



ST JAMES
C.E. PRIMARY SCHOOL

DREAM • BELIEVE • LEARN • ACHIEVE

Principal: Lisa Belfield
Executive Principal: Jill Pilling

St James C.E Primary School
Hillside Avenue, Farnworth, Bolton, BL4 9QB

Tel: 01204 572587

Email: office@st-james-farnworth.bolton.sch.uk

www.st-james-farnworth.bolton.sch.uk

Friday 22nd May 2020

Dear Parents/Carers,

I am writing to outline our plans to you so that you are aware of the arrangements we have put into place to ensure we are mitigating risks for all when we allow more pupils to attend school. I appreciate that this is a very difficult and challenging time for all of us so I felt it was important you were aware of our intentions. As a school we feel we are trying our very best despite the circumstances we face. We appreciate that what we outline to you below is not our usual way of working and we are very sad about that as a school team. However, we hope that you recognise that we will do our utmost to ensure any child in our care has the usual St James' family welcome and we will continue to work with a smile on our face and in our hearts!

We are putting into place a phased return for pupils in priority year groups. This means that not all priority year groups will be back to school straight after half term. We also want a gradual approach so that we can make any amendments to our arrangements easily and safely; this will allow a safer build up to allowing more pupils onto the school site. To compliment this, we are also going to follow a part time timetable which means that your child will spend one week in school followed by one week at home, undertaking home learning. This again allows us to keep numbers of pupils, staff and parents on site to a minimum. It allows us to use facilities, such as toilets, amongst fewer children. Pupils will return to school as per the following plan below:

Week Beginning	Year Group
01/06/20	Year 6 (from Tuesday 2 nd June)
08/06/20	Year 1
WE HOPE TO WELCOME RECEPTION BACK AFTER THIS POINT BUT THIS IS SUBJECT TO A THOROUGH REVIEW OF OUR RISK ASSESSMENT. WE WILL CONTACT PARENTS OF RECEPTION CHILDREN AT THE END OF THE SECOND WEEK BACK TO CONFIRM OUR PLANS.	
15/06/20	Year 6
22/06/20	Year 1
29/06/20	Year 6
06/07/20	Year 1
13/07/20	Plans to be confirmed later in the term, subject to thorough risk assessment.

This plan is subject to change as we continually risk assess what is happening in school and in accordance with government guidance. We will confirm on a weekly basis if our plans for the week ahead will be able to take place.

We also need to give you some basic information in how school will now operate on a daily basis. We have outlined this on the following pages.



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Classes

We will be operating in small groups known as 'Home Teams'. There will be three Home Teams for each year group, with no more than 15 pupils in each one (with the exception of Nursery which we will confirm nearer the end of term if we are in a position to admit Nursery children back into school). There will be two adults allocated to each Home Team. This may not be your child's usual teacher and teaching assistant and your child may not be in their usual classroom. The Home Team stays together all day and cannot mix with other Home Teams. Children in Years 1 and 6 will be allocated their own desk and stationary, we are awaiting further guidance on this in regards to children in Reception and Nursery. Please provide a named water bottle (filled) for your child as we cannot use water fountains at this time.

Entry and Exit to School

To reduce the numbers of parents and pupils at any one point, we will be implementing staggered entry and exit times for children. Each Home Team will have a 10 minute slot to arrive at school and enter into their classroom. The timings for your child's Home Team will be confirmed in a text message to you nearer the time your child is due to start back. This means your child needs to arrive **PROMPTLY** as we have to avoid children mixing with other teams. When you arrive in the morning, you will notice we are operating a one-way system around the school building. Please enter through the bottom gate on Hillside Avenue, do NOT enter through the gate on Brookland Avenue. Take your child onto the playground where the Home Team staff will be waiting for them. Please line up 2m apart. Parents can leave their child in the line with school staff and leave the playground by following the school path around the front of the building so that you can exit out of the top gate on Brookland Avenue. We appreciate your support with this; we are not putting this in place to inconvenience you, we need to adhere to social distancing guidelines at all times. This is to protect you. Staff will then take their Home Team into school.

At your child's allocated hometime, please arrive **PROMPTLY** at the allocated time for your child. The Home Team staff will bring your child out onto the playground. Therefore, please arrive through the gate on Hillside Avenue and wait 2m apart from any other adults on the playground. Your child will be sent over to you. Once you have your child please leave the playground and again, follow the path around the school building until you leave the top gate on Brookland Avenue. Please adhere to social distancing and keep 2m apart at all times. This is to protect you and your child.

Children should be brought to school and collected by 1 adult; including Year 6 pupils. This is to ensure that our Year 6 children adhere to social distancing guidelines on their journey home. Siblings should only be brought along on the school journey if it is completely unavoidable. If you need to use public transport to get to school, please be mindful that this should only be used if absolutely essential and that face masks should be worn.

Children are NOT permitted to be dropped off at any earlier time slots to congregate and play on the playground. Children who deliberately do not follow social distancing guidelines will be refused entry to school – please see behaviour policy section within this letter.

