



Wednesday 2nd September 2020

Dear Parents/Carers,



We hope you are all safe and well. As I have written, I hope that you have all received the end of year reports and that you are happy with the progress and achievements your son/daughter had made up until the point of their last session with us in school.

September Reopening – September 2020

We have all had to wait for news about returning to school, this letter contains important information about the children's return. There were 2 INSET days on Tuesday 1st and Wednesday 2nd September, **ALL Year 1 – 6 children will return on Thursday 3rd September.** These were to focus on the health and safety via risk assessments and safeguarding as well areas of the curriculum.

We are very excited about being able to have you return back to school. I hope that this letter provides you with the necessary information to help us to do so safely and effectively. The safety measures detailed in this letter will ensure that we are not risking the physical or mental health of any of our children, families or staff thereby allowing us to reopen fully in September. We therefore ask for your support, understanding and continued patience whilst these measures are implemented and adapted as appropriate. It may be necessary to make some small changes to some of these measures once they have been implemented, but any amendments will always be communicated to you with as much notice as possible.



As communicated in the SCOS MAC letter you received alongside this one, on their return to school, all children will be placed into class 'bubbles' according to their year group. These bubbles of 30 children will have their own classroom, a designated toilet area and a member of teaching staff – details of which have already been shared with you. To allow us to effectively manage the running of the school day these bubbles will be grouped into the following:

- EYFS (YN/YR)
- KS1
- Y3/4
- Y5/6

These bubbles will enter and leave school in separate year groups with siblings (if they have them), and take similar breaks during the school day, apart from during lunchtime. The children will however be encouraged not to spend a prolonged period of time with children from other year group bubbles and the playground will be zoned accordingly to allow this to happen. Year group and sibling bubbles, which will allow us to have staggered pick up and drop off times each day, are below:

An in-depth risk assessment document that is now available to view on the school website at: <http://www.st-francisxavier.sandwell.sch.uk/Files/Download/3ddee310-f50b-4a39-bdfa-8cff6dcfa99e/b05a208b-862f-474b-97bd-232ed529b6a7/SCOS%20COVID%2019%20REOPENING%20SEPT%2020%20V1%20SFX.pdf>

Some of the most important measures that you need to be aware of as parents are detailed below. Please read all aspects of this letter carefully before the return to school in September:

These phase bubbles will also allow us to have staggered break times and lunch times in school without the need for nine separate morning, afternoon and lunchtime breaks. The additional risks that we have considered and safety measures that we have put in place as a school are contained in an

- Only one parent to accompany children onto school site
- Staggered drop off times for all children detailed above

Head Teacher / Principal: Mrs J Downes

McKean Road, Oldbury, West Midlands, B69 4BA

T: 0121 5521485

F: 0121 5442483 E: margaret.marshall@sfxcps.co.uk

W: www.st-francisxavier.sandwell.sch.uk

Jesus holds us in the palm of His hand





St Francis Xavier Catholic Primary School

Part of the St Catherine of Siena Multi Academy Company (Company number: 09497062)



- ALL CHILDREN WILL NEED TO WASH THEIR HANDS THOROUGHLY FOR 20 SECONDS ON ARRIVAL IN SCHOOL AND WILL BE ASKED TO DO SO REGULARLY THROUGHOUT THE DAY.
- Staggered collection times for all children detailed below:



*Children attending After School Club will be taken into the school hall at the end of the day to join the Wraparound Staff.

Drop off and Collection arrangements

Arrangements for pick-up/drop-off times:

Beginning of day

Time	Group/s	Gate
8.30	YN/YR	
8.40	All children without siblings (Gate A for KS1 and Gate B for KS2) and SinglePoint children.	N/A (enter via EYFS site entrance)
8.45	Y1 + siblings	A
8.50	Y3 + siblings	B
8.45	Y2 + siblings	A
8.55	Y4 + siblings	B
9.05	Y5/6 + siblings	B



End of day

Home time for Y1/2 will be 3pm, children with siblings to wait at places, watch phonics video or Maths video, etc.

Home time for Y3/4 will be 3.05pm, children with siblings to wait at places, watch spelling video or Maths video, etc.

Home time for Y5/6 will be 3.05pm, children with siblings to wait at places, watch spelling video or Maths video, etc.

Home time for Y1-6 WITH SIBLINGS will be 3.15pm, children GO TO siblings (KS1 SIBLINGS TO REMAIN IN KS1, SIBLINGS TO JOIN THEM, KS2 YOUNGEST SIBLINGS who will wait sensibly at places.

Time	Group/s	Gate
3.00	Y1/2 with NO siblings at SFX and SinglePoint children	A
3.05	Y3/4 with NO siblings at SFX	B
3.10	Y5/6 with NO siblings at SFX	B
3.15	SIBLINGS	If YOUNGEST is in KS1, children leave via Gate A, If YOUNGEST is in KS2, children leave via Gate B.



