



St  
Charles

RC PRIMARY SCHOOL

83 St. Charles Square

London W10 6EB

Tel.: 020 8969 5566

Fax.: 020 8960 4338

e-mail: [info@st-charles.rbkc.sch.uk](mailto:info@st-charles.rbkc.sch.uk)

[www.st-charles.rbkc.sch.uk](http://www.st-charles.rbkc.sch.uk)

Head: Ann Slavin

Deputy Head: Tony Lynch

Asst. Head: Marily Troyano

28<sup>th</sup> August 2020

Dear Parents/Carers,

## **Re-opening of School on 7<sup>th</sup> September**

I hope you are having an enjoyable summer.

We are really looking forward to welcoming back all the children during the week of 7<sup>th</sup> September. Given the on-going Covid-19 situation, some arrangements will be different to what the children are used to. This letter is to explain the new procedures to you but please note that these arrangements may change as Government guidance changes or as we discover more efficient ways of running the School safely in the current climate. All changes will be shared with you, of course.

### Start dates

I wrote to you before the summer holidays to explain that we would be staggering start dates for different year groups. This will allow children the opportunity to get used to the new arrangements before the school returns fully. For example, how to move around the school using the one-way system. Start dates are as follows:

- KS1 – Monday 7<sup>th</sup> September
- Upper KS2 (Year 5, Year 5/6 and Year 6) - Tuesday 8<sup>th</sup> September
- Lower KS2 (Year 3, Year 3/4 and Year 4) - Wednesday 9<sup>th</sup> September

Reception children should start on the date given to you at the end of term.

### Drop off and collection arrangements

In order to protect everyone and to support social distancing, we have to limit the number of people on site. For the time being, parents will not be allowed on site to drop off or collect children. Meetings with staff should be arranged through the Office.

In the morning, children should be dropped at the main gate from 8.50am as usual. They will then make their way to their classroom to wash their hands and get ready for the day. Teachers will be waiting for them there.

At the end of the school day, we will be using all entrances to the school to dismiss pupils. Teachers will bring the children to the gates and dismiss them there. Dismissal times will be staggered to help support social distancing. The arrangements are set out below.

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<i>Class</i>	<i>Time</i>	<i>Gate</i>	<i>Class</i>	<i>Time</i>	<i>Gate</i>
Nursery	3pm	Nursery gate	3H	3.05pm	Main Gate
RA	2.55pm	Carpark gate	3/4D	3.10pm	Main Gate
RH	2.55pm	Main Gate	4H	3.15pm	Main Gate
1D	3.05pm	Carpark Gate	5A	3.05pm	Nursery Gate
1/2F	3.10pm	Carpark Gate	5/6G	3.10pm	Nursery Gate
2T	3.15pm	Carpark Gate	6F	3.15pm	Nursery Gate

We appreciate the difficulties the above arrangements will have at the start and at the end of the day, as parents are used to waiting outside for a chat to other parents. However, we know you will appreciate the importance of social distancing in order to allow the School to remain open and the education of our children to continue. With this in mind, we ask you to please be on time to drop off and to collect your child/ren, to avoid congregating outside the school and to maintain social distance while you are waiting. Please leave the area once you have collected your child/ren and be particularly mindful of the busy road outside.

### Equipment

In line with Government guidelines, each child should bring in their own equipment to school to minimise sharing. Please ensure that your child has a pencil case and water bottle every day. Pencil cases can be left at school. Children can bring in bags and books to school but other items should be left at home.

### Minimising risk

The School's risk assessment has been attached to the email carrying this letter. It is also available on the website and sets out how the school will keep pupils, parents and staff safe. It is fully compliant with the Government's guidelines. This includes ensuring regular handwashing, enhanced cleaning of classrooms and having bubbles for children. The risk assessment will be constantly reviewed as Government advice changes or the situation develops.

### Visitors

Visitors to the site will be kept at a minimum. All visitors and parents must continue to report to the office, where hand sanitising is also available. You may be asked to wait outside the gate if there are too many people in the office at that time. Please wear face coverings in the office.

In order to keep everyone safe at school – children, parents, staff and visitors - it is important that each one of us follows these procedures at all times. With this in mind I would like to thank you for your ongoing support to the school during this difficult time.

I am looking forward to welcoming you back next week,

Yours sincerely,

Ann Slavin

Ann Slavin  
Head

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