

St Luke's Church of England Primary School

Church Lane, Lowton, WA3 2PW

Tel: 01942 201140 email: enquiries@admin.saintlukes.wigan.sch.uk

Headteacher: Mr S Hardaker

23 March 2020

Dear Parents and Carers,

In light of the emerging stringent social distancing guidance over the weekend we are making some alterations to the child care provision we are providing **for the children of 'key workers' who applied for a place before 3:00pm on Friday and have received a letter confirming their place.**

Social distancing rules:

I am sorry that we have to enforce the following social distancing rules but they are in the best interest of keeping us all safe. Children will be kept a minimum of 2 meters apart from their peers and staff throughout the school day. At the end of the school day we request you take your children home and do not take them to public places or allow them to mix with other children/families.

School entry:

Please can I ask you to **enter the school grounds as normal and stand with your child at least two metres apart from other parents and children on the playground. Please do not leave your child on their own. It is vitally important that the children do not run around the playground, use the play equipment before or after school or mix with each other.** A member of staff will conduct a roll call on the playground and the children will be told which class to go to. Staff will be standing at the doors to greet children. Both gates will be open to aid less contact. **There will be no entry to the building for parents.**

Please arrive no earlier than 8:40am (gates will only be opened then) and **please arrive promptly at 3.15 to pick up** so that the building can be emptied to allow for deep cleaning. If your child is collected more than 30 minutes late and we have received no contact from you then we will contact social care. Children that are not required to attend the full school day should be collected as soon as it is possible.

Collection during the day:

Access to the main entrance is restricted and for emergencies only. If your child is displaying any of the symptoms, they will be placed in isolation and you will be asked to collect them as soon as possible. If you are asked to collect your child please go to the main entrance and press the buzzer to alert staff. **Please do not enter the building and wait outside the door** and we will send your child out to meet you.

Class arrangements:

We have split the children and staff up into small groups to reduce the amount of contact.

School lunches:

It is advisable that you order a school packed lunch to avoid cross-contamination coming into school. These are free for years Reception to 2 and £2.25 per day for years 3 to 6. There is no facility to order this on Lunch Shop, therefore your child's order will be taken by staff at the start of the school day. You will still be able to pay for meals on Lunch Shop, but there may be a slight delay in the charge being applied to your account. **If you are sending your child into school with a packed lunch please send it in a disposable bag (preferably in a paper bag** as research has shown that the virus has a shorter life on paper than plastic). **We cannot accept lunch boxes. Please DO NOT send your child's water bottle as disposable drinks/cups will be given to them in school.**

Contacting school:

We are running a skeleton staff. Please try to contact school via the phone system. However, if you are getting no answer I would advise you to email school and we will be in contact as soon as we can.

Uniform:

Schools have received vague guidance on infection control. However we have taken advice from colleagues who work in the NHS with regards to managing clothing. Therefore **we ask that you send your child into school wearing their own clothes**. To ensure that the clothes are clean we ask you to **send them in different clothing each day**. That way we know they are clean. As they will be taking part in physical activities please ensure clothing is practical. **It is recommended that children and staff remove clothing and place it on a wash immediately when they get home**. Please ensure **children with long hair have it tied up and no jewellery or watches are to be worn**. **Children attending school in the same clothes they wore the previous day will be refused entry, even if you tell us that the clothes have been washed**.

Please can I urge you, where possible, to make alternative arrangements for your children and only use this facility as a last resort. Our Government plan to tackle this virus by slowing its spread and we can only do that by minimising our social interaction and staying at home.

I do not like writing letters like this and I apologise if it sounds draconian. However we must put into place as many preventative measures as possible to conform to the social distancing rules. As a school we realise that those of you who are the critical workers need our support during this difficult period. We are prepared to do our bit to help you, all we ask is that you comply with the rules which are constantly under review.

Yours Sincerely,

S Hardaker

Mr S Hardaker
Headteacher