



## St. Matthew's C of E Primary School

Langley Road Surbiton Surrey KT6 6LW  
Tel: 020 8399 3909  
Email: [admin@stmatthews.rbksch.org](mailto:admin@stmatthews.rbksch.org)  
Website: [stmatthews.kingston.sch.uk](http://stmatthews.kingston.sch.uk)  
Headteacher: Miss P. Dryden B. Ed (Hons)



Tuesday 14<sup>th</sup> July, 2020

Dear Parents and Carers,

We hope that this letter finds you safe and well. Thank you for your huge commitment to home schooling during recent months. We greatly appreciate your support and we are delighted that we shall be welcoming all Year groups back to school in September. It has been so long since we have all been together and we are keen to re-acquaint ourselves with the children. Years 1-6 will be starting back on Friday 4<sup>th</sup> September. New to Reception children have been sent a separate letter with Induction dates specifying 'Meet and Greet' dates, 'Come and Play' dates and their start date depending on the term of their birth. Please do call the main office if you cannot remember your child's start dates and/or check the FAQ's on the school website.

We are working very hard at the moment on planning for our 'Recovery Curriculum'. Our main focus will be on the well-being of your child and of course on re-establishing good learning behaviours. This will include maximizing the children's learning opportunities.

Staff will have received training from the Educational Psychology Service at the end of July and will be focusing on transition, PSHCE and well-being activities and tasks, guided by the Local Authority. We will be addressing the majority of the children's fears but if you feel that there are specific concerns that your child is struggling with e.g. a bereavement, please let us know by email to [admin@stmatthews.rbksch.org](mailto:admin@stmatthews.rbksch.org) outlining the specific circumstances. We are also enlisting the services of a mindfulness coach from Relax kids who has worked with the school for the last few years. This will be to help build resilience and provide the children with tools and techniques to manage their emotional and mental health.

### **Lunch and Break times**

All lunch times and break times will be staggered throughout the day, with children staying with their class 'bubble' for the majority of the day. However, as class-sized bubbles are not always compatible with managing the practical logistics within the school, we will also be using larger 'floor' bubbles eg. Years 5/6, Years 3 /4, Years 1/2 & Reception and encouraging them to keep social distancing within these groups.

The school will continue to provide meals for all children in school, and meals will be available free of charge where pupils meet the free school meal (FSM) or Universal Free School Meal eligibility criteria. However, we have asked for ISS to continue to provide a sandwich lunch so that it reduces the need for cutlery. We shall review this at half-term. If you would prefer to send in your own sandwich lunch for your child, that is fine. All children will wash their hands prior to eating. We ask that each child brings in their own labelled water bottle.

All the plans for re-opening schools are based on the expectation that families are complying with the wider COVID guidance such as only meeting outside in groups of up to six people from different households and following social distancing guidelines

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july>

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## Drop off and Pick up times

We are updating our risk assessments and safety measures in light of new guidance and, with this in mind, we will continue to stagger drop off and pick up times and will ask parents to please vacate the area swiftly and not to gather at the school gates so as to avoid bottle necks. Please note that we caveat this letter with the fact that more guidance is due during August and no one knows for sure what will happen by September in terms of COVID.

Year groups		Drop off on Langley Rd	Pick up on Langley Rd	Drop off on Kingsdowne Rd	Pick up on Kingsdowne Rd
6	Amethyst	8.30	3.30		
	Garnet	8.30	3.30		
5	Sapphire	8.30	3.25		
	Topaz	8.30	3.20		
4	Opal	8.40	3.15		
	Pearl	8.40	3.10		
3	Emerald	8.40	3.05		
	Turquoise	8.40	3.00		
2	Blue			8.30	3.10
	Orange			8.30	3.15
1	Yellow			8.35	3.05
	Green			8.35	3.00
Reception	Red			8.40	2.50
	Purple			8.40	2.50

Please be aware that if you have a child in KS2 (Y3, 4, 5 or 6) we will make sure that they leave school with their younger sibling(s) in KS1 from Kingsdowne Road. If you could also ensure that the older KS2 child comes in with your younger child from Kingsdowne Road that will be helpful.

## Uniform/ equipment

We ask that the children wear their full school uniform. If it is warm weather children may return to school in their summer uniform. We would like them to bring in P.E. kit, which will then stay in school until the October half-term. We still wish to reduce items that come into school. We ask that children bring everything in one bag that will fit in a small locker. They will need their labelled water bottle, lunchbox (if bringing own), blue contact book and sweater/ coat depending on weather.

## Will I still be able to visit the school office?

The office will remain closed unless an appointment is made. We request that parents contact the school office by telephone or email.

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## Protective Measures

We aim to create what the government has called a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school. We encourage all parents who are sending their children in to follow these rules to ensure the safety of everyone.
- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly.
- ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach.
- cleaning frequently touched surfaces often using standard products, such as detergents and bleach.
- minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times).

## Personal protective equipment (PPE) including face coverings and face masks

In line with what the Government has advised, we do not recommend the use of face masks for pupils and staff. However, as part of our risk assessment, some staff will be using face coverings where there is a risk of close social contact, such as intimate care for individual children. Face coverings or masks should not be worn in any circumstance as it may inadvertently increase the risk of transmission.

PPE will only be needed in a very small number of cases including:

- children whose care already routinely involves the use of PPE due to their intimate care needs should continue to receive their care in the same way.
- if a child becomes unwell with symptoms of coronavirus while in the school and needs direct personal care until they can return home. A face mask will be worn by the supervising adult if a distance of 1 metre + cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask will be worn by the supervising adult.

## Attendance

School attendance will be mandatory again from the beginning of the autumn term.

A short film was produced and was posted on Google Classroom and the school website (under COVID-19) so that the children and families could see what measures had been put in place and had an idea of how the school now looks inside and out. If you haven't had a chance to watch it we would encourage you to do so with your child so they get a taster of what to expect.

Thank you for your patience and understanding over the last few months. We are looking forward now to September with optimism and determination to provide excellent education and care for every one of our children.

Best wishes

The School Leadership Team