

September 2020

Dear Parents/carers.

I hope that you and your family are well and have managed to get out in the summer weather. As we get ready to open School in September, I would firstly like to update you on staff appointments.

Fran Crowther, who previously worked at St Francis as an Assistant Headteacher and as a School Governor, will be working alongside myself as Headteacher. Kelly Bramall will be the Assistant Headteacher for the pre-formal area of School. We wish them well in their new posts.

As we start another academic year, I am sure we share some of the same thoughts as to what school will be like when your child/young person returns. In the summer term, as a staff team, we have discussed how we are going to function in these uncertain times. Please be assured, we have worked closely and been given advice from Lincoln Public Health, Health Protection Team, Lincoln commissioning team and the school nursing staff.

I hope that with the information below, this will help you to prepare in sending your child/young person back to St Francis. We will act at all times on advice from Government guidelines, Lincolnshire County Council and Public Health.

It is an ever-changing situation and one that we will act on to ensure that you as a family and all staff working within school are kept as safe as possible.

School:

- Class groups will be in bubbles to reduce the number of children/adults interacting during the day. Actual movement of students around school will also be reduced.
- Hand sanitisers and surface cleaner will be available in all classrooms/areas used.
- Windows will be left open (weather permitting) to ensure good ventilation within teaching areas.
- Identified staff have and are being trained in the use of ppe/fit testing for identified students with complex respiratory conditions.
- Regular cleaning of equipment/ reduced resources used between students.
- Social distancing by adults and between students where possible, bearing in mind the needs of the young people.
- There will be no whole school events/gatherings such as choir or assemblies.
- For the first half of autumn term, swimming/hydro will be cancelled. Possible restarting of this will be reviewed after half term.
- We will continue with reduced visitors into school, meetings will continue to be held via Teams virtual format.
- If a case of Covid is or possibly identified within school, Public Health are informed. They will advise as to what actions are to be taken. Please be aware this could result in a bubble or the whole school needing to close.
- Temperature checks will continue on arrival to school. If raised, school nurse team will be informed as to actions to be taken.

- Therapists will do essential visits in school. They will wear ppe with appropriate infection control between sessions.

Transport services:

Please find below information on transport to and from school.

: <https://www.lincolnshire.gov.uk/school-college-transport/covid-19-information-school-transport/1>

- Parents bringing their child into school are requested to remain in their car on arrival. The staff parking area in front of school will be kept clear for parents to park in and staff will be present to direct you to the space. Once the member of staff is available to take your child to class, you will be asked to go to the double doors of main entrance.
- Students arriving by school transport will enter, as they would normally do, however, this is to be through a gradual process. As the bus arrives, transport staff will be instructed when they can start to allow the children/young people off to enter school to avoid an influx of students at one time.

School requests to parents/carers:

- As it is the season for coughs/colds/upset stomachs, we ask that if your child appears unwell even if they do not have a temperature, please do not send them into school. I appreciate that this can be difficult to tell in a morning, but if they have been unwell the day or evening before, give serious consideration about sending them in.
- Please inform school of any change of contact details and be available to receive calls should we have to contact you at any time during the day.
- If your child becomes unwell whilst at school, we will seek nursing advice as to actions to take. If they feel your child should be collected, please ensure you are able to do this, once you have been contacted. If it is felt it could be Covid related, then we ask that you take them for testing. Covid tests can be arranged by ringing NHS 119 or online at NHS website. Once you have the result please inform school.
- Only send in what is needed in their school bag. Please label the items so that we know whose it is. This is to prevent accidental use by another student.
- If your young person travels into school wearing a face covering, please supply a labelled plastic bag/container for them to put it in during the school day.

I hope that the information helps in answering a few questions you may have and we look forward to welcoming back your child/young person in September.

Best wishes
Helen Todd
Headteacher