



## OUR LADY OF FATIMA CATHOLIC PRIMARY SCHOOL

Winchfield Drive, Harborne, Birmingham B17 8TR  
Telephone: 0121 429 2900 Fax: 0121 434 4212  
[enquiry@olfatima.bham.sch.uk](mailto:enquiry@olfatima.bham.sch.uk)



Principal: Mrs C van Vliet

Archdiocese of Birmingham

Wednesday 27<sup>th</sup> May 2020

Dear Parents/Carers,

### **Re: Individual School Action Plan Letter**

In response to the letter which you received on Friday 22<sup>nd</sup> May, I am writing to inform you of the individual school plan for the proposed wider opening of Our Lady of Fatima Catholic Primary School from Tuesday 2<sup>nd</sup> June 2020.

### **Which groups are allowed to return?**

Key Worker children will be able to attend school from Monday to Friday during the school's usual operating hours: 8.45am drop-off and 3.30pm collection. Parents are asked to bring children to the Key Stage 2 Playground following the signage and floor markings highlighted around the school site. Children will also be collected from this point.

It has also been agreed that our BASC provision will only be for children of Key Workers in order to support these parents with the child care needs according to their shift patterns etc. Please confirm with the school office and the BASC manager, Mrs Rickerby, regarding your individual needs with regarding this wrap-around care. As it currently stands the BASC provision will operate within the following times: 7.45am until 8.45am and 3.30pm until 5pm.

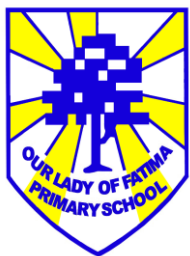
Year 6 children will return from Monday to Thursday from 9am until 3.15pm, as part of a pilot for two weeks. For the week commencing Monday 1<sup>st</sup> June, the children will be in school from Tuesday to Thursday. The children will also be dropped off via the entrance on the Key Stage 2 Playground. For collection, the children will be dismissed by a member of teaching staff either from the Year 5 or Year 6 fire exit doors on the Key Stage 2 playground.

### **How are the children organised?**

The Key Worker children 'group' will continue to be taught in the school hall by a 'team' of staff. These children will be kept apart from the Year 6 groups in order to reduce any risk to other children or staff. The same members of staff will also be teaching this group including those from the BASC.

The Year 6 group will be organised initially into two teaching bases in line with the capacity of each classroom to ensure a 2m radius between tables. Within each group, children are required to keep apart where possible although the Guidance recognises that social distancing cannot be maintained at all times especially with younger children. Staff will be allocated to a group and will remain with these children. Children in Year 6 who return to school after Tuesday 2<sup>nd</sup> June will be allocated to one of these groups. Unfortunately, there will be no opportunity to request friendship groups nor change groups.

However, children who are in Year 6 and also classed as Key Worker children will be allocated to one group or the other dependent upon the support required by parents.



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### **What does my child need to bring into school?**

All children will need to wear their uniform to school each day. As there will be no hot meals provided, children are asked to only bring to school a packed lunch, a water bottle and a pair of trainers. Individual stationery sets will be provided for each child and these items will remain in school. No individual pencil cases are to be brought into school.

### **How will the school day be organised?**

Children will come to school at staggered start and finish times to reduce any 'pinch point' of parents and children coming to and from school at any one time. Only one parent/carer is allowed on the school premises to drop-off and/or collect their child. Clear floor markings and signage is in place to direct parents/carers at these times ensuring that strict social distancing is followed. Parents are also asked not to loiter on the school premises before or after drop-off and collection to ensure that strict social distancing measures can be maintained and ensure the safety of all our school community.

The school day will include the opportunity for children to actively participate in daily Collective Worship within their own class bubble. The children will also complete activities planned by their class teachers which will continue to be available to parents whose children are not in school. Where possible, there will be opportunities for outdoor learning and any physical activity will take into account of social distancing. No playground equipment will be allowed until further guidance from the professional physical education associations.

Each group will be allocated a separate break and lunchtime slot on a staggered basis to ensure the safety of other children and staff. The children will eat their lunch in their classrooms with their allocated staff member.

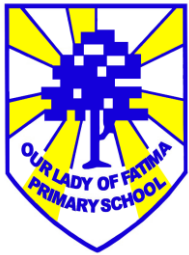
There will also be periodic cleaning of the school site throughout the day which will be monitored by the SLT including after break and lunchtimes.

One of the control measures that the School will be implementing as part of the Government Guidance will be to ensure that the children clean their hands more than usual. Throughout the day the children will wash their hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.

The focus for all children returning to the wider opening of the school will be a combination of education, care and transition. In particular, the initial fortnight will be focused around the children's social, emotional, mental health and well-being as well as re-establishing relationships with their peers and members of staff.

### **Contacting the school**

Until further notice, the School's reception office will be closed to visitors and any meetings with parents and carers will be arranged in advance and be conducted by telephone. Please let us know if



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there might be difficulties contacting you at this time. However, if a child becomes unwell, they will be collected from the school office.

### Next Steps

**The opening to Year 6 from this date will be dependent upon the Government's announcement on Thursday 28<sup>th</sup> May and on our own School Health and Safety checks. If we are not satisfied with the final checks made on Monday 1<sup>st</sup> June and are not ready to open then the return date will be pushed back. A copy of the School's draft risk assessment is now available on the school website for your information.**

The Directors will keep the policies, risk assessments and approaches under constant review to ensure that it is consistent with the latest Government guidance.

Understandably, there is a great deal of anxiety in our school community and how our children can safely return without putting themselves or others at risk. I do hope that the recent correspondence and actions undertaken by the School and Multi Academy Company has alleviated some concerns at this difficult time. I appreciate and thank you all for your continued support.

If you have any further queries or questions in the meantime, please contact the school office or via the enquiry email account.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Mr Carry'.

Mr Carry  
Acting Executive Head teacher