

*Montacute Road*

*Morden*

*Surrey*

*SM4 6RL*

*Tel: 020 8648 1846*

*Fax: 020 8715 1757*

*Headteacher*

*Mr Justin Dachtler*

*Email:* [*school@st-teresas.merton.sch.uk*](mailto:school@st-teresas.merton.sch.uk)

Dear Parents, 10th July 2020

We are writing to inform you of the provisional arrangements for the Autumn term, following the Government’s announcement that all children should return to school in September.  Please click [here](https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term) for information for parents from the Department for Education.

Governors and Staff have worked together on the Government guidance as well as guidance from professional associations to ensure that we can offer a safely controlled environment that minimises the risk of virus transmission.  It is important to say now that the plans below are provisional and may need to be amended if advised to do so by the Government or local public health agencies. Governors will review the plans to reopen on **Monday 24th August and we will inform parents of any changes by Wednesday 26th August**.

This letter will outline what to expect in September as well as the details of your child’s class teacher for the next academic year.

Please be aware that the arrangements below are very different to what children would normally receive.  The year group ‘Bubbles’ are designed to be self-contained and alongside stringent hand sanitation and social distancing, form the basis of our approach.  Everybody in the bubble, both staff and children, have a responsibility to each other's safety and wellbeing.

The provisional arrangements for September are limited to regular school hours.  **It is not currently possible to offer any extracurricular activities or wraparound care at this time**.  This is because we do not want to mix up children and staff from bubbles.  This will however be reviewed in September and we hope to make these services available when it is considered safer to do so.

**Class arrangements for the academic year 2020/2021.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year group** | **Class teacher** | **Receiving Class** | **Class teacher** | **Receiving class** |
| **Nursery** | Ms. David | N/A | Ms. Elba | N/A |
| **Reception** | Mrs. Williams | Bluebell | Mr. Porter | Blossom |
| **Year 1** | Ms. Gregory | Rec G | Mrs Wells/Mrs Anderson | Rec W |
| **Year 2** | Mrs Bimson | 1WA | Miss Martin | 1M |
| **Year 3** | Mr Presland | 2R | Mrs Eaden  Mrs Murtagh | 2B |
| **Year 4** | Mr Humphrey | 3EM | Mr Williams | 3P |
| **Year 5** | Mrs McCoy | 4M | Mr Veale | 4H |
| **Year 6** | Ms Malone | 5V | Mrs Flynn  Mrs Duus | 5S |

We say farewell to a few staff members at the end of this academic year.

Mrs Reeve leaves us to set up home in Sussex, following a long period of service to St Teresa’s in which she has taught in Key Stage 1 as well as developing the Geography and Eco curriculum in school.

Mrs Sharkey leaves us to set up home in Manchester after starting with us as a new teacher several years ago and more recently leading Year 5.  I would like to thank Mrs Sharkey for her support in working with children and families on the SEND register over the past year.

Two of our Teach Wimbledon teacher trainees Ms McBain and Mrs Povey leave us to start their teaching careers in SE London and Devon.  They have both made a significant contribution to the St Teresa’s staff team especially during the current period of lockdown where they have led Key Worker bubbles brilliantly.

Mrs Cox is leaving us to pursue a new role following a couple of years supporting in Year 4 classes.

We say ‘hello’ to a few new staff next year.  I am delighted to say that all new members of the team had other roles in school and have trained with us.

Mr Porter joins us as a Reception teacher following his training with us and Roehampton University last year and Mr Williams joins us as a Year 4 teacher following his training with us as Teach Wimbledon trainee teacher.

I would like to thank all of those leaving for their dedication to the school and its values and extend a warm welcome to those taking on new roles.

**Arrangements for the safe return of all children from September 2020.**

**Entry/Exit points and Timings.**

Please **check the table below to see the arrangements for your child’s year group and class**.

You will notice that the entry and exit points times are very specific and times are staggered, this is to ensure that we limit the number of people gathering around the school site.

