



# Hanley St Luke's C of E Aided Primary School

Learning, Laughing, Loving at Family St Luke's

Dear Parents,

As the term draws to a close, I wanted to give you as much information about the start of the next term as possible. Of course, things might change between now and then, but there are some key pieces of information we need to share so that the return can be as safe and smooth as possible.

Firstly, parents/ carers are still not allowed on site unless for a vital appointment that cannot be conducted over the phone or video call. This means we have to ensure that children can be dropped off safely and parents and carers can also be as socially distanced as possible. We will achieve this by introducing additional exits and entrances and staggering start times as follows:

Year Group	Drop off Time Window	Entrance
<b>Nursery</b>	<ul style="list-style-type: none"><li>You will have received information about this directly covering the first 2 weeks only.</li><li>Nursery start time will be <b>9:15-9:25</b></li></ul>	St Luke's street ( by nursery building to rear of school)
<b>Reception</b>	<ul style="list-style-type: none"><li>You will have received information about this directly covering the first 2 weeks only.</li><li>Reception start time will be <b>9:15-9:25</b></li></ul>	Reception gate at top of Wellington Rd.
<b>We have made special arrangements for parents who have nursery or reception children and children in older year groups and will have contacted you directly. If you have several children and need to use <i>more than 2</i> entrance/ exit points which you will find difficult to manage, please speak to us to discuss a solution.</b>		
<b>Year 1</b>	<b>8:45-8:55</b>	<b>BRAND NEW ENTRANCE</b> Rear of school by gates which lead onto Ks1 playground
<b>Year 2</b>	<b>8:45-8:55</b>	<b>BRAND NEW ENTRANCE</b> Rear of school by gates which lead onto Ks1 playground
<b>Year 3</b>	<b>8:45-8:55</b>	Main Wellington Rd pedestrian gate
<b>Year 4</b>	<b>8:45-8:55</b>	Top pedestrian gate on Wellington Rd
<b>Year 5</b>	<b>8:45 -8:55</b>	St Luke's street ( by nursery building to rear of school)
<b>Year 6</b>	<b>8:45 -8:55</b>	St Luke's street ( by nursery building to rear of school)

You will need to collect your child from the same gate your child arrived in the morning at these times:

<b>Year Group</b>	<b>Collection Time Window</b>
<b>Nursery</b>	<b>3:00- 3:10</b>
<b>Reception</b>	<b>3:00- 3:10</b>
<b>Year 1</b>	<b>3:10- 3:20</b>
<b>Year 2</b>	<b>3:15- 3:25</b>
<b>Year 3</b>	<b>3:15- 3:25</b>
<b>Year 4</b>	<b>3:15- 3:25</b>
<b>Year 5</b>	<b>3:10- 3:20</b>
<b>Year 6</b>	<b>3:15- 3:25</b>

The 10 minute window allows you to drop off more than one child at the start of the time window and still arrive on time for your other children. Likewise, at the end of the day. It is important that all children arrive on time so the day can start safely and smartly. **It is also important we do not have uncollected children to supervise at the end of the day. This could compromise the integrity of the year group bubbles we will have worked so hard to maintain during the day.**

It is also vital that parents park away from school and walk so that the drop off and collection can be as safe as possible for both children and adults alike. The area by the flats is double yellows and parking permits only but will provide a safe point for parents to wait if everybody walks to this area and does not drive- there is no legal parking here. **Any inconvenience caused should be seen in the wider context of everybody's safety. Please park away and walk to whichever entrance your children need to use.**

**Please note that the spare ground adjacent to the school is out of bounds from September, in agreement with the owner of the land. Staff have permission to park here, but there will be no space in front of the barrier fence so do not attempt to pull in here.**

We do not do a one to one hand over for children in Y5 and Y6 but allow them to walk out of school to meet their adult or walk home if they have been given permission to do so and school is aware. Please ensure your child knows your arrangements and if they do not usually exit school via the rear entrance, ensure they know the route round before September, please.

We will provide videos to help parents visualise the new entrances and the way to approach them. You will be sent details of these separately before the end of term.

## Other Important Information

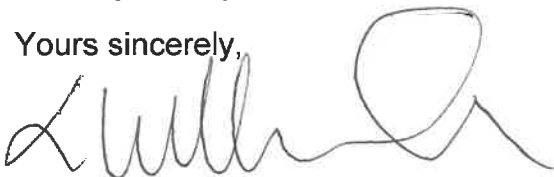
- **Breakfast Club** will be available for parents already on the list but this will operate differently to ensure that children are kept within their year group bubbles as much as possible- office staff will contact parents on the list to discuss this. If you wish to request a place, please contact the office to be placed on the waiting list.
- **School uniform** is required but preference please for polo shirts (no ties as children often fiddle with them/ chew them which is especially unhygienic in these times). Pupils may wear a shirt with no tie if no polo shirt is available (summer dresses also fine until October half term).
- No pencil cases – all resources are provided.
- Children come in PE kit on the specified days.
- No water bottles in class- cups of water provided throughout the day.
- Book bags allowed but please do not send large rucksacks.
- Ideally sandwiches to be wrapped in disposable bags but sandwich boxes will be allowed if easier for parents.
- Mobile phones are not allowed. Children in Y5 and Y6 who walk home/ need essential contact with parents after school, may bring them and hand in to class teacher at the start of day. Children should not use phones on site.

I know there is a lot to take in here and no one is pretending this is an ideal situation but it is so important that everyone follows the rules. We are still in the middle of a pandemic and are about to invite approximately 450 children and 80 staff back onto the premises and all the parents and carers to the surrounding pavements. We will all need to adapt and cooperate for the safety of all. We must not forget that people are still catching and sadly getting very ill or even dying of the virus. Some inconvenience must be expected.

We will be in touch again before term starts with a reminder of these arrangements.

Thank you for your cooperation and support,

Yours sincerely,



Mrs L Williamson  
Headteacher