



HEADTEACHER: Mr A.G. Neenan

Cross Lane, Great Barr, Birmingham, B43 6LN
Tel: 0121 357 3216 Fax: 0121 358 5523

email: headteacher@holyname.sandwell.sch.uk
website: www.holynameprimary.co.uk

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

17th July 2020

Dear Parent / Carer

Y1-Y6 FULL SCHOOL OPENING FROM SEPTEMBER 2020

I hope that this letter finds you and your families all well. We are delighted to be finally reopening in September to all of our wonderful pupils and are very, very excited about seeing you all! The past few months have been extremely difficult for all of us in many ways – it will be good for all of us to begin to return to our regular everyday routines (as far as this is possible).

I am writing to inform you of the starting dates and times of the school day for our children in September and some specific arrangements which will be in place in order to meet the government guidance for schools which was first published on 2nd July.

I have also circulated a letter to parents from Sandwell LA to help to explain the changes and challenges being faced by schools to make the necessary adjustments to adopt these guidelines.

Changes to our routines and procedures have been highly effective during our wider opening since June 8th and I would like to sincerely thank all of our pupils, parents and staff who have helped these routines work so well. It has been a very challenging task but we have pulled together positively as a school community.

I am very sorry that I have not been able to write to you sooner but our preparation for September has been very complicated due to a number of factors: the very limited access to the school site, having a small number of external doors around our school building; and needing to adjust the times of the internal school day i.e. breaktime and lunchtime to keep staff and children within set 'bubbles', prevent crowding in shared toilet areas and enable socially distanced eating to name only some of these.

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.

Parents with children in our **Reception** and **Nursery** settings will receive a further letter detailing start dates and arrangements for these pupils.

TERM DATES 2020-21:

On **Tuesday 1st** and **Wednesday 2nd September** school will be **closed to all pupils** for staff training. I am sorry that this delays the start of the term for our pupils, but these training days are absolutely essential to ensure that all staff have been fully briefed and trained in preparation for reopening to all of our pupils.

PUPILS IN Y1-Y6 WILL RETURN TO SCHOOL ON THURSDAY 3RD SEPTEMBER.

There is a further training day taking place on **Monday 21st September** when school will also be closed to pupils.

2020-21	Term starts:	Half Term Holiday:	Term Ends:
Autumn	Tuesday 1 st September	Monday 26 th October to Friday 30 th October	Friday 18 th December
Spring	Monday 4 th January	Monday 15 th February to Friday 19 th February	Thursday 1 st April
Summer	Monday 19 th April	Monday 31 st May to Friday 4 th June	Wednesday 21st July

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:

The government have made school attendance mandatory again from the beginning of the autumn term. All pupils will be expected to be in school full time and we will be implementing our usual attendance monitoring procedures including home visits as appropriate.

If your child is not able to attend school on any particular day, then please either **phone the school office** or **complete this form** through the school website by **9.15am** on the first day of absence:

[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).

School will then contact you if we require further clarification or evidence for your child's absence.

A child **must not** be sent to school if they are displaying any of the **coronavirus symptoms**:

- Persistent cough
- Raised temperature
- Loss of taste or smell

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 and inform school of the test results.

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

Please be well prepared for the possibility of school closure and have arrangements in place for childcare if necessary as if this takes place it is likely that there will be minimal notice.

HYGIENE CONTROLS:

A strong emphasis on hand hygiene will continue to be actively promoted in school with handwashing and hand sanitising being a priority throughout the day.

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 or sanitise 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.
- 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.

N.B. PUPILS SHOULD NOT WEAR FACE COVERINGS IN SCHOOL.

TIMES OF THE SCHOOL DAY:

There are **three** staggered morning drop off times and **two** afternoon collection times which are dependent on your child's **year group**. Please adhere strictly to these times (**do not be early or late**).

This is absolutely essential to maintain separate bubbles and prevent pupils from different year group 'bubbles' mixing as they enter school – particularly in their shared toilet areas – and also to keep everyone safe while they queue.

We have tried to avoid significantly changing our usual start and finish times to avoid inconveniencing parents, particularly at the start of the day.

If we do experience difficulties with pupils and / or parents arriving at school outside of their allocated time, then it may be necessary to stagger the school day further, which is a measure we wish to avoid to prevent any further disruption for parents.

The **Emergency Gate (site entrance)** will not be open until **8.30am**. We do not want to encourage any unnecessarily early queues forming on Cross Lane for reasons of safety and social distancing.

When you arrive at the school premises in the morning or afternoon, please queue at both sides of the **Emergency Gate** (only if this is necessary) as this will enable faster entrance to the school site.

Start	8.30am	8.40am	8.50am	8.50am
Finish	3.00pm	3.10pm	3.10pm	11.50pm
Year Groups	Y1 Y2 Y4	Reception Y3 Y5	Y6	Nursery

If you have more than one child at Holy Name, then you should arrive in the **morning** at the **earliest time allocated** to your children and collect all of them in the **afternoon** at the **latest time** (if these are different).

This will prevent a potential build-up of waiting parents at the start or end of the day and support social distancing. All children will be fully supervised by their teacher until they are collected at the end of the school day.

SCHOOL EXPECTATIONS FOR DROP OFF / COLLECTION:

- Only **one adult** should bring their child/children to school. As far as possible, please **do not bring any other children with you** who are not attending school.
- Only arrive at the school premises at your allocated time (not early or late). This is **absolutely essential**.
- Parents are asked to observe social distancing (**2 metres**) and not gather in groups at the school gate or on Cross Lane.
- Parents will not be permitted to enter the building (including the office hatch) without an agreed prior appointment.