Lunchtimes

Class	12.00	12.30
Y1	Eat lunch	Outside
Y2	Outside	Eat lunch
Y3	Outside	Eat lunch
Y4	Eat lunch	Outside
Y5	Outside	Eat lunch
Y6	Outside	Eat lunch

Head Teacher / Principal: Mrs J Downes

McKean Road, Oldbury, West Midlands, B69 4BA

T: 0121 5521485

F: 0121 5442483 E: margaret.marshall@sfxcps.co.uk

W: www.st-francisxavier.sandwell.sch.uk

Jesus holds us in the palm of His hand



Procedure for dropping off and picking up Nursery and Reception Children only:

Follow times and arrangements sent in email/letter relating to starting school in September (play and stay session and start dates).



Procedure for drop off and pick-ups for children in Year 1 to Year 6 only:

- Arrival and dismissal times have been staggered. Please adhere to your allocated drop off and collection times. If you miss your time slot you will need to wait until ALL other time slots are finished.
- If you have more than one child attending school please bring all your children in for the first time slot you have been allocated. You may also collect all your children at the same time from the same point/gate they were dropped off.
- If your drop off point is at Gate A, main school entrance, please enter on foot via the main entrance ramp and queue up using the marked-out spots. You will then be required to exit school premises via the car park gates. Please note this is a one-way system.
- If your drop off point is Gate B (KS 2 entrance), please enter the top of gully from McKean Road, on foot and queue up using the marked-out spots. You will then be required to exit school premises via the bottom of the gully by the park. Please note this is a one-way system.
- Only one adult is permitted to drop off and pick up on each occasion – please keep younger children with you at all times e.g. holding their hand.
- Children will be greeted at the front door or the gate by an adult and directed to their classroom where they will then be met by adults in their bubble.
- During your pick-up time slot, you will be asked to wait for your child to come to you and will not be able to enter the school.



If you need any assistance with drop off or pick up times we are here to help. Please call school to make arrangements.

- Please also endeavour to maintain 1+ metre social distancing when arriving and departing school.
- Please do not arrive early or stay on or around the school site after dropping off children.
- Please observe social distancing guidelines and do not gather at school gates or near any entrances / exits.
- Other important safety measures to be aware of include: Start and end of the new school day:
- There will be no face to face meetings with parents unless arranged by appointment - the school office will be able to take phone calls and answer emails.
- Parents will be asked to observe social distancing and not gather in groups at the gate or anywhere on or around the school grounds.
- Pupils will enter and exit through a specified door and will wash their hands as soon as they arrive and regularly throughout the school day.
- Pupils will not take work or equipment home and will not bring anything into school other than a lunch box*, water bottle, reading book & diary.
***Please note that lunchboxes and items need to be suitable for age group the children are in (such as Fortnite, Tik Tok, etc. as these are for children over the age of 14).**
- **Uniform** (please refer to the school policy) – Children are expected to wear full school uniform to school each day apart from their PE day on which they will wear their PE kit to school – Summer uniform is permitted until the end of October. P.E Kit – On days that children take part in P.E they will be asked to



Head Teacher / Principal: Mrs J Downes

McKean Road, Oldbury, West Midlands, B69 4BA

T: 0121 5521485

F: 0121 5442483 E: margaret.marshall@sfxcps.co.uk

W: www.st-francisxavier.sandwell.sch.uk

Jesus holds us in the palm of His hand



St Francis Xavier Catholic Primary School

Part of the St Catherine of Siena Multi Academy Company (Company number: 09497062)



- wear their PE kit to school for the day (Black shorts, green polo shirt, school jumper or cardigan and trainers/pumps. On colder days, children can wear **plain black or grey** jogging bottoms instead of shorts).
- No PE lessons will take place in the first week back and PE days will then be communicated with parents for the second week of term.
- School Dinners Free School Meals and KS1 Universal Free School Meals children – If your child is a Free School Meal child or is in EYFS or KS1 they are entitled to a free school lunch which would be in the form of a 'Grab Bag Packed Lunch' from the school canteen (Sandwiches, fruit, drink and biscuit/snack).
- If you would rather send your child in with their own packed lunch you are welcome to do so. EYFS, KS1 and FSM children should still bring their own filled water bottle each day which needs to be taken home at the end of each day.
- During the first half of the autumn term all children will have a packed lunch, either prepared at school or brought in from home.
- If using Dolce for school dinners you will still be able to order online to select fillings, bread, wraps etc. Classes will eat in their classrooms initially to help us manage social distancing throughout the Autumn term.

Children's Belongings

We ask that during the first part of the Autumn term children only bring the following items to school with them until further notice:



- One School Bag containing:
 - o Lunch Box (if not having a school lunch)
 - o Filled water bottle (to be taken home at the end of each day)
 - o Reading book and reading diary – kept in school bag
- Coat (in ALL weathers) – Clearly labelled with child's name Please also ensure that water bottles, lunch boxes and all items of clothing, in particular jumpers, cardigans and coats, are clearly marked with your child's name.

