

# St Joseph's Catholic Primary School



Dear Parents,

I hope that you and your families are keeping safe and well.

This has been an unprecedented year and we have all been forced to change our normal every day life. I would like to take this opportunity to thank all of the children and their families for the way in which they have coped with the changes of either not being at school, or being in school in a different way, keeping in touch with us about how you're finding the online learning and requesting packs where needed. Although we haven't all been together as the family of St Joseph's please know that you have all been in our thoughts and in our prayers during this time.

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This newsletter gives you information about the ending of this academic year and also gives you IMPORTANT information about schools re-opening in September 2020.

## School Report



Along with this end of year newsletter you will find your child's school report which has been prepared by their class teacher. The report shows where the children were in their learning at the time that school was closed in March and also gives information about progress and achievement as well as behaviour. As you will also see the report is only reporting attendance up until 20<sup>th</sup> March 2020 when schools were closed.

Normally, there would be an end of year Parent's Evening for parents to discuss the report with the class teacher, however this year that is not possible so during the week beginning Monday 13<sup>th</sup> July your child's class teacher will call you to discuss the report and address any concerns you may have.

## Goodbye Year 6

Year 6 I am so sorry that you have not had the usual St Joseph's goodbye, it makes us so sad that we have not been able to say goodbye to you and your families during your Graduation and all the usual end of term activities. I want to say how proud I am of each and every one of you! Throughout your time at St Joseph's, whether that has been from Nursery or for just a few months, you have represented our school so well and demonstrated both in and out of school that you are guided by Jesus' teachings in your actions and follow our school values. Your secondary schools are so very lucky to have such mature, sensible, kind and caring pupils and we will greatly miss you! You know from being at St Joseph's that just because you're moving on you will not be forgotten and we will be praying for you in September as you begin the next step on life's journey.

I also know that this is the end of an era for many families and many parents have been making the trip to St Joseph's for many years. I would like to thank you for your support of the school during your time with us and I wish you all the very best for the future too.



## Confirmation – current Year 6



As you know we had to postpone Confirmation for our current Year 6 due to Covid-19. I have been in touch with Bishop David McGough who has agreed to hold Confirmation for our current Year 6 children on **Thursday 24<sup>th</sup> September**. Mrs MacDonald and Mrs Cheema will be sending out a Confirmation pack of information and we would be very grateful if parents could help prepare the children. For those children moving to Bishop Milner Catholic College, Mr May, Principal has agreed to help prepare the children and Fr Louis will also visit the children at the school to help prepare them further. St Joseph's will prepare the Mass and will be in touch with you closer to the date regarding the restrictions that many or may not still be in place, e.g. number of family members allowed to attend etc.

## End of term – Friday 17<sup>th</sup> July

A reminder that the school closes at 1pm on Friday 17<sup>th</sup> July for the summer holidays.



### Saying goodbye

At the end of this term we are also saying goodbye to some staff members.

Firstly Miss Blanchette our Nursery teacher. Miss Blanchette has decided not to return to school following her maternity leave as she is very much enjoying life at home with her new baby daughter. We wish Miss Blanchette and her family all the very best for the future and extend a huge thank-you for everything she has done to make the youngest children in our school feel very welcome and looked after when they first started.

Mrs Bowen our SENCO has successfully gained a promotion and will be leaving us in July. We congratulate Mrs Bowen on her promotion and would like to thank her for all of the work she's done helping children and their families during her time at St Joseph's.

Finally, Mrs Benson who worked alongside Mrs Bowen is also leaving. We are sad to say goodbye to Mrs Benson too who has been so supportive to St Joseph's – we wish her all the very best for the future.

## Hello and welcome

We would like to say hello and welcome to Mrs Camilleri who is our new Nursery teacher. We are very pleased to welcome Mrs Camilleri to the St Joseph's family and she is very much looking forward to meeting everyone in September!

Following Mrs Bowen's departure as SENCO our new SENCO from September will be Miss Oakley and will be assisted by Mrs Hickman. Both Miss Oakley and Mrs Hickman have worked at St Joseph's for many years and are both very excited about their new roles working with even more families and supporting children throughout the school.





