

2<sup>nd</sup> March 2021

Dear Parents & carers

We are excited to be welcoming you and the children back on the 8<sup>th</sup> March and look forward to being together as a school community. In preparation for the wider opening of school, please find some important information relating to your child's return. It is essential that you keep to times allocated for drop off and pick up. Please do not arrive early or late.

If you have children in the infant and the junior school, kindly collect your infant child first, then proceed to the junior school. You will need to exit via the Infant entrance on Woodend, then re-enter through the Woodend junior gate and make your way to the junior playground. All expectations are set out below.

### The school day

Year group	Start time	Finish time	Entrance	Exit
N	9.00	12:00/15:00	Crown Dale	Woodend Infant gate
R	9.00	15:00	Crown Dale	Woodend Infant gate
1	08:50	14.50	Crown Dale	Woodend Infant gate
2	08:40	14.40	Crown Dale	Woodend Infant gate
3	09:00	15:20	Woodend Junior Gate	Woodend Infant Gate
4	08:40	15:00	Woodend Junior Gate	Woodend Infant Gate
5	08:50	15:10	Woodend Junior Gate	Woodend Infant Gate
6	08:30	14:50	Woodend Junior Gate	Woodend Infant Gate

I request that you wear a face mask whilst on the school premises and leave as quickly as possible to avoid large numbers of people on site. If you need to speak to your child's teacher, kindly contact the school office, either by calling or emailing them. They will pass messages onto teachers who will then contact you.

Please park with due consideration to local residents and pedestrians. Remember the restrictions on Woodend and please do not drive down or park here between the hours of **8.00 to 9.30 a.m.** and **2.00 to 4.00 p.m.**

## ENTRY AND EXIT FROM SCHOOL FOR INFANT CHILDREN: (NURSERY, YEARS 1 & 2)

### Start of the day

#### Infant Children (Nursery, Reception, years 1 and 2)

- Children must enter via the Infant playground **entrance on CROWN DALE**
- Staff will be at the double gates to welcome you and your child
- Children will independently make their way to their classroom and staff will be available to help them.

Nursery parents may accompany their children to the Nursery and will need to exit via the Infant entrance on Woodend.

### End of the day

**Infant children should be collected first before collecting junior pupils from the junior playground. Siblings will be ready to be collected from the playground.**

- Please enter via the infant playground gates on **CROWN DALE**
- Collect your child from their classroom door. There will be a queuing system in the playground and you will need to maintain the required two metre distance from other adults
- Exit via the infant gate on Woodend.
- Parents collecting junior children must exit via the Woodend infant gate on, then enter via the Woodend junior gate, proceed to the junior playground and wait in the allocated area. Siblings will be ready to be collected from the playground.

## ENTRY AND EXIT FROM SCHOOL FOR JUNIOR CHILDREN – (YEARS 3, 4, 5 & 6)

### Start of the day

- Please bring your child to the junior gate at Woodend where a member of staff will welcome them. Parents will need to remain at the junior gate.
- Children will walk through the junior playground, supervised by staff.
- Years 5 and 6 will enter the building via the entrance on the playground.
- Years 3 and 4 will continue through the playground and enter via the year 3 and 4 entrance, opposite the garden hall.

We ask that you do not come into school in the morning, to minimise the number of people on site. If you need to contact the school office, please email or call.

I attach to this letter an Appendix which has a map of the school showing the one way system around the school for drop off and pickup.



## End of the day - JUNIOR CHILDREN

- Please enter via the junior gate on Woodend and make your way into the junior playground.
- Only one adult to pick up each child, to limit the number of people on site.
- Kindly wait at the allocated point of collection for your child's class.
- Please collect your child and leave the premises as soon as possible.

**Please DO NOT congregate outside school but make your way home as soon as possible.** It is important that you do not mix outside of your year group. To minimise the risk of infection, year groups will be kept separate in their zones with interactions kept to a minimum. We continue to implement the same one-way systems around the school site and in the school buildings as previously used in the Autumn term.

## PE

Wherever possible, PE will be outside. I ask that on PE days your child comes into school wearing their School tracksuit/ PE kit and remains in it until the end of the day, to minimise changing. Children will not be going swimming until further notice. Information regarding PE days will be uploaded onto Google Classroom.

## Uniform

Full school uniform must be worn and your child may wear summer uniform if the weather is hot. Please note that girls may wear trousers, which can be purchased from School Wear United, in West Norwood. Leggings and jersey trousers are not allowed. Children should only wear the school coat and burgundy school hat. Please check that all uniform fits and is clearly marked with your child's name. Boots are not suitable for school.

