



St. Paulinus Catholic Primary School

Inspiring all to live, learn and love in the light of Jesus.

(cf John 8:12)



Monday 13th July 2020

Dear Parent / Guardian / Carer,

We can't wait to fully reopen!

The Government announced their plans for school to fully reopen in September and issued guidance last week of how we can do that in a safe way. It is worth pointing out that schools are implementing all the guidance given by the Government, in order to make school as safe a place as possible. We cannot completely take away the risk of your child or a staff member catching coronavirus through school, but we can make it much safer by putting things in place to mitigate these risks. Details of these measures can be found below.

In this letter you will find important information on what we are doing to make it safer for all and there will be things for you to talk to your child about. By sending your child to school you are agreeing to all the conditions below, especially the procedures that are in place if a child is ill.

The following rule remains in place and must be strictly adhered to. Please do not send your child into school if they are unwell or if they are displaying any of the key symptoms of COVID-19:

- **High temperature**
- **Persistent cough**
- **Loss of taste and/ or smell**

Please ensure you have arrangements in place to come and collect your child if they fall ill at school.

The children will be organised into class bubbles for the most part, but there will be times when the bubble extends to that year group. Any contact between the bubbles will be recorded in accordance with the Government guidelines. This is so that the school can easily identify any contact between a child and a positive case – it is a preventative measure that all schools are asked to implement.

One thing I will say is, that we are aware that their first morning back in school may be a challenge for some children and some parents – the more work you can do with your child at home the easier it will be for them. If you do have to leave your child upset in the morning, we will contact you if they remain upset for a long period of time after you have left – we would not leave them suffering. If you don't hear from us, you can assume they are fine and happy. We are here to look after your child as we always do – that has not changed and we are excited to see everyone again!

Have a wonderful Summer holiday, stay safe and I will see you in September!

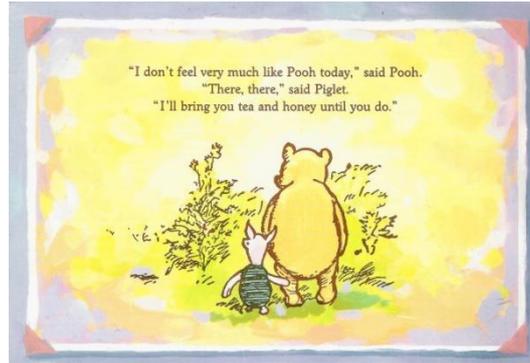
Miss Hayes
(Headteacher)

'An outstanding school, which is deeply committed to the Catholic mission... this school inspires all within this faith community to live life to the full.' Ofsted 2017

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Staff and pupil illness – IMPORTANT!

If a staff member or child displays any symptoms of COVID-19: they must not come into school. They must contact school to let us know they may have coronavirus and they must have a test to confirm if they are positive or negative for Coronavirus and inform us of those results. If anyone in the household is displaying symptoms, the child/ staff member should also not come to school and follow the above steps.

If symptoms appear in school, the child/ adult will be isolated from their bubble group and sent home immediately to then get a test. Parents must have plans in place to come and collect their child immediately if they are unwell.

If we hear news of a confirmed (by a test) case - we will be following Government guidelines and contacting the local public health team. They will give us further instructions, which may include closing a bubble or two.

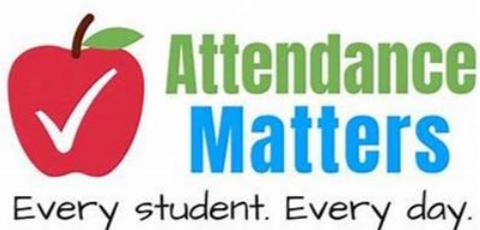
Telephone nurture support will be offered to families that need it following a positive test.

Keeping our children safe is everyone's responsibility. We can put all the measures we can into school, but they will not work if families are not following the same measures at home. In order to keep everyone safe, please make sure you continue to stay at home as much as possible, implement social distancing from other households when you do go out and practice good hand washing practices outside of school hours.

Where a staff member is ill for other reasons – bubbles will be kept open – the class will be covered with school staff if possible but where this is not possible a supply teacher will be called upon.

By sending your child to school, you are agreeing to the above measures and will make provisions to keep your child at home/ pick your child up straight away if needed.

Attendance



All children should be returning to school in September and normal attendance procedures will be reinstated. The Government has asked that all schools confirm with their parents that **School attendance is mandatory again** and that pupils should be attending every school day. The pupil target of at least 96% to 97% attendance is back in play, which means the Government expect that children only have 6 days absence from the school over the whole year. Penalty notices for holidays will be issued again by Kirklees.

