



St Joseph's Catholic Primary School

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Headteacher: Mrs A G Toward



Dear Parent / Carer,

Thank you for your continued effort in supporting your child working from home.

From the recent letter sent to you from Mr Hegarty, CEO, about the wider opening of schools, I am now in a position to set out further details. It is important that you understand how the school day will look like for your child and the steps we have to take to keep all children and staff safe. If your child is clinically extremely vulnerable, or living with someone who is in this group, they should not come back to school and should continue home learning. If your child is clinically vulnerable (but not clinically extremely vulnerable), you should follow medical advice to decide if they should come back to school. Please refer to government guidance for further details of these groups.

Virus Transmission and Infection

Do not attend school if you or a member of your family is displaying the following symptoms:

- A high temperature
- A new, continuous cough
- A loss or change to your sense of smell or taste.

School Opening Times

Key Worker/Vulnerable Children	
Drop off 8.35am	Pick Up 3.00pm
Y6/Y1 Children Group 1	
Drop off 8.45am	Pick Up 3.10pm
Y6/Y1 Children Group 2	
Drop off 9.00am	Pick up 3.15pm

St Joseph's will not operate a Breakfast Club or After School Club until September at the earliest.

You will be informed about which group your child is in by Marvellous Me. If you do not have Marvellous Me, please contact the school office.

School Arrival and Pick up Arrangements

Parents and pupils must observe social distancing measures and remain two metres apart from other groups.

Y6 children should enter school premises through the side gate and walk straight round to classrooms. Parents not allowed on site. Paths are marked out to ensure social distancing.

A member of staff from the Y6 team will be present at drop off and pick up times for safeguarding purposes.

Parents must sign an updated form if they give permission for a Y6 child to walk home without supervision. Parents should be confident that their child will adhere to social distancing guidelines and not gather with friends outside school. Any Year 6 child who is seen not adhering to this guidance, will be asked to remain at home for seven days.

Y1 children will enter through their gate. The path will be marked. One parent only should take their child to the classroom door. Adults from the Y1 team will receive the child into school. Parents are not allowed in the school building.

Vulnerable/Key worker children should enter school and be collected from the main school entrance.

All parents should observe any markings in place.

Any parent arriving late should contact the school office.

Only one parent/adult should drop and collect their child. If at all possible, other siblings should not attend at drop off and pick up times. If there is absolutely no alternative, then they must remain beside their parents. Toddlers should remain in their pushchairs and not be allowed to roam.

Please leave the school promptly and do not linger to talk to others - even if at a safe distance.

School Transport for Y1 Y6 Vulnerable Key Worker Groups

St Joseph's will operate its bus service. Children can only travel on the school bus if parents have notified school that they require its use before **WEDNESDAY 3RD JUNE**. This is to allow us to plan pick up and drop off times which will then be communicated to parents.

Pick up and drop off times will be communicated to parents of those travelling.

Bus staff will ensure that all surfaces on the buses are cleaned after each use.

Organisation of Children in school

Pupils will be divided into small groups or 'bubbles' with dedicated members of staff for that group. In some groups, the teacher will be supported by another teacher or teaching assistant. There will be no whole school gatherings of any kind. Pupils will be assigned their own toilet areas and hand washing facilities.

Windows will be open and internal doors will also be left open to ensure that rooms are well ventilated.

Classrooms have been redesigned so that only one child will sit at a table. Children will not sit together on a carpet.

Children will remain in seats in classrooms. They are not allowed to go anywhere in school other than their allocated room, toilet and outside space.

Behaviour

We have had to adapt our current behaviour policy to the current situation. A COVID appendix to the behaviour policy will follow. This will be carefully explained to the pupils on their return to school. Any child putting others at risk will be sent home immediately. This includes consistent refusal to follow social distancing measures and other anti-social behaviour such as spitting - never has this taken on a more sinister possible consequence than at the moment.

The usual high expectations for pupils' behaviour continue.

Attendance

Normal protocol will be resumed for year groups required back into school. Daily registration will take place for each session that the child is required to attend school and will be in accordance with the timings of the revised school day. It is important that children arrive at school on time. This will allow for the precautionary measures that have been put into place to be effectively managed and with minimal disruption to the child's learning.

Break times and lunch times

Breaks will be staggered to enable social distancing. More than one group will be allowed to play outside but only within their designated area. Activities will be extremely limited; for example no football, four square or activities where children are in close proximity. There will be limited play equipment available.

Catering arrangements

Initial catering arrangements after half term will be a "grab bag" packed lunch offer from our catering provider, for those pupils who normally receive a free meal or who pay for one. Our intention is to return to offering a hot meal provision as soon as this can be prepared and delivered in adherence to government guidelines on social distancing.

