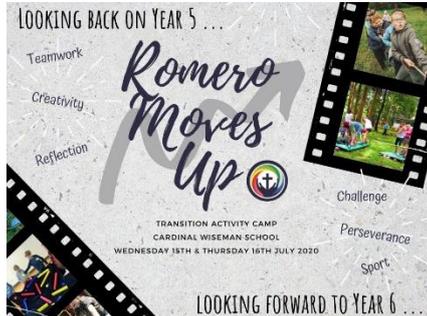


Dear Parents and Carers

**Circulation: Parents/carers of children in Year 5; Staff at all schools**

Following careful consideration by the Principals and the Academy Committee/ Board of Directors, we are delighted to provide further information regarding our forthcoming two day Year 5 Moving Up event.



**Why Cardinal Wiseman?**

Principals were keen to see as many of our pupils before the Summer but the Guidance means that this is difficult to achieve. Due to limitations in our school site and staffing, we need to consider all options. The DfE advised schools to look at Secondary sites and that is exactly what we have done.

Across all eight sites, we have a similar approach to our Risk Assessment so we know staff will be confident welcoming Year 5 back at Cardinal Wiseman as procedures will match those at Primary.

We want to work in partnership with you and your child/ren to make them feel as comfortable as possible as they join us for the two days. The children will be in a group within their school so will be with their friends. The teachers in your school will organise the groups; your child will remain with the staff from their school at all times over the two days. The groups are between 10 and 16; all activities take place in large areas (the hall, the field, the sports hall, the studio and the Sixth Form centre).

We are committed to ensure that pupils will settle in as soon as possible, so we can get on with helping their well-being, social interactions coupled with lots of learning both inside and out in the school ground during the two days.

**Cardinal Wiseman students**

On Wednesday 15<sup>th</sup> July and Thursday 16<sup>th</sup> July we will only have approximately 20 students on site who are children of Key Workers. The students will be in Saint Joseph block away from where the Year 5 pupils will be. We have planned for complete segregation at all times. There are no Year 10 on site on either day.

**Arrangements : The safety of everyone in school is paramount**

Information regarding our arrangements – [www.romeromac.com/Y5MovesUp](http://www.romeromac.com/Y5MovesUp)

- Please be advised that the **School Office** is not accessible. As per the DfE guidance, you cannot walk into the Office at the present time. If you need help, please ring **024 76 451888** or email **admin@romeromac.com**
- **‘Bubbles’** across all schools in Romero enable us to work in smaller groups. Children will be in a Bubble within their school. The children will not be mixing across the schools but each school is paired with another to take part in the carousel of activities over the two days. There are four activities per day and they are based in large areas such as Halls, Studio or field so we can adhere to social distancing to keep schools separate.
- All staff and pupils will adhere to social distancing, as far as possible.

**Minibus (one third of pupils are travelling by minibus)**

- If you have asked for your child to travel in the minibus, please be in school from 8.30am.
- The minibus will **leave** your child’s Primary school **at 8.45am** to get to Cardinal Wiseman for 9am.
- Your child will be designated a seat for both journeys to and from the school and it will be ventilated.
- They will be given **hand sanitiser** as they embark and disembark the minibus on both journeys.
- The minibus will be cleaned down after each day.

	Time to ‘drop off’ at your child’s Primary school	Location	Time to collect	Location
Wednesday 15 <sup>th</sup> Thursday 16 <sup>th</sup>	8.30am 8.45am (It will leave promptly at <b>8.45am</b> )	Your child’s Primary school	3.20pm	Your child’s Primary school



**Dropping off and collecting your child at Cardinal Wiseman (two thirds of pupils)**

- Please note **only ONE parent/ carer** will be allowed to bring the child when you drop off at the main entrance. Staff will be on hand to direct your child to Aquinas which is the first Building you see at Cardinal Wiseman.
- On arrival, children will be directed to their **school designated classroom in Aquinas (the building in front of the car park).**
- We will release a **video** before to show you what to expect.
- You can drop off your child between 8.30am and 9.00am so we have a staggered start. Two thirds of the children are being dropped off so we are trying to give a good window of time to avoid congestion.



	Time to 'drop off'	Location		Time to collect	School	Location
For both Wednesday and Thursday	8.30am -9.00am	The main entrance		3.10pm	Corpus Christi Sacred Heart	Children will wait in their school groups on the other side of this gate here. Teachers will individually match each child when they see the parent
		Please make use of the bus bay for dropping off		3.15pm	Saint Gregory Saint John Fisher	
				3.20pm	St Patrick SS Peter and Paul Good Shepherd	

**Uniform arrangements for all children on site**

We need to make sure we keep bubbles within each school *together*. To this end, we ask that children wear uniform where possible as we can see at a glance, across the seven schools that children belong together. We DO appreciate that children will have grown out of one or two items so there will be leeway on the uniform policy and it will be flexible. We do not want you to go to any unnecessary expense at this time. Trainers are perfect for the two day event as we will be on the move!

