



Ms Sue Lovecy, Head of School

Monday July 13<sup>th</sup> 2020

Dear parent / carer and students of St Martins School

### **Keeping in touch 13<sup>th</sup> July 2020**

#### **September opening**

Firstly, a huge thank you to all the parents and students who have sent in kind messages, cards and cakes to say thank you to the staff in school. We really appreciate being appreciated!

You will all understand that getting ready for September has been a difficult and time consuming process with many things to consider. But we are now in a position to send most of the important details about our September opening.

There will be some information that will need to come out over the summer holidays so please keep looking on the website and checking your emails.

Firstly, remember we have a staggered start in September.

- **3<sup>rd</sup> September – Nursery, rec, year 1,2,6,7,11**
- **7<sup>th</sup> September - years 10 and 9, 5,4,3**
- **8<sup>th</sup> September - year 8**

Please see the information below which has been split into sections.

### **Return to Primary phases**

#### **Start and end of the day**

There will be three entrances to the primary phase and four staggered start times and end times.

Time in	Entrance 1 (normal school gate)	Entrance 2 (nursery gate and under Year 4 – 6 classroom stairs)	Entrance 3 (nursery gate)	Time out
8.40	Year 1	Year 4/5 Mr Spelman	-	2.50
8.50	Year 2	Year 4/5 Mrs Jones	-	3.00
9.00	Year 3	Year 6	-	3.10
9.10	-	-	Reception & Nursery	2.40

Entrances will be labelled to help pupils and parents.

#### **ST MARTINS SCHOOL**

Moors Bank  
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01691 776500  
reception@stmartins3-16.org



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**Parents with pupils in different year groups should arrive and leave at the time of the oldest pupil.** For example, a family with a year 1, a year 5 and a year 6 pupil should arrive at 9.00 and leave at 3.10pm. If you wish your child to walk home from school and are in Years 4,5 and 6, you will need to email [carol.jones@stmartins3-16.org](mailto:carol.jones@stmartins3-16.org) as soon as possible. These pupils will leave school at the end of their class day.

Parents/carers and pupils should arrive in school at their designated times and no earlier. Only one adult should bring a child to school.

Please queue on the lines provided outside your appropriate entrance at the start and end of the day. To begin the term, a parent/carer will be able to walk with Year 1,2,3 pupils onto the primary playground. Markings will be in place to show parents where to stand to ensure some social distancing. This will be the same at the end of the school day.

Please do not attempt to come into school or under the canopy area. Please remain in the parent/carer zone.

If you are parking on the main school car park, please wait in your car until just before your start time and then walk along the front of school to the primary area.

If you are late arriving at school, you should wait in the queue outside the primary phase and inform a member of staff on the gate.

### **Classrooms**

Pupils will remain in class bubbles throughout the day. Nursery and Reception will form a bubble.

Pupils will be allocated a seat for their lessons where they will sit each day. Some of the classrooms have been re-organised so that all pupils face the front of the classroom.

Pupils should only bring essential items into school and these should be labelled, for example a lunchbox and book bag.

Pupils should bring a snack of a piece of fruit or a cereal bar for break time and a labelled water bottle. We will not be having our delivery of fruit for KS1 pupils.

### **Lunchtime**

Hot school lunches will be available as usual and **we encourage parents of years 1,2 and reception to take advantage of the universal free school meal** or pupils can bring a labelled sandwich box.

During Reception, Year 1 and 2 pupils are entitled to universal free school meals, this means that all pupils in these classes do not have to pay for a school dinner. However, this ends at the end of Year 2. If you feel you may be entitled to free school meals and your child is in Years 3,4,5 or 6 please email Mrs Herbert on [angela.herbert@stmartins3-16.org](mailto:angela.herbert@stmartins3-16.org)

**We are asking all parents to use 'parent pay' to put money on for their Son / Daughter so that the dinner team do not need to handle cash.**



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### **Breakfast Club and After School Club**

Breakfast and After school club will run in the normal venue which is next to the Nursery. There will be very limited spaces in September. If you would like to use this facility please contact **Sarah Barnett by email:**

**[afterschoolclub@stmartins3-16.org](mailto:afterschoolclub@stmartins3-16.org), you will need to book spaces by Thursday 16 July.**

Entrance to breakfast club and collection from After School Club will be through the Nursery gate as usual.

At the end of the school day, pupils will be taken to After School Club by a Learning Support Assistant.

