



St. Chad's Catholic Primary School, Sedgley, DY3 3UE
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8th July 2020

Dear Parents and Carers,

We hope you are safe and well and we miss you and your family very much. Sadly, we know that many of you have suffered with family illness and bereavement during the pandemic and we want you to know that we are very, very sorry for your troubles. You are very much in our thoughts and prayers and we send you all our sympathy.

We are very much looking forward to welcoming everyone back to school in September. This is a detailed newsletter containing information about your child's school report, the return to school in September, important information about our safety procedures and finally other news items from the school. It's a very long but very important letter that you might need to read in a few sittings! Please do read this letter fully, though! We know it's a long one but there's lots to tell you!

Your child's school report and information about the much awaited full reopening of school in September!



Your child's report

We are pleased to enclose your child's school report. This report has been written based on your child's achievements during their time in school up to the end of March when school was closed as part of the lockdown. For those children in Reception, Year 1 and Year 6 who have returned to school this half term, they have been updated to take consideration of your child's achievements this half term. You will notice that the report is in a different format to the one used by the school in previous years. We have tried to improve the usefulness and readability of the report so that it gives you the information you need in a way that is unique and personal to your child. The first page inside the booklet gives you an overview of your child's attainment across the curriculum in an 'at a glance' format. The next page provides a commentary on your child's achievement and their progress together with a commentary on their behaviour and contribution to the school community. On the back page you will find a celebration of their key strengths together with some important targets for next year. You will also find attendance and punctuality information on this page. We work hard to ensure registers are accurate but if you feel the absence, whether authorised or unauthorised, or late marks information is incorrect please do give us a call. We can check the registers for you and if there is an error we will correct it and reissue the report. Similarly, each report has been carefully read by the class teacher and the headteacher. That said, with 210 reports being issued, it's inevitable that occasionally an error may go undetected. We apologise in advance for this. If there is any error in your child's report please don't hesitate to let us know as we can correct the mistake and reissue the report for you straight away. It's important that your child's report is right.

An opportunity to speak to your child's teacher as there are no parent's evenings

Your child's teacher will call you next week to discuss the report with you. Year 1 parents whose children who have been back with us this half term will be called by Mr Wilkinson or Miss Westwood. Year 1 parents whose children who haven't returned to school this half term will be called by Mrs Thomas because Mrs Jain left the school at Easter.

End of term – Friday 17th July

A reminder that the school closes at lunchtime on Friday 17th July for the summer holidays.



KEYWORKERS AND RECEPTION CLASS FINISH AT **12.30PM**
YEAR 1 FINISH AT **12.45PM**
YEAR 6 FINISH AT **1.00PM**



Returning to school in September – children return on Monday 7th September

The school will reopen to pupils on Monday 7th September – this is a later date than published previously and is the new return date agreed by Directors for all primary schools within the MAC. This is to provide time for schools to implement the changes needed for the full reopening. Please note staff will be back in school preparing the school and undertaking training from 1st September. On Monday 7th September pupils from Years 1 to 6 will return to school. Our new Reception Class families have been written to separately about their start date and individual visits.

Safety Arrangements - The children will be taught in separate class 'bubbles' and won't mix with other classes

The government guidance is that we keep the children in their class groups and avoid any mixing between these groups. In the classrooms children will sit next to each other at desks and these will all be facing forwards. The children will sit next to each other but they won't face each other. Each class will have their own playtime and lunchtime which will be separate from other classes. More information can be found in the 'hygiene' section below.



