



18<sup>th</sup> May 2020

Dear Parents/Guardians,

We hope you are safe and well. Firstly, we would like to thank you for your amazing support during this unprecedented time. We know how hard it has been for everyone and we really do appreciate everything you have done in working with us.

As you will have heard in the media, the Government is asking schools to re-open to more children from 1<sup>st</sup> June 2020 – if it is deemed safe enough to do so.

As a school (and an employer), we have a duty of care to our staff, parents and children and it is this duty of care that has been at the heart of every decision we have made.

We are therefore writing to you to let you know our current plans for a partial re-opening on 1<sup>st</sup> June 2020. **It is important to remember that should the Government reverse this decision or should Local Authority advice change, then the school will remain open to key workers' children only.**

In the last few days, we have been given a tremendous amount of guidance on schools reopening. The current guidance states, *'It is still important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff where possible, only mix in a small, consistent group and that small group stays away from other people and groups.'*

Therefore, there will be many adjustments made to the current layout of our school such as desks being 2 metres apart, excess furniture will be removed from classes and children will be given their own equipment. There will also be arrangements for the use of toilets, and cleaning around the school will be carefully planned.

The guidance also states that soft furnishings will be removed, therefore, children will not have access to the practical resources they normally have. All children will remain with the same adult(s) and the same children throughout the day and there will be no mixing with any children in other groups. Therefore, we cannot guarantee that all children will be with their friends, their class teacher or in their usual classroom. Children will be given the opportunity to play outside throughout the day. However, for the safety of everyone, children will be required to play apart – no contact sports or games will be possible. Unfortunately, all of the end of year celebrations that usually happen in Year 6, will not take place. School will not be normal, it will not be the same.

There will also be a need to arrange staggered drop off and collection times and staggered lunchtimes, which will take place within the same group, groups will not be mixing for lunch or playtimes. Taking these adjustments into account, it would be impossible for us to accommodate all children in the three year groups full time and continue to provide care for children of critical workers all at the same time - we do not have the space in our school.



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Briercliffe Road, Burnley, BB10 2NH

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Email: [office@st-jameslanehead.lancs.sch.uk](mailto:office@st-jameslanehead.lancs.sch.uk)



We will also need to incorporate time for teachers to plan home learning for the year groups not returning and for the whole school to be continually deep cleaned. We feel that this information is important to help you with your decision about whether you will send your child back to school.

Should we partially re-open to more children on 1<sup>st</sup> June, we will initially be opening to children in **Year 6 only**.

In order to safely accommodate Year 6 children, school will only be open Monday to Thursday. This is to allow school to be thoroughly cleaned and to enable teaching staff to continue to provide home-learning resources. School will be open on Fridays **only to children of key workers**.

**Please note: we will be unable to offer any wrap-around provision. Therefore, 'From Dusk to Dawn' Before and After-School Club will be closed until further notice.**

We realise this may disappoint some parents of younger children so we would like to provide the reasoning behind this:

1. The only way we can ensure that all staff and children are able to remain 2m apart is by limiting the number of children we have in school. This means the most children we can have at any one time is 70. With a Year 6 cohort of 40 children plus our key worker's children, we will be at capacity for socially distancing;
2. We believe that it is important for our Year 6 children to have the opportunity to say goodbye to their primary education and to their friends in preparation for moving on to secondary school;
3. This also provides a transition period for our Year 6 children preparing for secondary school as this can be a challenging time for some children and we want to support them the best we can;
4. Year 6 children will be more aware of how to socially distance and this will help keep them and our staff safe.

As we are sure you can imagine, this is not a decision we have taken lightly. We have risk assessed every possible scenario but we have always been guided by how we can keep everyone as safe as reasonably practicable.

If your child is in Year 6, or if you are a key worker and may require childcare to do your essential work, we will be in touch shortly to provide more detail as to how we will welcome your child back to school.

All the staff at St James' Lanehead want the children back in school - we miss them all so much.

Should you decide that you wish for your child to stay at home, that is absolutely fine. Whichever decision you make we will totally understand and respect that decision. We will continue to provide home learning, using Google Classroom, for all pupils in each year group should you not send your child into school. Sending your child back to school is not mandatory and you will not be fined if you choose to keep your child at home.

What we do ask though is that you please decide one way or the other – it will take a lot of organising and we need to know firm numbers.



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# St James' Lanehead C of E Primary School



*All Special in God's Eyes*

Each parent will receive a Home School Agreement, which all children must adhere to and if these rules are not adhered to, children will be sent home immediately. Please see the Home School Agreement below. This will be sent out via the app for you to complete prior to your child returning to school.

For the parents/guardians of Year 6 pupils and key worker parents/guardians of children in any year group, please complete the form via the app to inform us of your decision.

