



# Our Lady of the Assumption Catholic Primary School

Hawthorn Lane, Tile Hill, Coventry. CV4 9LB  
Head Teacher: Mrs Rachel Askew

Tel: 02476 466655  
Fax: 02476 695459  
E-mail: [admin@ourlady.coventry.sch.uk](mailto:admin@ourlady.coventry.sch.uk)  
Web: [www.ourlady.coventry.sch.uk](http://www.ourlady.coventry.sch.uk)



13<sup>th</sup> August 2020

Dear Parents and Carers,

I am writing to give you the detail of how we will be opening in line with the Government guidance from Wednesday 2<sup>nd</sup> September. A separate letter will be posted to all Nursery and Reception parents and carers detailing how we will manage transition into Nursery and Reception.

We will be taking the following measures to ensure that all pupils are able to return safely:

- If you, your child or someone you live with is displaying coronavirus symptoms, do not bring your child into school. We will be asking staff to do the same.
- We will be keeping our children in groups as follows:
  - Group 1 – Nursery and Reception
  - Group 2 – Year 1 and Year 2
  - Group 3 – Year 3 and Year 4
  - Group 4 – Year 5 and Year 6
- Each group will arrive and leave at the same time and won't mix with other children.
- We will stagger start and finish times so that groups arrive and leave separately.
- We will be cleaning our hands more often than usual. We have developed routines to ensure children understand when and how to wash their hands, making sure they wash them thoroughly for at least 20 seconds using running water and soap and dry them thoroughly
- We will teach our children about good hygiene through a 'catch it, bin it, kill it' approach and ensuring a good supply of tissues and bins throughout the setting.
- We will be cleaning more often and more thoroughly, ensuring surfaces touched by children and staff are cleaned regularly and throughout the day, including table tops, door handles and play equipment.
- Children will be given their own set of resources to use in school.
- Desks will be positioned facing forwards (from Y2 onwards).
- Adults will socially distance from the children.
- When you drop your child off or pick them up, we ask that you physically distance from other parents and from staff, and that only one parent from each household drops off and picks up.



making physics matter





# Our Lady of the Assumption Catholic Primary School

Hawthorn Lane, Tile Hill, Coventry. CV4 9LB  
Head Teacher: Mrs Rachel Askew



Tel: 02476 466655  
Fax: 02476 695459  
E-mail: [admin@ourlady.coventry.sch.uk](mailto:admin@ourlady.coventry.sch.uk)  
Web: [www.ourlady.coventry.sch.uk](http://www.ourlady.coventry.sch.uk)



- Children will only be able to bring essential items from home i.e. lunch boxes, coats, hats and books.
- If a child displays symptoms at school, they will be isolated until a parent or carer collects them.
- If there is a confirmed case of coronavirus in your child's group, you will be informed and all children and staff will be asked to self-isolate for 14 days.
- We will limit the number of people who can come onto the school site: parents and carers of children in Year 1 to Year 6 will be asked to drop off and pick up at the gate and anyone coming into the office will need to phone in advance to make an appointment.

## Dropping off and Picking up your Child

We will be staggering the start and finish times in order to keep the different groups apart as follows:

Year groups	Start time	Finish time	Drop off/pick up point
Nursery	8.45am	11.45am	Path by Nursery entrance
Reception	8.40am	2.45pm	Key stage one playground
Year 1 and Year 2	8.45am	3.00pm	Church carpark
Year 3 and Year 4	9.00am	3.15pm	
Year 5 and Year 6	9.15am	3.30pm	

From Wednesday 2<sup>nd</sup> September, only parents and carers of Nursery and Reception children will be allowed on site when dropping off and picking up their child. Nursery parents and carers will be asked to drop off and pick up their child at the Nursey entrance, using the markers on the path as a guide to social distancing. Reception parents and carers will be asked to come onto the key stage one playground to drop off and pick up their child, using the markers on the playground as a guide to social distancing.

We are asking all other parents and carers to bring their child to the Church carpark at the correct time and wait in the Church carpark, using the markers as a guide to social distancing. A member of staff will then take your child and they will be guided into the classroom by the staff. At the end of the day, each group will be brought to the Church carpark at the correct time where they will be





# Our Lady of the Assumption Catholic Primary School

Hawthorn Lane, Tile Hill, Coventry. CV4 9LB  
Head Teacher: Mrs Rachel Askew

Tel: 02476 466655  
Fax: 02476 695459  
E-mail: [admin@ourlady.coventry.sch.uk](mailto:admin@ourlady.coventry.sch.uk)  
Web: [www.ourlady.coventry.sch.uk](http://www.ourlady.coventry.sch.uk)



released to their parent or carer. Again, we are asking parents and carers to socially distance whilst waiting on the car park.

If you have children in more than one group, please drop off and pick up all of your children at the same time as the first child to be dropped off or picked up.

## Lunchtime Arrangements

We will be providing a grab bag which will be freshly prepared on site. Your child will be able to choose from a range of options each day. The children will eat their lunch with their class either in the classroom or outside. This will be freely available to all pupils in Reception, Year 1, Year 2 and those in key stage two who are entitled to free school meals. All other pupils will have the option to pay for a grab bag. We will not be providing hot meals.

If you would prefer to provide your own lunch, please send it into school in a clearly identifiable lunch box.

## Attendance

The Department for Education have confirmed that school attendance is compulsory again from the beginning of the autumn term.

This means from 2nd September 2020, the usual rules on school attendance apply, including:

- It is a parents' duty to send their child to school regularly if they are of compulsory school age
- It is schools' responsibility to record attendance and follow up absence
- The local authority is able to resume the use of legal sanctions, including penalty notices and processes that may lead to prosecution in court for persistent absence





# Our Lady of the Assumption Catholic Primary School

Hawthorn Lane, Tile Hill, Coventry. CV4 9LB  
Head Teacher: Mrs Rachel Askew

Tel: 02476 466655  
Fax: 02476 695459  
E-mail: [admin@ourlady.coventry.sch.uk](mailto:admin@ourlady.coventry.sch.uk)  
Web: [www.ourlady.coventry.sch.uk](http://www.ourlady.coventry.sch.uk)



Please note that whilst we will endeavour to put in place every possible measure to safeguard your children (and our staff) on their return to school we understand that that very young children who have not seen each other in months are likely to struggle to understand or keep to these new 'rules'. As such, we cannot completely eliminate the risk in relation to the virus; however, we can assure you that we have done our utmost to put in place practical measures, together with new ways of working, which minimise the risk as far as reasonably possible. These will be under continuous review to ensure we are doing everything we can to keep your child safe.

Once again, let me reassure you that the safety of your child and the staff is, and remains, our number one priority.

If you have any questions about your child's return to school you can contact school by phone or email from Thursday 27<sup>th</sup> August.

We are very much looking forward to welcoming your child back to Our Lady of the Assumption.

Yours sincerely,

Mrs R Askew  
Headteacher

Mr M Sharkey  
Chair of Governors