We will be unable to provide food and drinks so if you would like your son/daughter to have a breakfast or a snack, please provide this for them. This will need to be a drink and snack they can manage themselves without any adult involvement.

Sibling Club will run from 2.40pm. Pupils will be taken to the club by a Learning Support Assistant and should be collected by their brother or sister from the Secondary phase at the end of their day. Places for this facility will also need to be booked with Sarah Barnett using the email address above.

### **Uniform**

Pupils will be required to wear their normal school uniform.

### **PE**

Pupils in Years 1 - 6 should come to school in their PE kits on their PE days. Further information about this will follow.

Years 1, 2, and 3 this is normally a Thursday and for years 4, 5 and 6 it is a Tuesday.

#### **Years 1 and 2**

Pupils may wear a plain white t- shirt and plain black shorts/plain black leggings or jogging bottoms, a sweatshirt/tracksuit tops

#### **Years 3-6**

School PE top is optional for **years 5 and 6** – pupils may wear a plain white t- shirt and plain black shorts/plain black leggings or jogging bottoms, sweatshirts/tracksuit tops. Years 4,5 and 6 pupils will require football boots.

It is a good idea to bring spare socks and shoes on wet days.

Reception pupils will not change for PE lessons to begin the term. Mrs Newland will let you know when lessons will start.

### **Reading books**

Home reading books will be issued as usual. On return to school these will remain out of circulation for 72 hours before being re-issued. Staff will co-ordinate this rather than pupils choosing books.

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## Curriculum

We will still be studying a broad and balanced curriculum and will put a great emphasis on work that was missed during the Summer Term. A recovery programme will be in place for each class.

We will not be setting any work during the summer holiday as it will be a chance for everyone to re-charge their batteries ready for returning to school in September.

## Well being

We are aware that the last few months have been very difficult for all members of our school community. We know that some pupils are looking forward to coming back to school and seeing their friends and the staff. However, we understand that for many of our pupils this is going to be a difficult transition for them whether just starting school or coming back into another year group with a different teacher. We are mindful of this and will put pupils well-being first. You may also feel anxious about pupils returning to school and have questions you would like to ask us.

It would be helpful if during the summer holiday you talk with your child(ren) about returning to school and what it is going to be like.

Contact details:

Nursery, Reception, Years 1 and 2

[Julie.faulks@smartins3-16.org](mailto:Julie.faulks@smartins3-16.org)

Year 3,4,5 and 6

[carol.jones@smartins3-16.org](mailto:carol.jones@smartins3-16.org)

pastoral issues/free school meals

[angela.herbert@smartins3-16.org](mailto:angela.herbert@smartins3-16.org)

## **Return to Secondary phase**

### **Times of the day and overview**

We will not be able to have any children on site until 8.40am in the morning as there will be allocated space and supervision for them from this time.

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We have requested that our school buses do not arrive before 8.40am and that any students walking or being brought by parents should aim to arrive between 8.50am and 9.00am.

We will finish lessons between 3.20pm and 3.30pm so as to stagger the amount of students leaving the building. Buses will not arrive until 3.30pm and students will be held in lessons until the buses are on site, so that there is an ordered end of the day.

There will be no after school clubs and therefore no 'late bus' provision until further notice.

Students will be kept in year group bubbles and breaks and lunchtimes will be staggered and structured to allow the year groups to be separated.

There will be a one-way system around the school and all students and staff will need to follow the routed walkways in a socially distanced way.

We will be using new guidance to send home any student who put themselves and others at risk.

There will be hand sanitising stations in every classroom.

### **School buses**

School buses will look very different in September. Students must socially distance in the queue and are required to sit in specific seats in year group bubbles. Year 11 at the back of the bus and year 7 at the front.

Students will be required to wear facemasks on the bus and will need 2, one for each journey and a closeable bag or container to keep the used mask in until it can be washed or disposed of. Mask should not be thrown away at school.

As students arrive at school they will take off their mask put it safely away and should sanitise their hands before entering school.

Please look out for further details about pick up times from the bus companies when we receive them.

### **Morning procedures**

On arriving at school all secondary students will enter through the gate in front of the sports centre. There will be a guided path to show you the way. They will then follow the route straight to their tutor base classroom, where their tutor will be waiting for them.

### **New students, year 7**

There will only be year 7 and year 11 in for the first 2 days; Thursday 3<sup>rd</sup> and Friday 4<sup>th</sup> September. When you arrive at school on the first morning go to the bottom gate near the sports hall and a senior member of staff will give you directions to get to your new tutor base. Do not panic! There will be loads of spare staff to help guide you on your way.

