



St Joseph's RC Primary School  
Sully Road, Penarth, CF64 2TQ  
Tel: (029) 20702864  
stjosephsps@valeofglamorgan.gov.uk  
www.stjosephsrc.com  
Headteacher: Mrs Laura Taylor

24<sup>th</sup> August 2020

Dear Parent/ Carer,

I hope that you have had a lovely summer break and everyone is safe and well. We are really looking forward to the start of the new academic year and welcoming all of our pupils back to school. We are receiving regular communication and guidance from the Welsh Government and Vale of Glamorgan Local Authority and, as a result, our plans for re-opening are being reviewed and amended daily.

With a week before the Autumn term begins, I would like to take this opportunity to update you on some of these amendments.

#### Start dates

Tuesday 1<sup>st</sup> September and Wednesday 2<sup>nd</sup> September will be planning and preparation days for all staff.

**Thursday 3<sup>rd</sup> September** – Pupils from Years 3 to 6 (KS2) to attend school.

**Friday 4<sup>th</sup> September** – All pupils from **Years 1 to 6** to attend school.

There will be pre- arranged 'drop in' sessions for parents/ carers of Nursery and Reception pupils.

**Monday 7<sup>th</sup> September** – All pupils from Nursery – Year 6 to attend school.

#### Breakfast Club

We will operate Breakfast Club from 8.30am but, until we are able to mix contact groups, we ask parents to only use it if **absolutely necessary**. The last entry to Breakfast Club will be 8.50am. If you haven't already and wish to apply for a place in Breakfast Club, please email [StJosephsPS@valeofglamorgan.gov.uk](mailto:StJosephsPS@valeofglamorgan.gov.uk).

There will no longer be any additional childcare provision for key workers. When we have heard whether Nightingale's Nursery are able to operate the wrap-around Joe's Club service, we will contact you with information. We will also inform you when we are safely able to run after-school extra-curricular activities.

#### Staggered Drop offs

Due to the increase in the number of pupils, we will have two entry points into school. We ask that Foundation Phase pupils enter through the main pedestrian gate and, Key Stage 2 pupils through the service gate next to the bike shed. Pupils will go straight to their classrooms and will be greeted by their teacher or Learning Support Assistant.

Pupils who are not attending Breakfast Club can arrive any time between 9.05am and 9.20am. Parents will not be allowed onto the playground. We would be grateful if you could leave the car park promptly, in order to keep to social distancing guidelines and enough car parking spaces for the next parents coming in.

#### Lunchtime

Lunchtime will be staggered, and pupils will eat and play with their contact group only. Pupils are able to bring in packed lunch or order hot meals or a baguette from the kitchen in the usual way. Please ensure that payments for dinner are made in advance. These can be made weekly, monthly or half termly via: [www.parentpay.co.uk](http://www.parentpay.co.uk).

## End of the day

The end of the day has been staggered from 3.45pm to 3.55pm. Parents must queue at the main gate using the 2m markers on the ground. Your child's teacher will bring the children out to the playground and send pupils (including any siblings) out in order of parents in the line. Again, please leave promptly as we have only allocated a 5-minute window for pupils to leave the building.

Staggered Exit time	3.45pm	3.50pm	3.55pm
Year groups	Reception, Year 1 and Year 2	Year 3 and 4	Year 5 and 6

## Contact groups

The guidance asks us to, as best as possible, keep pupils and staff in contact groups which, unless essential, will not mix. These contact groups will learn in their own classroom but will take part in other activities together such as Breakfast Club, playtimes, lunchtimes, learning interventions, Acts of Worship and assemblies.

Contact Group	Year Groups	Teacher	LSA
Contact Group 1	Nursery	Mrs Batten/ Mrs Austin	Miss Ridsdale
Contact Group 2	Reception	Mrs Gardiner	Miss Stephens
Contact Group 3	Year 1 Year 2	Mrs Walsh Mrs Dunstan	Mrs Harris Mrs Pyman Miss Casey Mrs Katchi
Contact Group 4	Year 3 and Year 4	Miss Samuel Miss Ttophi	Miss Morgan Mrs Feehan
Contact Group 5	Year 5 and Year 6	Mrs Jones Mr Frost	Miss Preston
PPA/ Leadership Cover		Mr Smith Mr Clarke	Mrs Hicks

## What to bring/ not to bring to school

Children should only bring to school what they need for that day. We will provide all necessary resources including their own individual set of stationery. Therefore, they should **not** bring in their own pencil cases, books, toys etc.

Pupils can bring a small bag with their water bottle, healthy fruit snack for breaktime, lunch if they are not having school dinners, sun hat and suncream (if necessary) and reading books or school workbooks that need to be returned.

## Uniform

All pupils are required to wear school uniform, including black, flat and sensible shoes (no boots or high heels), in September. Uniforms and other clothing bearing the school logo can be purchased from 'A Class Apart' in Dinas Powys.

On PE days, pupils must wear their PE kit **to school**. This includes: leggings or joggers, PE T shirt and trainers. Your child's class teacher will inform you of their PE days at the start of term.

## Keeping safe

Social distancing between the children will be minimal in their contact groups, however adults across the school will try hard to maintain distance as best they can. We know that minimising contacts and mixing between people reduces transmission of Covid-19. We have considered how to best implement this with our contact groups and will do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum. In order to minimise contact between contact groups, therefore, we will be unable to hold events such as Acts of

Worship and Good News assembly as a whole school. Events such as these will take place in the pupils' contact groups.

Staff will be working hard to remind children and continue to develop good habits in terms of keeping a distance when they can and cleansing their hands regularly.

The rules around adults maintaining a 2m distance still applies at present and I will expect staff, parents and visitors to adhere to this, particularly at drop off and exit times.

We continue to ask you not to send your child to school if they are unwell. The guidance advises schools that it is not necessary to screen temperatures. We ask parents and staff to be vigilant of changes to children's temperatures and signs of fever.

We will still:

- Stagger dropping off time, but this will now be between 9.05 and 9.20;
- Ensure hand washing, hygiene and bathrooms operate as they did before the summer break;
- Increase cleaning, including cleaning frequently touched surfaces;
- Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach;
- Use individual sets of resources where possible. Pupils must not bring in equipment from home such as pencil cases.

Our response to any infection will include:

- Engaging with the Test, Trace, Protect strategy
- Ensuring those who are unwell with COVID-19 symptoms, or living with someone who does, do not attend school
- Placing any child/adult displaying symptoms during the day in an isolated, well-ventilated room until they are collected. They will be supervised and cared for at all times.
- Those displaying symptoms should follow Public Health guidance.

### **Transport**

Parents are requested to make use of active travel methods to bring their children to school. This means if you can walk, scoot, or ride to school we ask that you do so. A new scooter pod has been installed next to the bike shelter, for those who may wish to scoot to school. If these methods are not possible, we ask that you drive your children in. Please remember **all** children must be brought to school by an adult.

### **Communication with school/home**

In line with the guidance, we will be minimising all visitors to the school. No visitors should enter school premises unless agreed in advance. All contact with teachers or the school office should be made via telephone or email. The current email system in place through the children's *hwb* accounts will continue to be used as well as the main school email account. Please ensure that you adhere to school days and times when you use the class email account and not, for example, send emails over the weekend.

Our risk assessment for returning to school has been approved by the Local Authority. Everyone's health and safety is our priority and we hope that all parents and carers know that the school staff are taking every possible measure to create a happy, healthy and safe learning environment for all our community.

I look forward to welcoming you all back to St Joseph's next week.

Yours sincerely,



Mrs L Taylor  
Headteacher