Hygiene

We are complying with the government guidance of minimising the number of other children your child will come into contact with. They will only be in day to day contact with the children in their class. Personal contact will be avoided as much as possible – for example we will strive to implement a 'no physical contact / touching' rule. For example, there will be no contact sports in P.E, no contact games such as playing tick and contact between adults and children will be avoided unless where absolutely necessary e.g. to provide care or to avoid an accident. Where possible staff will wear PPE such as gloves or in an emergency where physical contact cannot be avoided both staff and pupils will wash their hands immediately afterwards. With our very youngest children it will sometimes be necessary to hold their

hand to guide them safely or condole them if they are upset – this will be thoroughly avoided wherever possible but if it is absolutely necessary both staff and children will wash their hands thoroughly afterwards. Wherever possible for any personal contact staff will wear aprons, gloves and masks if necessary e.g. if a very young child has had a toileting accident. Staff are allowed to move between class bubbles. 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 breaktimes and lunchtimes and go home separately through separate doors. There are no whole school assemblies and Masses, no singing (sadly) and children eat in their classrooms for the time being, though we will start to use the hall for lunch later in the term, whilst keeping all groups separated. 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 will be in use from September. Play equipment and toys will be regularly cleaned and only used by one group between cleans whilst reading books will be given out at the beginning of the week and collected in on Friday morning so they can be quarantined for 72 hours over the weekend before being given to another child. 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, handwashing or sanitising before break and after break, handwashing before lunch and after lunch, and handwashing or sanitising before and after the afternoon play as a minimum. Your child will sit at the same desk at all times wherever possible but may need to move to a freshly sanitised desk from time to time e.g. to support their behavior or concentration. They will have their own stationery equipment pack that we have provided that remains for your child’s use only. 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 in September before we reopen.



Times of day will be different

In order to allow for social distancing, we can’t have all 210 children being dropped off and picked up together. This is particularly important so that we can allow parents to keep a distance between themselves and others. This is the government’s guidance. Different classes will start and finish school at different times as shown in the table below.

Your child’s teacher next year

The children will be moving to their new classes and new teachers in September. There is full liaison and handover between the teachers and we are busy planning a catch up / recovery curriculum that we will share with you in September. You can be focusing on covering learning that has been missed in the summer term in all subjects whilst devoting extra time to the important essentials of Reading, Phonics, Spelling, Writing, Grammar, Punctuation and Mathematics. We will also be devoting the usual 10% of the curriculum to Religious Education as is required by the Bishop’s



Conference of England and Wales. We will also be covering essential content from all other curriculum areas.

Return to school arrangements for September

Year group	Staff leading	Start time	Pick up time	Parent drop off / pick up	Start Date
Reception	Mrs Bentley (Teacher) Mrs Stevenson (TA) Mrs Harris (TA)	9.15am	3.15pm	Reception Door (single door) from the playground to Reception Class	21 st September following individual induction visits for each child.
Year 1	Mrs Thomas (Teacher) Ms Quinn (TA)	9.00am	3pm	KS1 double Doors to the left as you look at the school	7 th September at 9am
Year 2	Miss Westwood (Teacher) Mrs Hadley (TA)	8.45am	2.45pm	KS1 double Doors to the left as you look at the school	7 th September at 8.45am
Year 3	Mr Wilkinson (Teacher) Mrs Westwood (TA)	8.45am	2.45pm	Year 3/4/5 double Doors in the centre as you look at the school	7 th September at 8.45am
Year 4	Mrs Hunt (Teacher) Miss Newey (TA)	9.00am	3pm	Year 3/4/5 double Doors in the centre as you look at the school	7 th September at 9am
Year 5	Mr Lodge (Teacher) Mrs Harper (TA)	8.30am	2.30pm	Year 3/4/5 double doors in the centre as you look at the school	7 th September at 8.30am
Year 6	Mrs Dunne (Teacher) Miss Clarke (TA) Mrs Walker (TA)	8.30am	2.30pm	Year 6 Door (single door) to the far right as you look at the school	7 th September at 8.30am

If you have more than one child at the school

You can of course choose to drop both / all of your children off individually though we realise this may mean a lot of waiting around. If you would prefer to do just one drop off and pick up you can follow the **'latest start – earliest finish' rule of thumb**.

For example, if you have one child in Year 6 (8.30am start) and another in Year 1 (9am start) you can drop them both off at 9am – **the latest start time**. At the end of the day you would pick them both up at 2.30pm (**the earliest finish time**) of the two children.

