

Monday 15th June 2020

Re: Year 4 Photographs and Awards Collection

Dear Families,

I hope you are all well, taking care and staying safe, and finding our transition support resources and activities useful. We continue to think about the Year 4 children each day and are as disappointed as they are, that they cannot have the traditional St Nicholas leavers' send-off. However, we are so very proud of their mature and responsible approach to the challenging situation we all find ourselves in; they are an absolute credit to you, and their new schools are very lucky to be having them!

To ensure that we can see the Year 4 children before the Summer holidays and to ensure that we are able to mark their time here at St Nicholas, we have arranged on the morning of **Thursday 2nd July 2020** for Lighthouse Photography to attend so that your child can have their photograph taken, which will then be merged to form a class or year group photograph (whether this be a class or year group photograph will be at the photographer's discretion as to what they feel would be most appropriate based on numbers wishing to participate). After your child has had their photograph taken, they will then be able to collect their leavers' awards through contactless and socially distant measures. These will be prepared and labelled 72 hours in advance and made available in a designated area.

The photographer has requested that photos are completed in classes, which will be split into small groups. Therefore, photographs and collection of awards will be centered around a timetable for the morning, which will be divided into two blocks, with one half of the morning for 4SB pupils and the other half for 4G pupils, so that children are allocated to be on site in small groups with peers from their class. If your child is currently attending school as part of a bubble, they will become one group. For this, their parents will not need to attend but will need to give permission for their photograph to be taken. Children in school bubbles will have their awards and Bibles presented on their last days with us in school. It may be that we can ask parents of children in bubbles to come in (again in groups later in the day to see their child receive their award). We will be guided by risk assessment closer to the time.

Permission and Confirmation

You will receive a text confirming the group your child will be in, which will correspond to an assigned time slot (please see below) to ensure that we can minimise the number of people on the school site at any one time. **If you do not receive a text by Wednesday 17th June**, please let Mrs Currall (Jan.Currall@st-nicholas.staffs.sch.uk) know. Please do ensure that you arrive and leave at the time stated, in order that we make the site as safe as possible, whilst adhering to the stringent measures set out within our school Covid-19 risk assessments. You will need to complete the following form ([please right click here and press open to access it](#)) to confirm your child's attendance; that those visiting agree to our measures, and to give permission for your child's photo to be used on the group photograph. This will need to be completed **by 9am on Tuesday 23rd June 2020**. If your child does not attend, the case may be that they will not be able to collect their leavers' awards until the Autumn Term at the very earliest.

For those attending, we request the following:

- Children arrive with and are only accompanied by one adult onto the school site
- Adults and children will need to wait at the 'Parent Point', whilst adhering to social distancing requirements, until their child is individually called
- Children are dressed smartly in school uniform
- Adults and children arrive for their time slot 5 minutes in advance
- Adults and children will not be able to enter any other parts of the school site (internally and externally) – this will include toilets
- Adults and children adhere to social distancing and safety measures to keep themselves and others, as safe as possible
- Hand gel will be made available on entry and exit for both adults and children

Group Arrival Times and Slots

(Parents will be informed by text message)

Group	Arrival Time	Photographs and Award Collection Time Slot
Group 1 Photographs and Collection of Leavers' Gifts	09:25am	09:30am – 09:45am
Group 2 Photographs and Collection of Leavers' Gifts	09:40am	09:45am – 10:00am
Group 3 Photographs and Collection of Leavers' Gifts	09:55am	10:00am – 10:15am
Group 4 Photographs and Collection of Leavers' Gifts	10:10am	10:15am – 10:30am
Group 5 Photographs and Collection of Leavers' Gifts	10:25am	10:30am – 10:45am
Group 6 Photographs and Collection of Leavers' Gifts	10:40am	10:45am – 11:00am
Group 7 Photographs and Collection of Leavers' Gifts	10:55am	11:00am – 11:15am
Group 8 Photographs and Collection of Leavers' Gifts	11:10am	11:15am – 11:30am
Group 9 Photographs and Collection of Leavers' Gifts	11:25am	11:30am – 11:45am
Group 10 Photographs and Collection of Leavers' Gifts	11:40am	11:45am – 12:00pm
Group 11 Photographs and Collection of Leavers' Gifts	11:55am	12:00pm – 12:15pm
Group 12 Photographs and Collection of Leavers' Gifts	12:10pm	12:15pm – 12:30pm

Entering and Exiting the Site

On the day of the photographs, entry and exit routes, parent points and designated areas will be clearly signposted. Where possible, we will inform you of as many details as possible, however, these will depend very much on where the photographer will be taking the photos, which is usually decided on the morning (with it being an outdoor photograph) and will depend on several factors such as the weather and amount of light in certain areas. We will inform you in advance of any necessary details.

Weather permitting and if the photographer takes photos **on the playground**, you and your child will need to:

1. Enter through the Walton Gardens gate (at the specified arrival time for your group) and wait in the designated 'Parent Point' (on the main playground) whilst adhering to social distancing requirements. Parents will need to wait in the 'Parent Point' until their child is finished.
2. Children will be called individually for their photograph.
3. Once their photograph has been taken, they can collect their leavers' presentation gifts, which will be pre-prepared and labelled to ease collection.
4. You and your child will then need to leave again through the Walton Gardens gate, keeping your distance as you exit.

Weather permitting and if the photographer takes photos **on the field**, you and your child will need to:

1. Enter through the Belvide Gardens gate and head towards the rear hall car park gate (at the specified arrival time for your group) and wait in the designated 'Parent Point' on the field whilst adhering to social distancing requirements. Parents will need to wait in the 'Parent Point' until their child is finished.
2. Children will be called individually for their photograph.
3. Once their photograph has been taken, they can collect their leavers' presentation gifts, which will be pre-prepared and labelled to ease collection.
4. You and your child will then need to leave again through the rear hall gate and then the Belvide Gardens gate, keeping your distance as you exit.

If the weather is not suitable, photographs will be rearranged for a later date this term, as we are not able to accommodate anyone inside the school building, in accordance with our risk assessments. If this is the case, we will keep you informed about any changes and children will then collect their leavers' awards on this rearranged date too.

If it not possible for photographs to be rearranged at a later date before the Summer holidays, then we will invite children in the group's time slot as normal on Thursday 2nd July to collect their leavers' awards only.

I fully appreciate that this will be a little different to the usual annual arrangements for the Year 4 photographs and awards, and that we are requesting the upmost caution and stringency in terms of measures. However, we are committed to ensuring that everyone in school and those who are visiting on Thursday 2nd July are kept as safe as possible.

I will be contacting you soon to request your help for photo contributions towards our usual leavers' videos that we are going to develop for the Year 4 children, again to mark their time here at St Nicholas: 'When I grow up...' and our general whole year group video.

Miss Parker and I are very much looking forward to seeing many of our Year 4 families, even though for a short while and at a distance. Thank you in advance for your support and co-operation.

Sending my warmest regards to you all,

Mr Gough

NB: Please scroll to the next page for sample pictures to give you an idea of how the photos may be merged.



St Nicholas^{CE}
First School

learning and believing, growing and achieving

