



**ST JAMES**  
C.E. PRIMARY SCHOOL

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# Parent/Carer Handbook

in response to the full reopening of  
school in March 2021

Dear Parents/Carers,

We are so excited that all of the children will be back full time from Monday 8<sup>th</sup> March! We will continue with the Covid-19 safety measures already in place during the Autumn Term. These plans are there for the safety of yourself, our staff and more importantly the children of our school. Please remember that our plans are not there to inconvenience you or your child; they are there to keep you safe! Apologies for the length of this handbook but it is important that you read ALL OF THE DETAIL contained within it so that you are reminded of the plans already in operation and of any changes.

#### Do I have to send my child back to school on Monday 8<sup>th</sup> March?

Yes. School attendance will be mandatory, which means the usual school rules around attendance will apply, this includes the ability to issue penalty notices for poor attenders.

#### What will the start of school and home time look like?

The government guidance tells us that we need to continue with staggered entry and exit times in order to reduce the number of people on site at any one time. We are changing the times slightly which will hopefully help families with more than one child. We are also changing the times to reduce the numbers of parents waiting at the school gates and on the playground. The government guidance stresses quite clearly that parents are NOT TO GATHER outside the school gates. If you do need to wait outside the gates, please adhere to 2m social distancing.

#### *Dropping Off*

Each class will be given a 5-minute time frame in which to arrive on school site. You must only arrive on site during this time. Children and parents are not allowed to enter the school site any earlier and congregate on playgrounds or pathways whilst waiting for the school doors to open. You have to drop off and leave. If your child is able to walk onto school site by themselves then please leave them at the school gates. This reduces the number of adults on school sites which helps to reduce everyone's contacts. We understand that our youngest children in Key Stage 1 and EYFS may need a parent/adult to walk them onto site to drop them off at their allocated entry door. If this is the case you will need to follow our one-way system - which you are all familiar with.

#### *Hometime*

Children in Key Stages 1 and 2 (UKS2, LKS2 and KS1) will be dismissed from the main playground as per the Autumn Term. Parents will be given a 5 minute time frame in which to come and collect their child. Therefore it is vital that you arrive during that time. Staff will line the pupils up on the playground, and parents will wait at the playground gate in a queue (following our social distancing markings) where your child will be sent over to you - please do not try and push to the front of the queue - this is not safe (or fair!) and compromises social distancing. Reception and Nursery parents are allowed to walk past the queue at the playground gate in order to collect their children. If you need to wait for siblings, you will be able to wait on the playground where the football pitches are. DO NOT wait at the top of the footpath near the school field/door 2 - this compromises safe social

distancing for you and our staff. If the weather is torrential, we will dismiss children from allocated doors which are outlined in the table below - you will be told if this were to be the case.

Please see the table below for start and finish times for your child's class:

| My child is in...                             | Which means they will be in year...and key stage unit... | They will need to be dropped off between... | Dropped off at door number... | Their home time collection time will be...                   | And will be collected from...  |
|---|--|---|-------------------------------|--|--|
| Class 11 with Miss Craven                     | Year 6<br>UKS2   | 8:40-8:45am                                 | 1                             | 3:05-3:10pm<br>OR can walk home alone with parent permission | If collected, from the main playground first gate or the OFFICE DOOR if wet. |
| Class 10 with Miss Ward                       | Year 5 OR 6<br>UKS2                                      | 8:40-8:45am                                 | 2                             | 3:05-3:10pm<br>OR can walk home alone with parent permission | If collected, from the main playground first gate or from DOOR 1 if wet.     |
| Class 9 with Mrs Pandor                       | Year 5<br>UKS2   | 8:40-8:45am                                 | 3                             | 3:05-3:10pm<br>OR can walk home alone with parent permission | If collected, from the main playground first gate or from DOOR 2 if wet.     |
| Class 8 with Miss Mahmood                     | Year 4<br>LKS2   | 8:45-8:50am                                 | 2                             | 3:10-3:15pm  | Main playground first gate<br>DOOR 2 if wet                                  |
| Class 7 with Miss Thomas                      | Year 3 OR 4<br>LKS2                                      | 8:45-8:50am                                 | 1                             | 3:10-3:15pm  | Main playground first gate<br>DOOR 1 if wet                                  |
| Class 6 with Miss Hilson                      | Year 3<br>LKS2   | 8:45-8:50am                                 | 3                             | 3:10-3:15pm  | Main playground first gate<br>OFFICE DOOR if wet                             |
| Class 5 with Mrs Parkinson                    | Year 2<br>KS1  | 8:50-8:55am                                 | 3                             | 3:15-3:20pm  | Main playground first gate<br>DOOR 2 if wet                                  |
| Class 4 with Miss Hayward                     | Year 1 OR 2<br>KS1                                       | 8:50-8:55am                                 | 1                             | 3:15-3:20pm  | Main playground first gate<br>DOOR 1 if wet                                  |
| Class 3 with Miss Worsley                     | Year 1<br>KS1  | 8:50-8:55am                                 | 4                             | 3:15-3:20pm  | Main playground first gate<br>OFFICE DOOR if wet                             |
| Class 1 & 2 with Mrs Pilling and Miss Sheehan | Reception<br>EYFS  | 8:45am                                      | Reception door                | 3:15pm   | Reception door   |
| Nursery and Little Saints                     | Nursery<br>EYFS  | 8:30am                                      | Nursery or LS doors           | 3:30pm (or earlier if you are collecting older children)     | Nursery or LS doors  |

