



St. Chad's Catholic Primary School, Sedgley, DY3 3UE
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4th June 2020

Dear Parents and Carers

Year 1 is reopening to pupils who are booked in from Wednesday 10th June.

Please book a place each week – please always let us know by Wednesday before you send your child the following week

We need to ask you to let us know if your child will be coming into Year 1 each week or not. It's really important we know in advance because we need to arrange seating, staffing, prepare workbooks and arrange playtimes and lunchtimes. Please send us an email no later than **3PM on WEDNESDAY** of each week to let us know if your child is attending the FOLLOWING week or not. Please send your email to info@st-chads.dudley.sch.uk and mark the subject as YEAR 1 ATTENDANCE. We really do rely on your help to ensure that we can be fully prepared for numbers of children each week.

If you told us on the phone that your child won't be attending, you only need to email us if you want your child to start attending. Please email us by the Wednesday before the week they will start attending.

If you've told us on the phone or by email that your child will start attending, you only need to email us if they WON'T be coming to school the following week e.g. if they are going to stop attending.

Normal day to day absence can be notified by phone as normal. If we are expecting your child in school and they don't arrive – and we haven't heard from you – we'll call you as normal to check they are safely with you.

What if I'm not sending my child back to school?

You have the option to decide whether to send your child to school from one week to the next by booking them in as above.

If your child is at home we will continue to call you approximately every two weeks and make sure you are okay with home learning online, have all the logins and passwords you need and check you're all safe and keep in touch. If you don't have internet access or enough devices to go around we can make up a paper pack of work for you. We will maintain our contact with you and your child just as we have since the school closed in March – you definitely won't be forgotten because you're not in the building!

Getting to school

We are asked to remind you of the government's travel advice which is to avoid public transport (especially for children) wherever possible and to use a private car or walk to your destination. If using public transport – the government recommends you wear a face covering. If using a private car (e.g. a

taxi) with people from outside your household, sitting in the back left side of the vehicle away from the driver may be advised and wearing a face covering is recommended. For full advice search *UK Government Transport Advice* online.

Symptomatic Children, Parents or Staff

Any member of the community with symptoms of the virus must not come to school under any circumstances. If you are even remotely concerned that you or your child has symptoms – you must not come to the school and you must follow the government advice on self-isolation and testing. You can arrange a test at NHS.UK or by calling NHS 119 if you don't have internet access. Only come back to school after the advised period of isolation or a test confirming negative e.g. that you or your child don't have the virus.

Coronavirus COVID-19 Symptoms

- High temperature
- New, continuous cough
- Loss or change to your sense of smell or taste

Uniform

All of the children need to wear school uniform though we realise they may have outgrown some of their uniform clothes and shoes. We also realise you may not want to spend money on new uniform for a few weeks before summer when they'll grow again before September! So all we ask is that you send them to school in uniform or as close to uniform as possible. Girls dresses are available cheaply in the supermarkets and the boys can wear a plain white polo if their check shirt doesn't fit. Just try to get as close to uniform as you can **but we don't expect you go to any unnecessary expense.**

Please remember the times of day are very different!

Both Year 1 groups start at **9.15am** each day and finish at **3pm** each day **except for Fridays when Year 1 go home at 12.45pm.**

Please don't arrive before the start time or congregate on the playground or Church car park after pick up

We have to provide you with a safe environment so sadly we can't allow you to arrive early and congregate with other parents. We've got to minimise the amount of people on the playground and around the Church car park at any one time. Staggered times of day will help with this – but please keep to them otherwise we could have overcrowding which isn't safe for the children, you or us. These systems are not being put in place to make things difficult – we have to implement a safe system just like shops and businesses do.

If you have more than one child, you only make one drop off and one pick up – the 'latest start and earliest finish rule of thumb'

If you have more than one child in school, you simply drop them all off at the **latest start time** and pick them up at the **earliest finish time** of all the class groups. Let's say you have a child in Reception and another in Year 6. Reception start at 9am but Year 6 start at 9.30am. That's the latest start time. You drop them both of at 9.30am meaning one drop off. Similarly, Reception finish at 2.45pm whereas Year

6 finish at 3.15pm. You pick the both up at 2.45pm. That's the earliest finish time. This means you only do one drop off and pick up and it means we don't have to place children in any other 'bubbles' other than their own. The staff will take your children to their class in the morning and go and fetch them for you at home time.

Keyworkers

Children of key workers in Reception, Year 1 or Year 6 will now go to their classes and not the keyworker care group. If you have one child in a class that's reopened but another in the keyworker group, you must use the 'latest start and earliest finish rule of thumb' above. For example, if you have a child in the Keyworker group and another in Year 1: Keyworker group start at 9am but Year 1 start at 9.15am. You need to drop off at 9.15am (the latest start) At the end of the day the Keyworker group finish at 2.45pm and Year 1 finish at 3pm. You need to pick up at 2.45pm (the earliest finish).

