

St George's (Hanover Square) School, South Street, Mayfair, London W1K 2XH

Telephone: 020 7629 1192 E-mail: office@sghsprimary.co.uk

Headteacher: Mr GP Musetti **Deputy Headteacher:** Ms Petra Slater



Tuesday 25th August 2020

Dear Parents and Carers,

It is a pleasure to welcome you all back to St George's for the new academic year 2020-21. I have been working with key members of staff to get the school ready for reopening and I am really looking forward to meeting everyone personally - both students and parents. I also know that our excellent and hard-working staff are equally keen to get back to normal school provision (albeit with COVID risk-assessment measures). Most of all, we want to see and meet our students again and re-establish our school community. The past 6 months have been stressful in so many ways, but particularly for our children. Above all, we want to address this and get our children back to a measure of normality by providing a safe, welcoming and supportive educational environment.

On a personal level, I am also looking forward to starting the term as the new Headteacher of St George's Hanover Square. St George's is a wonderful school and I've received a very warm welcome from both teachers and Governors. St George's has so much to offer. We're a family-focussed school with small class sizes and a superb teaching team. This means that we can offer our children the individual attention and education they need, particularly as we begin to recover from the effects of COVID and COVID restrictions.

The Department for Education have made it compulsory for all children to attend school from September. As a school teaching team, we also feel it is important for our children to return to near-normal school education, in order to support their future academic development and physical and mental well-being. The school has been working hard behind the scenes to set up systems that will keep your children safe, whilst still providing a very high level of education.

You will already have received a letter in mid-July outlining our plans for the new academic year. For ease of reference, you will find the same information set out once again in this letter. However, please note that we have had to modify the school start and drop off times (for COVID risk assessment purposes). Please carefully note the new modified times below, particularly for Year 4 and Year 6 (where drop off and pick-up times have been altered).

Your children are our absolute priority and their safeguarding within school will also be paramount. I know you will support us in implementing our safety measures. The information in this letter covers the most important points and safety measures we have put in place. Please note that we have been very successful in welcoming back children in Reception, Year 1 and Year 6 during the course of the summer term. However, if you have further concerns, please contact me during the course of the term.

Finally, we look forward to seeing everyone on the first day of term, Thursday 3rd September.

My very best wishes

GP Musetti

Headteacher

Return dates

Year 1 to Year 6 should return to school on Thursday 3rd September 2020.

School times

To support social distancing, we have also staggered the times of the school day for the different year groups. There will be two queues clearly marked and sign-posted at the school entrance; Queue A and Queue B. Please line-up, keeping a two metre distance in your allocated queue at your allocated time.

It will be important to be on time. However, if you are late and miss your drop-off time, please line up at the rear of the next class queue.

Year Group	Point of Entry and Exit	Drop-off time	Collection time
Reception	Front Door	8.45	3.15
Year 1	School Gate: Queue B	8.45	3.15
Year 2	School Gate: Queue A	8.45	3.15
Year 3	School Gate: Queue B	8.55	3.25
Year 6	School Gate: Queue A	8.55	3.25
Year 4	School Gate: Queue B	9.05	3.35
Year 5	School Gate: Queue A	9.05	3.35

* **The Reception class** has different start dates. **Reception parents** will be informed by email, of the start date and time for their child.

If you have children in different year groups, please bring all your children to school at whichever time is earlier.

If you have children in different year groups, please collect all your children from school at whichever time is later.

Drop off and collection arrangements

[Morning drop-off and end of day collection, at allocated time in order to aid social distancing \(see above\)](#)

- Please bring your child to the correct 'queue' as detailed above
- In the morning and afternoon, Mr Musetti, Ms Slater and the teachers will be present at drop-off and collection
- Thank you for your co-operation in supporting social distancing at all times
- Only one adult per family will be able to drop off and/or collect your child
- Please do not arrive any earlier or later than your allocated time
- Any messages for the teacher should be sent via email to the school office or please telephone and your message will be passed on. We are committed to handling telephone enquiries efficiently and effectively over the coming year.
- The main school office will be closed to visitors, but is contactable by phone/email
- **Parents cannot enter the school building without prior appointment but can communicate directly with the class teacher by a simple written note.**

Protective measures we are taking in light of coronavirus (COVID-19)

First and foremost, it goes without saying that the safety of your child and of our staff is our top priority. We will be following the latest government guidance to further develop our new ways of operating. This will allow us to open as safely as possible, focusing on measures that will help limit the risk of coronavirus transmission within our setting.

Some of the steps we are taking in readiness for reopening include:

- Asking that anyone who is displaying coronavirus symptoms, or who lives with someone who does, not to attend school. That includes children and staff who work here
- Keeping our children in class groups with as much consistent staffing as possible, and minimising contact with other class groups around the setting
- Cleaning our hands more often than usual. We have developed routines to ensure children understand when and how to wash their hands, making sure they wash them thoroughly for at least 20 seconds, using running water and soap and drying them thoroughly, or using alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- Ensuring our children understand good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach and ensuring a good supply of tissues and bins throughout the setting
- Implementing an enhanced cleaning schedule, ensuring surfaces touched by children and staff are cleaned regularly and throughout the day, including table tops, door handles and play equipment
- Asking parents and carers to physically distance from each other and from staff when dropping off and collecting their children and to limit drop off and collection to one parent or carer per household
- Asking children not to bring other items from home to school, unless this is essential to their health and wellbeing

What can parents and carers do to help?