Break times and Lunchtimes

These will be staggered during the day so that Home Teams cannot mix. Each Home Team will stay together for break times and lunchtimes. We will have a morning and afternoon outdoor break time to make sure children get the fresh air and exercise that they need. We will reduce the lunchtime to allow for staggered meal times; meals will be eaten in the Home Team classroom and lunchtime will purely be for eating our meal and indoor activities. For the first week, the kitchen will be providing a packed lunch for pupils, just until we get to grips with logistics and pupil numbers. Plus, lunches will need to be delivered to classrooms and this is easier and safer in a packed lunch bag. We will let you know if and when we can start to offer a hot meal to pupils.



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During outdoor playtimes we will be encouraging and teaching children about the 2m social distancing guidelines as much as we can.

Free School Meals – If your child is entitled to Free School Meals and you have been receiving a voucher, the expectation from the government is that your child is given their free school meal on site if they are at school. Therefore, the week your child is in school we cannot provide a £15 voucher to you, the week your child is at home they will be entitled to the voucher.

Breakfast Club

As we are not allowed to mix children between Home Teams, we are unable to facilitate our breakfast club at this point.

Uniform

We are relaxing our uniform code from Tuesday 2nd June until further notice. This is for two reasons, one being that children may have grown out of uniform/school shoes and it is currently hard to find in shops as they are closed. The other reason is to ensure that children can have clean clothes each day in school where possible. Children will not need a PE kit at this time, we will tell you if and when they do.

Belongings

Children cannot bring anything other to school than a coat or a lunch box with their lunch in it. We will not be changing reading books and sending them home; this is to avoid cross contamination. Therefore a book bag is not required at this time.

Cleanliness

As per government guidelines, we will be asking children to wash their hands regularly during the school day. Please can your child wash their hands before they set off for school. We also have hand sanitiser in school that can be used when relevant. Please return the permission letter you will be given when your child starts back with us.

Staff will clean key classroom points such as tables, door handles, light switches, chairs during the school day. Bolton Council cleaning staff will continue their usual routines after pupils have left the building, but will ensure a deeper clean is given to the classrooms, toilets and corridors that have been in use that day.

School Gatherings

Whole school assemblies can't take place at this moment in time, which means we cannot invite parents in for assemblies either. We are also unable to take children on school trips. We will be in touch with any parents who have paid for school trips that will now have to be cancelled.

Pastoral/Behaviour Policy

We accept that children will need lots of support with their well-being when they return to school. As a school we are preparing for this. Unfortunately, we are unable to offer the usual high level of nurture that we would under normal circumstances if a child becomes upset or is struggling to enter the school building; this is because we have to maintain 2m social distancing. Please be assured this is not normal practice for us and we will find it very difficult not to revert back to what we normally do (give cuddles!).



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We do have to make clear to parents though that if any child is deliberately breaking the 2m social distancing guidelines, or is making persistent unkind gestures about the virus (e.g. coughing on purpose) to upset others, or to avoid following instructions from staff, they will be refused entry to school.

If a parent has any pastoral concerns about their child, you must communicate with school over the telephone or via email.

Office

Parents must avoid visiting the office area. If any child needs to send dinner money into school, please send it in with the child in a named envelope. Please do not visit the office to hand this in yourself. If you need anything from school, please ring us on 01204 572587 or email us at office@st-james-farnworth.bolton.sch.uk If you have to visit the office **for exceptional circumstances** then we can only allow 1 person or family in the office at any one time. If someone is in the office area you must wait outside, 2m away from the door. We are not offering snack at this time, so please do not send snack money into school.

Curriculum

Our first priority when your child returns to school is their emotional well-being. We need to acclimatise the children back into the school environment. Therefore we will be offering a reduced curriculum to start with to ensure that we can put in place our plans to settle the children back in. Due to social distancing, there may be some activities that we would usually do in groups in the classroom that we won't be able to offer at this time.

When your child is not in school, we will still be offering online learning to support them at home.

Symptoms

The most recent DfE guidance on symptoms and actions to take is as follows:

“If anyone in an education or childcare setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.

When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.

Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.”

We will implement this advice if a child or staff member displays symptoms.



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Year 6

We are in the unfortunate position where we are unable to provide the usual level of end of year treats and activities for our Year 6 pupils. At this stage we cannot offer a leavers assembly, end of year trip, Year 6 show etc. We will discuss as a team how we can adapt our ways of working to provide some activities, albeit virtual, to our Year 6 children. We will keep parents informed with what we can offer. I would very much like in the future to get our Year 6 children back together again in a large group so that we can celebrate all of their achievements in primary school. At this moment I cannot guarantee when and if this could happen.

We are told the government may make a final announcement on opening schools for more pupils on 28/05/20. If we are told on that day that we cannot reopen for more pupils at this time, then we will be unable to admit your child into school until further notice.

Thank you for taking the time to read through this lengthy letter, but it is important that you know what the expectations in school will be like during this period. I understand and appreciate that at this time some of you have made the decision not to send your child back to school. However, if at any point during the term you change your mind and would like your child to return, please contact school as we will need at least 72 hours notice to organise our plans. If you need to discuss any of this further then please do not hesitate to contact school.

We look forward to seeing some of our pupils again soon!

Yours sincerely,

Mrs L Belfield
Principal