I'd like to also take this opportunity to remind parents that your child's attendance directly affects the School's performance both with their academic achievement but also with our OfSTED judgement. OfSTED look to see that as a school we have at least 96% attendance in order to achieve "Good" so by sending your child to school, you are helping School remain a "Good" school for all children.

Children not expected to attend:

Children who are advised by a medical professional that they need to shield and should not attend school, are not expected. Their attendance will be recorded in a special way and parents will need to supply school with a copy of the official letter stating they must not come to school.

Children who have tested positive or are displaying signs of coronavirus must not attend – this absence will be authorised and children (and their siblings) will need to isolate for 14 days or until well.

Children who are ill with normal illnesses – please follow normal procedures and contact Mrs Watt, who will discuss your child's specific case. You will need to let school know before 9.15am if your child is not coming in, otherwise we will need to employ first day calling procedures, which could result in a home visit to check that everything is ok.

Medical appointments:

Please ensure that you arrange any appointments outside of school hours. Due to staffing constraints and ensuring that bubbles are not mixing, it is not appropriate for children to be coming in late or leaving early. The only exception to this is for children who need to attend hospital appointments – as these cannot be changed.

Giving medicines in school:

School can administer medication to your child if need be, but we would prefer you to manage this at home outside the school day. If they need to have medicines during the day then the usual paperwork will need to be completed – your child must have a medication prescribed by a doctor, that has a label with their name and dose written on it. A medical form will need to be completed by yourselves. This medication will be kept in a locked area and administered by 2 members of staff when needed.

Timings of the day:

The Government guidelines clearly state that children are entitled to their full education that they would normally receive, but that schools can adapt timings in order to accommodate logistical measures so that year group bubbles do not mix. As such, the following will be in place:

Drop off in the morning:

As you may have read in our previous communications, your child will come back to school that first week of September and join their current class and current teachers before they meet their new teacher however, (due to preventative measures) they will be in their new classrooms and playground and they will be introduced to the new routines we have to have in place due to coronavirus.

School reopens on Tuesday 8th September for most children. Arrangements for our new reception children can be found in the starter packs. The children will enter school either by the top gate or the bottom gate depending on their new year group, parents will drop their child off at the gate and we ask that only 1 parent attends to try and keep numbers down. Staff will be on hand to support any new



children and support the children who are coming to a new Key Stage. Unfortunately, one of the measures we have to put in place is that parents are not allowed on the school premises without prior appointment – this is to limit contacts. As such, parents will not be able to come onto the playground.

Top gate:

- ✓ 8.30am – new year 6 (current Y5)
- ✓ 8.35am – new year 5 (current Y4)
- ✓ 8.40am – new year 4 (current Y3)
- ✓ 8.45am – new year 3 (current Y2)

Bottom gate:

- ✓ 8.30am – new year 2 (current Y1)
- ✓ 8.40am – new year 1 (current reception children)

New EYFS (Reception and Nursery) arrangements can be found in the starter packs.

Please note – siblings can be dropped off at the same time e.g. if you have a child in Y6 and Y1 you can drop them both off at 8.30 or at 8.40. Staff will be ready to receive any child from 8.30am.

The drop and go **will not** be operational and we ask that parents ensure they leave enough room so that people can pass you by on the pavement – please do not walk on the road. Parents who are driving – please remember you cannot park in front of school.

Once the children have entered the school grounds, they will go straight to their classrooms, where they will find their teachers waiting for them.

School gates will close promptly at 8.50am – due to staffing we cannot accommodate late children so please ensure they are on time!

Picking up arrangements:

Dismissal is a longer process, as we have to dismiss children to their parents for safety reasons. If your child will be in year 6 next year, you can provide a written letter so they can walk home – children in other year groups should not really be walking alone as they are not ready for this responsibility.



We ask that, to reduce congestion, only 1 parent/carer comes to collect the children. Parents will need to line up outside of school following social distancing measures. When the gates are opened, they will need to come forward and request their child. Please do not use this time to talk to the staff on duty as the timings between groups is very tight – instead contact the year group email or the school office to arrange a telephone conversation. We will reassess these arrangements if needed.

Top gate:

- ✓ 3.10pm – new year 5 (current year 4)
- ✓ 3.15pm – new year 6 (current year 5)

Middle gate:

- ✓ 3.10pm – new year 3 (current year 2)
- ✓ 3.15pm – new year 4 (current year 3)

Bottom gate:

- ✓ 11.45am - new nursery children
- ✓ 3pm – new reception children
- ✓ 3.05pm – new year 1 children (current reception children)
- ✓ 3.10pm – new year 2 children (current year 1 children)

Wrap around care – before and after school clubs/ Kids club

There will be no after school clubs for the Autumn term at this point until we are clearer on how school will look at this time.

