



1<sup>st</sup> September 2020

Dear Parents/Carers,

We are delighted to be welcoming all of our children back tomorrow and cannot wait to hear all that they will have to share with us. As you are aware we are working in a different way, in line with the government's guidance to schools. We have drawn up robust opening plans, supported by risk assessments, which allow for all of our children and staff to return full time, to school this week. We will continue to review the plans and risk assessment over the coming weeks and if necessary, respond to any new information about the COVID-19 virus or different guidance from the government.

We want to ensure that you are clear on our site rules and expectations and feel well supported with this; therefore, we ask that you adhere to the following:

- Adhere to the strict drop off and collection times and entry/exit gates assigned to each year group.
- Children will be unable to come to school later than their drop off time or be collected later than their collection time. Parents and Carers are still not permitted into the school building; especially the main office and children cannot be dropped or collected late in the main office.
- Please stand away from the classroom doors and maintain social distance between each other when waiting to drop off or collect.
- We advise that if you feel more comfortable you wear a mask when dropping and collecting your child as there will be large numbers of adults on the school playground.
- We ask that you maintain social distance near our staff, avoiding putting them or yourselves at unnecessary risk.
- When dropping Y5/6 children, we ask that children line up at the school wall outside Y5/6 doors (next to the cobbled street) and parents stand at the opposite wall to the children.
- When dropping/collecting Y3/4 we ask that parents remain on the astro turf and children line up at the blue railings outside the Y3 and Y4 doors.
- When dropping Upper Foundation, Year 1 and Year 2 we ask that you stand in the playground area outside the classroom, away from the classroom door.
- Siblings with different times to be dropped and collected (9am and 3.30pm) at the steps to the Key Stage two double doors, this only applies to the **seven** parents/carers who have prearranged this with school.
- Parents/carers who have not pre booked and pre-paid on to breakfast club will be refused entry. Parents/carers cannot pay on the door.
- When dropping children for breakfast club, you drop them at the correct year group door allocated.
- When children have PE they will come to school in their PE kits and remain in their PE kits for that day.
- If you have recently been abroad to a country where quarantine is necessary please **DO NOT** send your child/children into school until they have completed the fourteen days quarantine, as stipulated by the government.
- If you have to quarantine, due to being abroad, please ensure you email or ring school to notify us that your child will be absent.
- Please ensure that your child is wearing the correct school uniform and only brings one small bag (no pencil case).
- No afterschool clubs are running this week.



**Headteacher:** Mrs Michaela Velayudhan Tomlin

St Joseph's Catholic Primary School Pontefract, a Voluntary Academy  
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Parents will have the usual window of 8-8.10am to drop children off, this must be adhered to at all times, and late entry will not be permitted. Not all children will be in the hall or dropped at the hall for breakfast club. Children will remain in their key stage 'bubbles' during breakfast club to ensure 'bubbles' do not mix. Breakfast club will run as follows:

Upper Foundation Bubble (Reception Class Children)	Key Stage One Bubble (Year 1 & Year 2 Children)	Lower Key Stage 2 Bubble (Year 3 & Year 4 Children)	Upper Key Stage 2 Bubble (Year 5 & Year 6 Children)
Enter through Nursery gate, to <b>Upper Foundation Stage door</b>  <b>Drop off between 8am-8.10am</b>	Enter through the Nursery gate, to <b>Year 1 Door</b>  <b>Drop off between 8am-8.10am</b>	Enter through the <b>Hall Door</b>  <b>Drop off between 8am-8.10am</b>	Enter from the cobbled street, to the <b>Year 6 Door</b>  <b>Drop off between 8am-8.10am</b>

Parent/Carers with siblings attending breakfast club will be expected to drop them at separate doors. There is no flexibility with this.

Staggered start and finish times and entry and exit gates for each class are as follows:

	Children and Area	Teacher	Support Staff	Start Time & Entry Point	Finish Time & Exit Point
Lower Foundation	<u>EYFS Bubble (Rabbit)</u> Lower Foundation Classroom	Mrs McHale Mrs Birch	Mrs Rotherforth Mrs Mace	<b>8.45am</b> Lower Foundation Stage Door (Enter using Nursery gate)	<b>11.45am</b> for AM children at LFS Door <b>12.25</b> for PM children at LFS Door <b>3.25pm</b> for 2 & 1/2days&PM children  Lower Foundation Stage Door (Enter using Nursery gate)
Upper Foundation	<u>EYFS Bubble (Fox)</u> Upper Foundation Classroom	Mrs Grace	Mrs Conboy Mrs Wilson	<b>9.00am</b> Upper Foundation Stage Door (Enter using Nursery gate)	<b>3:30pm</b> Upper Foundation Stage Door (Enter using Nursery gate)
Year 1	<u>Key Stage One Bubble (Lion)</u> Year 1 Classroom	Mrs Riley Mrs Radwell	Mrs Imeson	<b>8:45am</b> Year 1 Door (Enter using Nursery gate)	<b>3.15pm</b> Year 1 Door (Enter using Nursery gate)
Year 2	<u>Key Stage One Bubble (Giraffe)</u> Year 2 Classroom	Miss Smith	Mrs Beetham	<b>8:45am</b> Year 2 Door (Enter using KS2 Playground gate)	<b>3.15pm</b> Year 2 Door (Enter using KS2 Playground gate)
Year 3	<u>Lower Key Stage Two Bubble (Monkey)</u> Year 3 Classroom	Mr Jones	Mrs Box Mrs Dean	<b>8:45am</b> Year 3 Door (Enter using KS2 Playground gate)	<b>3.15pm</b> Year 3 Door (Enter using KS2 Playground gate)
Year 4	<u>Lower Key Stage Two Bubble (Owl)</u> Year 4 Classroom	Mrs Kaushiva	Mrs Bickerton	<b>9.00am</b> Year 4 Door (Enter using KS2 Playground gate)	<b>3.30pm</b> Year 4 Door (Enter using KS2 Playground gate)
Year 5	<u>Upper Key Stage Two Bubble (Panda)</u> Year 5 Classroom	Mrs Everett	Mrs Abbott	<b>8:45am</b> Year 5 Door (Enter using cobbled street and front gate)	<b>3.15pm</b> Year 5 Door (Enter using cobbled street and front gate)
Year 6	<u>Upper Key Stage Two Bubble (Penguin)</u> Year 6 Classroom	Mr Sandbach	Mrs Broszko	<b>9.00am</b> Y6 Door (Enter using cobbled street and front gate)	<b>3.30pm</b> Y6 Door (Enter using cobbled street and front gate)





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Whilst this is a change to the way we usually operate as a school it is absolutely necessary. Coronavirus has not disappeared, there is still a risk, one in which we are trying to minimise as much as possible as we welcome all of our children back. We must continue to work together for our school community.

Please do not enter the main office at any point. If you are unsure of anything or need to discuss something please email [admin@sjp.bkcat.co.uk](mailto:admin@sjp.bkcat.co.uk) or ring the school office or the emergency school number. After such a long time of disruption we are very much looking forward to welcoming our children back to school and getting them settled and back into their usual routines.

I am very much looking forward to seeing you all tomorrow!

God Bless

Mrs Velayudhan Tomlin  
Headteacher

