



St Joseph's Catholic Primary School

Diocese of Clifton

Inspiring everyone to **REACH** through
Faith, Hope, Love

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Head Teacher: Mrs Wendy D'Arcy

10th June 2020

Dear Parent/Carer

I am now in a position to share our plan with you for opening the school and to welcome back our Reception, Year 1 and Year 6 children, alongside the Key Worker's children currently in school. Please ensure that you read this letter alongside the St Joseph's Road Map which provides the detail of the plan and it will answer many questions that you may have. The priority throughout the planning stage has been and will continue to be, the safety of all children and staff.

One of the greatest challenges we have as a Primary School, is to ensure social distancing is adhered to between all children, including our Reception children. Whilst we will do everything we possibly can to put this into place, we cannot guarantee this. However, there are numerous protective measures that we have put in place that will reduce the risk of transmission. These include:

- Staggered start and end of the day
- Staggered breaktimes and lunchtimes
- Zoned areas in the school and on the playground and playing field
- Smaller groups of children-currently no more than 8
- Regular handwashing
- Social distancing prompts in and around the school
- Greater emphasis on learning outside
- Frequent cleaning throughout the day, end of the day and a deep clean each Friday
- The school will function in a 'bubble' system.

The 'bubble system' means that children and staff will be allocated a group and will only come into contact with the adults and children in this group. This will minimise the number of people that come into contact with one another. There will be no crossing of the 'bubble' with the exception of an unforeseen emergency.

The 'bubble' system is outlined below and further detail can be found on the St Joseph's Road Map. Please note, Teaching Assistants (TA's) will be allocated to one bubble so that there are always two members of staff with the children, as well as Mrs D'Arcy and Mrs Howells, who will also be on site.

There are six bubbles in total and they will stay in their allocated 'zones' inside the school and outside on the playground and field.

Bubble 1 - Reception (Reception classroom and with Miss McCarthy)

Bubble 2 – Year 1 (Group A with Mr Luce in Y1 classroom)

Bubble 3 – Year 1 (Group B with Miss Jones in Y2 classroom)

Bubble 4 – Year 6 (Group A with Miss Fletcher in Y6 classroom)

Bubble 5 - Year 6 (Group B with Miss Crisp in Y5 classroom)

Bubble 6 – Key worker's children (Y3 classroom with Mr Walton & Miss Browning)

Please note, children in bubbles 1-5 will only be in school on **Monday-Thursday**. On Friday, staff will have PPA (planning preparation and assessment) and the school will be deep cleaned. If your child is in 'bubble 6' the school will be able to provide a place on a Friday when requested. However please note, if your child is a key worker child and in YR, Y1 and Y6, you need to decide which bubble they are assigned to. Once this decision has been made, **it cannot be changed**.

In order to adhere to social distancing requirements, you must follow the guidance as outlined below:

Bubble/Year group	Drop off	Collection
Bubble 1-YR	8:45am – Please park in the road opposite the school as you come into the village from the top of Frocester Hill. (Rose and Crown car park currently closed for refurbishment) Gate to staff car park. You must not enter the car park. A member of staff will collect the children from you at this point. Children will enter into school through the gate near pre-school	2:55pm- Park in road opposite the school. A member of staff will bring the children back to the gate to staff car park. Please do not enter the staff car park.
Bubble 2 – Year 1 Group A	8:45am – Park in Benton Court Drop off at church gate on the school boundary. You must not come onto the school field. A member of staff will collect the children from you at this point. Children will enter into school through the KS1 doors.	3:00pm- Park in Benton Court A member of staff will bring children to the church gates. Please do not come onto the school field.
Bubble 3 - Year 1 Group B	9:00am- Park in Benton Court Drop off at church gate on the school boundary. You must not come onto the school field. A member of staff will collect the children from you at this point. Children will enter into school through the Y2 side door	3:15pm - Park in Benton Court A member of staff will bring children to the church gates. Please do not come onto the school field.
Bubble 4 – Year 6 Group A	8:45am- Park on Front Street towards the convent Drop off at main school gate. You must not enter the school grounds. A member of staff will collect your children from you at this point. Children will enter school through	3:00pm - Park on Front Street towards the convent A member of staff will bring children to the main school gate. Please do not come onto the school field.

	the side door by the slope (outside Y6 classroom)	
Bubble 5 - Year 6 Group B	9:00am- Park on Front Street towards the convent Drop off at main school gate. You must not enter the school grounds. A member of staff will collect your children from you at this point. Children will enter school through the 'old' main key stage 2 entrance	3: 15pm - Park on Front Street towards the convent A member of staff will bring children to the main school gates. Please do not come onto the school field.
Bubble 6 – Key Worker's children	8.30am- Drop off at main school gate by the public right of way side. You must not enter the school grounds. A member of staff will collect your children from you at this point. Children to use Key Stage 1 entrance to enter school.	3:30pm onwards. These times will vary depending on parental need. We can only safely allow the children to leave school once YR, Y1 and Y6 have left. A member of staff will bring the children to the public right of way gate at an arranged time.

You must be on time when dropping off and collecting your child-this will ensure that we keep all staff and children safe. If, in an emergency only, you are late, you must park in the allocated parking place and telephone school from your car. We will then make arrangements with you depending on the time. **Please do not come onto the school site.** If your child is in Y6 or Y1, you will be informed which group (A or B) they are in via email and/or text.

Information regarding what children should bring to school and what they should wear, can be found on the **St. Joseph's Road Map**. Caterlink, who provide school meals, are not offering any hot meals but will provide 'sandwiches' and a lunchbox meal for children in Key Stage 1 and any Key Stage 2 child that would like to order them.

Hopefully, I have provided a clear overview about the re-opening of St. Joseph's Catholic Primary School. Alongside the **'St. Joseph's Road Map'** I have completed a detailed risk assessment (with support from the Local Authority) and the school environment has been adapted for smaller groups of children and social distancing requirements. These plans have been approved with the full support of the governors. If you do have any questions, then please email them to slt@st-josephs.glocus.sch.uk.

As always, thank you for your continued support and please do not hesitate to contact me if you have any concerns or worries.

Yours sincerely



Wendy D'Arcy
Headteacher