We are currently in discussions with Kids Club about their arrangements and will update you on these as soon as possible.

Lunch time arrangements



For the first 2 weeks of term, Kirklees will be providing a limited hot choice menu to the children. They will order their choice on the morning and it will be delivered to class at lunchtime. Please talk to your child about what they would order each day. Kirklees catering apologises that the choice is limited and that there can be no alterations at this time (a bit like the Mcdonald's menu!) so if your child does not like the choices they will need to bring a packed lunch.

Universal Free School Meals and those in receipt of free school meals:

All children in reception, year 1 and year 2 get a free school lunch and those children of families who are eligible for FSM will also receive a free dinner. As far as we are aware, there will be no Edenred vouchers from September onwards.

Paying for School meals:

You can pay for your school meals on parent pay – they cost £11.50 per week or £2.30 a day. It is important that you remain in credit on your accounts and you can pay for these in advance.

Kirklees CATERING SERVICES <i>Your children at the heart of all we do</i>				
HOT CHOICE COLLECT & GO MENU – WEEK 1 (SUITABLE FOR ALL KITCHENS)				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Beef Chili served with Fluffy Wholegrain Rice	Southern Style Chicken served with Crispy Sliced Potatoes & Garden Peas	Salmon Fillet Served with Herby Diced Potatoes & Golden Sweetcorn	Homemade Loaded Vegetable Pizza served with Jacket Wedges & Crunchy Coleslaw	Crispy Crumbed Fish served with Oven Baked Chips & Peas
Quorn Dippers served with Seasoned Wedges & Baked Beans	Organic Penne Pasta served with Italian Tomato Sauce & Garlic Bread	Jacket Potato served with Cheddar Cheese & Crispy Mixed Salad	Quorn Spaghetti Bolognese	Vegetable Butli Curry served with Fluffy Wholegrain Rice
Piece of Home Baking	Piece of Home Baking	Piece of Home Baking	Piece of Home Baking	Piece of Home Baking
Fresh Fruit Pot	Fresh Fruit Pot	Fresh Fruit Pot	Fresh Fruit Pot	Fresh Fruit Pot
FOR CONTAINERS TO SERVE IN SEE DISPOSABLES LIST				

Kirklees CATERING SERVICES <i>Your children at the heart of all we do</i>				
HOT CHOICE COLLECT & GO MENU WEEK 2 – (SUITABLE FOR ALL KITCHENS)				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Baked Sausage & Gravy or Vegetarian Sausage & Gravy served with Creamed Potatoes & Carrots	Chicken Tikka Masala served with Fluffy Wholegrain Rice	Beef Pasta Bolognese	Chicken Burger in a Bread Bun served with Jacket Wedges & Golden Sweetcorn	Golden Crumbed Fish Fingers served with Oven Baked Chips & Garden Peas
Mozz 'n' Cheese served with Garlic Bread	Jacket Potato served with Cheese & Baked Beans	Margherita Pizza Swirl served with Crispy Potato Slices & Mixed Salad	Vegetable Burger in a Bread Bun served with Jacket Wedges & Golden Sweetcorn	Faulty Pasta served with Tomato & Basil Sauce & Garlic Bread
Piece of Home Baking	Piece of Home Baking	Piece of Home Baking	Piece of Home Baking	Piece of Home Baking
Fresh Fruit Pot	Fresh Fruit Pot	Fresh Fruit Pot	Fresh Fruit Pot	Fresh Fruit Pot
FOR CONTAINERS TO SERVE IN SEE DISPOSABLES LIST				

You can see the menus more clearly on our facebook page in the photos section and on the website!

Travel

The Government recommends that all children travel to school on foot or by cycling. You should avoid public transport wherever possible. With increased numbers of people coming to school, I recommend not travelling to school by car wherever possible as our road will become very busy as there will be 2 schools worth of traffic.

The drop and go zone will not be operational at this time and please remember you cannot park in front of school!



The school buses are running every day. Please talk to your child about sitting away from others and trying to use the same seat for every journey – we also recommend they wear a face covering. They will need a plastic bag to store their face covering in, over the school day.

Boothroyd have contacted me to remind all parents that they will not be able to walk across their playground when coming into school, as they are following similar rules to us and no-one will be allowed access to their school site. Please keep this in mind.