- No late drop off or early collection can take place unless it is an emergency.
- The school site will be closed to everyone from **9.00am – 3.00pm** (other than for Nursery parents to collect their children at **11.50am**).

DROPPING OFF ARRANGEMENTS:

Y1 – Y6 children can proceed from the Emergency Gate (site entrance) to the main school entrance by themselves at their allocated time. **Y1 – Y6** parents may leave their child to proceed into school on their own (they will be fully supervised by our staff).

When the **Emergency Gate (site entrance)** is opened by a member of staff, parents and / or pupils should:

- Enter the site through the **Emergency Gate**, which is adjacent to the usual school gate, at their allocated time.
- 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.
- A member of our school staff (wearing a high-visibility vest) will guide you around
- Upon leaving the taped area on the lawn, only parents of children who are **Nursery** and **Reception** age are allowed to walk their child to their designated **Nursery / Reception** entrance door (this will be supervised by a member of staff).
- If any parents of **Y1 – Y6** pupils have entered the taped area, they will leave their child when they exit the lawn and proceed up the path and exit the school premises through the small green gate (**exit**).
- **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.

COLLECTION ARRANGEMENTS:

School staff will be positioned around the school site to assist parents and coordinate our one-way queuing system.

- **Nursery** pupils should be collected from the **Nursery** classroom door at **11.50am** each day.
- **Reception – Y6** parents should enter school through the **Emergency Gate (site entrance)**.
- 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 help to coordinate the collection of your child/children (**Y2 – Y6** pupils will be lined up on the playground in their year group bubbles).
- If do not have a child based in **Y2 – Y6** then you should use the labelled lane furthest to the right to continue to the **Reception** or **Y1** doors (a member of staff will guide you).

- If you have a child in **Y2 – Y6** and **Reception** or **Y1** then your oldest child should be collected first and you will then proceed to **Reception** or **Y1**.
- Please exit the premises as usual through the **Nursery Playground** and 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.

Y6 PUPILS WALKING HOME ALONE FROM SCHOOL:

Y6 parents may request permission from the headteacher for their child to walk directly home from school unaccompanied. Please visit the school website to read our Walking Home From School Alone Policy and complete the Request Form at the end of the policy. This should be sent into school for the attention of the headteacher. School will then advise further.

BREAK AND LUNCHTIME ARRANGEMENTS:

- Breaktimes will be staggered to maintain separate year group ‘bubbles’, minimise movement around the building and restrict the number of pupils using toilet facilities.
- Children will remain in their own year group bubble during break (they will not mix with pupils from other bubbles).
- Each year group bubble will have their own designated playground zone.
- Each year group bubble will have their own play equipment.
- Children will eat their lunch in the school hall.
- They will sit at our usual dining tables, but there will not be anyone sat opposite them as they eat.
- Table surfaces will be cleaned before and after eating.
- There are four dining ‘bubbles’:

Reception & Y1

Y2 & Y3

Y4 & Y5

Y6

It has been necessary to have dining bubbles of approximately 60 pupils to enable all pupils to eat in the hall and also to prevent lunchtime being extended which would reduce curriculum time and possibly extend the school day.

UNIFORM:

Our usual school uniform requirements will be expected in September. Our school uniform policy can be viewed on the school website.

We have prioritised outdoor sessions for **P.E.** in the first instance. Please ensure that your child has their **full P.E. kit** in school **at all times** and a **tracksuit** which can be worn for outdoor P.E. if the weather necessitates this.

PUPILS' BELONGINGS AND EQUIPMENT:

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

- A coat and hat
- P.E. Kit
- A packed lunch (if you have not requested for school to provide your child a hot meal)
- 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

HELPING HANDS BEFORE AND AFTER SCHOOL PROVISION:

Our before and after- school provision provided by Helping Hands will be available on the school premises.

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

Sam: 07904942281

Michelle: 07737535967

Club Phone: 07806774275

Email: helpinghands.childcare@hotmail.com

RETURN TO SCHOOL FORM:

To support all of our children's return to school, we have created an online **wellbeing** form for **all parents** to complete to keep us **fully up to date about your child** in preparation for September – the responses will be monitored during the summer holiday.

Each class will have a daily 'Wellbeing Hour' in September. This will involve daily exercise and an opportunity to talk about feelings and emotions. Your feedback will help to tailor our provision to meet to the needs of our pupils.

There is a section on the form for any queries – these will be responded to on the school website, via email or on a case by case basis depending on the nature and number of any private or common queries.

Please click on the link below to open the wellbeing form:

[WELLBEING PUPIL FORM](#)

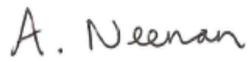
Please check any school website updates here:

[FREQUENTLY ASKED QUESTIONS FEEDBACK](#)

Please be assured that we will do everything that we can to make your children feel happy and relaxed in September. It has been a long time since March for many of our pupils and it may feel like their first day at school all over again. Please do not worry, as soon as everyone is familiar with any changes to our previous routines we will be quickly up and running!

We would like to thank you for your cooperation and assistance. I am very much looking forward to seeing all of you soon. I hope that you and your families have super summer together.

Yours sincerely

A handwritten signature in cursive script that reads "A. Neenan".

Mr A. G. Neenan

Headteacher