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Dear Parents/ Carers, and our amazing St. Wilfrid's Pupils,

I hope you have been keeping well during your time away from school. We have missed you all hugely, and it has been a very strange time for all of the staff at St. Wilfrid's.

Since our extended opening on 1st June, we have reintroduced groups of year 6 and year 1 pupils, alongside our group of key worker and vulnerable pupils. Although it was our hope to extend this offer to some of our early years pupils, emergency work inside and outside the early years unit prevented this from happening. However, the school has remained open throughout the lockdown period, only closing for bank holidays, and all staff have worked hard to take care of the children present, whilst acting as a port of call for families working from home. This has led to its own challenges, as we have tried hard to remain in contact with families and offer the support required, whilst also maintaining social distancing measures.

Both Manchester council and the government wish for all pupils to return to school in September. To support this, Manchester council have provided an additional emergency INSET day for staff training at the beginning of September, to ensure that all staff are clear of the measures that must be used in school during reopening. Therefore, TWO INSET days will now be held on Tuesday 1st and Wednesday 2nd September 2020.

INSET Days – 1st and 2nd September

- No children will be in school on Tuesday 1st September, and this time will be used for staff training and school preparations.
- No current pupils will be in school on Wednesday 2nd September. The majority of staff will be using this time to prepare for reopening. The EYFS unit will be opened up to our nursery pupils and families on Wednesday 2nd (and Thursday 3rd), as the nursery children are yet to receive an induction or transition, and have not yet met the nursery staff. Staff will be in touch with new nursery parents to arrange their timeslots for Wednesday 2nd and Thursday 3rd September; slots must be adhered to, to maintain social distancing measures and limit bodies within the unit.

Pupil Transition Days

We are very aware of the prolonged time that children have spent at home, and the difficulties that they may face in returning to the school setting. Children will not be returning to their old classrooms or teachers, and this may cause increased anxiety or worry for some of our children. Therefore, we are setting aside two days – Thursday 3rd and Friday 4th September – for children to transition back to school for a couple of hours each day. This will ease return for pupils and parents, and also allow us to adapt to greater numbers of children within the school premises.

Reception

- Children who will be in **RECEPTION** from September will attend school on **FRIDAY 4th SEPTEMBER from 10am-2pm**. This will allow them to get used to the new staff in the unit and the new environment. It will also allow them to receive a school lunch in the hall, ensuring that they are aware of the lunchtime routine before all other children return.

Morning Sessions

- Children who are in **Year 1** will attend school from **9am-11am on Thursday 3rd and Friday 4th September**. Parents will drop their children at the main gate, where they will be met by Mrs. Leiner-Parry and Mrs Goodwin (who worked with them in Reception).
- Children who are in **Year 2** will attend school from **9.10am-11.10am on Thursday 3rd and Friday 4th September**. Parents will drop their children at the main gate, where they will be met by Mrs. Seigne.
- Children who are in **Year 3** will attend school from **9.20am-11.20am on Thursday 3rd and Friday 4th September**. Parents will drop their children at the main gate, where they will be met by Miss Parr.
- Parents who have multiple siblings in years 1, 2 and 3 will be able to leave both children at the earliest time, and collect at the earliest time, should this be required.

Afternoon Sessions

- Children who are in **Year 4** will attend school from **12.50pm-2.50pm on Thursday 3rd and Friday 4th September**. Parents will drop their children at the main gate, where they will be met by Miss Pickup.
- Children who are in **Year 5** will attend school from **1pm-3pm on Thursday 3rd and Friday 4th September**. Parents will drop their children at the main gate, where they will be met by Mrs Staton.
- Children who are in **Year 6** will attend school from **1.10pm-3.10pm on Thursday 3rd and Friday 4th September**. Parents will drop their children at the main gate, where they will be met by Mr Coats.

Parents will not be permitted onto the playground, but must drop and collect from the main gate, maintaining social distancing rules. It is crucial that parents and children arrive on time. Children who do not arrive on time may not be permitted into school. Multiple instances of lateness will be recorded and passed on to the educational welfare team. Late comers will not be allowed to enter through the main office as this will cause a cross over in bubbles. Governors and staff agree that these measures must be in place for the safety of all, and to ensure that children are not missing from school during this vital catch up period.

To support working parents, we will be offering a free wraparound care service from 7:30am-5pm on both Thursday 3rd and Friday 4th September. There will be limited places available to maintain bubbles, and these will be allocated on a first come, first served basis. Please only request these places if absolutely necessary, and contact the school office as soon as possible.

Staggered school entry and exit

FROM 7TH SEPTEMBER UNTIL FURTHER NOTICE: To prevent bubbles from crossing as much as possible, we will be staggering drop off and collection times for each class for the foreseeable future. However, to make this as simple for parents as possible, siblings can be dropped off as a group and collected as a group.

Drop Offs

- Reception children will be dropped off at school at 9am and collected at 3pm. Reception children will be dropped at the early years' gate, and social distancing measures must be adhered to.
- Siblings of Reception children can then be dropped at the main playground gate.
- Year 1 pupils and their older siblings will be dropped at the main playground gate at 8:45am.
- Year 2 pupils and their older siblings will be dropped at the main playground gate at 8:50am.
- Year 6 pupils and their siblings will be dropped at the main playground gate at 8:55am.
- Year 5 pupils and their siblings will be dropped at the main playground gate at 9am.