PPE, Handwashing and Hygiene:

There have been many recommendations by the Government and we have implemented the following processes:

Handwashing:

Staff will teach the children good handwashing technique and this will happen:

1. when they come into school,
2. at breaktime,
3. before eating lunch
4. when they come back from playing outside at lunchtime
5. when your child sneezes or coughs, they will need to wash their hands
6. any other time the bubble leaves the classroom or returns to the classroom after being outside etc
7. after they have been to the toilet.



Soap that is in school has been approved for school use and the relevant safety data sheets are on file. However, we are aware that with increased handwashing, it may be that your child has a sensitivity to the soap recommended for school use, in this instance the school is happy to allow your child to bring in their own liquid soap from home but they must not share this with anyone else in school and it will need to stay in school until the end of term. You will need to provide written permission for your child to use their own soap for our records.

PPE:

It is not recommended that children or staff need to wear face coverings when working in their day to day environment and the Government strongly recommend that this rule is in place in school. Instead, we are following recommended advice for all doors and windows to be kept open throughout the day to provide good ventilation to the room, implementing hand hygiene and ensuring that year group bubbles do not mix.

Staff will need to wear forms of PPE for different roles e.g. first aid, cleaning and supporting poorly children etc. It would be good to talk to your child about how they should not be worried by any PPE; it just helps the teachers do different jobs. You can show them pictures of other countries where they normally wear masks etc, just to go about their daily lives and talk to them about how it is part of hygiene measures in places around the world.

Regularly wearing gloves is not recommended for schools as regular handwashing is a better option and safer for the pupils.



Communication with school

As we are working hard to open our school fully whilst still protecting our parents, pupils and staff, we will continue to leave the year group emails running because parents will not be able to speak to their child's teacher on a morning or evening as you have been used to. We are following guidance and only having staff on-site. Measures are in place to deal with delivery drivers (e.g. the food delivery) and essential workers, but we do not have the facilities to be as open to parents as we would normally do. You can still contact the school by the year group email or phone the school office and someone will be able to help.

Our emails will be manned but staff will now be working their normal hours, so it may take longer to respond than it has done previously. For anything urgent – we recommend phoning the school.

What should the children wear or bring to school?

Your child should wear their normal uniform, so we can make it as normal as possible for the children. The Government advises that you just need to follow normal hygiene procedures with the uniform.

Uniform:

School jumper with the school logo

Light blue polo shirt (you can get these with the school logo on as well)

Grey trousers (boys can wear grey shorts instead) (Girls can wear grey skirts/ pinafore dresses with tights instead)

White or grey socks (or grey tights)

All black school shoes – no heels or boots

There will be one or 2 days a week where the children should come to school in their PE kit uniform, this is because we will not be able to store PE kits safely in September.

PE day uniform:

Plain navy blue, black or grey jumper or hoody

Plain navy blue, black or grey jogging bottoms or shorts

White PE t-shirt with the school logo

Trainers

We do not expect branded sportswear and team sportswear must not be worn. We are looking into getting a school PE hoody to go with the School PE top in the future. In the meantime, pupils are welcome to wear their school jumper.

Details of your child’s PE day(s) will be given in September.

Going between home and school:

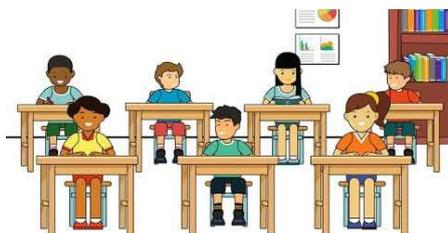
We must minimise the things that are coming between school and home for safety reasons.

Your child will need to bring the following things:

Item	When will it go home
Water bottle (no cups will be provided)	End of each week
Tissue box	End of the half term if there are any tissues left
Their own soap if you are concerned they may be allergic to the soap we have in school (this is because of increased handwashing) Please note – the soap we use is approved for schools and we have a safety data sheet on file for it.	End of the half term (please ensure their soap is clearly labelled with their name – it will not be shared with others)
Lunch box if they are having a packed lunch from home	Daily
Coat	Daily
Sun hat if needed	End of the term
Suncream if needed	End of the term
Home reading book	Every day
Homework	Each week

Please make sure your child doesn’t bring any other things to school; they will have all they need here.

Mobile phones should not be brought into school. If you need to discuss an individual circumstance on this matter, please contact school.



Teaching and Learning – what will a typical day look like?

Bubble groups:

The bubble groups will now be their normal class and year group. These groups are staffed as normal.

The only children that will use their classroom is them. The shared indoor spaces will be the hall, dance studio, Computer suite and library. These rooms will be cleaned down in between bubble use.