The staggered start dates are in place to ensure that we can ensure that we safely welcome children into school and show them the new way of working in bubbles.  In addition, most children have items in lockers etc., that we left back in March and we need to ensure they are reunited with their belongings.

Please could we ask that only one parent drops and collects children and that parents leave quickly after dropping/collecting.  We appreciate that this is rather counter to what we normally encourage as a community but the current situation means that gathering in larger multi family groups is not advisable.

Children who arrive late in school must enter via the school office.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year Group** | **Access** | **Doors** | **Times** | **Start date** |
| Nursery | Middleton Road | Nursery outside doors. | Bluebell  8.40 - 3.10  Blossom  8.50 - 3.20 | Staggered times from **Monday 7th September** |
| Reception | Middleton Road | Reception outside doors | Rec W  8.40 - 3.10  Rec P  8.50 - 3.20 | Staggered times from **Monday 7th September** |
| Year 1 | Montacute Road | Main Office | 1G  8.40 - 3.10  1W/A  8.50 - 3.20 | **Monday 7th September** |
| Year 2 | Montacute Road | External doors KS1 stairs. | 2B  8.40 - 3.10  2M  8.50 - 3.20 | **Monday 7th September** |
| Year 3 | Montacute Road | Main pupil entrance. | 3P  8.40 - 3.10  3E/M  8.50 - 3.20 | **Friday 4th September** |
| Year 4 | Montacute Road | Fire Doors Music Room | 4H  8.40 - 3.10  4W  8.50 - 3.20 | **Friday 4th September** |
| Year 5 | Bishopsford Road | Church Gate doors (Parish hall line) | 5M  8.40 - 3.10  5V  8.50 - 3.20 | **Thursday 3rd September** |
| Year 6 | Bishopsford Road | Church Gate Doors (Vegetable patch line) | 6M  8.40 - 3.10  6A/D  8.50 - 3.20 | **Thursday 3rd September** |

**How will children be grouped?**

Children will be taught in their normal classes.  Both classes in the year group will form a self-contained ‘bubble’.  Staff and children will be able to move within the bubble utilising three teaching spaces to allow for group work to continue.

**Do children have to come into school?**

The Government has said that they expect all children to be back in school in September.  We believe that it is very important for children to be back in school and would like to reassure you that we have planned for a carefully balanced provisional return that allows time to settle back into new routines and new teachers whilst focusing on an exciting curriculum of learning.

**What will the children learn?**

Children will spend the first half term working with their teachers to identify gaps in skills that would normally have taught in the Summer term.  We understand that children will have had different experiences of learning at home and in school for the last few months and we want to ensure that children have a chance to celebrate the new skills that they have been learning as well as plugging gaps in learning where they have occurred.

We will be using PiXL wellbeing learning lessons followed by a ‘recovery curriculum’ that will address gaps in learning whilst teaching the curriculum in their new year groups.

We understand that children will have experienced a range of feelings and emotions and we will try to make the return to school as smooth as possible.  We are very pleased to say that a trained Emotional Literacy Support Assistant (ELSA) will be available in school to support children with any anxieties or problems.

**How will Social Distancing be maintained?**

The Government advises that a 2 metre distance is preferable where possible and we will try to adhere to this at all times where this is possible. The school has positioned floor markings and signs to remind the staff, children and parents of this. Staff will be reminding children of this expectation throughout the day.  Children will spend most of the day at their own workstation socially distanced away from anyone else.  Government advice asks staff to support from a 2 metre distance wherever possible.  Where this is not possible, staff may wear PPE

**What about break times?**

Break time will be different to normal.  Children will be given a series of supervised learning breaks. Leaning breaks will be outside where possible.

All children will be required to bring a water bottle and snack each day which will be eaten at their allocated table.

**How will the school organise lunches?**

Children will eat their lunches in classrooms to limit the risk of cross contamination between bubbles.  Children who usually have a school dinner will be offered a school packed lunch that we anticipate will be made by catering staff on site.