Where pupils are currently in receipt of a weekly free school meal voucher under the government scheme these will stop as different year groups return to school on a full time basis.

Use of Equipment

Pupils will not be permitted to share resources. Materials and surfaces will be cleaned and disinfected more frequently in school.

Y1 children will be provided with the resources that they will need each day, they should not bring anything else to school.

As part of transition, Y6 are asked to bring in a pencil case that includes a pencil, ruler, sharpener and coloured pencils. Children will be given a school pen. Pencil cases must remain in school all of the time.

Areas that are out of use

Children will not be able to use the outdoor play equipment including the trim trail, gym equipment and tyre areas.

Uniform and items from Home

St Joseph's expect that all pupils will wear a school uniform. Clothes must be washed daily. Children must not bring book bags as we are unable to send books home at the moment.

No personal items should be brought to school other than a coat, sun hat and water bottle. The water fountains will be out of use. Children will need to bring a full, labelled water bottle that is returned home each evening. Only water is permitted.

Sun cream should be applied before arriving at school so there should not then be a need to send sun cream to school.

Any reading books or school resources that are currently at home should be returned on their first day at school.

Reading books will not be sent home this half term.

PE kits are not needed.

Learning Provision

Staff are restricted in the range of learning activities that they are able to provide at this time. Staff will of course do their best but this is not going to be school as we know it.

The government have introduced the phased return to try to get children back into routine and to ensure learning begins again.

Staff will have amended timetables and the outdoor space will be used where appropriate.

In year 6 it is unlikely that many of the end of term traditions will be able to take place, for example, whole year or class assemblies with parents, school journeys and trips. We will try to ensure that the children have a good experience nonetheless! Though visits to secondary schools for induction will not take place this year, arrangements for transition to Sacred Heart and Freebrough are in place.

Home Learning

Children who do not return to school will be expected to complete online work as they have been doing. This will be set on a daily basis to reflect what is being taught in school.

Paper copies can still be made available.

Contact with School

All contact with school is via telephone and email. Please do not visit the office. Please adhere to all measures in place, particularly with regard to drop off and pick up times.

Please ensure that we have your most up to date contact details and that you are able to be contacted throughout the day.

Please do not send letters or notes into school, notify the school office if needed.

Parent Pay

All parents have access to Parent Pay, this is the preferred method of payment. Please contact the school office if you need help setting this up.

Safeguarding/SEND

Parents should contact Mrs Toward regarding any safeguarding issues.

Updated Safeguarding Posters are displayed in classrooms and around school.

Parents should arrange an appointment with Miss Wright regarding any SEND issues.

Pupil illness

IF IN DOUBT DO NOT SEND.

If your child becomes unwell at school, you will be asked to collect them immediately. We therefore need you to be contactable at all times. Your child will be kept in isolation with a member of staff while we wait for your arrival - you may drive into the school car park and should use the disabled entrance to collect your child.

If coronavirus is suspected, the staff member will be wearing a disposable apron, gloves and mask. Any child or staff member with symptoms consistent with coronavirus will need to isolate for seven days and their fellow household members for fourteen days.

Where a staff member or child tests negative for coronavirus, they may return to school and their household members may end their isolation. Where a staff member or child tests positive for coronavirus, the rest of the group (bubble) will be sent home and asked to isolate for fourteen days.

Social Distancing Measures

As a school, we are doing all we can to minimise risk and operate a safe learning environment.

Safety and handwashing

Staff and pupils will be encouraged to wash their hands more frequently using soap and water for at least 20 seconds. Instructions are displayed within all toilet rooms.

Pupils will wash hands at the following times:

- On arrival into school
- After break time
- Before lunch or eating
- After lunch
- After going to the toilet
- After using a tissue

Children will be provided with soap and hand wash, this should not be brought into school.

Children should avoid touching their face, mouth and nose area and staff will remind children about this regularly.

The 'Catch it, Bin it, Kill it' approach should be used by all. Each classroom has a lidded bin and used tissues should be placed in these.

Bins will be emptied each lunchtime and at the end of each day.

Posters will be displayed around school to remind children about good hygiene and social distancing.

Government guidance states that it is not necessary for children to wear masks.

In order to protect the well-being and safety of our staff and pupils, I must emphasise the need for everyone to follow the social distancing measures as outlined by the government. We will not hesitate to refuse entry to school for any child whose family, including older siblings, are found to be ignoring social distancing rules.

Yours sincerely,

Mrs A G Toward

Headteacher

