



HEADTEACHER: Mr A.G. Neenan

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"With Jesus as our guide; we love, live and learn together."

Friday 5th June 2020

Dear Parent / Carer

WIDER SCHOOL OPENING FROM MONDAY 8TH JUNE

I am writing to inform you of the changes that will be in place in school from **Monday 8th June** to ensure that we are following government guidelines for the safety of our Holy Name community.

Firstly, we would like to thank you for your patience. As you can imagine, this has been an extremely large task to manage to ensure that we are reducing the risk to our pupils, families and staff as much as possible.

As you will be aware, your child's new school experience will be very different and we do not wish to make this frightening for them. Please ensure that you speak positively to them about these changes before restarting school next week.

If you are unclear any aspect of this letter or have any concerns or specific circumstances that you would like to discuss then please do contact school.

FOR CHILDREN COMING IN TO SCHOOL AS OF MONDAY 8th JUNE 2020, THE FOLLOWING MEASURES / PRECAUTIONS MUST BE TAKEN:

- Please try to wash your child's **school uniform** daily if possible – we recommend putting clothes straight into the washing machine as soon as you get home after school to try to minimise and control the spread of infection.
- Up to date emergency contact details for family members must be available within school should your child become poorly or exhibit symptoms of contracting coronavirus.
- Your child must be brought to school premises (and collected) by somebody who either has parental responsibility or has been nominated by yourselves (if there is a change to any usual arrangements then please let us know in advance by informing the school office) as long as you are all fit and well and not showing symptoms of coronavirus.
- If you become unwell with coronavirus symptoms, you must **immediately contact school** and **arrange for immediate collection** of your child.
- School must be informed if you have been asked to **self-isolate** or have **tested positive** for coronavirus.
- If staff or children become unwell on site with a new, continuous cough or a high temperature then they will be sent home.
- Social distancing must be enforced (**2 metres**) whilst your child is not in school if we are to prevent / minimise the spread of infection. We cannot emphasise this enough. This is to keep our staff and pupils safe.
- If there is evidence that any pupils have not followed social distancing, your child may lose their place at school.

- Thorough hand washing should place at home just before leaving the house to travel to school every morning.

Travelling to School:

- Only **one adult** should bring your child to school. As far as possible, please do not bring any other children with you who are not attending school.
- Public transport should be avoided if at all possible (government guidance).

Timings of the School Day:

There are two staggered drop off and collection times dependent on which classroom bubble your child has been placed in: **8.30am – 3.00pm** or **8.45am – 3.15pm**. Please adhere strictly to these times (do not be early or late).

Timings	Rooms	Starting from
8.30am – 3.00pm	Reception Y2 Y4	Monday 8 th June

Timings	Rooms	Starting from
8.45am – 3.15pm	Nursery Y1 Y3 Y5	Tuesday 9 th June

N.B. Please check yesterday’s letter detailing which room your child has been placed in as there are mixed-age ranges in each room.

Nursery-aged pupils will attend school for their usual morning session from **8.45am – 11.45am** only.

Dropping Off Arrangements:

Please [click here](#) to watch the video demonstrating the arrangements for **bringing your child to school**:

- Only **one adult** should bring their child/children to school.
- Arrive at the school premises at your allocated time (not early or late).
- Parents are asked to observe social distancing (**2 metres**) and not gather in groups at the school gate.
- School staff will be positioned around the front of school to assist parents and coordinate our one-way queuing system.
- All children (accompanied by their parent) will enter the site through the ‘**Emergency Gate**’, which is adjacent to the usual school gate, at their allocated time.
- You will join the taped grass area where you will see black mats with yellow lines marked at two metre intervals. Please stand on one yellow line with your child.

- Upon leaving the taped area, there will be signs attached to the fence panels to indicate where you should stand and wait.
- A member of staff (wearing a high-visibility vest) will guide you around.
- When you reach the school gate, you will say goodbye to your child and exit from the premises through the usual school gate.
- Parents of **Nursery** and **Reception** aged-pupils are allowed to walk their child to their designated **Nursery / Reception** entrance door (this will be supervised by a member of staff).
- **Y1 – Y6** pupils will enter the school building by themselves through the usual main pupil entrance (wooden doors). Again, school staff will supervise to ensure that they have entered the building safely and are being reassured and directed to their designated classroom.

