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**Duddon St. Peter’s CE Primary School**

 **‘Be the best you can be.’**

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Dear

**Head teacher: Paul Hudson** B.Ed NPQHhead@dstp.cheshire.sch.uk

Dear Parent/Carer,

As we draw near to the start of the new term, here is some information which you and your children will need to know. All children are now due to return to education, and normal registration will be taking place to note absence or late arrivals.

**General:**

* School uniform should be worn as usual – summer uniform items may be worn until half-term.
* The school day will begin and end at the usual times for all children. We ask you to remain on site for as short a time as possible.
* Please continue to bring as few vehicles as possible onto the school site, although the main gates will be open to allow parking on the playground at the beginning and end of the school day.
* **Treetops:** a member of staff will greet you at the bottom of the ramp to take the children inside. They will also hand over your child to you from the same place at the end of the day.
* **Classes One & Two:** Children should enter through the door at the lower end of the school, where there will be a member of staff to greet them. Please observe distancing while waiting for the doors to be opened. At 3.30pm, the children will be handed over to parents from the doors of Classes One & Two, in the front playground. Again, please ensure that parents are not congregating in groups whilst waiting.
* **Classes Three & Four:** Children should enter through the cloakroom door on the main playground. At 3.30pm they will be handed over to parents from the usual fence gate at the side of the playground.
* Parents will still be asked not to enter the school building, unless picking up a child who is unwell. If you need to speak to your child’s teacher, or to pass on information, phone, email or text the school office, or contact their teacher or staff emails. If you need an answer, we will get back to you as quickly as we can.
* If your child is not attending school that day, contact the school as early as possible to inform us. If you need to pick up your child for an appointment earlier than the end of the school day, please notify the school beforehand, and use the front door, where a member of staff will bring your child to you. Please try to minimise any visits to school.
* If your child becomes unwell at school, you will be requested to pick them up as soon as possible. They will be isolated from others until you arrive. (Note the information on the Coronavirus document about illness etc.)

**Before and After School Care:**

* **Before** **School Care:** Alex will be running the Before School Care, from 7.45 to 8.50am in the school hall as usual. Children should enter via the hall doors as previously. Please do not enter the building with your child.

A maximum of 15 places will be available, so we are introducing a booking system through the school office.

* **After** **School Care:** Mrs Barlow and Mrs Studley will continue to run the After School Care, which will run from 3.30 – 6.00pm. This will now take place in the school hall, and children should be picked up from the hall doors. A maximum of 15 places will be available, so we are introducing a booking system through the school office.

**Equipment:**

* Children may bring a school bag/lunch bag with them, which will be stored in the cloakrooms. In those classes where they are required, they may also bring their own stationery equipment. Reading books will be able to go home and be returned to school.
* Although tissues will be available in school, we request that each child brings their own supply of tissues for their own use. (We will be promoting, ‘Catch it, bin it, kill it’ to children to protect them from virus spread.)
* The water fountain will not be in use. Each child must bring their own, named water bottle for use through the day. They should bring **water only** in their bottles, which can be refilled at school if necessary.

**Hygiene:**

* Cleaning surfaces etc will be conducted through the day.
* Regular handwashing will be part of the day’s routine and access to toilets and cloakrooms will be restricted.
* In accordance with guidelines, lidded bins are provided to ensure that tissues are disposed of safely.

**Breaktimes & lunches:**

* **NO SNACKS** will be on sale at breaktimes. If you wish your child to have a snack at morning breaktime, please follow our usual rules and provide them with fruit or a healthy alternative. (No sweets, crisps or chocolates please.)
* Hot dinners will be available as usual. Some children will be starting their lunch a little earlier than previously, in order to ensure that there are fewer children in the hall, eating at the same time. Tables will be restricted to only 3 children eating together. Children from Treetops, Class One and Class Two will start lunch at 11.45, and the other two classes will follow when space is available. Treetops children will return to Treetops when they have eaten lunch. **ALL** children will finish lunchtime at 1.00pm and return to their classes.

**Sports activities:**

* **PE kit** can be brought into school for PE lessons. PE will be restricted to non-contact and distance activities. Children in Class One will get changed in their classroom. **We ask that on Mondays and Fridays, children in Class Two arrive at school in their PE kit, bringing their uniform with them, to change into afterwards.**
* For the first half of the autumn term, there will be no after school sporting activities – this includes any sporting events previously held at Tarporley High School. This provision will be reviewed at half-term.

If you have any questions which may not have been specifically answered in this letter, please do not hesitate to contact us if we can help in any way. Any new arrangements to the school day have been made in order to keep children and staff as safe as possible. They will be under constant review.

Yours sincerely,

Paul Hudson

Head teacher