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| cid:50E09A59-84A8-40FD-BD58-EAA852628318 |  | LEA ENDOWED C.E. PRIMARY SCHOOL  LEA ROAD  PRESTON  PR4 0RA  **Headteacher: Mrs. Catherine Seagrave**  TELEPHONE 01772 729880  FAX 01772 733790  EMAIL [head@leacofe.lancs.sch.uk](mailto:head@leacofe.lancs.sch.uk)  WEBSITE www.leacofe.lancs.sch.uk  23.2.21 |

Dear Parent / Carer,

I hope that you are keeping well and that you had a lovely half term.

Following yesterday’s announcement made by the Prime Minister outlining the full return of ALL children to school on Monday 8th March, I am now writing to finalise arrangements for this. As with all planning, these arrangements are subject to change, according to latest government guidance and advice.

Please note our Risk Assessments are based on Lancashire County Council’s advice for the safety of the children, staff and parents. Due to the ongoing situation with COVID19, parents and carers will **NOT** be allowed in school (including the playground) without an appointment. Our Risk Assessment is updated regularly.

It is vital that we have **at least 2**, up to date emergency contact details for your child. If your contact details have changed, including home/work phone numbers, mobile numbers and email addresses please inform school **before** **Friday 5th March**.

School will open fully to ALL children from YR to Y6 on **Monday 8th March**.

Please note the clear message from the Department for Education is that “**school attendance is mandatory”** (compulsory) from this date.

From Monday 8th March, we will resume the systems and Bubbles, that we had in place before this latest Lockdown. I have outlined these arrangements below as a refresher.

In order to maximise social distancing, all YR-Y6 children will be dropped off between **8:45am and 9:00am and go straight into their morning classrooms.** The children will be supervised by their teacher and given Morning Work/Activities, until 9:00am when the register will be taken. **Children will not be allowed in the playground until 8:45am.** The children will enter their classes via the following entrances:

* **Reception** children will enter the playground through the main gate and enter school via the Reception classroom door
* **Year 1** children will enter the playground through the main gate and enter school via the outside door at the bottom of the Y1 staircase.
* **Year 2** children will enter the playground through the main gate and enter school via the Class 2 outside door.
* **Class 3** children will enter school via the Lea Road Drop Off and will enter and exit from Class 3’s outside door at the beginning and end of the day.
* **Class 4** children will **enter** school via the Lea Road Drop Off and through Class 4’s outside door. They will **exit** school through the Main Entrance, then leave through the double gates at the end of the day.
* **Class 5** children will enter school via the main gate and will access the classroom via the side door, nearest to this classroom at the beginning of the day.

They will **exit** school through the double gates at the end of the day.

**Reception** children will be picked up at **3:00pm** and will be supervised to meet their parents outside the main school gate.

**Year 1** children from both Class 1 and Class 2, will be picked up at **3:05pm** and will be supervised to meet their parents outside the main school gate

**Year 2** children will be picked up at **3:10pm** and will be supervised to meet their parents outside the main school gate.

**Class 3** childrenwill finish at **3:15pm** and will be supervised out onto the Lea Road Pick Up Point to meet parents/carers.

**Class 4** childrenwill finish at **3:15pm** and will be supervised out through the Main Entrance to meet parents/carers at the double gates.

**Class 5** children will finish at **3:15pm** and will be supervised to meet parents/carers at the double gates.

Please ensure that Drop Off and Pick Up times are safely and promptly adhered to. In order to minimise congestion, only 1 adult to drop off and pick up, please.

In terms of other practicalities, please be aware of the following:

* We will continue to provide tissues and sanitiser in school. Children may bring in their own named tissues and sanitiser if they wish however this must not be shared with anyone else.
* Full school uniform will be expected; however, your child should come to school in their full school PE kit on their allocated PE day only. A plain navy blue hoodie over a plain white tee shirt, plain navy blue joggers / black shorts and appropriate trainers for school may be worn (**no logos**). You will be informed of your child’s allocated PE day, during the first week back.
* Reducing waste packaging has been a real concern for us during recent months, so following discussions, children having packed lunches may now bring this in a small lunch box/pack which can be thoroughly cleaned each night. Those children having school dinners will be provided with a choice of hot packed lunches. All children will be eating lunch in their Bubbles.
* Children will need a named water bottle, that will be sent home daily to be washed thoroughly.
* A named reading book bag **is** allowed but **no** rucksacks or large bags please. Any reading books you may have at home need to be returned to school where they will be quarantined before redistributing to other children. Reading books will still be sent home but may not be changed as regularly due to current challenges.
* Children must not bring in their own stationery including pencil cases.
* To minimise movement around school, there will be no toast available at break times. Children may bring in a named healthy snack for morning break eg fruit, cereal bar, yoghurt pouches, dried fruit boxes.

If your child or anyone in your household is displaying symptoms, please do **not** send your child into school. They will need to be tested and school informed of the results as soon as possible. If your child tests positive, all children in their Bubble will need to isolate for 10 days. We will contact Public Health England for up to date advice. If you are contacted by the NHS Track and Trace service, you will need to notify school.

Thank you for your patience and understanding with these arrangements as we aim to keep our whole school family as safe as possible. Please note, all arrangements will be kept under review, in line with future government announcements.

I am very much looking forward to welcoming the whole school family back on the 8th March.

Yours sincerely,

C M Seagrave