



ST JAMES
C.E. PRIMARY SCHOOL

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Parent/Carer Handbook

in response to the full reopening of
school in September 2020

Dear Parents/Carers,

We are so excited that all of the children will be back full time from September! As promised in previous letters, we would like to outline our plans for September so that you have a good idea of what school will look like. Please share these plans with your children so that it will help them prepare for their return to school. Just to reassure you all, the children that have been back with us since June 1st have all seemed really happy to be back, settled and adapted to our new ways of working quickly and without upset.

All of the plans that we are putting in place are there for the safety of yourself, our staff and more importantly the children of our school. Some of our plans are very different to how we usually operate around school; and we need your full cooperation to ensure they work effectively. Parents who have been bringing children back since June 1st have responded brilliantly to the new ways of working and adapted to the systems easily and without complaint.

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 fully aware of what school will be like. We have written it in the form of questions which will hopefully help with any thoughts you might be having.

Do I have to send my child back to school in September?

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 put staggered entry and exit times in place in order to reduce the number of people on site at any one time. We appreciate that this approach may cause inconvenience to some of our parents; please accept our apologies for this but we are sure you understand that this is not our usual practice and we need to follow government guidance. The plans we are putting in place are there for your safety and the safety of your child. If you have more than one child, we will do our best to accommodate families but this may prove very difficult for us. Please contact us if you need to discuss this further.

Dropping Off

Each class will be given a 15-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.

Children in Upper Key Stage 2 (UKS2 - Years 5 and 6) are allowed, if parents permit, to walk to school on their own in the morning and after school. Children in UKS2, if they are able, should be dropped off at the school gate and walk onto site by themselves.

Children in Lower Key Stage 2 (LKS2 - Years 3 and 4) should also be dropped off at the school gate by an adult and walk onto the school site by themselves, if they are able.

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 will be outlined later in this handbook. All children, if entering the school site with or without an adult, will also need to follow the one-way system.

Hometime

Children in Key Stages 1 and 2 (UKS2, LKS2 and KS1) will be dismissed from the main playground. Parents will be given a 15 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. If you need to wait for siblings, you will be able to wait on the playground where the football pitches are. You will need to leave the school site following our one-way system. You are not able to congregate to chat to other parents or teachers at this time.

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

In September, my child will be in class...with...	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 Mr McKean	Year 6 UKS2	8:30-8:45am	1	2:50-3:05pm <small>OR can walk home alone with parent permission</small>	If collected from the main playground first gate
Class 10 with Miss Ward	Year 5 OR 6 UKS2	8:30-8:45am	2	2:50-3:05pm <small>OR can walk home alone with parent permission</small>	If collected from the main playground first gate
Class 9 with Mrs Pandor	Year 5 UKS2	8:30-8:45am	3	2:50-3:05pm <small>OR can walk home alone with parent permission</small>	If collected from the main playground first gate
Class 8 with Miss Mahmood	Year 4 LKS2	8:45-9:00am	2	3:05-3:20pm	Main playground first gate
Class 7 with Miss Thomas	Year 3 OR 4 LKS2	8:45-9:00am	1	3:05-3:20pm	Main playground first gate
Class 6 with Miss Hilson	Year 3 LKS2	8:45-9:00am	3	3:05-3:20pm	Main playground first gate
Class 5 with Mrs Parkinson	Year 2 KS1	9:00-9:15am	3	3:20-3:35pm	Main playground first gate
Class 4 with Miss Hayward	Year 1 OR 2 KS1	9:00-9:15am	1	3:20-3:35pm	Main playground first gate
Class 3 with Miss Worsley	Year 1 KS1	9:00-9:15am	4	3:20-3:35pm	Main playground first gate

For EYFS children in Reception, Nursery and Little Saints - you will be sent separate guidance from Mrs Nuttall as this will include the transition plan for September.

You have mentioned a one-way system, what does this look like?

ALL visitors, parents and pupils will need to adhere to our one-way system when on school site. This is in place so that everyone walks in one direction around school and will support social distancing - no one should have to then 'squeeze' past other people walking towards them or have to work their way through a crowd of people. You might feel that this system is an inconvenience, and we apologise if you feel this way. We are not putting this in place to frustrate you or inconvenience you, we are doing it to keep you safe.

In a morning, most parents will not have to use the one-way system as we are expecting ALL children in Years 3, 4, 5 and 6 to be left at the main school gate, if they are able, and then the children will follow the system, on their own, to the relevant entry door. Please talk to your child about the system they will need to follow - this is in the bullet points outlined below.