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In your tutor room you will be given all the information you need including a map and your timetable. If you have any question or things that you are worried about, please email school.

### **Secondary classrooms**

In secondary classrooms all students will sit facing the front in a strict seating plan. They will sanitise their hands on entry to the room and put their coat and bag under the table.

Students will not be allowed to move around the classroom or leave the room. Students who have medical conditions which result in them having to use the bathroom or any other medical condition must have a doctor's note.

Students will not be allowed to borrow equipment and must have their own equipment

### **Curriculum**

As we are all aware our students have missed a considerable amount of school and we appreciate they will have had different experiences accessing the remote learning set by school. We are planning how to support our students on catching up on their studies to ensure they are not disadvantaged by these unprecedented times, whilst at the same time ensuring our curriculum remains broad, engaging and relevant.

Teachers will be prioritising parts of the curriculum which are integral to their course and which are the cornerstone of the subject. There may be some changes to the year 11 GCSE curriculum once the Department of Education have finished their consultation period. If you are interested to see the proposal, please see the link at the appendix of this document. We will of course, update you once a formal decision has been made by the government.

Students will continue to study all of their subjects as planned including practical subjects such as PE, art, drama, dance, music and design and technology but there will be some changes to how these lessons are delivered in line with government guidance. Again further updates will follow over the summer.

We have learned a lot about what makes successful remote learning and we are planning how to ensure our high quality teaching and learning is translated to online learning in anticipation that we could have individuals or groups of students' self-isolating or in case of future lockdowns.

Link to consultation document - <https://www.gov.uk/government/consultations/proposed-changes-to-the-assessment-of-gcses-as-and-a-levels-in-2021>

### **Lunchtimes and breaks**

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Lunchtimes and breaks will be staggered with year 7 going to lunch at 12.30pm and year 10/11 at 1.40pm as last year. Students will not be able to go anywhere in school and must go to the diner / canteen / outdoor recreation area for their break and lunch.

Hot food will be sold at the break for 9,10,11 and a full hot food service will be served at lunchtime.

**We are asking all parents to use parent pay to put money on for their Son / Daughter so that the dinner team do not need to handle cash.**

### **Face Masks**

There is no requirement for your son/daughter to wear a face mask at the moment. If this changes, we will let you know. Some staff will be wearing face masks and/or visors and it would be useful if you could talk to your child about this before September so that they know what to expect.

Pupils and staff will be required to wash their hands at set times throughout the day. Pupils will be reminded how to do this properly on a regular basis. Younger pupils will be supervised.

### **Uniform**

We will run with full uniform in September. All students will need a good raincoat as they will be expected to be outside for periods of the day. This fits with government guidance. Classrooms will be well ventilated so students will need to wear their jumpers at all times unless it is unseasonably warm.

Many of you are buying uniform for September, below is the link to Ram Leisure for appointments

<https://ourschoolwear.co.uk/pages/appointment-booking>

We have introduced some new uniform for girls in the new skirts for 4-8 and 9-11. We understand there may be a delay in Ram Leisure having stock of the checked skirt, we will obviously be happy for girls to wear a grey pleated skirt from a supermarket whilst waiting for the ordered skirts.

Please note that we will not be allowing any trainer style shoe, or any kind in September all shoes must have a proper sole. There are example pictures on the website. ( [Uniform](#) guidance). Also remember to buy a dark coat, black, dark grey, navy, dark green and a very dark red are allowed.

Please contact [reception@stmartins3-16.org](mailto:reception@stmartins3-16.org) if you have any questions.

### **Well being**

This has been an incredibly difficult time for all of us, but particularly for our young people. We are really excited to have them all back in school in a few weeks.



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Our prime aim over the Autumn term is for your sons/daughters to get back into the routine of being in school, seeing their friends, feeling happy and purposeful again. No student should be worried about catching up work, in fact the words catch up will be banned. We will start afresh, with a new energy and positivity. We will share the positives from our experiences and give students opportunities to talk about their challenges.

It will be a new beginning

### **Thank you**

And finally a massive thank you to my team at St Martins for everything you have all done keeping the school going. Teachers, LSA's, site team, cleaners, admin and office staff. You are all amazing.

See you all in September.....I will be the teacher in the PPE with a crown on top. Have a fantastic summer break.

**Stay safe and keep smiling**

**Sue Lovecy - Your Head of School**

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