When using the outside, groups will be limited so that different year groups are not mixing. Each class has been provided with its own set of play equipment. Shared sports equipment will also been cleaned down between uses.

There will be no whole school assemblies or parent invite events until advice changes, this supports less mixing and close contact.

There is a first aider linked to each year group.

Toilets have been allocated to year groups.

Children will be sat in pairs, facing the front of the classroom. They will stay in the same place for all lessons to minimise mixing and be provided with their own standard equipment e.g. rulers, pencils etc. Early Years and Year 1 will be able to access the provision as normal, but groups in each area of provision will be smaller than usual.

Workstations:

Every child will be provided with their own workstation (desk, chair and their own equipment box). They will not share these things with others to limit contact. Their workstations will be placed as far apart as possible, but this will not be 2m due to the size of the classrooms. We have removed furniture in order to get as much space as possible. In their equipment boxes they will have all they will need for school (pen, pencil, crayons, scissors, glue stick, ruler, rubber, pencil sharpener, their workbooks and a selection of reading books). They will also have other bits of equipment to help them with their learning e.g. cubes, counters or word banks/ dictionaries.

As I said above, your child will spend time at their table for learning (just like we do normally) and they will have someone sat next to them. Lessons will look like they normally do, so the children will be able to talk and work with their partner and the staff will be able to help them; staff will be walking around helping the whole class. There will not be a staff member sat with a group or with an individual in the new set up, but children can still receive the help they need with their learning. The younger children will also have their own table to do their work, however, it has to be recognised that younger children would not usually spend all day sat at a table, so there will times for them to access the provision, carpet area and move about; parents need to be clear that full social distancing in the younger years will not be possible. The children will also be using outdoor learning as much as possible.

The children will experience a typical day that will look like what they are used to. Lessons will start at 8.45am, they will have first break and lunch as normal, and they will finish around normal time. There will be no shortened or lengthened days and time will be taken from or put onto breaks to compensate for any changes.

Bookwork:

Children will work in their books as they always have; lots of verbal feedback will be given and books will be marked in-line with normal school policies.

The children will all be assessed on the week beginning 21st September as a baseline, so that staff can accurately plan on how they will help the children catch up on any missed learning.



Home learning:

Home learning will be available for children who are shielding and for any child who is required to self-isolate for a period of time due to coronavirus. If you fall into this category please contact the school and you will be provided with a personal email address to access google classroom and/ or paper copies of work to complete at home. This will

be organised by Miss Duarte in conjunction with the class teachers.

Staffing for next year:

Below you will find the staff for next year, some classes have more staff attached to them than others – we have detailed the staff that your child will meet over the week, they will not necessarily see them every day.

Early Years:

EYFS Leader: Miss Regan

Class name	Teachers
EYR	Miss Regan Miss Oakley Miss Harrison Mrs Benn
EYC	Mrs Clayton Mrs Kelly Miss Ellis
Nursery	Mrs Jackson Miss Harrison

Key Stage 1:

KS1 Leader: Mrs Bentley (Miss Duarte will stand in until Mrs Bentley returns from maternity leave)

Class name	Teachers	Which class will be going to this year group
1W	Miss Whitehead Mrs Harrison Mrs Tuck Mrs Dhorijawala Miss Ellis	EY1
1B	Miss Brierley Miss Julienne Mrs Tuck	EY2
2I	Mrs Irving Mrs Donnelly Mrs Tuck Miss Ellis	1B
2G	Miss Goodall Mrs Spencer Mrs Bellwood	1R

Lower Key Stage 2

LKS2 Leader: Mrs Cooper

Class name	Teachers	Which class will be going to this year group
3C	Mrs Cooper Mrs Benn Mrs Berla Miss Bruines	2G
3B	Miss Benyon Mrs Dudley Mrs Jackson	2W
4NS	Mrs Scholey Mrs Moore Mrs Nash	3N
4JS	Miss Smith Mrs Hibbert Mrs Moore	3I

UKS2

UKS2 Leader: Mr Hutton

Class name	Teachers	Which class will be going to this year group
5J	Mrs Joyce Mrs McNally Miss Ambler	4B
5T	Miss Thompson Mrs McGee Miss Ambler	4S
6H	Mr Hutton Miss Duarte Mrs Smith	5J
6C	Mr Cameron Miss Duarte Mrs Halloran Miss Ambler Mrs Smith	5S

Next steps:

If you have any further questions or queries, please do contact us either by email to the year group or by phone to the office and we will try our best to answer any of your questions or address your concerns.

We understand this may be very daunting for some families, but we will do our very best to look after child in the same way we always do.