

27th May 2020

Dear Parents and Carers,

I write to you to set out the arrangements we have made to open St Joseph's Catholic Primary School from 2nd June.

Before I set out these arrangements, I would like to take this opportunity to thank parents and carers for their understanding and cooperation since we had to close, due to lockdown, from 23rd March. I know this period has been challenging for many families, in particular managing work commitments, childcare, organising and supporting home learning and dealing with the anxieties and concerns of your children in uncertain times.

Which children can attend from 2nd June?

As you may be aware, we have remained open for the children of Key Workers and Vulnerable children since 23rd March and have been operating with smaller group sizes and additional hygiene and infection control measures. We will remain open for them until wider opening is confirmed.

The Government is now encouraging schools to open to selected year groups (Reception, Year 1 and Year 6), which we will do on the 2nd June. We have corresponded with parents and now have a list of the pupils who would like to return. These parents will receive further information regarding the groupings of pupils today.

From the week beginning 1st June, early years and childcare providers, as well as schools will welcome back selected children, if the five key tests set by government are met. For the vast majority of children and young people, coronavirus is a mild illness. Some categories of children with specific serious health conditions should not attend their early years setting or school. These are children who are either themselves in an extremely clinically vulnerable group or who live with someone in this group. Children from clinically vulnerable groups are advised to work from home but may also come to school if they wish. If you are unsure whether your child should attend the setting due to a health condition they or someone they live with has, please contact us so we can discuss the details with you.

Protective measures we are taking in light of coronavirus (COVID-19):

First and foremost, it goes without saying that the safety of your child and of my staff are my top priorities. We are working hard, following the latest government guidance, to develop and implement a number of new ways of operating. This will allow us to open as safely as possible, focusing on measures that will help limit the risk of coronavirus transmitting within our setting.

Some of the steps we are taking in readiness for reopening include:

- Asking that anyone who is displaying, or lives with someone who is displaying coronavirus symptoms, does not attend the setting. This includes children and staff who work here.
- Keeping our children in small groups with as much consistent staffing as possible, and minimising contact with other groups around the setting.
- Washing and cleaning our hands more often than usual.
- Using alcohol sanitiser; ensuring that all parts of the hands are sanitised.



- Ensuring our children understand good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach and ensuring a good supply of tissues and bins throughout the setting.
- Implementing an enhanced cleaning schedule, ensuring surfaces touched by children and staff are cleaned regularly and throughout the day, including table tops, door handles and play equipment.
- Asking parents and carers to physically distance from each other and from staff when dropping off and collecting their children and to limit drop off and collection to one parent or carer per household.
- Asking children not to bring toys or other items from home to the setting, unless this is essential to their health and wellbeing.

How will this work?

As part of our school re-opening classes will be organised into smaller groups, called *bubbles*. Bubbles will be no larger than 15 pupils, depending upon the surface area of a room. Any contact between bubbles will be as limited as possible. This includes contact between staff in the bubbles. Key Worker children will be in their own bubble (possibly two bubbles depending on numbers). Initially classes will return for two or three days a week. Below I have set out information on the provision, along with expectations and routines. These are in addition to or a variation of our normal school policies.

Reception (all those who indicated they wish to return)		
Week 1 (2 nd June)	Reception A Reception B	Return on Tuesday 2 nd June for one day Return on Thursday 4 th and Friday 5 th June
Week 2 (8 th June)	Reception A Reception B	In school on Monday 8 th and Tuesday 9 th June In school on Thursday 11 th and Friday 12 th June

Year 1 (all those who indicated they wish to return)		
Week 1 (2 nd June)	Year 1	Return Tuesday 2 nd June and Wednesday 3 rd June
Week 2 (8 th June)	Year 1	In school for three days - Monday 8 th to Wednesday 10 th June

Year 6 (all those who indicated they wish to return)		
Week 1 (2 nd June)	Year 6	Return Tuesday 2 nd June and Wednesday 3 rd June
Week 2 (8 th June)	Year 6	In school for three days - Monday 8 th to Wednesday 10 th June

This will be reviewed at the end of the second week.

Please note we have a staff inset day on June 1st as we prepare our provision and the school for the children. The school will not be open to any pupils.

Key Information for returning pupils and key worker children:

- Children are required to wear summer school uniform. Children should wear trainers or sensible shoes they can exercise in. Uniform should be washed daily.
- Children should come to school with as little as possible. All pupils will be provided with the learning equipment that they require for the day.
- A packed lunch will be available from the kitchen daily, as part of the universal free school meals for Reception and Year 1. If Year 6 wish to have a school lunch, this will need to be paid for in advance using your Parentpay account. This arrangement is available for the Key



Worker pupils in Key Stage 2, but now at a cost. We would encourage parents to use this facility, but children are permitted to bring their own packed lunch. This will need to be kept in the classroom on their desk.

- Parents are asked not to enter the school building and only one adult to enter the school grounds to drop off and collect their child.
- Parents are reminded to adhere to social distancing at all times.
- There will be a staggered start to the day – please see details below for the various groups.
- Teachers will continue to set and mark work for pupils at home, as well as at school.
- All staff will attend school for at least one day every week, but most probably more.
- Teachers will receive PPA time (Planning, Preparation and Assessment) time every Friday afternoon and will therefore not be online, approving work on Tapestry and Seesaw, after 12pm on a Friday.

Entering the school premises: please see table below with timings for each group for the days that they are in school.

