



St Francis Xavier Catholic Primary School

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



Thursday 3rd September 2020

Dear Parents/Carers,



Thank you for supporting us in bringing your son/daughter back today. It was lovely to see the boys and girls back and to begin to start back into some sort of normality. The school is definitely a better place with all of our school family back!

Also, we appreciate your support in making sure that you are safely distanced whilst waiting. We are risk assessing all of the time and would like to make some amendments to the times that the children enter and leave. They are small changes, but we think that we can ensure a smoother entry and exit, though we know all of this will take some time. We hope that you will find this easier to follow with less drop off times and we would like you to discuss it you're your son/daughter. We will begin this from tomorrow morning.

Beginning of day arrangements



Time	Group/s	Gate	What needs to be said to your child with you as well as staff at school
8.30	Nursery and Reception	C You will make your way to the EYFS building, queueing on Pinfold Street.	<ul style="list-style-type: none"> When queueing, you will make sure that children stay close to you and that you are keeping your distance from others.
8.40	Y1 and Y2 with with siblings at SFX and SinglePoint children	A Please be aware that this will take time, as you are seen in the line, we will need to call you in order to keep everyone safe and lines moving. For these parents/carers please queue up using safe distance rule FACING church (the school will be on your LEFT)	<ul style="list-style-type: none"> If YOUNGEST is in KS1 (Year 1-2), children enter via Gate A, then go to your classrooms. SinglePoint children will go to your classrooms.
8.40	Y3, Y4, Y5 and Y6 with siblings at SFX	B For these parents/carers please queue up using safe distance rule FACING AWAY FROM church (the school will be on your RIGHT)	<ul style="list-style-type: none"> You will enter via your classroom from your classroom exit via the astroturf area. If YOUNGEST is in KS2 (Year 3 – 6), children enter via Gate B.
8.55	ALL CHILDREN WITHOUT SIBLINGS.	A For KS1 (Years 1 and 2). B For KS2 (Years 3, 4, 5 and 6).	<ul style="list-style-type: none"> KS1 children without siblings will enter via Gate A and go to classrooms. KS2 will enter via your classroom from your classroom exit via the astroturf area. will enter via Gate B. If in Year 3 or Year 4, children will enter via your classroom from your classroom exit via the astroturf area. If in Year 5 or Year 6, children will enter via the cloakroom as normal.



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



End of day arrangements



Time	Group/s	Gate	What needs to be said to your child with you as well as staff at school
3.00	Y1 and Y2 with with siblings at SFX and SinglePoint children	A Please be aware that this will take time, as you are seen in the line, we will need to call you in order to keep everyone safe and lines moving. For these parents/carers please queue up using safe distance rule FACING church (the school will be on your LEFT)	<ul style="list-style-type: none"> If YOUNGEST is in KS1 (Year 1-2), children leave via Gate A, they will meet in the hall to start with, You will leave from your classroom and meet staff in charge in the hall. SinglePoint children will line up on the LEFT. Y1 and Y2 children will line up on the RIGHT.
3.00	Y3, Y4, Y5 and Y6 with siblings at SFX	B For these parents/carers please queue up using safe distance rule FACING AWAY FROM church (the school will be on your RIGHT)	<ul style="list-style-type: none"> You will leave your classroom from your classroom exit via the astroturf area. When staff see your parents/carers, they will call you, so listen carefully. Your parents/carers will be called in order as they arrive. If your parents can see you but are not next in line, they will wait so that we can all remain safe. If YOUNGEST is in KS2 (Year 3 – 6), children leave via Gate B. KS2 children with KS2 siblings will meet in Y3/4's corridor at hometime.
3.15	ALL CHILDREN WITHOUT SIBLINGS.	A For KS1 (Years 1 and 2). B For KS1 (Years 3, 4, 5 and 6).	<ul style="list-style-type: none"> KS1 sibling children will meet in hall – this is for children with brothers/sisters in Y1-2. KS2 sibling children will meet in the Y3/4 corridor – this is for children in Y3-6 who have brothers/sisters in Y3-6. When staff see your parents/carers, they will call you, so listen carefully. Your parents/carers will be called in order as they arrive. If your parents can see you but are not next in line, they will wait so that we can all remain safe.

Please do not hesitate to call or email if you have any worries.

Stay safe and well.

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