Children will not be permitted to share their food.

Each bubble will have an allocated member of midday staff in their bubble to supervise eating and a short lunchtime break.

**How will school resources be managed to avoid unnecessary contact?**

The school has removed unnecessary resources from classrooms and there will be very limited access to shared resources. Children attending school should bring in their own equipment from the list below everyday:

* Labelled water bottle
* Snack (piece of fruit)
* Tissues
* Antibacterial wipes (please check the label)
* Hand sanitizer (60% alcohol)
* Pencil
* Pen
* 30cm ruler
* Glue stick
* Whiteboard pen (if possible)
* Colouring pencils
* Pencil sharpener
* Scissors
* Eraser
* Reading book
* Headphones (small 5mm jack)

Please note that the school will have a small supply of these items available e.g. individual water bottles and headphones should a child forget. Any items that the school provides are for the personal use of one child only.

**How will we maintain the highest standards of cleaning and hygiene?**

Children will be expected to change their clothing each day to minimise transmission of the virus on clothing.  **We recognise that for many families daily washing of uniform may be difficult, others may not have the funds for new uniform at this time, therefore school uniform will be optional at the start of term.**  We would ask that where necessary, children wear alternatives to uniform that are plain and appropriate for school, this can include PE kit. We will keep you informed of any changes to uniform expectations as the term progresses.

Children may wear a face mask/covering.  Where this is the case we will show children how to use them safely:

The children will be reminded of this hygiene checklist throughout their time in school:

* 1. Wash hands upon entering the school
  2. Wash hands before eating and at regular intervals throughout the day
  3. Wash hands before moving to another section of the school
  4. Don’t forget to wash your hands before and after going to the toilet
  5. Always keep to the left when moving through the corridors
  6. Keep your hands and body to yourself and respect the 2 metre personal space distance of others at all times
  7. Stick to the rules and only use the assigned hygiene facilities, classrooms and outdoor spaces
  8. Avoid sharing equipment at all times

**What will happen if a child or adult in a bubble becomes unwell?**

We will continue to follow advice from the Government and Public Health England. If a child or member of staff tests positive for COVID 19, the whole bubble may need to stay at home to self-isolate as per government guidelines. In some cases, more widespread closure may be necessary.  Children and staff in quarantine will then switch to a system of remote distance learning as we have done for the past few months.

**It is therefore essential that anybody who develops symptoms of COVID 19 is not in school.**  Children who develop symptoms in school will be taken immediately to one of three medical rooms from where they will be collected by parents.  Testing is now available for all children and children should not be sent back to school until they are well in line with Government guidelines.

Recent Government advice makes it clear that anyone with diarrhoea or vomiting should also stay at home for 48 hours after symptoms have stopped.

**Will the school be offering any Summer Clubs.**

The school is not currently able to offer any provision over the summer holidays.  Merton and Sutton Council have a list of play schemes on the [Merton Family Services Directory](https://directories.merton.gov.uk/kb5/merton/directory/results.page?qt=&term=&familychannel=2_5) and [Sutton Family Services Directory](https://www.sutton.gov.uk/info/200243/childcare/555/types_of_childcare/6).

**Who can I speak to if I have further questions?**

Please contact the school office with any concerns.  We understand that you may like to speak to your child’s class teacher about specific issues.

**A final word on our values based provision.**

We believe that the approach we are taking to bring children back to school is measured and safe.  We all have a collective responsibility to avoid contaminating the environment created in bubbles by living our lives safely outside of school and working well within the Government guidelines on lifting lockdown.  The safety of children and staff is of paramount importance and cannot be compromised in any way.

Thank you in advance for treating the information contained in this guidance seriously. Love, Trust, Teamwork and Ambition will prevail and we will work things out together.

Kind regards

Robert Amis [Joint-Chair of Governors]

Tracey Dunleavy [Joint-Chair of Governors]

Mr J. Dachtler [Headteacher]