We're sorry but we can't offer to take both/all of the children early and keep them both / all until late because we won't have enough staff available to look after individual children – and we can't mix the children with those from other bubbles.

Getting to school



We are asked to remind you of the government's **trav** **hich** 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 – you must 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.

Face Masks/Coverings

Government guidance is that children and staff **do not** require any face coverings whilst at school. Indeed, face coverings can add to infection risks if they are not used properly. Masks are not worn by children or staff in school 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 your child wears a mask to get to school (e.g. on the bus) please either take it from them upon arrival and sanitise your and their hands straight away or provide them with a plastic bag to keep the mask in whilst at school. Everyone must take great care not to touch the face when removing masks and hands must be washed or sanitised straight away. Disposable masks can be thrown into lidded bins inside school.

Uniform – girls can wear trousers as well as the summer dress / winter kilt from September

The children need to wear their normal uniform from September. The government does not advise anything other than normal cleaning and washing arrangements for school clothes. Summer uniform can still be worn up to October half term but you are welcome to introduce the winter uniform on any cooler days or as soon as you feel appropriate.



We will be consulting widely with parents in the autumn term about our school uniform as we are considering simplifying it and modernising some aspects of it. Any changes will not come into effect until Summer 2021 and will not lead to any additional expense. We want to find out your views and will be in touch next term.

However, with immediate effect girls throughout the school have the option to wear grey school trousers as an alternative to a summer dress or winter kilt. Just normal grey school trousers available

from supermarkets or clothes shops are fine. This gives the girls the option of trousers which we feel is important.

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're really sorry about this and we hope you understand. 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. Please don't gather in groups in the car park as this can put others in a difficult situation if they cannot get past the group whilst maintaining social distancing.

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



We've got to do all we can to provide social distancing for you 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 at their start time – PLEASE DON'T LEAVE THEM IN AN UNATTENDED PLAYGROUND BEFORE DROP OFF TIME

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 playground 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 as we need to hand them over to you safely.

Have an umbrella with you for you and the kids

Even if it's raining the queuing system will still have to operate so it's essential 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?

Follow the queueing track around to your child's drop off door (shown in the table above)



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

Reception, Year 1 and Year 2 together with Free school meals pupils will be provided with a grab bag (packed lunch) or you can send them with their own lunch and drinks. If your child is in Years 3,4,5 or 6 and does not receive free school meals, they will need a packed lunch and drinks for the day. Alternatively, grab bags can be ordered for the normal school meals price per day.

We will then launch free hot meals for Reception, Year 1 and Year 2 and those eligible for free school meals in October. We hope to have the full hot meals service up and running for everyone after October half term. The reason for this staggering is so that we can adapt our serving systems, dinner hall layout, timetable and staff arrangements to make the provision of hot meals a safe operation.

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.**

Symptomatic Children, Parents or Staff

IF YOU, YOUR CHILD/REN OR ANYONE IN YOUR HOUSEHOLD HAS SYMPTOMS YOU MUSTN'T SEND YOUR CHILD TO SCHOOL. SYMPTOMATIC STAFF MUST NOT COME TO SCHOOL

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. The same

applies for staff and children where a member of the household is symptomatic. You can arrange a test VERY QUICKLY 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. Even with a negative test you may still be asked to continue to self-isolate depending on the circumstances.

Coronavirus COVID-19 Symptoms

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



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. The child will be well looked after, cared for and reassured at all times. 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 as follows:

- Book a test. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- Provide details of anyone the child has been in close contact with if they do test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- Self-isolate themselves and their child as they have been in close contact with someone (their child) who has developed coronavirus (COVID-19) symptoms or tested positive for coronavirus (COVID-19)
- Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS website NHS.UK or by calling NHS 119.
- School will follow the Dudley standard operating procedure and we will notify the school nurses and Public Health England of the suspected case.