### **Returning to school in September**

School will be re-opening to children from **Year 1 to Year 6 on Monday 7<sup>th</sup> September.**

Children who are currently in our Nursery and will be returning to **Nursery and Reception children will return on Monday 21<sup>st</sup> September.**

### **Returning to school in September**

The school will reopen to pupils in Years 1- 6 on Monday 7<sup>th</sup> September – this is a later date than published previously and is the new return date agreed by Directors for all primary schools within the MAC. This is to provide time for schools to implement the changes needed for the full reopening. Please note staff will be back in school preparing the school and undertaking training from 1<sup>st</sup> September. On Monday 7<sup>th</sup> September pupils from Years 1 to 6 will return to school.

### **Safety Arrangements - The children will be taught in separate class 'bubbles' and won't mix with other classes**

The government guidance is that we keep the children in their class groups and avoid any mixing between these groups. In the classrooms children will sit next to each other at desks and these will all be facing forwards. The children will sit next to each other but they won't face each other. Each class will have their own playtime and lunchtime which will be separate from other classes. More information can be found in the 'hygiene' section below.

### **Hygiene**

We are complying with the government guidance of minimising the number of other children your child will come into contact with. They will only be in day to day contact with the children in their class. Staff, however, are allowed to move between class bubbles. Each group is kept separate from all other groups as far as is possible. They arrive separately through separate doors, stay in classrooms, have separate breaktimes and lunchtimes and go home separately through separate doors. There are no whole school assemblies and Masses, no singing (sadly) and children eat in their classrooms for the time being, though we will start to use the hall for lunch later in the term, whilst keeping all groups separated. There is a line splitting all corridors in two so the children can 'keep left' and avoid bumping into anyone. Play equipment, toys and reading books will be in use from September. Play equipment and toys will be regularly cleaned and only used by one group between cleans whilst reading books will be given out at the beginning of the week and collected in on Friday morning so they can be quarantined for 72 hours over the weekend before being given to another child. Just two children at a time use the toilets and washrooms with 'middle sinks' and urinals blocked out of use. Handwashing for at least 20 seconds takes place upon arrival, handwashing or sanitising before break and after break, handwashing before lunch and after lunch, and handwashing or sanitising before and after the afternoon play as a minimum. Your child will sit at the same desk at all times wherever possible but may need to move to a freshly sanitised desk from time to time e.g. to support their behavior or concentration. They will have their own stationery equipment pack that we have provided that remains for your child's use only. Your child's desk will be disinfected during play time, before and after lunch time and during afternoon play. The whole classroom including tables and chairs will be deep cleaned and disinfected at night. Your child then returns to the same desk, with the same pens and pencils the next day. Anything else that is used with the children such as paint brushes or computer keyboards / tablets will be disinfected between users. The full risk assessment which is a detailed breakdown of procedures will be available on our website in September before we reopen.





### **Times of day will be different**

In order to allow for social distancing, we can't have all children being dropped off and picked up together. This is particularly important so that we can allow parents to keep a distance between themselves and others. This is the government's guidance. Different classes will start and finish school at different times as shown in the table below.

### **Your child's teacher next year**

The children will be moving to their new classes and new teachers in September. There is full liaison and handover between the teachers and we are busy planning a catch up / recovery curriculum that we will share with you in September. You can expect us to be focusing on covering learning that has been missed in the summer term in all subjects whilst devoting extra time to the important essentials of Reading, Phonics, Spelling, Writing, Grammar, Punctuation and Mathematics. We will also be devoting the usual 10% of the curriculum to Religious Education as is required by the Bishop's Conference of England and Wales. We will also be covering essential content from all other curriculum areas.

