

**Sacred Heart  
RC Primary**

Kingsway,  
Rochdale,  
OL16 4AW

**T:** 01706 649981

**F:** 01706 656239

**E:** office@sacredheartrc.rochdale.sch.uk

**W:** www.sacred-heart-school.org.uk

**Headteacher:** Mrs P Dungworth



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RC Primary**

Wednesday 15<sup>th</sup> July 2020

**Re: Arrangements for September 2020**

Dear Parent's / Carers,

We are all pleased that school will re-open to all pupils on **Wednesday 2<sup>nd</sup> September 2020**.

In order to do this safely, school has followed Government and Local Authority advice to ensure that robust risk assessments and safety measures are in place for staff and pupils.

This means that for some time to come, school will need to continue to operate differently and we respectfully ask that all parents, pupils and visitors adhere to the measures in place.

During the school day, year groups will work as "bubbles" this means that, as much as possible, children will not mix with pupils in other year groups. This is so that, if a case of Corona Virus is confirmed, only specific groups of children and adults will need to isolate allowing everyone else to continue to attend school.

Attendance at school from Wednesday 2<sup>nd</sup> September is statutory and the normal attendance policies and procedures will apply.

Staggered Start / Finish Times

To reduce congestion, year groups will have staggered start and finish times as well as separate lunch and break times.

Only one parent / carer is permitted onto the school premises for drop off / collection and you should **only arrive at your child's specific time**.

The Kingsway Gate is the large double gate leading directly onto the school playground.

The Main Pedestrian Entrance is the small gate leading down the main school drive.

<b>Year</b>	<b>Gate</b>	<b>Start</b>	<b>Finish</b>
N	Kingsway Gate / Rainbow Gate	8.40am	2.45pm
R	Kingsway Gate / Rainbow Gate	8.40am	2.45pm
Y1	Kingsway Gate	8.50am	2.50pm
Y2	Kingsway Gate	9.00am	3.00pm
Y3	Main Pedestrian Entrance	9.00am	3.00pm
Y4	Kingsway Gate	9.10am	3.00pm
Y5	Kingsway Gate	8.50am	2.50pm
Y6	Main Pedestrian Entrance	8.45am	2.45pm

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### Communication

Wherever possible communication with school staff including the school office should be via e-mail, class dojo or telephone. Staff will not be available to speak with parents at drop off / collection. Social distancing signs and procedures will be in place and we respectfully ask that you follow these at all times.

### School Office

Visitors to the school office are restricted to one person at a time and only when absolutely necessary. Communication with the school office should be via telephone 01706 649981 or e-mail [office@sacredheartrc.rochdale.sch.uk](mailto:office@sacredheartrc.rochdale.sch.uk)

### Dinner Money

At present school cannot handle cash payments and therefore any payments to school should be via our electronic system 'School Money' or you can telephone the office and pay with your card details.

### Breakfast Club

Breakfast Club will operate, for those children with a confirmed place, from the Retreat building (old nursery building), access via the main pedestrian gate 8.00am – 8.30am.

During Breakfast Club, children will be kept in their class bubbles and will move to classrooms at 8.40am.

Payment for Breakfast Club is also via the School Money app.

### School Uniform

Children are expected to wear full school uniform and we continue to encourage children to change out of their uniform once home and ask that this is washed regularly.

### Water Bottles

Individual water bottles will be provided for children and have their names on.

### Book Bags/ PE Kits

Space in school for large or multiple bags is always limited and we therefore ask that children only bring to school a PE kit which can remain in school and their daily book bags.

### Well-Being

As ever, the well-being of our children and their growth as young people is paramount to the education we are planning for their return. Please take some time to prepare your child for their return to school and to explain that there will be some changes in place to enable social distancing and to keep everyone safe.

Mrs Dungworth Headteacher