

ST CHARLES' RC PRIMARY SCHOOL

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"Bring Forth Christ"

Determination Friendship Good Manners Respect Responsibility
15 May 2020

PLANS FOR REOPENING ST CHARLES' RCP SCHOOL

Dear Parent/Guardian,

I apologise for the length of this letter. I want parents to be as informed as they can when deciding to send their child into school.

GENERAL OVERVIEW

The Prime Minister announced on Sunday evening that schools would begin the process of re-opening to an increased number of children from Monday 1st June. During the course of this week, additional information has been released by the Department for Education which has enabled me to put measures in place to allow for this. I have met with my Senior Leadership Team, our school's Governing Body and members of staff individually to develop and share my plans and to make sure they are robust enough to ensure we can reopen in the safest way possible.

I must note though that these are just plans. Plans which will keep the different groups of children we have in school separate and where they won't be able to be in contact with each other. However, within the distinct groups we have in school, being able to ensure children socially distance throughout the day will be impossible. We will of course remind them throughout the day. We have put measures in place in each classroom to minimise the contact between children. But so long as you have children together, in a school or any other environment, any virus present has an increased chance of spreading and is extremely difficult to control.

This is why it is important to constantly monitor your child's health. We will be taking all necessary steps within school to ensure good hygiene is adhered to at all times. If you can also make sure you are also being extremely vigilant at home this will help to support us. Any child who arrives in school or who develops symptoms of Covid-19/Coronavirus will be isolated in school and parents contacted immediately. The child and family household will then have to isolate for 7 days unless a test can be administered and results are negative. Guidance indicates that *'All staff and students attending an education or childcare setting will have access to a test if they display symptoms of coronavirus'* and so school will support parents to source a test immediately. Symptoms of Coronavirus continue to be:

- **a high temperature** - this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** - this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)

The plan I have in place is reliant upon staff members working within school being fit and well. Any illness to staff may result in that group of children being unable to attend school. Our Key Worker group is our main priority group for attendance and staff may need to be redeployed within school to ensure the continued attendance for this group of children. I will endeavour to give you as much notice as is possible ahead of any changes however some changes may be last minute. Any changes will be posted on our school Facebook page, ClassDojo! and e-mailed out therefore it is important you make sure we have the most up to date e-mail address for you.

The government have instructed schools to encourage parents to send their children into school however I realise how nervous parents are about this and so there is no pressure from me for you to send your child into school straightaway. The government have informed schools that there will be no fines for children



who don't attend which I fully support. If, after a couple of days, you change your mind and want to send your child into school then you can. Just get in touch with school and we will allocate a place.

THE PLAN

NB. This plan is subject to change as it is reliant on staff staying healthy and able to attend work. The Government may postpone schools reopening on the 1st June.

This will not be the school that your children are used to. They will not be able to socialise with children from other year groups like they did before. Many of the toys and activities (especially for our younger children) will be removed as we have been advised to:

- Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere;
- Remove soft furnishings, soft toys and toys that are hard to clean (those with intricate parts).

For two of the year groups returning, they won't have the same class teacher as before as unfortunately, 3 of our teachers and 4 of our teaching assistants fall into the vulnerable categories and so will continue to shield from this virus and work from home.

As a result of the above, I have decided that we are initially going to offer half days to our Reception and Year 1 classes (timings for these can be found below) to allow them time to adjust to this new way of working. Through the coming days and weeks ahead, there is the possibility that these can extend to full days however I want to see how these initial plans work out before committing to any changes. Year 6 will attend for full days. For the first two weeks, we plan on children in Reception, Year 1 and Year 6 attending from Monday - Thursday and using Friday as a day to review the week, discuss and make any planned changes. These will be communicated in the weekly newsletter on Friday.

We will be unable to offer any before and after-school provision at this time. I understand the impact this has on parents but unfortunately we don't have the resources to keep 5 separate groups of children apart. This is something which will be under constant review.

STAFFING ORGANISATION

- Reception Class will continue to be taught by Mrs Parkinson and supported by Mrs Topham.
- Year 1 will now be taught by Miss Gavin and will continue to be supported by Mrs Greaves.
- Year 6 will be split into two halves and taught by Mrs Horsfall and Miss West. They will be supported by Mrs Byrom and Mr Slater.