### **Staffing next year**

The staffing for the classes next year is as follows:

Nursery Teacher – Mrs Camilleri with Miss Link and Miss Perry Teaching Assistants  
Reception Teacher – Miss Bullock with Mrs Lowe Teaching Assistant  
Year 1 Teacher – Mrs Buckley with Miss Sibley Teaching Assistant  
Year 2 Teacher – Miss Cresswell with Mrs Philpott Teaching Assistant  
Year 3 Teacher – Miss Polito with Mrs Parker Teaching Assistant  
Year 4 Teacher – Miss Marsh with Miss Giovenco and Mrs Wroblewski Teaching Assistants  
Year 5 Teacher – Mrs Hickman with Miss Carre Teaching Assistant  
Year 6 Teachers – Mrs Cheema and Mrs MacDonald with Mrs Toddington Teaching Assistant



### **Return to school arrangements for September**

In line with Government guidance we still need to operate in 'bubbles' in September, but these will be class bubbles so children will be altogether with the adults in the same classroom. This also means that classes are not able to mix together at the start of the day, playtime, lunchtime or home time etc so this means that the start of the day and home times need to be staggered to avoid large groups of people in one space. We will also stagger lunch and break times when the children are in school too.

See the information below for the different start and finish times for all of the different classes.

Year group 'bubbles'	Start time	End time	Entry and exit points	Start Date
Nursery AM	8.30am	11.30am	EYFS Door	Monday 21 <sup>st</sup> September at 8.30am
Nursery PM	12.30pm	2.30pm	EYFS Door	Monday 21 <sup>st</sup> September at 12.30pm
Nursery All Day	8.30am	2.30pm	EYFS Door	Monday 21 <sup>st</sup> September at 8.30am
Reception	9.15am	3.15pm	EYFS Door	Monday 21 <sup>st</sup> September at 9.15am
Year 1	9.15am	3.15pm	In through the KS1 entrance out through the hall.	Monday 7 <sup>th</sup> September at 9.15am
Year 2	8.45am	2.45pm	In through the KS1 entrance out through the hall.	Monday 7 <sup>th</sup> September at 8.45am
Year 3	8.45am	2.45pm	Through side gate (KS2 entrance) out through the KS2 gate.	Monday 7 <sup>th</sup> September at 8.45am
Year 4	9.00am	3.00pm	In through KS2 side gate out through Year 4 Fire Escape.	Monday 7 <sup>th</sup> September at 9.00am
Year 5	8.30am	2.30pm	In through KS2 side gate out through Year 5 Fire Escape.	Monday 7 <sup>th</sup> September at 8.30am
Year 6	9.15am	3.15pm	In through KS2 side gate out through Year 6 Fire Escape.	Monday 7 <sup>th</sup> September at 9.15am

### **If you have more than one child at the school**

You can of course choose to drop both / all of your children off individually though we realise this may mean a lot of waiting around. If you would prefer to do just one drop off and pick up you can follow the **'latest start – earliest finish' rule of thumb**.

For example, if you have one child in Year 6 (8.30am start) and another in Year 1 (9am start) you can drop them both off at 9am – **the latest start time**. At the end of the day you would pick them both up at 2.30pm (**the earliest finish time**) of the two children.

We're sorry but we can't offer to take both/all of the children early and keep them both until late because we won't have enough staff available to look after individual children – and we can't mix the children with those from other bubbles.



### **Getting to school**

We are asked to remind you of the government's travel advice which is to avoid public transport (especially for children) wherever possible and to use a private car or walk to your destination. If using public transport – you must wear a face covering. If using a private car (e.g. a taxi) with people from outside your household, sitting in the back left side of the vehicle away from the driver may be advised and wearing a face covering is recommended. For full advice search *UK Government Transport Advice* online.

### **Face Masks/Coverings**

Government guidance is that children and staff **do not** require any face coverings whilst at school. Indeed, face coverings can add to infection risks if they are not used properly. Masks are not worn by children or staff in school except where staff need PPE when providing close contact care or intimate care / changing or dealing with a child/adult showing symptoms of Coronavirus. If your child wears a mask to get to school (e.g. on the bus) please either take it from them upon arrival and sanitise your and their hands straight away or provide them with a plastic bag to keep the mask in whilst at school. Everyone must take great care not to touch the face when removing masks and hands must be washed or sanitised straight away. Disposable masks can be thrown into lidded bins inside school.



### **Uniform**

The children need to wear their normal uniform from September. The government does not advise anything other than normal cleaning and washing arrangements for school clothes.

