

# St Mary's Catholic Federation, Carshalton

St. Mary's Catholic Nursery & Infant School  
West Street, Carshalton, Surrey, SM5 2PT  
Tel: 0208 647 5711  
Email: [office@stmarysinfschool.org.uk](mailto:office@stmarysinfschool.org.uk)  
Web address [www.smcs.org.uk](http://www.smcs.org.uk)

St. Mary's Catholic Junior School  
Shorts Road, Carshalton, Surrey, SM5 2PB  
Tel: 0208 647 4342  
Email: [office@stmarysjunior.org.uk](mailto:office@stmarysjunior.org.uk)



## London Borough of Sutton - Archdiocese of Southwark

Executive Headteacher: Mrs. S. Hulme

1<sup>st</sup> September 2020

### Notification of Friday 4<sup>th</sup> September

Dear Parents and Carers,

I am writing to you in regard to school opening for the academic year of 2020/2021. On behalf of the staff and school governors, we are delighted to be opening the school for the majority of pupils from Friday 4<sup>th</sup> September and children in Nursery and Reception will have a graduated start over a couple of weeks.

Although we want to make this next period as normal as possible, we have put certain additional measures in place for the wellbeing of both children and all adults and these will be continuously reviewed through the ongoing comprehensive risk assessment document that the governors monitor.

The purpose of this quick letter is to reassure you that many aspects will be shared with you all as they are developed and as staff return after the summer break.

We will continue to adopt the points of being COVID safe as stated by Government guidance including following systems of control for protection and prevention measures.

Within this letter I am also going to outline how the schools will function for the first half term and this will be continually monitored and reviewed.

### Drop off, Collection and Social Distancing

There will be a slight variation of time with consideration for a better flow of pedestrian traffic especially in the morning.

Designated drop off areas will be in place with only one adult accompanying their children to school. Adults must keep to designated drop off areas and leave the school site immediately. It is very important that no adults form groups in any area of the school grounds and are asked to wear a mask when entering the school grounds.

The need for the passing on of information or a request for a meeting with a member of staff should be done by email to the school office. We ask that you to respect distancing for all staff and not to approach them adhoc as we do have members where further measures have been put in place e.g. for those who are pregnant.

### The School Day

The school will have an early closure on a Wednesday afternoon, currently planned until half term. This allows us to restrict teachers from working over more than one extended bubble thus reducing possible contamination. Some virtual practice will also continue e.g. whole school assemblies and music lessons. Learning time has been taken account of and will be fulfilled by an earlier start in the day and shorter lunchtimes, ensuring statutory teaching time remains. This time on a Wednesday afternoon will also allow additional cleaning to be carried out.

(Designated Child Protection Officers:

Executive Headteacher: Mrs. Hulme & Deputy Headteacher Mrs. Quinn)

### Safeguarding Statement

This school takes notice of and adheres to all the national and local policies and guidance in regard to Safeguarding Children and Young People.



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### Planning for Recovery

Staff INSET will have designated time to continue the planning for next term that will include a Recovery, Repair & Renew Curriculum with consideration for both children and adults. This will be based on pupil surveys/information received, previous attainment and personal circumstances. Additional PSHE lessons will be delivered to ensure that all children receive appropriate learning and recovery. Year group specific information will be posted on the Google Platform as relevant.

### Track and Trace

Information about how this will work should we have reported cases will be available.

However, we do ask for your patience in this matter as information may change and staff need the opportunity to review new guidance as and when it happens.

### After School Clubs

There are currently no after school clubs arranged to start in September but we will keep you informed should this position change.

### Access to Shorts Road School Entrance

Please note this prior warning in regard to an Experimental Traffic Management Order from 14<sup>th</sup> September. There will be restricted access and fines will be applied in regard to the stretch of road outside the school gate in Shorts Road. Further information will be sent to you as we receive this from Sutton Council.

We hope you have all been able to take the opportunities to be with family and are now ready to take the next step in supporting school policies in full, moving into September as a new school year.

With kind regards to all of our families in St Mary's community as we look forward to seeing you all again next Friday 4<sup>th</sup> September.

**Mrs Hulme MA, NPQH**  
**Executive Headteacher**

(Designated Child Protection Officers:

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