**Lunch for all children on site**

Please be advised of the following:

- Children will be given a Grab bag with their lunch (including a drink) for the day. We will also provide a snack for each morning..
- We have a number of children with dietary requirements that will be met so if you indicated your child is Vegan, Pescatarian or has a nut allergy, Mr O'Reilly, Catering Romero Manager is aware.
- A number of pupils are bringing their own lunch. Please ensure that everything can be thrown away.

**Testing for all children and children are on site.**

As per our Guidance in school, if a child or adult is taken ill and a subsequent test proves that either a staff member of pupil in a 'bubble' has tested positive for COVID, all those in the 'bubble' will be notified. The [guidance](#) states:

*"Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms."*

As per the PPE guidance, pupils **do not need to use masks**. If as a parent, you feel they need to wear a mask because they are symptomatic, they should not be in school.

**Pupil Behaviour for all children on site**

At all times we will ask children to follow good respiratory hygiene: coughing and sneezing into elbow or tissue (catch it-bin it-kill it); we will be encouraging all pupils to follow good hand washing – use soap and water for 20 seconds/ hand sanitiser; we expect all pupils to behave well at all times to maintain the safety of themselves and others. Finally, if pupils can't meet our expectations in behaviour, we will have no option but reconsider the offer of a place at this time whilst the school is adhering to the PHE guidance to keep all safe.

We will provide hand sanitiser, PPE pack, bin and tissues for each activity and each Bubble (within the school) will have a PPE pack to hand with each member of staff.



### Washing hands

- We are following all **DfE and Public Health England** guidance on health and safety. The Risk assessment (available on from the weekend on [www.romeromac.com/Y5MovesUp](http://www.romeromac.com/Y5MovesUp)) outlines where and when children will be washing hands regularly.
- Most areas used over the two days have access nearby to a sink but all activity areas will have sanitiser provided for pupils and adult. We are using the Assembly hall and large outdoor areas with plenty of ventilation.
- The children will be using designated toilets in the Sports Hall.

### Personal belongings

Please do not send your children with a coat if weather is warm enough. Please do not send a school bag.

**We do ask that your child brings a named water bottle. We have 161 children in total so if it is not named there will be difficulty matching it to your child.** If we have two sunny days, please ensure you cover your child in sun cream in the morning. No mobile phones will be allowed onto site, so please ensure that the Year 5 children keep their phones at home.

### Communication

There will be a Home School Agreement attached with this letter. Please share it with your child, so we are all clear on our responsibilities as we welcome back Year 5.

### Key Worker children

Where possible, Principals have been asked to group Key Worker children together so they can return to school on the Friday. If you do not need child provision on the Friday 17<sup>th</sup> July please let the school know as that will be helpful in terms of keeping Bubbles separate. On the Friday, as the Year 5 return to their Primary school, we will be more stringent with our arrangements.

### Risk Assessment

We are undertaking the completion of a Risk Assessment specifically for this event that follows the format used by all eight schools in The Romero Catholic Academy. This focuses on actions that are reasonably practicable to implement to reduce the risk of transmission of Covid19 to a minimal level. This will be received into a Health and Safety Committee held at Cardinal Wiseman on Friday 10<sup>th</sup> July and also the Board of Directors/ Academy Committee Chairs in the afternoon to ensure we have all checks in place.

The Risk Assessments will be posted on our website no later than the weekend [www.romeromac.com/Y5MovesUp](http://www.romeromac.com/Y5MovesUp) along with a copy of our timetable.

**We cannot wait to welcome our Year 5 back to school and we hope that they have two lovely days with us!  
We are hoping to capture some memories over the two days and hopefully a video so you can see how we have helped to prepare your child to move into Year 6; their final year of Primary!**

Yours sincerely

*Stefan Quinn*

Catholic Senior Executive Leader

*Mrs M. Scullion*

Strategic Lead for School Improvement  
Year 6 Lead

*Mr R. Parry*

PE and Wellbeing Coordinator

*In partnership with all Year 5 and 6 teachers in Primary schools and your Principals*



Please do not bring  
belongings into school

They are safer at home!



**Named**

**Please apply sunscreen to your child each morning before they  
come into school**