#### Will my child still be in a class 'bubble'?

Yes. Each class and key stage unit will be operating as a bubble and won't be allowed to mix with other bubbles. Children will be sat side by side, facing the front of the classroom. This is different in Early Years as children can work within the provision areas. Children in Key Stage 1 will be allowed to mix within their Read, Write Inc (phonics) classes as they are acting as one bubble.

### Will my child be expected to wear uniform in March?

Yes. Uniform will become compulsory again. Uniform is as follows:

- Plain navy v-neck blue jumper/cardigan - with or without school logo
- Plain grey trousers/skirts/shorts
- Plain white shirts or polo neck shirts - with or without school logo
- Black school shoes NOT trainers
- School tie is optional

### What about PE kits and PE days?

Please continue to send your child into school on their PE day in their full PE kit which includes:

- Plain white PE T-shirt - with or without school logo
- Plain navy PE shorts - although we will allow jogging bottoms or leggings, preferably blue, grey or black in cold weather
- Black pumps - although we will allow trainers on PE days

Children will still need to wear their school navy jumper or cardigan on PE days NOT tracksuit tops. Please note that there will be NO PE during the week beginning 8<sup>th</sup> March. During that week we will let you know when your child's new PE day is. Do not send your child into school in a PE kit during the first week back.

### What can my child bring into school?

Your child only needs a **coat**, **named water bottle** and a packed lunch box - but only if they are on packed lunches. We will be returning to sending school reading books home so children will only need a **small reading book bag** for this purpose. **DO NOT** send in stationary, umbrellas, reading books from home or back packs as this could increase contamination risks.

Children **DO NOT** need to wear a face covering to school or to bring one into school. Face coverings for children should only be worn on the way to school if you are using public transport. If you do bring your child to school using public transport, please take their face covering back home with you as it will not be needed in school.

### What will happen at break and lunch times?

We will continue with staggered break and lunch times. Some classes in key stage unit bubbles may share the playgrounds for playtimes, but this will be minimised and classes will not mix as they will have enough space to have separate play areas.

We can still only fit 64 children in the school hall to eat their lunch, due to guidelines. As it currently stands Reception, Nursery and children from Class 6 use the school hall. All other classes will eat their lunch in their classrooms as per the Autumn Term.

### Will my child be able to attend Breakfast Club?

Yes but only if you have signed up to use this paid service. Children will be kept in class or key stage unit bubbles within the hall and will not share tables or resources. Please contact the school office if you feel you need to use this service; if you have already used this service school will be in touch shortly to discuss your requirements.

### Can I visit the school office?

We are a very welcoming school and are always happy to see you for a chat and welcome you inside the building. However, we need to limit the number of people coming into school and visiting the office. Therefore, we can only allow parents into the office for exceptional circumstances, such as collecting a sick child or handing over medication for your child. We are afraid you can't just 'pop in' to drop something off, pay for snacks or dinners or to speak to staff members.

ALL monies MUST CONTINUE to be sent into school with your child. There is a box in each classroom where children can put money envelopes in to and this will be collected by an adult and taken to the office. We will continue using electronic communication with you as much as possible to avoid the use of paper letters and permission slips coming back into school. This is usually done via text message, so please make sure we have your mist up to date mobile number. Letters are also saved on our school website: <https://www.st-james-farnworth.bolton.sch.uk/>

If you require to speak to school or a member of staff you MUST TELEPHONE US and we will be very happy to help you.

Government guidance is very clear that parents CANNOT come into school without a prior appointment.

### Will I be able to come into school for class assemblies or stay and learn sessions?

No. We are very sorry but at the moment we are still not allowed whole school or large gatherings.

### I really need to speak to my child's class teacher or another member of staff, what should I do?

Please phone us so that we can arrange a telephone appointment with you. There may be some occasions where we will invite you into school for a face to face meeting but this has to be carefully planned due to social distancing and cleanliness guidelines. We are sorry but you can't just 'pop' into school and ask to speak to a staff member. We have to reduce face to face contact as much as possible. This doesn't mean that we are not here for you if you or your child needs us. We are a school family and you as parents are a part of that, so please ring us if you need us for anything.

I hope that this handbook has been of some use to you, and I do apologise for the length of it! We are still operating in difficult circumstances and as a school we are simply trying our very best to keep working through it all. Last term you showed us great understanding and patience with all of these routines, so I know that we will see the same commitment from you all in March.

In the meantime, if you have any questions please contact us at the school office either over the phone 01204 572587 or via email [office@st-james-farnworth.bolton.sch.uk](mailto:office@st-james-farnworth.bolton.sch.uk).

We really can't wait to see you all again soon!!

Mrs L Belfield  
Principal