## What can I bring into school?

You may bring in a lunchbox if you are having packed lunch and please send your child in with a water bottle as it is important they keep drinking through the day. All stationery will be provided. Your child may bring in a small hand sanitiser, only for their personal use. Junior children may bring in fruit for early morning break and school will provide infant children with fruit, as normal. Children may wear a mask if they wish, but it is important that they know how to wear and handle it appropriately.

## Trips and after school clubs

There will be no trips or after school clubs for the remainder of the Spring term. The situation will be reviewed in the summer term.

## Keeping everyone safe

I am sure you will agree it is important that we respect all guidelines and rules to keep our community safe and healthy. Children will remain in their year groups and there is no requirement for social distancing between peers in their classes. However, we will encourage them to avoid making direct or close face to face contact with their friends to minimise any risk. We know that this feels strange, but it is important that we all play our part in keeping each other and ourselves safe. Staff will socially distance from children as far as is practical and will have access to visors and face mask, if necessary.

Children will remain in their year group bubbles; infant children will be in the Garden Hall and juniors in the junior hall. Infant and junior children attending the BASC, must enter via the junior



### **Infants & Nursery**

Crown Dale, London SE19 3NX

020 8670 2385

office@st-josephs-inf.croydon.sch.uk

### **Juniors**

Woodend, London SE19 3NU

020 8653 7195

office@st-josephs-jun.croydon.sch.uk

gate at Woodend and be accompanied by an adult to the club and then exit via the Woodend Infant gate.

### **Behaviour**

We will continue to enforce our behaviour policy and code of conduct for all members of our school community. We understand that it is an anxious time for everyone and you may need to see staff. However, I ask that you either call or email the office and we will get back as soon as possible. The office will only be open for urgent matters.

### **Travel to and from school**

If you travel on public transport, you will need to wear a facemask. It is better to walk or cycle. Do refer to the following link for further information <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidancefor-passengers> Remember Woodend will be a pedestrian zone and you will not be allowed to drive down.

### **Use of face masks**

On arrival to school, children should remove their facemask. They should not touch the front of their face covering during use or when removing it. They must wash their hands immediately on arrival and dispose of temporary face coverings in the bins provided specifically for them. If they have a reusable facemask, they must place it in a plastic bag and take it home to be washed. After removal of face masks, children should wash their hands again.

### **Cleaning**

Our cleaners will clean daily ensuring classrooms and communal spaces are kept to the highest standards. Cleaning will continue through the day.

### **Breakfast and Afterschool club**

Mrs Odewale has already contacted parents regarding wrap around care. Please do contact her for further information on: 07469929311  
[stephanie-stjosephfedbasc@hotmail.co.uk](mailto:stephanie-stjosephfedbasc@hotmail.co.uk)

In line with government recommendations, we will be implementing the following procedures to keep everyone safe and minimise risks.

### **Summary**

- ❖ Children will be kept in their year group 'teaching bubbles' and year groups will have different break and lunch times.
- ❖ Start and finish times for each year group will be staggered
- ❖ There will be a one-way system on school grounds.
- ❖ We will continue with our rigorous cleaning processes during the day, a thorough clean at the end of each day and a weekly deep clean.
- ❖ Children will be encouraged to regularly wash their hands with soap and warm water and will have access to sanitisers throughout the day.
- ❖ Classrooms will be organised so that desks will be forward facing
- ❖ Good respiratory hygiene will be promoted through the 'catch it, bin it, kill it' approach.
- ❖ There will be minimised contact between individuals and we ask that you maintain social distancing wherever possible.
- ❖ Staff will have access to appropriate personal protective equipment (PPE)



**The safety of your child and everyone in our school community is our priority and by following these set procedures, it will minimise risks.** I have attached a Google map showing you the one way systems in place in school. Again I would ask that you do not mix bubbles with other parents and keep to your own family bubbles. It is imperative that we all follow government safety guidelines which will help us move closer to restrictions being lifted.

Please remember there is always someone here to help if you have any concerns. We want you to have a positive transition back to school, but we know that sometimes things can play on our minds and it can be helpful to talk them through. You can always contact the office or email class teachers via the year group email addresses.

I hope this information has been useful and I appreciate there is a lot of information to process in this letter. I am confident that working together, the transition back to school will be successful. We are here to help and support you and look forward to the 8<sup>th</sup> March 2021. Until then if you have any questions please do not hesitate to email me on [head@st-josephs-jun.croydon.sch.uk](mailto:head@st-josephs-jun.croydon.sch.uk).

Best wishes

Yours sincerely



Mrs Leonore Fernandes  
Headteacher



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