Please respond by midday on **Wednesday 20<sup>th</sup> May** as we need the numbers of children who may return so we can plan further.

If your child is not in Year 6 and you are not a key worker, your child will need to remain at home at the moment. We will continue to provide home learning materials on Google Classroom and will be in regular contact. We will continue to keep you updated with any changes to these arrangements along the way.

We fully understand how frustrating this situation is for everybody involved. However, keeping you and your children safe has to be our priority.

We will continually review this plan and it may be that we are in a position to introduce Reception and Year 1 pupils; we will continue to keep you updated with this.

Thank you again for your support during this period.

Take care and stay safe.

Yours sincerely,

The Senior Leadership Team and Governing Board



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## Home-School Agreement

The Government have announced that schools will implement a phased re-opening. We will begin this phased re-opening by welcoming back children in Year 6. Children of 'Key Worker' parents are to remain a priority at all times. The Government have released guidance, which both schools and families must adhere to, to ensure the safety of the school community. We need families to read and understand the following measures:

**PLEASE TICK EVERY SENTENCE TO SHOW YOU HAVE READ AND AGREED.**

### Drop off/collection

- My child will arrive at the school at their dedicated drop off point. Parents are to stand on the marked lines, 2 metres away from anyone who is not living in their household.
- Parents will follow any one-way system and exit the playgrounds through the marked exit points to ensure social distancing measures.
- I understand that no parent/carer will be allowed into the school building (unless in a medical emergency). Communication with teachers will be done via email or phone call.
- I understand that I must adhere to the staggered given drop off/collection times given to allow social distancing measures.
- I understand that if I consent to my Year 6 child walking to and from school alone, I am responsible for ensuring my child understands the risk of failing to socially distance outside of the school provision.
- I accept that the usual times of the school day have been altered to accommodate social distancing and staggered drop-off and collection times.

### Health risks

- I understand that the school and parents/carers need to undertake as stringent practice as possible to reduce the risks of transmission of the virus (and other illnesses).
- I understand that my child will be in a 'bubble' with a maximum of 15 children. This means they may not be in their classroom or with their class teacher. 'Bubbles' of children will not mix together.



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- I understand that once in a 'bubble' there will be no scope for moving my child to an alternative 'bubble'
- I understand that my child may not be placed with their friends and that this is not a point for negotiation.
- I understand that St James' Lanehead is operating a 2m social distancing policy for all staff and children.
- I understand that should my child pose a risk to themselves or others through the failure to adhere to social distancing guidance or through any other behaviours, the school will contact me and expect me to collect my child and take them home.
- I understand that whilst the school will endeavour to regularly clean the areas used, will engage in frequent hand washing, will ask staff to abide by rules for clothing/showering etc., we are unable to guarantee a virus-free school.
- I will shower/bath my child, including their hair, when they get home (to reduce the risk of transmission). I will also wash all the clothing worn by my child in school thoroughly and ensure that my child returns to school the following day in clean clothes.
- I understand that my child will be using hand sanitiser gel (including that with a high alcohol content) and washing their hands frequently through the day.

## **Clothing/personal items**

- I will endeavour to ensure that my child is wearing comfortable clothes and shoes suitable for outdoor and active play. They should bring a coat and wellies.
- My child will wear clean clothes each day (to reduce the risk of transmission).
- My child will not bring any items to the school from home with them except necessary medication (handed to member of staff on arrival) and a packed lunch if required. This restriction includes book bags, toys, electronic equipment, cuddly toys, comfort blankets, etc.





- My child will not bring a water bottle – water will be provided.

## **Medication/Illness**

- I will not bring my child to the school if they have any symptoms of coronavirus or if anyone in the household has symptoms. I will isolate my child and the whole household for 14 days if this is the case and will inform the school immediately by email to office@st-jameslanehead.lancs.sch.uk**
- If my child has medication for asthma, allergies or other conditions, I will ensure that they have the medication with them in a labelled container.
- I understand that if my child needs any other form of medication, I will need to complete a 'Medication Form' (available from staff). Administration of medication will need to be agreed by the senior leadership team.
- I understand that if my child becomes unwell during their time in the school, they will be immediately placed in isolation (in accordance with government guidance) and I will be contacted and asked to collect them. If I can't be reached, the other contacts given will be called.
- I understand that if any children in my child's 'bubble' show signs of coronavirus, my child will also have to self-isolate for 14 days.
- I understand that if my child falls dangerously ill the staff will contact medical services.
- If my child has an accident (eg nose bleed, sickness), staff will wear appropriate PPE to administer the necessary first aid.

## **Provision**

- I appreciate that should it become impossible for St James' Lanehead to staff the school due to staff illness or self-isolation, then the childcare will cease with immediate effect and that this may be with very little notice.

**Signed: (parent name)**

**Date:**



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