



ST MARY'S CATHOLIC PRIMARY SCHOOL

Mill Street, Brierley Hill, West Midlands, DY5 2TH

Telephone: 01384 818435

Website: www.st-mary-bh.dudley.sch.uk



Archdiocese of Birmingham

Principal: Ms O. O'Beirne

Wednesday 27th May 2020

Individual School Action Plan Letter

Dear Parents/Carers,

Following the recent letter to parents regarding the reopening of the school on 2nd June, we now aim to provide further clarity and details about what re-opening school will look like. Below you will find a summary of key points in relation to this, which should be read alongside the policies and risk assessments from which these points are based upon. We have created a new section on our school website which holds these documents. Please look under the COVID-19 tab and follow the link to "Phased Re-opening".

As we welcome more pupils and staff to school over the next two weeks, these arrangements are subject to change in line with Government guidance and our own evaluations of the effectiveness of these procedures.

Bubbles, arrival and dismissal

- Pupils will be arranged into "bubbles" of no more than 9 and have different arrival and dismissal times. To reduce the number of persons on the school site at one time, these times must be adhered to. If times are missed, you will be asked to leave the school site and re-enter at a later time. Each bubble will have a rotated team of staff assigned to it and follow a specific timetable throughout the day. The timetable within school has been designed so that these bubbles will be protected throughout the day and will not be in contact with other 'bubbles' within school. We realise that this will mean some of the Year 6 children will be separated from their friends but in order for the school to adhere to social distancing and maintain the safety of all those within school, it is necessary that these bubbles remain separate. Children will be guided into their bubbles on the morning of their first day of arrival.
- In cases where parents have children across several bubbles, please use the earliest arrival and dismissal times.
- We ask all parents/carers to ensure they arrive on time. If you arrive after your time slot for your drop off time, pupils will need to enter through the main entrance door. As we must limit the number of visitors to the site, adults will **not** be admitted into the school building.
- No cars will be able to access the school site.
- There will be a strict one way system in place for dismissal and arrival times (detailed in the video). We ask that you adhere to the signage and markings to keep 2m social distance at all times.
- Only **one** parent should accompany their child/children onto the school site during arrival and dismissal times.
- Parents must **immediately vacate** the premises as soon as children have entered through the playground barrier.
- Dismissal times and procedures will work similarly to those at the beginning of the day. However, children will remain seated within their classrooms until you arrive, when they will be called by their teacher and walk out to greet you at the playground barrier.

If you or your child is unwell

- If you or your child(ren) display any symptoms of coronavirus, they must **not** enter the school site (Please see Saint Nicholas Owen Multi Academy Company Staying Safe in School COVID-19 policy for further details).
- If a child presents symptoms of Coronavirus whilst in school, they will be removed to a separate room and parents will be called to come and collect them. As per the Government guidelines, children and parents will be eligible for swift testing which will then need to be shared with the school as part of the Government's "Track and Trace" programme.

Communication with School

- If parents/carers need to speak to school or a member of staff, please be aware that until further notice the school office will be **closed**. Therefore, please **call** the school office or **email** the admin email address with any queries.
- Instead of the normal first aid slips, all first aid communication will **only** be made via the School Life app messages.
- As we are relying heavily on communication with parents outside face-to-face meetings, please contact us immediately if you think your details with us might be out of date. The more efficient way to do this is via the admin email address or the "contact school" section of the website

The School Day

- Once in school, children will be supervised by staff to wash their hands before sitting in their allocated seat.
- Each pupil will sit one to a desk, which are spaced apart and will have their own pack of disinfected stationery which will not be shared.
- The DfE recommends we limit the number of items coming into and out of school, therefore children should only bring a water bottle, packed lunch and coat (if needed) into school. Pupils will not be able to bring a school bag or any extra equipment.
- At this time, school will not be provided break time snacks. Pupils should bring in their own healthy snack if required.
- To improve the possibility to maintain social distancing, children remain in their seats.
- Each day will begin with a reminder of expectations for children.
- These changes and current events can be source of worry for all of us, therefore, a P.S.H.E. or circle time activity will be part of each school day. Children will spend the rest of the school day accessing learning from curriculum subjects and taking part in projects, with the aim to replace any worries and stress associated with returning to a school setting, with enjoyment of being back.
- Break and lunch times will be staggered.
- The behaviour policy has been amended to reflect the implications of current guidance.
- Currently, we are unable to offer before and after school clubs.