There will be a one way queueing system on the playground and it will take you longer than normal to drop off and pick up your child/ren

As I said earlier we've got to do all we can to provide social distancing for you and your children when you are dropping off and picking up. We've got to minimise the chances of overcrowding and bumping into another person. The school gates are a crunch point for this. When you enter the playground you will need to **turn right**. There is a one way (anti clockwise) route around the playground enabling you to queue to wait to drop your child off or pick them up. There are markings enabling you to maintain a 2 metre distance whilst you are queueing. You may well have to queue to get round to your child's specific entrance and it may seem easier to just walk across the playground – but if you do this you risk bumping into someone who has already dropped their child off. So it **will** take longer than normal to drop off and pick up. We're certainly not going to make anyone walk all the way round the playground when there's no need to do so – but when we are busy we all need to queue and wait our turn in order to keep everyone safe – just like the supermarket queues we've all become accustomed to.

Older children can be dropped at the gates and join the queue and we'll be there to supervise

Children in Key Stage 2 who can be trusted to stay in the queue line and follow the floor markings can be brought to the playground gates, handed over to the staff on the gate and then we'll watch them in the queue. However at the end of the day all children need to be picked up from their doors.

Have an umbrella with you for you and the kids!

Even if it's raining the queueing system will still have to operate so it's a good idea to keep a supply of umbrellas handy. I know it's a pain and I wish we didn't have to do all of this – but we have to in order to minimise the risks to everyone. We promise we'll do everything as quickly as possible as I certainly don't want anyone inconvenienced for the sake of it, I promise!

Which door am I heading to?

Miss Westwood's group use the Key Stage 1 doors to the left of the building. Mr Wilkinson's group use the middle Key Stage 2 doors. Either way you'll need to join the 2 metre spaced queue to get to the doors. We're really sorry for the inconvenience.

Apply sun cream to your children and send their own supply each day in any hot weather

Having told you to bring an umbrella I'm now asking you to use sun cream! Bear in mind that wherever possible the children will be going outdoors with their own group. The government says we are all safest outdoors so we'll make use of the field whenever we can. On any even moderately warm and sunny days please apply sun cream to your child and send them with a supply of cream. They will need to apply this themselves but we'll supervise where need be. Sun hats/ baseball caps are also useful.

Only one adult to drop off and pick up please

This keeps numbers on and around the playground to a minimum.

Staff will be maintaining a social distance – please don't be offended

At the drop off doors you'll see a marker for you to stand by – 1m away from the door and the staff will be stood by a marker 1m inside the door. This will seem strange for everyone but it's to keep us all safe. It means private conversations won't be possible. If you need to speak to us about something in private, please call the school and we can have the conversation that way. Parents and other visitors won't be allowed into school at this time unless we have a pre-booked appointment where we can maintain social distancing. This is the total opposite of the way we had started to work after Christmas but it can't be avoided. Never hesitate to call us during this time if you need to speak to Mr Hinton, Mrs Clews or your child's teacher. Of course day to day messages and conversation is still possible with staff at the door – it's just that with a metre distance either side of the door between us we may all have to speak up a bit!

One person/family at a time in the school office lobby

Again, an umbrella will be useful in case there is any queue. Please also note that the office staff will not open the screen during this time of distancing and infection control when serving you. The good news here is we have a brand new office and a MUCH BIGGER screen to welcome you! Again, we may all need to speak up a bit so we can hear each other!

Lunches

Free school meals eligible pupils will be provided with a grab bag – but if you choose this option you will not receive your weekly vouchers. It's not possible to split meals for part of the week and vouchers for the rest. Please have a think and decide if you want to keep receiving vouchers (and providing your child with a packed lunch) or if you want your child to receive a grab bag (and stop receiving vouchers). Please email or call the office and let us know.

All pupils in Year 1 can receive a free grab bag as part of universal free school meals. Let us know by email if you need one or please send your child with their own packed lunch and drinks.

Staffing

Staffing arrangements for Year 1 have changed slightly since I last wrote to you as we have continued to enhance our plans. Miss Westwood's group will be taught by Miss Westwood, Mrs Hadley and Ms Quinn. Mr Wilkinson's group will be taught by Mr Wilkinson, Ms Quinn and Mrs Hadley.

