

*Our Lady of Lourdes Catholic Primary School.
Manchester Drive, Leigh-on-Sea, Essex, SS9 3HS.
Telephone 01702 475689
Email: office@ourladyoflourdes.southend.sch.uk*

Monday 13th July 2020

Dear Parents,

We hope that the following information sheet will help you to prepare for the start of school in September and that the arrangements we have made are clear for you to follow and understand. You will appreciate that there is a higher level of organisation required to help us keep safe and we kindly ask that you comply with our arrangements.

What is the best way to get to school?

We are advising you to walk or cycle to school to prevent a build-up of cars at the back entrance. Wherever possible if you need to drive please park away from the school and walk to the back gate. Please remember that public transport arrangements will be affected by the current coronavirus regulations and may delay your journey to school.

Do I have to send my child to school?

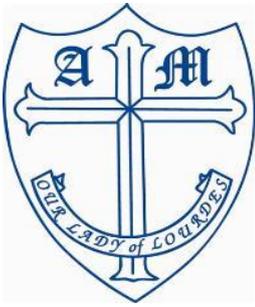
The government has made it compulsory once more to send your child to school.

What time does school start and finish?

Year Group	Time to arrive	Time to collect
Reception	9.00	3.00
Year 1 and 2	8.50	3.10
Year 3 and 4	8.40	3.20
Year 5 and 6	8.30	3.30

We appreciate that staggering start times and finishing times makes it difficult for some families and so we ask that if you have children across different bubbles you arrive at the latest time slot as we do not have the capacity to supervise children before school. If you are collecting children from different bubbles you need to be at school for the earliest time and move through our queuing system to collect all of your children. We cannot release children from their classes early unless they

*Executive Headteacher: Mrs Sally Nutman
Part of the Assisi Catholic Trust Ltd, Company No 07696989
Registered address: Kenilworth Gdns, Leigh on Sea, Essex SSO 0BW
Registered in England.*



*Our Lady of Lourdes Catholic Primary School.
Manchester Drive, Leigh-on-Sea, Essex, SS9 3HS.
Telephone 01702 475689
Email: office@ourladyoflourdes.southend.sch.uk*

have a medical appointment. We will review these timings on a termly basis to enable us to respond to any further school closures or optimistically because the school has remained open.

Breakfast club is open from 7.15 and you may drop your children at 8.30 or 8.40 for a reduced price if you are dropping a sibling into years 5 or 6. You will need to book in for breakfast club on School Money to ensure that we have a sufficient ratio of adults to look after the children. It is important that these children try and start the day with their classmates.

Where do I have to drop off and collect my child?

Please drop and collect your children from the back gate. There will be a clear system to reduce social interaction and enable children to arrive and leave safely.

What should my child wear to school?

There will be two 15 minutes and a 45 minute lunch break to enable children to be active. We ask that they wear navy or royal blue coloured PE joggers, leggings or shorts, a white OLOL polo shirt or PE top with the school uniform PE sweatshirt and trainers. Keeping active is good for our well being and there will be two timetabled PE slots each week too. We will review the uniform again at the end of each half term given the current circumstances.

What does my child need to bring to school?

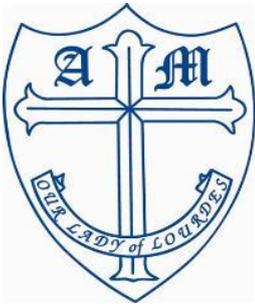
A rucksack: cloakrooms will still be out of use, so children will need to store their belongings under their desks. Children must only bring essential items from home to reduce the risk to others.

A pencil case: with lead pencils, a rubber, a pencil sharpener, a glue stick and a handful of colouring pencils to allow them to do their school work. We really do ask that *the items are basic* as pencil case envy is a real thing when you are small.

A labelled water bottle: with sufficient water to last for the day bearing in mind that your child will be active. We have OLOL water bottles available to purchase in the shop on School Money.

Healthy Snacks: For some children, the day will be longer and for others lunch will be later than usual so please ensure they have healthy snacks for their breaks.

*Executive Headteacher: Mrs Sally Nutman
Part of the Assisi Catholic Trust Ltd, Company No 07696989
Registered address: Kenilworth Gdns, Leigh on Sea, Essex SSO 0BW
Registered in England.*



*Our Lady of Lourdes Catholic Primary School.
Manchester Drive, Leigh-on-Sea, Essex, SS9 3HS.
Telephone 01702 475689
Email: office@ourladyoflourdes.southend.sch.uk*

Can I order a school dinner?