During the school day

- A one-way system will be introduced to support safe movement around the school site.
- Children and staff will have the facility to wash and sanitise their hands regularly.
- Classrooms and all areas used will be cleaned more regularly and lidded bins emptied frequently.
- Staff will remind pupils about hygiene routines, handwashing & not touching their faces & mouths. We will also continue to reinforce the 'catch it, bin it, kill it' message.
- Children will work with the same equipment each day which will be kept in school.
- Lunch and play times will be staggered.
- Children will be allowed outside for fresh air and physical exercise but will not mix between phase group 'bubbles'.
- Staff will manage and monitor children's toilet visits so social distancing is maintained.
- Pupils and staff will not be expected to wear facemasks.
- Staff dealing with First Aid matters will wear PPE and this will be provided by school.
- Where possible, doors will be left open to avoid contact with handles and aid ventilation of classrooms.
- Where possible, windows will be left open to improve ventilation.



Head Teacher / Principal: Mrs J Downes

McKean Road, Oldbury, West Midlands, B69 4BA

T: 0121 5521485

F: 0121 5442483 E: margaret.marshall@sfxcps.co.uk

W: www.st-francisxavier.sandwell.sch.uk

Jesus holds us in the palm of His hand



Before and After-School Club

SinglePoint Wraparound Provision will continue to run as before, during the Autumn term.



Children will enter and exit through the front office and join phase bubbles in the school hall or playground when the weather permits. The playground and school hall will be zoned to allow this to happen effectively.

Illness and Symptoms

As previously stated, if your child is ill or has any coronavirus symptoms, they should NOT attend school. Symptoms include:

- a high temperature – this means you feel hot to touch on your chest or back
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours
- loss or change to your sense of smell or taste. If your child displays symptoms when they are in school, they will be isolated and you will be called and asked to collect your child immediately. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms. Therefore, you should then apply for your child and anyone living with you to be tested. If your child has been sent home after displaying symptoms of Coronavirus, they will not be allowed to return to school until you have provided evidence of a negative test result. <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigentest-to-check-if-you-have-coronavirus/>



Please be aware that if a child who has been attending school tests positive for COVID-19, all other children and any staff members within that class bubble will be asked to go home and self-isolate for 14 days.

Attendance

Please note that due to closure of schools during Covid 19, the government released the following guidance:

Attendance record

The Department for Education (DfE) has laid regulations to remove the requirement to report pupils' attendance data for the 2019/20 academic year, in recognition of the impact of coronavirus (COVID-19) on the possible attendance. These regulations will come into force on 9 July 2020.

National curriculum assessments

Following the cancellation of the 2019/20 national curriculum assessments, DfE has laid regulations to remove the requirement to report the outcomes of key stages 1 and 2 tests or teacher assessments in this year's reports. These regulations also remove the requirement to include comparative information about the attainment of pupils of the same age in the school, or nationally, for this year's reports. These regulations will come into force on 9 July 2020.

What does this mean for our girls and boys at St Francis?

Attendance will not be reported for this year. But please note that the government are very clear about expectations for the forthcoming year. **They are very clear that ALL children are expected to attend school when it is possible to return. It will be your duty to ensure that your son/daughter attends as often as possible from when schools open.**

Head Teacher / Principal: Mrs J Downes

McKean Road, Oldbury, West Midlands, B69 4BA

T: 0121 5521485

F: 0121 5442483 E: margaret.marshall@sfxcps.co.uk

W: www.st-francisxavier.sandwell.sch.uk

Jesus holds us in the palm of His hand





St Francis Xavier Catholic Primary School

Part of the St Catherine of Siena Multi Academy Company (Company number: 09497062)



We will continue to work in conjunction with our MAC on this and our CSEL will be informing you of what happens in due course.



In terms of assessment, due to not completing statutory tests this year, Key Stage 1 and 2 SATs, Year 1 Phonics tests and Multiplication Tests for Year 4, the teachers have given their teacher assessment for these tests, based on a triangulation of prior performance in tests, learning completed in class and notes from lessons in collaboration with the teaching teams.

We will spend time in the first couple of weeks assessing their skills so that we can plan any necessary interventions and learning that is suitable to meet their needs.

Thank you for taking the time to read this letter, if you have any questions related to the guidance, please contact school directly.

It has been such a turbulent time this year and we are all so looking forward to things feeling more 'normal'. Their safeguarding is always our utmost priority along with their wellbeing and mental health. Please be reassured that while we have the highest expectations of our girls and boys and well as ourselves and look forward to making sure that they have the best provision for their academic, social and moral wellbeing. Father Joseph will be supporting along the way and leading virtual Masses and hymn practices as well as class prayer services so that we can ensure their spiritual growth too.



We look forward to having our wonderful school family back together tomorrow.

Yours sincerely,

Mrs Downes
Principal



Head Teacher / Principal: Mrs J Downes

McKean Road, Oldbury, West Midlands, B69 4BA

T: 0121 5521485

F: 0121 5442483 E: margaret.marshall@sfxcps.co.uk

W: www.st-francisxavier.sandwell.sch.uk

Jesus holds us in the palm of His hand