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Staffordshire  
County Council

# St Modwen's Catholic Primary School –Parents/Carers Checklist –Plans for returning to school

2<sup>nd</sup> June 2020

Dear Parents/carers

Today has been the first day back for some of our children and we just want to share our learning and reinforce some key messages in keeping your child/staff in school safe.

## 1. What parents/carers need to provide school with to support their safe return of their child to school

- **Prescribed Medication** - Please place your child's medicine in a clear plastic bag labelled with your child's name. Please note it your responsibility as a parent to ensure school has medication on site to treat your child. If your child attends school without their medication, school will contact you as their parent requiring you to either bring their medication into school or to collect your child immediately
- **Ensure school has updated contact details for your child should school need to contact you or in an emergency**

## 2. What parents/carers who have chosen NOT to return their child to school need to provide school with

If you have chosen not to send your child to school as from Monday 8<sup>th</sup> June we need to know the reason for them not attending – Please ensure you complete the Covid-19 Returning to School Declaration available on ParentMail from Friday 5th June 2020.

## 3. What can't my child bring to school each day

- ✗ No school bags
- ✗ No mid-morning snacks or lunchboxes are to be brought into school. School will provide all your child's meals/snacks and water throughout the day free of charge to all returning children. Please see attached Parental Briefing on the Provision of School Meals/snacks for Summer Term 2020.
- ✗ No toys, transitional objects, pencil cases, books or personal items to be brought into school. School will provide your child with the necessary equipment and stationery they will need which will be disinfected daily and used solely for the use of your child.
- ✗ No PE kits

#### 4. What can my child bring to school each day

- ✓ Sun-screen, sun hats and sun glasses for my child
  - **Sun cream:** Parents can send in sun-cream with their child in the morning. If you can please place the sun-cream in a clear plastic sealed bag, clearly labelled with your child's name, so we can retain it in school.
  - **Sun Hats and sun glasses:** Your child can also bring in their own sun hat and sun glasses into school, again can these be clearly labelled with your child's name. If your child needs to take their sun hat home please ensure that it is laundered and bought back the following day.
  
- ✓ Plastic Bottle of water – **no sports capped bottles allowed** – School will ensure your child has access to water throughout the day. If you wish to send your child into school with their own water bottle, which will need to be retained in school and clearly labelled with their name school will ensure it is washed and refilled daily with water for your child.

#### 5. Arrival and departure at school for returning Year groups

Please ensure that your child arrives **promptly** for registration in the morning and is collected on-time in the evening. School has put in control measures to allot drop-off and pick-up times so we can safely maintain social distancing measures in school to keep our children, parents and staff safe.

Year Group	Return to school date	Drop off point/entry to school	Drop off time	Pick-up Time	Pick-up Point information
<b>6</b>	2.6.2020	Gate by Parents Car Park	8.40 -9.00am	3.15 -3.25pm (Monday – Thursday)  <b>1.00pm Friday</b>	Park in Parent/Carers carpark and follow the path all the way around to the entrance off Tutbury Road (by Spiritual Garden)
<b>Year 1</b>	8.6.2020		More details to follow		
<b>Reception</b>	15.6.2020		More details to follow		

## 6. Key Worker/Vulnerable Group Children Booking System/Pick-up and Drop-off Information

Year Group	Return to school date	Drop off point/entry to school	Drop off time	Pick-up Time	Pick-up Point information
<b>Key Worker/Vulnerable Group children.</b>	Breakfast Club entry/Hall front door. Please press outside buzzer. Please park in the visitors carpark, but not in the disabled bays/kerbs on entry exit to school or school service bay please		8.30 – 8.45am	3.30pm (Monday – Thursday)  <b>1.00pm Friday</b>	Park in Parent/Carers carpark and follow the path all the way around to the entrance off Tutbury Road (by Spiritual Garden). Year 4 Classrooms
			<b>Please note Key Worker/Vulnerable children will now be required to arrive and depart at the drop-off and pick-up times stated ONLY.</b>		

Our Booking system for Key Worker/Vulnerable group children will be changing from Monday 8<sup>th</sup> June. School will be introducing a new Booking system via ParentMail which strictly limits the number of places available to 30 children each day. School has had to introduce this system as a Covid-19 control measure to reduce the risk of a Covid-19 outbreak in school and to safeguard the children returning to school.

Please note bookings will be:

- on a first come first served basis, so please ensure you book your child a place as soon as bookings become live. School will send an alert to key worker/vulnerable group parents once the booking system goes live
- **STRICTLY limited to 30 children as a maximum**
- Only available for parents to book on ParentMail, parents will not be allowed to book via the telephone or e-mail
- Access this booking system, through Accounts on ParentMail

The following conditions apply to all key worker parents that are accessing the childcare provision at St Modwen's:

- I understand that I may be requested by school to provide evidence of shift patterns/working days and that I am only using this service as I have no other option for childcare.
- Nobody in my house is currently displaying symptoms for Covid-19, self-isolating or has displayed any symptoms in the last 7 days.
- In order to continue access this service, I understand I must collect my child at 3.30pm and at 1pm on Fridays. (Nursery children - these will be the hours when you normally collect your child e.g. 11.40am for morning sessions and 3.30pm for afternoon sessions except for Fridays as closing will be 1pm).
- I will accompany my child to the school hall door (designated key worker entrance) each morning and I agree to the school checking my child's temperature before I leave.

## **7.School Lunches**

Must be booked in advance through ParentMail, by Midnight the day before. Children will not be able to order in the morning upon arrival to school. To book your child's school lunch please go onto your account (ParentMail) and select Accounts and the booking system is listed under Summer Term 2020 lunchtime menu.

With best wishes to all our school community – keep safe, keep well.

God bless,

Headteacher