Collection Arrangements:

Please [click here](#) to watch the video demonstrating the arrangements for **collecting your child from school**:

- **Nursery** pupils should be collected from the **Nursery** classroom door as usual at **11.45am** each day.
- Arrive at the school premises at your allocated time (not early or late).
- School staff will be positioned around the school site to assist parents and coordinate our one-way queuing system.
- Enter school through the '**Emergency Gate**'.
- Follow the left-hand path down the side of the school building (towards Helping Hands) to the playground to form / join a socially distanced queue by following the **red 2 metre markings**.
- You will be met by a member of staff who will hand your child over (the children will be lined in up in their classroom bubbles and socially distanced).
- If do not have a child based in our **Y1 – Y5** classrooms then you will be instructed to proceed to the **Nursery** or **Reception** classroom doors by a member of staff.
- If you have a child based in **Y1 – Y5** and **Nursery** or **Reception** then your oldest child will be collected first and you will then proceed to **Nursery** or **Reception** (this will all be supervised by a member of staff).
- Finally, make your way through the **Nursery Playground** and exit the premises along the usual path.
- It is expected that you will leave school straight away. **Please do not request to speak with any members of staff on the playground** as it is essential that all parents and pupils exit the school premises as quickly as possible.
- It is essential that you fully supervise your child at all times. No children should be running on the school premises or move off the main path as they leave the premises.

Communicating with School:

- Parents will not be permitted to enter the building (including the office hatch).

- All home / school communication should take place via phone call or email (there will be no face to face meetings).
- School will continue to communicate with parents via phone, email, texts and the school website.

Attendance:

- Please let school know in advance if your child is not attending school on any particular day by completing this form through the school website:

REPORTING YOUR CHILD'S ABSENCE

(This form can also be found by clicking on the link in the '**Latest News**' box on the **homepage** of the school website).

- Please advise school by **9.15am** if your child is not attending school on a day when they are expected to.
- Parents will not be fined for non-attendance at this time.

Helping Hands Before and After School Provision:

Our pre- and after- school provision provided by Helping Hands will be reopening on the school premises from **7.30am - 9.00am** and **3.15 – 5.45pm**.

Please contact Helping Hands directly if you wish to book this provision:

Sam: 07904942281
 Michelle: 07737535967
 Club Phone: 07806774275
 Email: helpinghands.childcare@hotmail.com

Social Distancing:

In reality, children cannot be expected to keep to social distancing and remain **2 metres** apart from each other and staff. The measures below are therefore intended to ensure that risks are reduced.



- Along the corridor there will be **2 metre** markers to remind children to keep a safe distance (see image).
- They will be reminded to walk on the **left-hand side** of the corridor at all times.



- Every classroom has been cleared of any unnecessary furniture to ensure that tables can be socially distanced.

- Every pupil will have their own table and seat – this will be known as their zone.
- Within their zone, each pupil will have a tray which they will store their equipment and activities in.
- Pupils will be regularly reminded of the rules for social distancing and posters will be displayed in the classroom to assist with this.

Hygiene Controls:

All classrooms have:

- a sink area with running water
- soap and sanitiser dispensers
- paper towels
- boxes of tissues
- alcohol wipes

N.B. Please notify school if your child has any **allergies** relating to any hygiene products such as hand sanitiser or alcohol wipes.

Children will be instructed to wash their hands:

- Upon entering school
- Before leaving school
- Before and after break and lunch
- Before and after eating
- Before and after the use of any equipment e.g. laptops.

Children will be supervised to do this by our school staff and reminded of the correct methods by posters in the toilet areas and around school.

Other hygiene measures:

- Cleaning will take place more frequently e.g. 'touch' points.
- Toilets will be cleaned more frequently and there will be a limit to the number of pupils allowed into a toilet area at any one time.
- Classroom surfaces will be cleaned while pupils are outdoors and at the end of the school day.
- Hand sanitiser stations have been set up at points of entry to the school site.
- Staff have received training and guidance to assist with the safety of all staff and pupils.

What happens if my child becomes unwell in school?

