

22nd March 2020

Dear Parent/Carer,

Firstly I would like to thank you for the support you have given during what is an uncertain and rapidly changing set of circumstances, a number of you have been in touch with staff with messages of support and this is deeply appreciated.

We are preparing for the children of key workers and those children classed as vulnerable to be in school from Monday 23rd March and as such wish to share the following information with you.

Partial school opening:

A reminder that the DfE have stated that the first principle for parents is that 'If it is at all possible for children to be at home, then they should be.'

Attendance:

If your child is attending school we would be grateful if you would confirm by 3pm the day before, if your child will attend school on the following day (and to do so each day provision is required) so that we have an accurate understanding of which students to expect in school. This will support us in our provision and, crucially, with safeguarding.

Please confirm attendance on a daily basis by emailing: office@stjosephs.uk.net **OR** by ringing reception 0191 428 2700. *Should anything change and you need to let us know please email and we will check in the morning before school starts.*

Medical Information:

Symptoms: If your child becomes unwell during the school day we have a First Aider in school. Your child will then be placed in isolation until they can be collected from school.

Medicines: If your child requires medicine during the school day then the usual school protocol must be followed: please send medicine into school with your child to be handed into staff at the start of the day. Medicine should be in a labelled box with the doctor's instructions regarding how to administer and a signed note from the parent/carer.

School Day:

- School is operating on the usual school day: opening 8.45am and closing 3.00pm.
- We have been advised that the usual scholars bus service will be available.
- Students should attend school in their P.E. kit.
- Students need a school bag with them to keep their equipment in/change of shoes/coat.
- Breakfast will be provided.
- Students are to pay for school dinner/bring packed lunch as usual. Students entitled to Free School Meals will receive a hot meal each day.

- We will be strictly adhering to Public Health England advice regarding hygiene and social distancing.
- **School reception will be manned but please remember school is closed to visitors, including parents. If you have any questions please get in touch with your child's Head of House on 0191 428 2700.**

Further Information:

Students will start the day with an assembly in the main hall to receive clear instructions about the protocols that need to be followed around the structure of the day, behaviour, social distancing and staying safe in general.

TRANSPORT PROTOCOL

Getting onto buses

Students to wait for buses in a line with 2 meters space in between.
Students are to get onto buses in an orderly manner, one at a time, leaving space of 2 meters

Seating on buses

Wherever possible (depending upon numbers) for students to sit next to the windows either side of the aisle. Leave a row before the next set of students are seated.

STUDENTS MUST NOT SIT TOGETHER

Getting off the buses

Students must vacate the bus one at a time, again leaving 2 meters space.

Student allocated seats

Where possible, students are to sit in the same seats every journey.
This will probably be easier at the end of the first day as staff can go onto the bus and ensure that this is communicated.

TOILET PROTOCOL

Toilet protocol

- Set times will be agreed for toilet breaks to ensure that students are supervised
- Students will be allocated a toilet and wash basin which they will use every day
- Students with toilet passes will have a student specific protocol/risk assessment agreed and this will be communicated to you
- Students must not visit the toilet together
- Students must be supervised and must wash their hands

STUDENTS MUST NOT VISIT THE TOILET TOGETHER

Behaviour Expectations during the day:

All of the above procedures are being put into place to safeguard all of the students and staff in attendance. Should any student misbehave or not adhere to the strict restrictions being put into place they will lose their allocated place at school