We expect that the majority of our youngest children will need an adult to escort them onto the school site in a morning. If this is the case this is what you will need to do:

- Enter school through the 'bottom gate' on Hillside Avenue. DO NOT use the 'top gate' on Brookland Avenue to enter the school site - this is now a NO ENTRY.
- If your child is dropped off through door 1 - after entering through the Hillside Avenue gate, walk along the pathway until you reach door 1, leave them at the door, then continue along the path as though you are going to the school office, then leave the school premises using the ramp up to the top gate on Brookland Avenue. Leave through the top gate.
- If your child is dropped off through door 2, 3 or 4 - after entering through the Hillside Avenue gate, walk along the pathway until you reach the first playground gate, enter the main playground and walk towards the field, leave the playground through the gate near the field and continue up the path.
- Door 2 - leave your child at the top of the ramp, that way you can then continue along the path on your left hand side (towards the bin store and towards the school office) and follow it all the way to the Brookland Avenue top gate.
- Doors 3 and 4 - once your child has been dropped off you will need to continue along the path to your right hand side and follow the path all the way around the back of school (towards the garage, Reception class and nurseries). You will then be near the main school entrance so can then leave up the ramp or stairs towards the Brookland Avenue top gate.

At home time, children who are in KS1, LKS2 and UKS2 will be taken onto the main playground and those children who are allowed to walk home on their own in Years 5 and 6 will be dismissed out of the Brookland Avenue top gate. Adults who collect a child will need to follow the one-way system at home time:

- Parents/adults will need to enter through the Hillside Avenue 'bottom gate'. DO NOT use the 'top gate' on Brookland Avenue to enter the school site - this is now a NO ENTRY.
- Walk along the path until you reach the first playground gate. Use the social distancing markings on the pathway to queue. Your child will be sent over to you by a member of staff. Please do not call your child over to you as the staff member needs to make sure they see who they dismiss their pupils to.

- Once you have your child please leave the school site by following the footpath as though you are walking to the school office. Leave the school site through the Brookland Avenue 'top gate'.
- If you have more than one child in KS1, LKS2 and UKS2 you will be allowed to enter the playground and wait on the football pitches until your other children are dismissed to you.
- If you have a child in Reception, Nursery or Little Saints, you will need to follow the school path all the way around the back of school (towards the garage, Reception classes, back playground) until you reach either Reception or Nursery. Your child will be dismissed to you there.

What will my child's class look like in September?

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, two to a desk, 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 need to wear uniform in September?

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

Will my child need their PE kit in school in September?

No - not in school. We will be doing PE lessons but we are asking children to come into school on PE days in their PE kits. This is to reduce the number of belongings in cloakroom areas and thus reducing contamination risks. You will find out your child's PE day in September - there will be no PE that requires kit during the first week back. PE kit is as follows:

- Plain white PE T-shirt - with or without school logo
- Plain navy PE shorts - although we will allow jogging bottoms, 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.

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.

At this moment in time the guidance tells us that staff and pupils do not need face coverings in school. Face coverings should only be worn on the way to school if you are using public transport. If this changes over the summer we will let you know.

What will happen at break and lunch times?

There will be staggered break and lunch times. Some classes in key stage unit bubbles will share the playgrounds for playtimes, but this will be minimised where possible.

We can now only fit 64 children in the school hall to eat their lunch, due to guidelines. As it currently stands we will prioritise Reception children and Nursery children to use the school hall. All other classes will eat their lunch in their classrooms for the time being. For the first two weeks of school, the school kitchen (run by Bolton Local Authority NOT school) will offer takeaway bags that contain a hot meal. Children will order their choice for lunch in a morning. After this period we will review, and hopefully start to serve meals on trays for pupils that we can transport around the school building. As soon as we are able, we will allow more children to use the school hall.

School meals will cost £1.80 a day or £8 a week from September. If you pay for school meals you must send payment into school, in a named envelope, with your child who will hand this in in their classroom. You cannot pay for school dinners at the office.

We will be operating paid snacks again from September - but you have to send the money for this into school, a week in advance with your child, NOT to the school office. School snacks will cost £1.65 a week from September. Children who are in EYFS and KS1 should hopefully start to receive a free piece of fruit at snack time from September.

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. A survey has been texted out to parents with more information about this.

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 now 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 are going to try and use electronic communication with you as much as possible to avoid the use of paper letters and permission slips coming back into school.

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.

Will I be able to come into school for parents' evenings, class assemblies or stay and learn sessions?

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

Therefore, we will not be planning any in school activities with parents for the autumn term at the moment. We will hold parents' evening over the telephone with you and we are planning to do this very soon into the new term so you can talk to your child's new class teacher to see how they are settling into their new class. We will be thinking about how we can work with you virtually during this time.

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 all in difficult circumstances and as a school we are simply trying our very best to work our way through it all. We are hopeful that the plans we have in place for September will run smoothly, but we ask for **your full support and patience** whilst our systems become fully operational. We will be keeping our plans under constant review whilst following any guidance that the DfE publish for us.

In the meantime, if you have any questions please contact us before the end of the week. The school office will be closed over the summer holidays but if you have an urgent question during this time then please email us at office@st-james-farnworth.bolton.sch.uk as this will be checked periodically during the holiday period.

We are very much looking forward to welcoming you all back to school from September. Have a great summer and see you soon.

Mrs L Belfield

Principal