Childcare will continue to be provided to the Key Worker and Vulnerable children by Mrs Fenton, Mrs Slater and Mrs Spencer. There will be no explicit teaching of this group of children but children will complete the packs the children at home are set supplemented by online activities.

SCHOOL ORGANISATION

Each class will be split into an A and B group and allocated different times to be dropped off. Reception and Year 1 groups will use the same classrooms as normal and these will be cleaned down between sessions. Year 6 will be split between the normal Year 6 classroom and the Year 5 classroom and will be kept separate during the day. The Key Worker/Vulnerable group will be based in the Year 3 classroom.

When dropping children off and collecting, there will be three separate drop-off/collection points. Ropes will guide you as to the path you should take and cones will be set out at 2 metre intervals to ensure social distancing is adhered to for your own safety.

Reception and Year 1 children will be dropped off and collected from the Infant Yard through the gate on Knowles Street. For Year 6 this will be on the Junior Yard through the gate on St. Charles' Road. Key Worker and Vulnerable children will continue to enter school through the main entrance and parents should continue to ring the school office to inform us you are outside the main school gate. **PARENTS ARE NOT PERMITTED TO ENTER THE SCHOOL BUILDING AT ANYTIME.** Year 6 children may walk home on their own if you have informed school. Please can you indicate in your confirmation e-mail whether your child will be collected or is allowed to walk home.

At breaktime and lunchtime, the children will be kept in their separate groups and supervised by staff from their class. Y6 will eat lunch in their classrooms. Packed lunches are available from the school kitchen

and will be delivered to each class. The usual price of £2.30 will be charged through ParentPay for packed lunches and there will be no charge for those children eligible for FSM. It is my understanding that the voucher scheme will continue for those children not in school. If this changes, I will be in touch.

The following table indicates the drop off, collection and also indicates the arrangements for breaktimes for all children and lunchtimes for the Year 6 classes and the Key Worker and Vulnerable children groups.

RECEPTION AND YEAR 1 (MONDAY - THURSDAY)

	DROP OFF	BREAKTIME	COLLECTION
GROUP RECEPTION A	9:15am	10:30am - 10:45am	11:45am
GROUP RECEPTION B	1:00pm	2:15pm - 2:30pm	3:30pm
GROUP YEAR 1 A	8:45am	10:15am - 10:30am	11:30am
GROUP YEAR 1 B	12:30pm	2:00pm - 2:15pm	3:15pm

KEY WORKER/VULNERABLE CHILDREN (ALL WEEK) AND YEAR 6 (MONDAY - THURSDAY)

	DROP OFF	BREAKTIME	LUNCH*	BREAKTIME	COLLECTION
KEY WORKER/ VULNERABLE	FROM 8:45am	10:00am - 10:15am	11:30am - 12:30pm	1:45pm - 2:00pm	BEFORE 3:30pm
GROUP YEAR 6 A	8:45am	10:15am - 10:30am	12:00 noon - 1:00pm	2:00pm - 2:15pm	3:15pm
GROUP YEAR 6 B	9:00am	10:30am - 10:45am	12:00 noon - 1:00pm	2:15pm - 2:30pm	3:30pm

*Key worker children will be outside from 11:30am and then eating lunch from 12:00 noon in school. Group 6A will be outside from 12:00 noon and then eating from 12:30pm in school. Group 6B will eat their lunch from 12:00 noon and then go outside at 12:30pm.

If your child arrives late for school, please contact the school office. Key Worker children will be the only group allowed to enter school through the school office. The other groups of children will enter through the gates mentioned above which will need to be opened.

The group your child will be assigned to will be communicated to you on Wednesday 20th May once I have a better understanding of the numbers involved (details of confirming your place can be found towards the end of this letter).

NB. Key Worker children in Reception, Year 1 and Year 6 will remain in their classroom throughout the day. They will not mix with the group of Key Worker children. Provision will be made for them over the lunchtime period.

