

Lauren Davies

HEAD TEACHER

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Parent/ Carer Update 12th March

Dear Parents/ Carers,

Safe Re-Opening of School – Procedures and Protocols

We are absolutely delighted, as I'm sure you are too, to be opening our doors as of Monday 15th March and welcoming all of our learners back to St Martin's. During this initial period of return our priority focus will continue to be the wellbeing of our learners as they transition from a significant period of learning from home. It is crucial as schools re-open that we all play our part in adhering to the procedures and protocols as outlined below to ensure the safety of all children, staff and families and to ensure the rates of community transmission continue to be suppressed.

Please take the time to read through the information provided carefully and should you have any questions as always do not hesitate to get in contact with me via ldavies@st-martins.elcschool.org.uk or alternatively join the Parent Drop-in Session scheduled today for 11am: <https://meet.google.com/cii-oyiu-wvt> .

Social Distancing

We look forward to welcoming our children back full time under new government guidance which continues to identify no need for primary aged children to follow 2m social distancing. Children will therefore not be required to socially distance from each other within their class group. Enhanced hand washing protocols will continue to be in place after activities and at transition points within the day and children will stay within their own class group both inside and outside. Children will continue to have a home seat within their classroom and from P3-7 have personal learning trays with the resources that they will need throughout the day. As per government guidance staff will continue to follow 2m social distancing protocols.

Handwashing

Children and staff will be required to wash their hands when entering the school building and at transitional points throughout the school day. All classrooms have access to a sink for this to take place. In rooms where there is no direct sink access such as the library and gym hall there will be access to hand sanitiser.

PPE

There is a PPE station set up in the main foyer of the school with all class teachers also given packs including disposable gloves and aprons to be used in the event of any first aid or personal care tasks. Staff are required to wear face masks when moving around the school or where working within 2m of any children in their care.

Ventilation

Good ventilation continues to be identified as a key mitigation in reducing the spread. In order to achieve this spaces where children and adults are working will have their doors and windows opened whilst also ensuring appropriate temperature levels maintained.

Medication

If your child requires to have medication in school you must ensure you have completed the appropriate paperwork for school staff to be able to administer this. Forms are available for asthma, prescribed and non-prescribed medication by email to the school office. If your child requires to use an inhaler in school please provide one that can be kept in school. This will be kept in their personal learning tray.

Symptomatic Child or Adult

In the event that a child or adult within the school becomes symptomatic they will be immediately isolated within the Head Teacher's office until they can be safely collected. A member of staff will supervise at a safe distance and use appropriate PPE.

Communication

We recognise the importance of communication and the difficulties incurred when we are unable to meet face to face at present. We will continue to do everything we can to communicate with parents and carers in a way that is timely and effective.

Regular updates will be shared through our school email system as well as being uploaded on our school website and Twitter account - @stmartinsrcps. Please ensure that the office staff have the most up to date details that you would wish to be contacted on.

Parents/ carers will not be permitted into the school building unless arranged by prior appointment. Teachers should not be approached by adults in the school playground and instead we would ask that in the first instance contact is made via email as follows:

Mrs Carlyle – acarlyle@edubuzz.org
Mrs Johnson – rjohnson@edubuzz.org
Miss Cassidy – kcassidy@edubuzz.org
Mrs Hadden – dhadden1@edubuzz.org
Mr Murray – mmurray@edubuzz.org
Mrs McManus – emcmanus1@edubuzz.org
Miss Pearston – mpearston@edubuzz.org
Miss Alongi – ealongi@edubuzz.org
Miss Walton – swalton@edubuzz.org
Mr Andrew – mandrew@edubuzz.org

School Office

Our school office will continue to be unmanned Monday-Wednesday. If you need to get in contact with someone from the office on these days then please email admin@st-martins.elcschool.org.uk where either Mrs Ward or Mrs McFarlane will get back to you.

Drop off and Pick-Up

To minimise the number of adults accessing the playground and to reduce community transmission all **Primary 5-7 pupils** should access the school playground and their lines **independently**. For our Primary 1-4 pupils they can be accompanied by an adult in the playground but would ask that this be limited to 1 person where possible.

Children will continue to access the school building via their allocated entrance:

Nursery – Nursery Garden Gate
P1 – Primary 1 Fire Door Entrance
P2/3 and P3/4 – Primary 2 Fire Door Entrance
P4 and P5/6 – Primary 5 Fire Door Entrance
P6 and P7 – Main School Office Entrance

Adults must adhere to the following measures when entering the school playground:

*Parents/ carers must maintain 2m social distancing at all times in the playground from adults and children not within their households.

*Facemasks must be worn by all adults unless medically exempt at drop off and pick up.

We would ask that playground equipment is not used before or after the school day to again minimise chance of spread where children have been playing in their class zones at break and lunchtime.

Parents/ carers should leave the playground efficiently whilst ensuring they are respectful of those around them maintaining 2m social distancing.

Recognising it has been a significant period of time since some of our learners have been in school please see a reminder below of the times of the school day.

Nursery

Monday-Thursday 8:30am-3:00pm

Friday 8:30am-12:30pm

Primary 1 & 2

Monday – Thursday 8:45am -3:00pm

Friday 8:45am – 11:50am

Primary 3 – 7

Monday – Thursday 8:45am -3:15pm

Friday 8:45am – 12:00pm

School Lunches

Lunchtimes will continue be staggered to support social distancing measures within the playground.

P1-4 will have lunch between 11:45-12:30

P5-7 will have lunch between 12:30 – 1:15

School lunches should be ordered through the I Pay system and these will be delivered for children to eat within their classroom environment. These lunches must be ordered in advance for all children. Where a child is bringing in a packed lunch from home it should be clearly labelled with their name and will be kept at their allocated home seat.

School Uniform

Out with PE days we would encourage children to continue wearing school uniform when in school to promote the identity of being a St Martin's learner. PE will continue to be taught outdoors at present and children should come to school appropriately dressed for this on a Monday and Tuesday.

Items from Home

We would ask that only the following items are brought into school from home:

*Packed Lunch Box

*Water Bottle

*Prescribed Medicine (where forms have been completed)

These items should all be clearly labelled with your child's name and will be kept at their designated home seat. All other required resources will be provided by the school and kept in children's individual resource trays.

Playground Construction Work Update

There is construction work due to start in the school on Monday 15th March with our Gym Hall windows being replaced. Please be mindful of this when you are entering the playground as there may be scaffolding and fencing being erected. Areas of work will all be cordoned off and this will not impact pupil access to the building.

Finally, thank you for taking the time to read through all of the information provided and again for your support throughout this period of remote learning. We definitely could not have done it without you! We are excited to have the children back together in school and are looking forward to the term ahead.

I have mentioned in my previous letters but would just like to reiterate again how inspired we have been by our children and their motivation and resilience to learn during what I know has been a challenging time for many.

I would like to also at this point pay tribute to the staff team at St Martin's who have worked tirelessly throughout to support our children and families and I hope that you would join me also in offering that thanks. From supporting in-school and remote learning to helping their own children with algebra homework on their lunch breaks the staff have truly gone above and beyond and as always have tackled it with a great sense of positivity and spirit. I could not be more grateful for the St Martin's community and proud to be a part of it.

Wishing you all a safe and relaxing weekend ahead and look forward to seeing you all on Monday!

Mrs Davies and all at St Martin's Primary