covid related, you will need to organise for your child to be tested. This can be done via the gov.uk web page
- Your child will not be allowed to return to school until you have the results of the test. If the test is positive, you will need to contact the school immediately.

Please see the attached flow chart which outlines the steps to take if a pupil or staff member develops coronavirus symptoms in school.

Testing

- There is a test site in the car park at Montem Leisure Centre. The results are usually available within 24 - 48 hours.

Advice for BAME Children

We recognise that there is clinical evidence suggesting that infection rates are higher and the clinical outcomes are worse for BAME patients, although the reasons that are driving this are not fully understood. At present there is no specific guidance for BAME children, families and staff within a school community, however our risk assessment ensure that all reasonable measures have been taken to limit the risk of infection. If all members of our

school community (children, parents and staff) follow the control measures that the school has in place, the risk of infection will be decreased, although it can never be eliminated.

We have re-organised our school in line with the most up to date available government guidance. We will continue to adapt our protocols and procedures and make any changes we deem necessary to comply with revised government guidance and our risk assessment.

We are all very much looking forward to welcoming all children back to school and we will do our utmost to ensure Our Lady of Peace continues to remain a positive learning environment, through our love, our work and our prayer.

Thank you for your continued support.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'J.A. Holden', is displayed on a light green rectangular background.

Mrs J.A. Holden
Head teacher