WHAT DOES YOUR CHILD NEED TO BRING TO SCHOOL?

Children are being asked to attend school in their uniform. Trainers are permitted in case the children go out onto the school field in their groups. Please do not buy new uniform for the next few weeks.

The water fountains in school are going to be turned off to reduce the risk of transmission and so we are asking the children to bring in a water bottle from home. This will be kept with your child on their desk in class or a safe place in class. Please can you make sure this bottle is clearly labelled with your child's name.

Key Worker/Vulnerable children and Year 6 can bring a healthy packed lunch in from home. These will be stored next to each child's desk.

******CHILDREN ARE NOT PERMITTED TO BRING ANYTHING ELSE INTO THE SCHOOL BUILDING******

WHAT ABOUT CHILDREN WHO ARE NOT IN RECEPTION, YEAR 1 AND YEAR 6?

We understand that this situation isn't perfect for our children in other year groups. We will ensure we do all we can to continue to support you and your child as best we can. Home learning packs will continue to be produced, distributed via e-mail and paper copies provided if requested through our school website/e-mail. Teachers working in school will not be able to continue the level of support they have had in place since March on top of teaching in school. Therefore the group of 3 teachers who are working from home

will be tasked with creating the packs of work and monitoring communications on Dojo in order to support parents at home. This process will be overseen by Mrs Dewhurst but will involve Mr Holmes supporting children in Reception, Year 1 and 2, Mrs Troughton supporting Years 3 and 4 and Mrs Dewhurst supporting Years 5 and 6. More details on how this will work will be communicated next week.

Unfortunately, returning to work doesn't mean you are now automatically entitled to a place in school. Additional places for children not in Reception, Year 1 and Year 6 will only be allocated to those parents who are Key Workers and who are on the front line in the fight against Covid-19. Parents who are now requesting places for their child will have an updated form to complete and will be required to provide evidence of their Key Worker status.

WHAT TO DO NOW

The final decision as to whether your child returns to school is an entirely personal one for a child's parents. It is also a difficult one for many parents to make. There may be valid medical reasons that will prevent your child attending:

- They may be in a high-risk group.
- There may be a person at home who is in a high-risk group and you do not want to risk your child bringing it into the home.
- You may be very worried that your child will catch the virus and fall ill, although the strong evidence is that only a very small number of younger children become seriously unwell.

I have to be honest with you and say that, although everything possible will be done to minimise the risks, I cannot guarantee that your child will not contract Covid-19 when they are at school. I want as many children as possible to be in school, but I will fully support any parent who makes the decision that they wish to keep their child at home for any of the above reasons. As I said earlier, no parent will be fined for keeping their child away from school in these circumstances.

You will need to let me know whether your child will be attending school or not should conditions allow an opening on Monday 1st June. To do this you should send an email to: office@st-charles.lancs.sch.uk In the subject box of the email enter your child's first name and surname, their year group and YES if they will be attending or NO if they will be remaining at home. e.g. JOHN SMITH - YEAR R/1/6 - YES or JOHN SMITH YEAR 2 NO. Please respond by 12:00noon on Tuesday 19th May. If you cannot access emails, please telephone the school office between 10.00 a.m. and 11.00 a.m. on Monday morning. For children in Reception or Year 1, you can also request a morning session or afternoon session. I will try my best to support your request however I can't guarantee it. **WHATEVER YOUR DECISION PLEASE REPLY PROMPTLY AS I NEED TO HAVE A CLEAR IDEA OF NUMBERS TO CONFIRM THE ARRANGEMENTS AS A LOT OF DETAILED PLANNING STILL NEEDS TO BE DONE.** Key worker children will continue to book their place in the usual way.

This situation is one which continues to be an ever evolving one. The plan I have put in place is one which is unique to our school. It is not possible to implement a plan similar to other schools in the local area because each school is different and has different factors they need to consider. We plan to create a FAQ section on our website to respond to any questions you may have.

Please contact me via e-mail if there is any further information you require in order to make your decision or if you have anything you want to discuss with me urgently, use the emergency contact form on the homepage of our school website.

Yours sincerely

Mr Patrick Kennedy
Acting Head teacher