



HEADMASTER: MR J. MOBBS BA (Hons), Exeter, PGCE, NPQH

# St. Michael's School

CHURCH OF ENGLAND PREPARATORY SCHOOL  
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JM/sjp

1<sup>st</sup> March 2021

Dear Parents

## Arrangements for 8<sup>th</sup> March to the End of the Lent Term

Further to the Prime Minister's announcement, please find below the finalised arrangements for pupils to return to School on Monday, 8<sup>th</sup> March.

We have planned a 'normal timetable' for all pupils and our plans focus on the staggering of pupil movement around the site to minimise staff-pupil contact and mixing. To further limit the flow of people onto the site, we will continue to release children to parents from the exits as detailed below and will not be able to welcome parents into assemblies or operate the Second Hand Uniform Shop in the usual manner until we are guided that this is safe to do so.

We will need to start by staggering the drop-off and collection times for pupils, as follows;

	Coming in entrance	Coming in time	Collection from	Collection time
<b>Nursery</b>	Nursery door	8.30 am or 1pm	Nursery door	1pm or 3.30pm
<b>Reception</b>	Nursery back gate	8.15 am - 8.30 am	Nursery back gate	3.30 pm
<b>Year 1</b>	Nursery back gate	8.15 am - 8.30 am	Front door	3.35 pm
<b>Year 2</b>	Nursery back gate	8.15 am - 8.30 am	Main black gate	3.35 pm
<b>Year 3</b>	Main black gate	8.15 am - 8.30 am	Nursery door	3.45 pm
<b>Year 4</b>	Main black gate	8.15 am - 8.30 am	Main front door	3.45 pm
<b>Year 5</b>	Main black gate	8.15 am - 8.30 am	Chapel door	3.45 pm
<b>Year 6</b>	Main black gate	8.15 am - 8.30 am	Main black gate	3.45 pm
<b>Before &amp; After School Care</b>	Main front door	From 7.30 am	Nursery door	From 3.55 - 5pm

Markings will be placed on the paths to assist with a one-way system during collection and drop-off. **NB:** These may become slippery when wet.

## **SCHOOL OFFICE**

To facilitate Years 1 and 4 being dismissed from the front door, the School Office will be closed to visitors and parents between 3.25 pm and 4.00 pm each day.

## **UNIFORM**

As long as it is part of the uniform except ties, children may wear either Summer or Winter uniform until the end of the Lent term. Please rotate uniform regularly. When your child has afternoon PE/Games sessions (Nursery – Year 6), they should come to school in their kit to save changing. Hats, blazers and duffle coats are not to be worn to School and reversible fleeces should be worn only when the weather is inclement or turns colder.

In addition, we would be grateful if a spare set of clothes for all Nursery and Reception children can be kept in case of any accidents as we have a very limited supply of spare uniform.

## **EQUIPMENT**

To avoid cross-contamination, pupils should have a named water bottle with them as the water fountains have been switched off. Personal earphones/headphones and pencil cases should also be brought to School in a named ziplock bag (or equivalent) and left at School for Year 1-6 pupils.

## **COVID TESTS & HEALTH DECLARATION**

To help reduce the risk of spreading the virus, we ask that all pupils are tested before returning to School. Please note that, if your child receives a positive result, we ask that you inform the School immediately.

We will also require **ALL** parents to complete an online Health Declaration form (the link can be found in the email accompanying this letter) for their child/children to confirm they are symptom-free before returning to School; this **must** be completed for each pupil **by Monday, 8<sup>th</sup> March**.

A letter containing information from the Government about the Lateral Flow testing for all primary school children and how to order these tests, will be sent to all parents shortly.

## **DIETARY REQUIREMENTS & MEDICAL INFORMATION**

Please ensure you check and amend where necessary your child's dietary requirements and medical information on EduLink One **by Wednesday, 3<sup>rd</sup> March**.

## **EXTRA SUBJECTS: MUSIC LESSONS & CLUBS**

These will NOT take place before the Trinity term. Further information will be sent out at the end of the Lent term.

## A REMINDER OF INFORMATION ALREADY GIVEN

### EMAILING TEACHERS

Direct email access will be continued. As teaching the children in the classroom is their priority, I have said that teachers will answer emails within a reasonable timespan and between the hours of 8.30 am - 5.00 pm when they are able to. I would respectfully ask you not to email teachers at weekends or in the holidays. Urgent messages should still go through the School Office.

### CLEANING & HYGIENE

- Handwashing and Alcohol gels/foams are readily available in each room and learning environment.
- Children are encouraged to 'sing' the Happy Birthday song in their heads whilst washing their hands.
- Surfaces that children are touching such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, are cleaned more regularly than normal
- Staff will be available to help pupils who have trouble cleaning their hands independently.
- Peddle bins have been provided for tissues that will be double bagged and disposed of daily.
- Where possible, all classrooms are well ventilated using natural ventilation. Air conditioning units and fans are avoided due to the re-circulation of air.
- Doors are propped open where safe to do so (bearing in mind safety and safeguarding) to limit the use of door handles and ventilation.

### STAFF & PUPIL HYGIENE

It is important that staff and pupils keep high levels of personal hygiene to minimise the risk of COVID-19 spreading. The two main forms of Hygiene in this are:

- Respiratory Hygiene: Ensuring all sneezes, coughs or blows of the nose are caught in tissues that are disposed of immediately and hands washed after. Follow the Governments 'Catch It, Bin It Kill It' initiative. Staff are to display posters as part of their classroom displays.
- Hand Hygiene: Wet hands with water; apply enough soap to cover all hand surfaces; rub the soap in liberally to form a thick lather (bubbles) all over the hand, including between fingers and thumbs, wrists and nails; this should be done for a least 20 seconds; hands should then be rinsed with water and dried using the hand dryer and disposable paper towels. Hands should not be left wet as wet hands can spread bacteria 1,000 times more than dry hands.

### ILLNESS

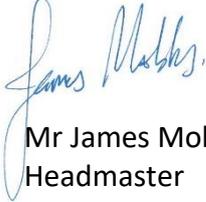
Unfortunately, we will not be able to accept any children into school who are ill, regardless of the severity of the symptoms. This is fundamental in protecting staff as we will not be able to bring in supply staff to cover if a staff member goes off sick due to current restrictions. Allergies, such as hay fever, are the only exception to this rule. We thank you for your understanding. If your child is unwell and will not be able to attend School, please report this by 9.30 am that day either by telephone, by emailing [office@stmichaelsschool.com](mailto:office@stmichaelsschool.com) or by using the 'Absence Reporting' feature in EduLink One.

**CHILDREN WHO DO NOT RETURN**

Will, unless there is good reason, have their absence marked as unauthorised. Continued unauthorised absence will trigger our usual procedure for Children Missing In Education. Online education will not continue as it has done unless we return to a lockdown scenario.

Thank you for your continued support and understanding.

Yours sincerely,

A handwritten signature in blue ink that reads "James Mobbs". The signature is written in a cursive style with a large initial 'J'.

Mr James Mobbs  
Headmaster