### **Please don't arrive before the start time or congregate at the front gate**

We have to provide you with a safe environment so sadly we can't allow you to arrive early and congregate with other parents. We've got to minimise the amount of people on the school site at one time. Staggered times of day will help with this – but please keep to them otherwise we could have overcrowding which isn't safe for the children, you or us. These systems are not being put in place to make things difficult – we have to implement a safe system just like shops and businesses do. Please don't gather in groups in the street or at the front of the school as this can put others in a difficult situation if they cannot get past the group whilst maintaining social distancing.



### **There will be a one way system in operation to arrive and exit the school site and it will take you longer than normal to drop off and pick up your child/ren**

We've got to do all we can to provide social distancing for you when you are dropping off and picking up. We've got to minimise the chances of overcrowding and bumping into another person. The school gates are a crunch point for this. **Everyone needs to enter the school grounds through the front gate** on Hillcrest Road and make their way to the various entry points around the school. There are markings enabling you to maintain a 2 metre distance whilst you are queuing. You may well have to queue to get round to your child's specific entrance and it may seem easier to just walk around – but if you do this you risk bumping into someone else. Once your child has been dropped off at their classes entry point parents need to **exit the school site through the back gate**. So it **will** take longer than normal to drop off and pick up. – just like the supermarket queues we've all become accustomed to.



### **Have an umbrella with you for you and the kids**

Even if it's raining the queuing system will still have to operate so it's essential to keep a supply of umbrellas handy. I know it's a pain and I wish we didn't have to do all of this – but we have to in order to minimise the risks to everyone. We promise we'll do everything as quickly as possible as I certainly don't want anyone inconvenienced for the sake of it, I promise!

### **Which door am I heading to?**

Follow the queuing track around to your child's drop off door (shown in the table above)

### **Only one adult to drop off and pick up please**

This keeps numbers on and around the playground to a minimum.



### **Staff will be maintaining a social distance – please don't be offended**

At the drop off doors you'll see a marker for you to stand by – 1m away from the door and the staff will be stood by a marker 1m inside the door. This will seem strange for everyone but it's to keep us all safe. It means private conversations won't be possible. If you need to speak to us about something in private, please call the school and we can have the conversation that way. Parents and other visitors won't be allowed into school at this time unless we have a pre-booked appointment where we can maintain social distancing. This is the total opposite of the way we normally operate but it can't be avoided. Never hesitate to call us during this time if you need to speak to Mrs Chapman or your child's teacher. Of course day to day messages and conversation is still possible with staff at the door – it's just that with a metre distance either side of the door between us we may all have to speak up a bit!

### **One person/family at a time in the school office lobby**

Again, an umbrella will be useful in case there is any queue. Please also note that the office staff will not open the screen during this time of distancing and infection control when serving you. Again, we may all need to speak up a bit so we can hear each other!



### **Lunches**

Reception, Year 1 and Year 2 together with free school meals pupils will be provided with a grab bag (packed lunch) or you can send them with their own lunch and drinks. If your child is in Years 3,4,5 or 6 and does not receive free school meals, they will need a packed lunch and drinks for the day. Alternatively, grab bags can be ordered for the normal school meals price per day.

We will then launch free hot meals for Reception, Year 1 and Year 2 and those eligible for free school meals in October. We hope to have the full hot meals service up and running for everyone after October half term. The reason for this staggering is so that we can adapt our serving systems, dinner hall layout, timetable and staff arrangements to make the provision of hot meals a safe operation.

### **Alcohol hand sanitiser is also provided for supervised usage**

We were not able to provide non-alcohol based sanitiser because the cost was too expensive so we have only provided an alcohol based sanitiser in the classrooms. The use of this will be carefully supervised. **If your child has any allergy to alcohol based sanitiser please let us know.**

### **Symptomatic Children, Parents or Staff**

### **IF YOU, YOUR CHILD/REN OR ANYONE IN YOUR HOUSEHOLD HAS SYMPTOMS YOU MUSTN'T SEND YOUR CHILD TO SCHOOL. SYMPTOMATIC STAFF MUST NOT COME TO SCHOOL**

Any member of the community with symptoms of the virus must not come to school under any circumstances. If you are even remotely concerned that you or your child has symptoms – you must not come to the school and you must follow the government advice on self-isolation and testing. The same applies for staff and children where a member of the household is symptomatic. You can arrange a test VERY QUICKLY at NHS.UK or by calling NHS 119 if you don't have internet access. Only come back to school after the advised period of isolation or a test confirming negative e.g. that you or your child don't have the virus. Even with a negative test you may still be asked to continue to self-isolate depending on the circumstances.