Hygiene and Safety

We are complying with the government guidance of minimising the number of people children and staff come into contact with. A very limited number of staff will teach your children wherever possible. Each group is kept separate from all other groups as far as is possible. They arrive separately through separate doors, stay in classrooms, have separate break times and lunchtimes and go home separately through separate doors. There are no whole school assemblies and Masses (sadly) and children eat in their classrooms. There is a line splitting all corridors in two so the children can 'keep left' and avoid bumping into anyone. Play equipment, toys and reading books are out of use (sadly) Just two children at a time use the toilets and washrooms with 'middle sinks' and urinals blocked out of use.

Handwashing for at least 20 seconds takes place upon arrival, before break, after break, before lunch and after lunch, and before and after the afternoon play as a minimum. Your child will sit at the same individual desk at all times. They have their own stationery equipment that we have provided that remains for your child only. We will also disinfect these pens, glue sticks and rulers at the end of each day. Your child's desk will be disinfected during play time, before and after lunch time and during afternoon play. The whole classroom including tables and chairs will be deep cleaned and disinfected at night. Your child then returns to the same desk, with the same pens and pencils the next day. Anything else that is used with the children such as paint brushes or computer keyboards / tablets will be disinfected between users. The full risk assessment which is a detailed breakdown of procedures will be available on our website from Saturday 6th June. It is already written – we are now working through each aspect and 'signing it off'. When this is completed on Friday we will send it to the website. A member of the Board of Directors and The Academy Operations Manager have also visited the school to scrutinise our systems.

Alcohol hand sanitiser is also provided for supervised usage

We were not able to provide non-alcohol based sanitiser because the cost was too expensive so we have only provided an alcohol based sanitiser in the classrooms. The use of this will be carefully supervised.

If your child has any allergy to alcohol based sanitiser please let us know.

Face Masks/Coverings

Government guidance is that children and staff **do not** ordinarily require any face coverings. Indeed, face coverings can add to infection risks if they are not used properly. We do not recommend the use of masks by children or staff except where staff need PPE when providing close contact care or intimate care /changing or dealing with a child/adult showing symptoms of Coronavirus.

If there is a suspected or confirmed case of Coronavirus in your child's group

If a child displays or complains of symptoms they will be safely isolated from the group with someone to look after them. The staff member will wear PPE and maintain a 2m distance wherever possible. If the child needs the toilet they'll be able to use a separate toilet that will be sanitised afterwards. The child's parents / carers will be called and asked to take the child home and follow government guidance on isolation and testing. Parents should self-isolate the child for 7 days and obtain a virus test. This is done by visiting NHS.UK or calling NHS 119 if you have no internet access. The rest of the household should self-isolate for 14 days. Where the child tests negative (doesn't have the virus) they can return to school and the rest of the household can end their isolation too.

Where a child is sent home with suspected symptoms we will send all other children and staff home as a precaution and they won't be able to come back to school until the test result is known. This is an additional precaution over and above the government guidance that we are following. There is no requirement for anyone other than the child sent home with symptoms to self-isolate at this stage - they won't come back to school until we know the test is negative. If the test is negative e.g. the child with symptoms doesn't have the virus – everyone can come straight back to school. If the child tests positive their household needs to follow government guidance for positive virus test outcomes which will be explained when the positive test result is given to you.

If the child with symptoms tests positive e.g. they do have the virus the rest of the children and staff in their group must self-isolate for 14 days. Other household members do not need to self-isolate unless the child develops symptoms and subsequently needs testing.

If there is any confirmed case, we will notify Public Health England's local team so they can conduct a rapid investigation.

Good news - the school refurbishment has continued!

After that marathon amount of serious information, I'd like to let you know we've been very busy since the school closed! We've painted the Key Stage 2 corridor, fitted smart new corridor carpets throughout the school, new carpets in Key Stage 2 classes, painted Key Stage 2 classes and Reception Class, removed old furniture and replaced it with new modern units, reconfigured the office area and fitted a big, bright window to welcome you, modernised the foyer by removing old furniture and redecorating everything brightly. The hall has an attractive modern floor and is being brightly repainted as we speak. The corridors, hall and entrance area all have bright new lighting. This is the start of our refurbishment, tackling the most needed improvements. The children should notice a big difference – especially in Key Stage 2 and if you need to visit the office you will find it is a much more modern and welcoming space. It's just a shame we can't invite you in to look around right now! That will come in the fullness of time and it'll be our pleasure to welcome you inside when the time is right!

Mrs Jain

Mrs Jain left us at Easter as she was providing maternity cover for Mrs Thomas. As the children couldn't say goodbye themselves we made sure we gave her all our thanks and best wishes. Mrs Jain will be writing the end of year reports for the children as she taught them for most of the year.

Thank you

Thanks for reading this very long letter. You know where we are if you need to speak to us at any point. We are here to help you and serve you and will do all we can to help you within the confines of the restricted situation we're all in at the moment. For now – all my best wishes to you and your family.

Every kind wish,



Mr M Hinton, Executive Principal