



ST JAMES
C.E. PRIMARY SCHOOL

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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 of children in our Key Worker/Vulnerable Group,

Thank you for your support over the last couple of months. We have thoroughly enjoyed working with you and your children; they have been such a delight! As you are aware, schools are being asked to reopen to more pupils from June 1st. We will be taking in pupils from Year 6 and Year 1 to begin with, followed by Reception and Nursery if our risk assessments allow it. Despite reopening for more year groups, if your child is in one of those years they will still have to remain in the key worker/vulnerable group. This is because the rest of school will operate on a part time timetable, which means a child will spend one week in school followed by a week working from home. Your children need full time care, that is why they need to stay within this group. I hope you understand.

We will still be operating a key worker/vulnerable group but our numbers are now increasing. Therefore from June 1st we are going to be separating the children into two 'Home Teams' – EYFS/KS1 and KS2. This is because we have to cap our group sizes at 15. The KS2 team will be located in Class 7 and the EYFS/KS1 team in the school hall. Staffing will continue to operate on a rota with teaching assistants for your child's Home Teams but we are able to offer consistency with teaching staff.

The EYFS/KS1 Home Team (KW1) will be led by Miss Mahmood and Miss Hilson (alternate weeks); supported on a rota basis by Mrs Vickers, Mrs Young, Mrs Z. Patel, Mrs L Crompton, Mrs McKinnon.

The KS2 Home Team (KW2) will be led by Mrs Pandor and Miss Thomas (alternate weeks); supported on a rota by Mrs Booth, Mrs Aldred and Miss Woods.

This staffing arrangement is subject to change if our circumstances in school change.

I also need to make you aware of some basic routines that will take place once we open to more pupils:

Entry and Exit Times

To avoid large numbers of parents we need to stagger the entry for pupils to school. We are asking parents of children in the KW1 and KW2 Home Teams (your child's groups) to arrive PROMPTLY at 8:15am if you require the use of breakfast club. Please arrive between 8:30-8:45am for all other key worker/vulnerable pupils; please note you will now not be charged for breakfast club if your child arrives from 8:30am as we will not be providing a breakfast to these children and we are asking you to arrive from that time. You are allowed to bring your child to school by dropping them off at the school office as you have been doing over the past few weeks. We will need to monitor this routine; if we find lots of parents are arriving at the office at the same time then we will have to review start times for the key worker/vulnerable groups. Please arrive through the pedestrian gate situated on Hillside Avenue (the main electronic gate) as per usual, maintain 2m social distancing if another parent/child are already at the gate. Once at the office please abide by our 2m social distancing rules – only 1 person/family allowed inside the foyer at any one time, and please wait on the 2m markings on the path for your turn to enter.

In regards to hometime, we are still operating flexible times for key worker parents so if you finish work before 3:15pm then please come and collect your child. We are still requiring those of you on a rota to share your shifts with us because if you are at home then your child should be with you also. However, if your child is in one of the priority year groups: Year 6, Year 1 or Reception your child will be able to attend full time when the rest of that year group starts to come back to school – we will keep you up to date with this as and when this happens. Nursery usually



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operate mornings and afternoons only, so we will maintain that approach with your child unless they are eligible for 30 hours care.

If you arrive to collect your child between the times of 3:00-3:15pm you will have to adhere to our new one way system around the outside of school. Please arrive through the bottom gate on Hillside Avenue and wait 2m apart from any other adults. Please come to the office as usual for your child (following our 2m social distancing procedures). Once you have your child please leave the school building via the top gate on Brookland Avenue. The one way system has not been put in place to inconvenience you, but to protect you.

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.

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

Breakfast Club

We are only operating breakfast club to children in the key worker/vulnerable group as we cannot mix other children within this group. Breakfast club will operate between 8:15am-8:30am and as we have shortened the time, we will reduce the cost to 50p per child per session.

Uniform

We are relaxing our uniform code from Monday 1st June until further notice. This is for two reasons, one being that children may have now 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 continue to ask 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 email the school office to let us know if you do OR do not agree to letting your child use hand sanitiser.



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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!).

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. We have to limit the number of visitors into the school building.

Office

Key worker/vulnerable group parents are currently allowed to drop their child off at the school office, please do this quickly to reduce the number of people waiting. If you need to talk to us about something in more detail, please ring us on 01204 572587 or email us at office@st-james-farnworth.bolton.sch.uk When at the office 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 have decided not to offer toast snack when more pupils return to school, so please do not send snack money into school.

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



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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.

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.

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 of change. Your children have been used to the measures that we have had in place, but with more children coming back, and further government guidance, we need to adapt slightly what we have been doing for your children.

Next week is half term, we are closed on Bank Holiday Monday and then are open for critical key worker children only Tuesday-Thursday. Please bring a packed lunch, as the kitchen is closed, and children can wear non-uniform. We need a staff INSET day on Monday 1st June so that we can prepare the premises and train staff for a further reopening of pupils. Therefore, on Monday 1st June we will only be able to open for children of critical key workers.

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 please continue as you have been doing the past few weeks and disregard the new arrangements laid out in this letter.

If you need to discuss any of this further then please do not hesitate to contact school.

Yours sincerely,

Mrs L Belfield
Principal