If your child displays symptoms when they are in school, they will be isolated immediately and you will be called and asked to collect your child **immediately**.

All staff and students who are attending school will have access to a test if they display symptoms. Therefore, you should then apply for your child and anyone living with you to be tested.

Your child will not be allowed to return to school until you have evidence of a negative test result.

Please be aware that if a child who has been attending school tests positively for COVID-19, the other children and staff within that 'bubble' will be sent home to self-isolate for 14 days.

Preparing for Closure in an Outbreak (Public Health Sandwell):

This information was circulated to schools by Lisa McNally, Director of Public Health for Sandwell, on 27th May

‘As more children return to school, the risk of a localised outbreak of coronavirus will increase. In those cases, we will obviously support you to manage that outbreak as well as in taking decisions to close the school.

It would be wise for everyone connected with the school to be well prepared for closures. For example, parents should expect school closures as part of an ongoing, proactive strategy to reduce the impact of the pandemic. They should not be surprised when they occur and should have arrangements in place for childcare if necessary.

For obvious reasons, those childcare arrangements should not involve sending children to be cared for by older or vulnerable adults.’

Break and Lunchtime Arrangements:

- Breaktimes will be staggered to minimise movement around the building and restrict the number of pupils using toilet facilities.
- Children will remain in their classroom bubble during break and lunchtimes (they will not mix with pupils or staff from other ‘bubbles’).
- Each bubble will have their own designated playground zone.
- Each bubble will have their own play equipment.
- Play will be fully supervised by school staff to reinforce social distancing as far as it is practically possible.
- Children will eat their lunch at their desk in their classroom. Table surfaces will be cleaned before and after eating.

Pupils’ Belongings and Equipment:

The only items which your child should bring to school are:

- A coat and hat.
- A packed lunch (if you have not requested for school to provide your child with one).
- A water bottle (which is filled up at home and taken home and cleaned every day).
- A fruit snack for morning break (if you wish).

NO OTHER ITEMS SHOULD BE BROUGHT INTO SCHOOL.

PUPILS SHOULD NOT WEAR FACE COVERINGS IN SCHOOL.

We will provide your child with:

- A storage tray.
- A personal pencil case containing essential school items.

School Curriculum and Timetable:

Please be assured that each class teacher will ensure that all of our pupils will be taking part in ‘getting to know you’ activities next week and they have liaised with your child’s usual class teacher to ensure that they are well prepared for any pupils who are joining them.

Class teachers will continue to set 'home learning' tasks on the school website. These will also be used in school so that there is consistency for all pupils.

Every day the children will participate in a short fitness session (this may include dance / PE with Joe Wickes or Yoga).

Children will complete English, maths and reading activities as per their home learning tasks.

There will be a greater focus on the social and emotional wellbeing of pupils and to support this they will take part in daily sessions of Personal, Social and Health Education and RE to provide opportunities to discuss their emotions, thoughts and feelings.

Other activities will include, art and craft, life skills, music and outdoor learning (weather permitting).

School will not be following our usual curriculum at this moment in time.

Before next week please...

- Be fully familiar with and talk to your child about our new drop off and collection arrangements.
- Talk positively to your child about who their teacher will be and which classroom they will be in (if this is different).
- Let your child know that every class teacher will discuss our school changes and rules which will keep us safe so that they will be quickly become familiar with these.
- Watch the 'Return to School Video' from Sandwell LA with your child:

<https://www.holynameprimary.co.uk/news/?pid=3&nid=1&storyid=82>

- **Finally, please let them know how much we are looking forward to seeing them!**

Please be assured that we will do everything that we can to make your children feel happy and relaxed in their new bubbles. This will be a big change for everybody and it may feel like their first day at school all over again, but do not worry, it will soon feel as normal as normal can be for now!

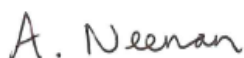
We would like to thank you for your cooperation and assistance and look forward to seeing you soon.

Please do not hesitate to contact school if you have any queries or wish to discuss anything further.

We have opened a form for this through the school website – this will be monitored over the weekend:

[RESTART QUERY FORM](#)

Yours sincerely



Mr A. G. Neenan

Headteacher