School dinners continue to be free if your child is in reception, year 1 or year 2 or if you are in receipt of free school meals. All parents need to book school dinners on the Friday of the previous week by 12.00pm. The menu is available for you to make your selections. We ask that you order by the 31st August for meals needed on the 3rd and 4th of September. If you pay for your child's meals the cost remains at £2.50 per meal.

If you wish, you may send in a packed lunch for your child. We ask that you ensure it is healthy and there are no chocolate bars or crisps.

How can I communicate with my child's teacher or the school office?

To keep staff safe the office continues to be closed, however, you can make contact via phone and email and we will respond as soon as we are able. If you need to advise us about something happening that day a letter to the teacher is an effective way of communicating. Teachers will call if they need to discuss something with you, or arrange a Zoom meeting or invite you in for a face to face meeting. We know that you may be worried about your child but we ask that you allow sometime for us to embed our teaching and learning before we meet you to discuss your concerns.

How will the school communicate with me?

We will of course continue to update you with changes or information regularly and for these reasons please ensure that you are signed up to Class DoJo and that your contact details that you have shared with the school are up to date.

What should I do if my child is ill?

Please email the office, use our Google Form or report this on the absence line so that we know your child is safe. Please do not call the office as this prevents staff from getting on with the morning tasks of ensuring everyone is in school and booking dinners for the day.

What do I do if my child develops Covid Symptoms?

You will need to [book a test](#) if your child is displaying symptoms. Children must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children will need to be helped by their parents if using a home testing kit.

*Executive Headteacher: Mrs Sally Nutman
Part of the Assisi Catholic Trust Ltd, Company No 07696989
Registered address: Kenilworth Gdns, Leigh on Sea, Essex SSO 0BW
Registered in England.*



*Our Lady of Lourdes Catholic Primary School.
Manchester Drive, Leigh-on-Sea, Essex, SS9 3HS.
Telephone 01702 475689
Email: office@ourladyoflourdes.southend.sch.uk*

You will need to provide details of anyone your child has been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace.

Your child will need to [self-isolate](#) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

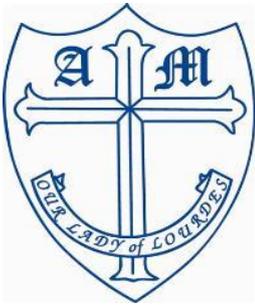
Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet.

What should I do if my child or someone in my family tests positive for coronavirus?

You need to inform us immediately if someone in your family tests positive for Coronavirus.

- If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- If someone tests positive, they should follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

*Executive Headteacher: Mrs Sally Nutman
Part of the Assisi Catholic Trust Ltd, Company No 07696989
Registered address: Kenilworth Gdns, Leigh on Sea, Essex SSO 0BW
Registered in England.*



*Our Lady of Lourdes Catholic Primary School.
Manchester Drive, Leigh-on-Sea, Essex, SS9 3HS.
Telephone 01702 475689
Email: office@ourladyoflourdes.southend.sch.uk*

What happens if there is a positive case of Coronavirus in school?

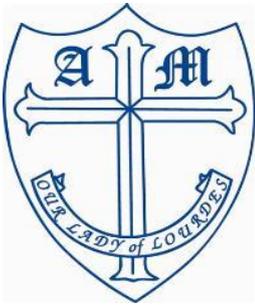
We will take swift action by contacting the local health protection team and follow their advice to ensure we keep everyone as safe as we possibly can. The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate for 14 days.

Household members of those children who are sent home do not need to self-isolate themselves unless the child, who is self-isolating subsequently, develops symptoms. If someone in a class that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#). They should get a test, and:

- If the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- If the test result is positive, they should inform us immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#)

Thank you for your continued support for us in the current circumstances, it is really appreciated. It is important to inform you that we continue to want to provide the best education we can for your children. Our agenda for September is to catch up within those core areas of English and mathematics and we appreciate that children will also have to familiarise themselves with school and the demands of school life again. Please join us in our continued prayer that our community and

*Executive Headteacher: Mrs Sally Nutman
Part of the Assisi Catholic Trust Ltd, Company No 07696989
Registered address: Kenilworth Gdns, Leigh on Sea, Essex SSO 0BW
Registered in England.*



*Our Lady of Lourdes Catholic Primary School.
Manchester Drive, Leigh-on-Sea, Essex, SS9 3HS.
Telephone 01702 475689
Email: office@ourladyoflourdes.southend.sch.uk*

the wider world can manage the demands of living with this virus or enable us to find the means to protect us from it.

Yours sincerely

Sally Nutman

Headteacher

*Executive Headteacher: Mrs Sally Nutman
Part of the Assisi Catholic Trust Ltd, Company No 07696989
Registered address: Kenilworth Gdns, Leigh on Sea, Essex SSO 0BW
Registered in England.*