

Monday 4th January 2021

Dear Parents / Carers,

PARTIAL RE-OPENING OF ST. ANDREW'S

Thank you for your application for a place at school which has been successful. I am writing to let you know what will be happening in the next two weeks and until further notice.

TIMING OF THE SCHOOL DAY

St. Andrew's will be OPEN for key workers and for those children with Education and Health Care Plans only as follows:

- Monday to Thursday from 9am till 3.30pm
- Friday 9am till 1pm

The reason for the early closure on a Friday is to ensure that teachers receive their statutory time for planning and preparation. It will also provide the opportunity for a deeper clean at the end of each week.

ENTRANCE and EXIT

- Pupils in Heroes Class (Reception), Stardust Class (Y1) and Aladdin Class (Y2) should enter and exit via the Kay Road entrance.
- Pupils in Cosmic Class (Y4), Golden Class (Y5) and Diamond Class (Y6) should enter and exit via the Grantham Road gate.

We respectfully request that you are punctual at drop off and collection times as we will have limited capacity in the school office and the portacabin to answer the door to latecomers. We therefore ask that ALL children arrive at school no later than 9.15am, unless you give us advance notice that you will be later. Any children who arrive unexpectedly after this time will not gain entry to the school.

Please ensure that you maintain a social distance at all times at the school gates and wear a mask for the health and safety of all our school community.

CLASS SIZES

- We will organise children in to small groups of no more than 15.
- The organisation of these groups will not change, as far as possible.
- This means that some children will not be taught by their usual teacher or in their usual classroom.
- All our staff will be back at school to ensure a sufficient adult to pupil ratio.
- Please note that we are now at maximum capacity for each year group. Therefore, if a member of staff is unable to attend school then we may need to close a year group.

SCHOOL MEALS

There will be no catering staff on site. This means that **ALL CHILDREN MUST BRING A PACKED LUNCH TO SCHOOL** every day until further notice.

SCHOOL UNIFORM

Pupils are not expected to wear school uniform but should wear sensible shoes and clothing.

Finally, I understand these continue to be extraordinary times for all of us. May I take the opportunity to thank you and ask that you continue to support our staff team as we implement new routines and procedures at very short notice. I will continue to keep you updated as and when more information is available or further changes are made. In the meantime, please remember to follow the government guidance should you or a family member show symptoms of Covid 19.

Yours sincerely,

Jayne Mitchell
Executive Headteacher