- Year 4 pupils and any year 3 siblings will be dropped at the main playground gate at 9.10am.
- Remaining Year 3 pupils will be dropped at the main playground gate at 9.15am.

Families who miss their allocated slot will have to wait until the final 'bubble' of children have entered the playground before their children will be allowed onto the school premises. This is to ensure that social distancing between bubbles is maintained. **We ask that you follow the timings rigidly to maintain the highest safety levels for all children, families and staff. The success of our reopening is heavily reliant on your support with timings; if families cannot follow the strict timings in place, then we may not be able to offer a quick return to all year groups.**

Pick Ups

- Reception children will be collected from the early years' gate at 3pm. Siblings of reception children can then be collected from the main gate at 3.05pm. Staff will ensure that all siblings of reception children are ready for collection at 3.05pm from the main gate.
- Year 1 pupils and their older siblings will be collected from the main playground gate at 2:50pm.
- Year 2 pupils and their older siblings will be collected from the main playground gate at 2:55pm.
- Year 6 pupils and their younger siblings will be collected from the main playground gate at 3pm.
- Year 5 pupils and their younger siblings will be collected from the main playground gate at 3:10pm.
- Year 4 pupils and their year 3 siblings will be collected from the main playground gate at 3:15pm.
- Remaining year 3 pupils will be collected at 3:20pm.

Children can no longer be sent to the school office if a parent or carer is late to collect them, therefore those collecting MUST be on time. If parents are more than 5 minutes late for collection, their child will be classed as requiring wraparound care, and there will be a penalty fee to pay. Repeated late collections will be recorded and will receive an increased fee.

Other Key Information:

Staffing: Staff will be allocated to each bubble and will not cross between bubbles.

Playtimes and Lunchtimes: Each bubble will be allocated a separate playtime and lunchtime. Partitions and zones will be used where required. Strictest hygiene measures will be in place at all times.

Breakfast Club and Wraparound Care: We will be launching our new wraparound care provision from 7th September. Places will initially be limited to promote social distancing and allow the children and staff to remain in bubbles. If you require a place, please contact Alison Ingham on 07752438279.

Children's Belongings: Children will only be able to bring limited items in from home. This will include a coat, plastic school bag (to be given by school as a temporary measure as it can be wiped down), a water bottle and a packed lunch bag (if required). Water bottles will be sent home each evening to be washed and refilled at home, ready for the following day. School will no longer be able to provide P.E. kits. Further details of what is required will be included on the letter from Mrs. Harrison.

Additional Provision: Initially there will be no after school clubs (excluding the wraparound care), as this would involve mixing bubbles. During school hours, year group bubbles will have access to an enhanced range of sports coach sessions. These will take place outside or in smaller bubbles in the

school hall. We have not yet had confirmation of when year 4 swimming will begin, though this will be on Friday afternoons, as previously discussed, when it does. Recorder lessons will not recommence for year 3 until it is deemed safer to do so.

I realise that this letter has contained a huge amount of information, however, it is vital that you are as informed as possible if our return in September is to be successful. Without your support, it will not be possible to return our children quickly and safely. We have many plans in place to ensure that children are supported in their return to school – socially, emotionally and academically – and we are sure that with your support we will be able to close the gaps caused by the prolonged absence.

We are incredibly sad that we have not been able to say a traditional goodbye to our year 6 leavers. We wish them all the very best for the future and are sure that they will have huge success in their next steps. When COVID measures are relaxed in future months, it would be lovely if they could return to school so that we could provide them with an appropriate send off.

For our new nursery and reception pupils, it has been very difficult not to extend our usual 'St Wilfrid's Welcome', and provide families with a chance to see the early years unit, and meet the staff. However, we will be contacting families within coming weeks to arrange times for drop-ins on Wednesday 2nd and Thursday 3rd September. Please be assured that your child's place is secured.

We are also saying goodbye and thank you to a number of members of staff who are leaving us to retire, or who are changing roles within school. I cannot even imagine how strange it must be to leave St. Wilfrid's under such circumstances, knowing that the usual farewell cannot be extended due to COVID restrictions.

Mrs Taylor will be stepping down as early years leader, yet will be remaining at St. Wilfrid's as a teaching assistant within the unit; this allows her to spend more time with her family, whilst allowing us to continue to draw on her years of experience as an early years practitioner.

Mrs Beswick will be retiring from the early years unit after a number of years at St. Wilfrid's; we are incredibly grateful for the love and care that she has shown to our youngest pupils, and she will be greatly missed.

Mrs Martin will also be retiring after 33 years at St. Wilfrid's. Known to many of you as Mrs Newell, I know you will agree that Mrs Martin has been a huge part of the St. Wilfrid's family, and that her love for the school and its pupils is second to none. Whilst I have only worked alongside her for the past academic year, on a personal level I am incredibly thankful for her knowledge, friendship and support; I know that those who have worked alongside her for many years will struggle to imagine a St. Wilfrid's without Mrs Martin. She will be hugely missed by her colleagues and friends.

To all those leaving us, we wish you every bit of luck and success for the future. For those retiring, I also hope you also get some time for rest and relaxation, preferably on a beach!

Many thanks for your continued support throughout the year. I am very proud to be the headteacher of St. Wilfrid's and know that we will continue to grow, regardless of the challenges that we must face.

May I wish you all a wonderful summer. If you have any queries or concerns in the meantime, please do not hesitate to contact us.

Warmest regards,

Mrs S. Brereton
Headteacher