Lunch Time Meal Provision

- There will be no hot lunches provided. Grab bags (consisting of half a cheese sandwich and half a ham sandwich, a piece of fruit, a drink and a biscuit or a cake) will be available for parents to order via Parent Pay if you choose. As stock will only be based on pre-orders, it is vital that meals are ordered by Friday each week, for the following week.
- If you have been receiving Free School Meals vouchers, and your Year 6 child will now be attending school, the voucher will now be replaced by a grab bag for each of the four days. A voucher will be sent to you as before, for the day that school is closed to Year 6.



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- At this time, children who are **not in Year 6** and are attending school as part of the Government's defined priority groups, will not be able to order a lunch and should continue to bring a packed lunch to school. Those who have been receiving Free School Meals vouchers will continue to do so until further notice, re-starting from 1st June.

Uniform

- We ask that children return to school in their school uniform. We understand that shops are shut and children have grown, so please adhere to normal school uniform as much as possible and where this is not viable, clothes are worn that match the uniform as closely as is feasible, in roughly the same style and colour (e.g.: black trainers for instance or pumps where school shoes no longer fit).

Pupils with an Education Health and Care Plan (EHCP)

- If your child has an EHCP, the latest Government guidance states that attendance at school is expected where it is determined, following a local authority led risk assessment, that their needs can be as safely or more safely met in the education environment. We will therefore be contacting parents of any child with an EHCP separately, some of which have already been contacted, to confirm the specific arrangements for your child's return to school.

Clinically vulnerable or clinically extremely vulnerable individuals

- If your child has been classed as clinically vulnerable, you should follow medical advice about whether your child can return to school. Please notify school if your medical advisor recommends that any additional steps are taken for your child to return.
- If your child lives with someone who is clinically vulnerable, the Government guidance states that your child can still return to school.
- If your child is clinically extremely vulnerable and has been advised to shield, they are not expected to return to school and we will continue to provide home learning tasks. Again, please notify school if your child falls into this category, if you have not already done so.
- If your child lives with someone who is clinically extremely vulnerable, the Government guidance states that they can only return to school if stringent social distancing can be adhered to and they are able to understand and follow those instructions. Please inform school if your household (or any other households your child lives in) falls into this category so that we can discuss whether your child can return to school or if they should stay at home.

For further information about who is classified as clinically vulnerable and clinically extremely vulnerable, please visit: <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/>

Helping pupils to adjust to school life

The school day, the building layout and the resources and equipment that are available will feel very different for our pupils while we all adjust to a new way of working and learning. It might help your child to adjust if you explain there will be some changes to school life to help keep them safe. Please see the pictures of the previous letter for examples of how classrooms will be set up and a video showing the changes to school will be available shortly.

We will ensure that support is available for pupils to help them to re-integrate back into school including an adjusted timetable as detailed above.

We also understand that the lockdown restrictions will have an impact on the mental health and wellbeing of our school community. If you have any urgent concerns about your child's physical or mental wellbeing or if there are any issues relating to behaviour or your domestic circumstances which the school needs to know about in order to help your child to safely re-integrate back into school, please contact school.

All this information should be read in line with the policies and risk assessments which can be found on our school website. Opening school to Y6 will be dependent on the government's announcement on Thursday 28th May and on our own Health and Safety checks. If when we do our final checks on 1st June, we are not ready to open, we will notify you and will push back the return date.

Please stay safe and look after yourselves and your families.

Thank you for your support.



Ms O'Beirne
Principal

Suggested Timetable for School Day

	Gov. Priority Group 1	Gov. Priority Group 1	Y6(a)	Y6(b)
Arrival	8:40 - 8:50		8:55 - 9:05	
Break Time	10:05 - 10:20	10:25 - 10:40	10:45 - 11:00	11:05 - 11:20
Lunch - eating	12:05 - 12:25	12:30 - 12:50	12:05 - 12:35	12:40 - 13:00
Lunch - play	11:45 - 12:05	12:10 - 12:30	12:35 - 12:55	13:00 - 13:20
Dismissal	14:45 - 14:55		15:00 - 15:10	