School will ask parents to inform us immediately of the results of a test:

- If the child tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. Once they feel well they can return to school.
- If your child tests positive, you should follow **the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'** available online and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

When a pupil or member of staff has tested positive school will contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) has attended the school – as identified by NHS Test and Trace.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the pupil or staff member during the period that they were infectious, and ensure they are asked to self-isolate.

The health protection team will work with the school to guide us through the actions we need to take. Based on the advice from the health protection team, we must send home those pupils and staff who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.

The health protection team will provide definitive advice on who must be sent home. Please note the school will not share names of staff or pupils who have been infected.

Household members of those staff or children who are sent home **do not need to self-isolate themselves unless the child or staff member who is self-isolating subsequently develops symptoms.**

If a pupil or staff member in a class that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow **'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'**. They should get a test, and:

- If the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they **could still** develop the coronavirus (COVID-19) within the remaining days.
- If the test result is positive, the staff member or the child's parent / carer should inform the school immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). **Their household** should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following **'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'** available online.

If a school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required. In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If in consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test other children / staff who may have been in contact with the person who has tested positive. Testing will first focus on the child or staff member's class, then the whole school if necessary, in line with routine public health outbreak control practice.

Please note – if a child or staff member is symptomatic they will be sent home straight away – but we will only send the rest of the class / group home on the advice of Public Health England in accordance with the arrangements above which are the government official guidance. This means we do not send

classes / groups home when a symptomatic child / staff member has gone home to be tested. This is a change from the arrangement we set up as our own policy in the summer term. The reason for the official guidance to only send children / classes home is that we could be sending whole classes home every time someone has a cough – which may not be a Coronavirus case. This could mean an empty school for weeks on end in autumn and winter! Testing and results are so fast now that in many cases we would know about confirmed cases the same or next day meaning we can engage with Public Health England very quickly to find out who needs sending home.

Please be assured the school will be following the official guidance fully.

OTHER NEWS FROM ST CHAD'S



Good news - the school refurbishment and modernisation has continued!

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 has been brightly repainted. 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 Wooldridge is retiring at the end of term

After many years of dedicated service in the school office, Mrs Wooldridge is leaving us at the end of term. Mrs Wooldridge has helped thousands of children and their parents over the years and is very highly thought of by the community at St Chad's. We would like to thank her very sincerely for her service to St Chad's over the years and wish her long, happy, healthy and enjoyable retirement. Mrs Lemm is staying with us and a new receptionist will be appointed for September.



Year 6

Our wonderful Year 6 class will also be leaving us at the end of term. The school has a special gift for each of them that we will be passing on or delivering to their homes to say goodbye. We congratulate them on the years they have spent at St Chad's and wish them every success and happiness at their secondary schools. A separate goodbye letter is being sent to all year 6 families as well.

Mrs Bowen (SENCO) and Mrs Benson (SEN Support Assistant) are leaving at the end of term

Mrs Bowen and Mrs Benson have been providing SEN support at St Chad's for the past couple of years and are leaving at the end of term. They have both been very caring and supportive to all of the children at St Chad's and worked with lots of our families. Mrs Bowen is moving to a promotion at another school and Mrs Benson is joining the SEN team of the local authority. Our new SENCO is Miss Oakley who will be working as SENCO across both St Joseph's and St Chad's.



Getting in touch with school



The school closes for summer on Friday 17th July. The office is also closed so we won't be picking up phone messages or emails until we reopen for staff on 1st September. If you need to speak to us please get in touch before Friday 17th July or from 1st September onwards – that way you know we are at school and able to help you.

School reopens to children from Years 1 to 6 on Monday 7th September – see earlier for timings.

Thank you

Thanks for reading this very long letter. Thank you very much for your support, patience and perseverance in these very difficult past months. We are delighted that the school community will be coming together again in September – even though things will be different to normal. We are particularly looking forward to working together to make St Chad's an even better school and strive to become the best Catholic school we can be. We promise to do our very best to make St Chad's even better for all of the children that come here. Until then, I hope you and your family have a good summer and that the sun shines wherever you are!



With every kind wish.

Yours Sincerely,

Mr M Hinton, Executive Principal