Cohort	Opening Times	Closing Times	Entry and Exit Location	
Key Workers	8.30	3.00	Reception Office	
Year 6	8.45	2.40	Y6A to enter alleyway (KS2 gate) to classroom 5M	Y6B to enter alleyway (KS2 gate) to classroom 5W
Year 1	9.10	3.00	Y1H to enter through Office (Main school entrance) reception to classroom 3T	Y1C to enter through Busy living gate to classroom 3B
Reception	8.55	2.50	Reception A to enter across Key Stage 1 playground to Preschool	Reception B to enter across Key Stage 1 playground to Preschool

If you have children in more than one year group. Please adhere to the times above and social distancing rules, ensuring that you leave the school grounds between delivering them to their classrooms.

During the Day:

- Children will stay in their bubbles and not interact with other bubbles. There will only be one child at a desk. We will be setting out the classrooms so that desks and chairs are spaced out as much as possible, maintaining 2 metres distance at all times.
- Children will sit at the same desk on consecutive days.
- There will be specific members of staff allocated to each bubble for teaching time and breaks. Staff from different bubbles will not interact with other groups.
- Outside areas will be allocated to bubbles.
- Laptops, ipads or equipment used will be wiped after use with anti-bacterial wipes.
- Children need to social distance when going to the toilet area.
- Children will be given their packed lunch and eat it in their designated outside space or in their classroom if it is preferred.





- Staff will have access to PPE as a precaution should they wish to use it. This will be necessary if social distancing is not possible, for example, supporting a child with first aid.
- There will be no Assemblies or inter group gatherings in school.

End of the day:

- Key worker children can be collected by a parent / carer from the main entrance to the school.
- All other groups will be picked up from the point that they are dropped at in the morning.
- Children should be picked up at their allocated time to minimise the number of adults on site at one time.
- Year 6 pupils can independently leave the site with the written permission of their parent/carer.

Hygiene/cleaning:

- All staff and children to sanitise or wash hands **IMMEDIATELY** on entering the building at nearest washbasin / hand sanitiser. There will be hand sanitiser available at key points and in all classrooms.
- Adults and children to 'catch it, bin it, kill it' using a tissue or clothing on arm if necessary.
- Tissues will be available in all classrooms.
- Adults and children to wash hands regularly during the day when changing activities.
- All surfaces, door handles, banister rails etc. cleaned daily.
- Use of anti-bacterial wipes (available in all classrooms) on equipment, tables, handles etc.

Staff should implement the above measures as far as they are able, whilst ensuring children are kept safe and well cared for within their settings.

Staffing Due to the Covid-19 outbreak:

Not all our staff are able to be in school, as some of them currently form part of the shielding group. We will attempt to ensure that your children will be with teaching staff who know them. If we do not have adequate staffing levels we will inform you immediately.

Free School Meals:

Children who are eligible for free school meals (FSM) will continue to receive a lunch once they return to school. Children not in school but eligible to receive free school meals, will continue to receive e-vouchers.

Parents:

We ask that parents do not have any face to face contact with teaching and office staff. No parents will be permitted on site at any part of the day apart from pick up and collection times. Should you wish to speak to a member of staff please contact the school office by phone or email.

Illness:

Children with general sickness such as a stomach bug or diarrhoea should follow the usual 48 hours guidance for non-attendance at school. Cases where children suffer Covid 19 symptoms such as a temperature; dry cough; loss of taste/smell, should self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. In the event of a confirmed case of Coronavirus, the



respective bubble at school will be immediately shut down and all children and relevant members of staff will need to self-isolate for 14 days.

Where a child is sick, staff will wear PPE equipment and children will be isolated from staff and other children, either outside or in a well-ventilated room (such as the First Aid room). A member of staff will supervise the child from a safe distance and check on their wellbeing. Parents, once contacted, will need to collect their child without delay.

In the event of general staff illness, parents will be informed as soon as possible and the group will be closed until the member of staff returns. We will not be using supply cover during this time.

Testing:

Once early years, childcare provision and schools are open to more children, all children who are attending a childcare setting (aged over 5) will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. The aim is to enable children to get back to childcare or school, and their parents or carers not to need to self-isolate any longer than is necessary, if the test proves to be negative. A positive test will ensure rapid action to protect other children and staff in their setting.

We ask all parents and carers to ensure they organise a test for their child, in the event that they develop coronavirus symptoms, and notify us immediately of a positive test. Further guidance is available about [getting tested](#).

Behaviour:

Adults will be mindful of the stress and anxiety children may be feeling at this time. Children should be reminded that the highest standards regarding behaviour are expected. New Behaviour Guidelines, in light of Covid 19, will be introduced to the children on their first day back. They are attached to this letter for your reference. Children will be given an appropriate consequence and any incidents reported to parents at collection. If bad behaviour is repeated, the school will meet to discuss the appropriateness of the child attending further sessions. Children will be expected to respect each other and all adults who are caring for them.

A number of parents at this time have opted not to send their children back to school on 2nd June. If at anytime they reconsider, parents must liaise with the school, so that we can plan effectively and remain within the Government guidelines.

Finally, I apologise for the lengthy document, but feel that it is necessary to provide you with as much detail as possible on our approach to reopening. Every effort will be made to make returning to school a positive experience, for the children, given the circumstances. Staff are looking forward to seeing the children and have been enthused by their communications, work and activities on 'Seesaw' and 'Tapestry.'

There will inevitably be more questions you will want to ask. I suggest that you email the school office: office@st-josephsprimary.bucks.sch.uk, which will enable us to provide you with a FAQ document, rather than answering each query. Thank you for working together with us at this difficult time.



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Catholic Primary School

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Love, Learn, Grow

Yours Sincerely,

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