### **Coronavirus COVID-19 Symptoms**

- High temperature
- New, continuous cough
- Loss or change to your sense of smell or taste



### **If there is a suspected or confirmed case of Coronavirus in your child's group**

If a child displays or complains of symptoms they will be safely isolated from the group with someone to look after them. The staff member will wear PPE and maintain a 2m distance wherever possible. The child will be well looked after, cared for and reassured at all times. If the child needs the toilet they'll be able to use a separate toilet that will be sanitised afterwards. The child's parents / carers will be called and asked to take the child home and follow government guidance on isolation and testing as follows:

- Book a test. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- Provide details of anyone the child has been in close contact with if they do test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- Self-isolate themselves and their child as they have been in close contact with someone (their child) who has developed coronavirus (COVID-19) symptoms or tested positive for coronavirus (COVID-19)
- Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS website NHS.UK or by calling NHS 119.
- School will follow the Dudley standard operating procedure and we will notify the school nurses and Public Health England of the suspected case.

School will ask parents to inform us immediately of the results of a test:

- If the child tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still



best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. Once they feel well they can return to school.

- If your child tests positive, you should follow **the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’** available online and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

When a pupil or member of staff has tested positive school will contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) has attended the school – as identified by NHS Test and Trace.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the pupil or staff member during the period that they were infectious, and ensure they are asked to self-isolate.

The health protection team will work with the school to guide us through the actions we need to take. Based on the advice from the health protection team, we must send home those pupils and staff who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.

The health protection team will provide definitive advice on who must be sent home. Please note the school will not share names of staff or pupils who have been infected.

Household members of those staff or children who are sent home **do not need to self-isolate themselves unless the child or staff member who is self-isolating subsequently develops symptoms.**

If a pupil or staff member in a class that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow **‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’**. They should get a test, and:

- If the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they **could still** develop the coronavirus (COVID-19) within the remaining days.
- If the test result is positive, the staff member or the child’s parent / carer should inform the school immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). **Their household** should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following **‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’** available online.

If a school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required. In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If in consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test other children / staff who may have been in contact with

the person who has tested positive. Testing will first focus on the child or staff member's class, then the whole school if necessary, in line with routine public health outbreak control practice.

**Please note – if a child or staff member is symptomatic they will be sent home straight away – but we will only send the rest of the class / group home on the advice of Public Health England in accordance with the arrangements above which are the government official guidance. This means we do not send classes / groups home when a symptomatic child / staff member has gone home to be tested. This is a change from the arrangement we set up as our own policy in the summer term. The reason for the official guidance to only send children / classes home is that we could be sending whole classes home every time someone has a cough – which may not be a Coronavirus case. This could mean an empty school for weeks on end in autumn and winter! Testing and results are so fast now that in many cases we would know about confirmed cases the same or next day meaning we can engage with Public Health England very quickly to find out who needs sending home.**

**Please be assured the school will be following the official guidance fully.**

#### **Getting in touch with school**



The school closes for summer on Friday 17<sup>th</sup> July. The office is also closed so we won't be picking up phone messages or emails until we reopen on 1<sup>st</sup> September. If you need to speak to us please get in touch before Friday 17<sup>th</sup> July or from 1<sup>st</sup> September onwards – that way you know we are at school and able to help you.



#### **Thank you**

Thanks for reading this very long letter. Thank you very much for your support, patience and perseverance in these very difficult past months. We are delighted that the school community will be coming together again in September – even though things will be different to normal.

I wish you and your families a lovely summer break and hope that you stay safe and well – whilst hopefully having some fun too!

Take care,

Mrs Chapman  
Head of School