There are a number of things parents and carers can do to help us make these arrangements effective, in addition to the points listed above concerning drop off and collection and not bringing other items to the setting:

- If your child, or someone in your household has coronavirus symptoms, they should not come to school and the school office should be informed immediately
- If your child develops coronavirus symptoms while at the school, you will need to immediately collect your child, get them tested for coronavirus and inform us of the outcome of the test as soon as you have it.
Children cannot return to school until they have been tested for coronavirus and parents have informed us of the outcome of the test
- For the vast majority of children and young people, coronavirus is a mild illness. Some categories of children with specific serious health conditions should not attend school. If you are unsure whether your child should attend school due to a health condition that they or someone they live with has, please contact us via the school admin email us so we can discuss the details with you

Testing

- **In the event that your child develops coronavirus symptoms**, we ask that you organise a test for your child and notify us immediately of a positive test. A positive test will ensure rapid action to protect other children and staff in the school. A negative test means that parents or carers do not need to self-isolate any longer than is necessary and their children can return to school. **Children cannot return to school until they have been tested for coronavirus and parents have informed us of the outcome of the test.**

Class organisation -All classes

- Children will be taught in whole class groups
- We will aim for each class group not to integrate with another class group throughout the school day

Playtimes / lunchtimes

- The children will have staggered active playtimes during the day where they only mix with their class group
- All children will eat their lunch in the school theatre, with staggered times and distancing measures in place.
- If parents prefer, children can bring in a packed lunch from home

Curriculum / Learning

- The full school curriculum will be taught as much as possible
- Priorities for learning will include personal, social, emotional and physical wellbeing and revisiting essential learning in phonics, reading, writing, maths, speaking and listening
- Outdoor learning will be encouraged where possible and classrooms will be naturally ventilated at all times
- Reading books will be sent home from September
- Home learning will be posted on to the Google Classroom online facility (more information to follow)

Learning from home – remote learning

- If a class group of children has to self-isolate at home for 14 days, learning online from home will start immediately. We will be using the platform Google Classroom to facilitate this. (More information to follow). This will involve daily online contact with a teacher.
- The remote learning curriculum will reflect as much as possible what the children would have been learning at school and we will be teaching the children how to use GOOGLE CLASSROOM during the first few weeks in September.
- We believe that GOOGLE CLASSROOM will help the school develop a more effective homework programme as well as developing the children's IT skills and confidence.
- It will also help us continue lessons and teaching in the event of further periods of self-isolation over the coming year.
- Children will continue to use Mathletics, TT Rockstars and Oxford Reading Buddy and other online resources.

Keeping safe through good hygiene

- Good hygiene practice will continue to be in place: cleaning hands more often than usual; washing hands thoroughly for 20 seconds with running water and soap; promoting the 'catch it, bin it, kill it' approach and frequent cleaning of touched surfaces and resources
- Each class will be allocated specific toilets to use to minimise contact as much as possible
- Daily cleaning will take place *throughout* the school day, with a particularly thorough clean of classrooms, corridors, staircases and toilets overnight
- Equipment that cannot easily be cleaned will be removed/placed out of bounds
- All children should wear school uniform and come to school dressed in PE kit on PE days.

Personal Protective Equipment (PPE)

- The government has said that PPE is not necessary in schools, other than for a very small number of cases (e.g. routine intimate care needs and when supervising a child who becomes unwell with symptoms of coronavirus)

Frequently Asked Questions

1. Do all children have to return to school at the start of the autumn term?

The Department for Education has stated that all children must, by law return to school at the start of the autumn term (unless they have been advised by a doctor to stay at home. Please email the school office if this is the case).

2. If a member of my family is considered to be clinically extremely vulnerable, do I still have to send my child to school?

The government and DfE require that all children must return to school at the start of the autumn term. **If you believe your child requires continued shielding in September, please provide a doctor's letter.**

3. What will happen if I choose not to send my child to school?

The government and DfE have stated that parents will be fined if their children do not attend school.

4. Will there be any After School clubs from September?

There will be no After School clubs until further notice in order to minimise the mixing of class groups across the school.

5. Will there be any events in the autumn term e.g. the Nativity, class worships/showcases, etc?

We are trying to find a way to run some special events virtually, using Google classroom. We will keep you informed about these on our school website.

6. Can I just pop in to the school office if I have a question or if I want to give school staff a message?

Parents cannot come in to the school building until further notice unless they have been invited in by the Headteacher or Deputy Headteacher or SENCO. Please communicate with us by telephone or email the school office. I would like to reiterate that we are committed to handling telephone enquiries efficiently and effectively over the coming year.

7. Can my child bring in anything from home to school?

Yes, children can bring in their named school rucksack, containing:

- **Named water bottle**
- **Named fruit snack**
- **Reading book/phonic book and record**
- **Named packed lunch (if required)**

8. What will happen if there is a confirmed case of coronavirus of a child or adult at school?

If a child or staff member develops symptoms compatible with coronavirus, they will be sent home, asked to get a test and report back the result of the test to the school as soon as possible.

Where the child or staff member tests negative, they can return to school.

Where the child or staff member test positive, they will need to self-isolate for 14 days. The rest of the class 'bubble' will also be sent home and advised to self-isolate for 14 days. Other classes within the school will not need to isolate, as long as there has been no cross-contamination between bubbles. In this event, class bubbles required to self-isolate for 14 days will take part in remote learning from home, during this period. The school is committed to continuing full educational provision by remote learning through use of the app GOOGLE CLASSROOM, in the event that a class is required to self-isolate.

With warmest wishes to you and your loved ones.

Ms Slater Deputy Headteacher

Mr GP Musetti Headteacher

Rev Guy Pope Chair of Governors