



Dear Parent/Carer

**Re: Partial re-opening of St James' Catholic High School**

I am sure that many of you will have seen the news regarding the phased opening of schools. I would like to provide you with an update for our plans for all Year groups as we move from June until the end of the academic year in July.

Firstly, as it is now the case that our Year 7, 8 and 9 students will not be returning to us before September at the earliest, we have taken the decision to roll out pre-recorded video lessons for each subject each week. This means that our Year 7, 8 and 9 students will be able to access these pre-recorded lessons via the Show My Homework Platform from 15<sup>th</sup> June. Each subject will be creating bespoke lessons for each Year group allowing them to continue their school learning remotely. Each of these lessons should last around one hour. As stated in my letter on 12<sup>th</sup> May your child can upload their work to Show My Homework or email it directly to teachers should you wish them to receive feedback, from their teachers, on their work. This will be even more important as these pre-recorded video lessons allow your child to complete activities and receive feedback from the teachers on their understanding if you wish.

Secondly, unfortunately circumstances may have changed for a number of families during the Covid-19 crisis. For instance, parents/carers may have been furloughed or lost their jobs in which case you may now be eligible for Free School Meals. St James' has been providing vouchers to our families who are eligible for Free School Meals since the week beginning 23rd March. Please do contact our School Business Manager if you require any further information or if you would like to view the qualifying criteria please visit the weblink: <https://www.stockport.gov.uk/free-school-meals>

In line with Government guidance, schools are unable to open to Year 10 students until the 15<sup>th</sup> June. The Government has also specified that we are only able to open to a "quarter" of Year 10 students each day. From the survey carried out with our 160 Year 10 families we received 152 responses with 119 families indicating they will be sending their child back to school when we reopen on the 15<sup>th</sup> June. We have therefore based our planning and risk assessments to cater for all our Year 10 students if parents change their mind and decide to send their child into school.

To meet the government guidelines of only allowing a quarter of our Year 10 children to return, we have split P band and Q band into halves, alpha and beta. Your child will only be able to attend school on their allocated days. If your child is currently accessing the Key Worker provision the school is currently offering, they will not be allowed to mix with the other Year 10 children to avoid cross contamination and must always remain with the Key Worker group.

In order to reduce the levels of cross contamination, social mixing and to allow for deep cleaning of the school before the next group of children attend, the day will run with two extended periods:

Period 1: 9.00 – 10.30 am  
Break 10.30 – 10.45 am  
Period 2: 10.45 – 12.15 pm

Each child in Year 10 will receive a minimum of six days of on-site schooling supplemented with additional follow up work on Show My Homework.



The days will run as:

Time/Day	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
9-10.30	Maths	English	RE	Maths	Science	RE
10.45-12.15	Option A	Science	Option B	English	Option C	Maths

You will be receiving a personalised letter for your child next week which will detail which group they have been allocated to. Your child will need to arrive on site no earlier than 8.45 and no later than 9am. They will line up on socially distanced markers to the side of the Catherine of Siena building where they will be registered and sent to their period 1 room. I must stress they may only attend on their allocated days. Your child must have left the school site by 12.30pm at the very latest.

Year 10 P Band Alpha can attend on: 15<sup>th</sup> June, 19<sup>th</sup> June, 25<sup>th</sup> June, 1<sup>st</sup> July, 7<sup>th</sup> July, 13<sup>th</sup> July  
Year 10 P Band Beta can attend on: 16<sup>th</sup> June, 22<sup>nd</sup> June, 26<sup>th</sup> June, 2<sup>nd</sup> July, 8<sup>th</sup> July, 14<sup>th</sup> July  
Year 10 Q Band Alpha can attend on: 17<sup>th</sup> June, 23<sup>rd</sup> June, 29<sup>th</sup> June, 3<sup>rd</sup> July, 9<sup>th</sup> July, 15<sup>th</sup> July  
Year 10 Q Band Beta can attend on: 18<sup>th</sup> June, 24<sup>th</sup> June, 30<sup>th</sup> June, 6<sup>th</sup> July, 10<sup>th</sup> July, 16<sup>th</sup> July

We are currently waiting for confirmation from Transport for Greater Manchester as to whether the bus service will run or not. The DFE have advised that children should be encouraged to walk, cycle or be dropped off/picked up where possible. If the buses do run and your child does use them you will need to stress to them the importance of maintaining social distancing.

I know that many of you will rightly have concerns about health and safety. Ensuring that the site is safe for staff and students has been our priority as we work towards a wider re-opening. The following steps are in place to minimise the chance of the virus spreading at our school.

- If a child or any member of their household have any symptoms of Covid 19 they **must not** attend school, they should self-isolate at home, inform school and obtain a test. In the absence of a test, they should self-isolate for a minimum of 7 days (or longer if symptoms persist)
- If any member of your household develops symptoms or tests positive, then your child must self-isolate for 14 days and cannot come into school
- If a child begins to develop any symptoms of Covid 19 on site, they will be taken by one of our first aiders wearing PPE to Damascus. They must be picked up and cannot attend school for 7 days (or longer if symptoms persist). Any child or member of staff who has been in contact with this child must also self-isolate for 14 days and obtain a test
- No visitors will be allowed on site
- Classrooms have been set up so children are situated 2m apart. Class sizes will be limited to ensure that social distancing can be maintained
- Doors will be wedged open and windows also opened to ensure good ventilation and to minimise cross contamination of door handles
- Classrooms and desks will be cleaned before students enter the room. Students will also be given hand sanitiser as they enter classrooms and a disinfectant wipe so they can also ensure their space in the classroom is virus free
- The school will be deep cleaned each day from 12.15 pm
- Each classroom will be equipped with hand sanitisers. Hand sanitisers are also situated at different stations across the site, including the entrances



- We will operate a policy where only two children can be in the open plan toilets at one time allowing them to maintain social distancing. If there are two children already in the toilets, then your child will need to queue on the 2m social distancing markers which have been placed on the corridor floor
- Staff will be present to ensure social distancing measures are adhered to in the corridors
- Break time will take place in the classrooms to maintain social distancing. Children can only leave the classroom at break time to use the toilet facilities
- Fire evacuation procedures have been updated to ensure that in case of a fire (or fire drill), students are kept at a suitable social distance. Students should line up at the far end of the AstroTurf at 2m intervals

Students are to enter school through the side gate as they do every morning. Students are always expected to maintain social distancing when on and off site.

The following logistical expectations will also be in place:

- Full school uniform will be worn. PE kits will not be required. Please ensure that all uniform is washed before Year 10 children return to school for their next day. All St James' blazers and ties are machine washable
- Children will need to bring a packed snack if they want to eat at break time
- Children will need to bring all their own equipment [pen/pencil/ruler/calculator/exercise book etc.] as additional items cannot be provided to avoid cross contamination
- Children must not share equipment
- Children are permitted to bring their own hand sanitiser, although there will be plenty in school
- If children bring their own hand sanitiser it must not be shared with other children

It is important to note that a full risk assessment has been completed and quality assured at the Full Governing Board meeting on the 4<sup>th</sup> June. To ensure the safety of children and staff, measures have been put in place to allow for social distancing. It is essential that you emphasise the importance of social distancing with your child because defying them will result in serious sanctions and may mean they are not able to continue with their provision. Our behaviour policy has been updated to reflect these new measures and I would advise all parents/carers to ensure they and their children have read and fully understood the changes. It can be found at the following web address under Behaviour Policy, appendix 4:

<http://www.stjamesheadle.co.uk/statutory-information/>

If you have any further questions, please feel free to contact the school. All details on staff email address are available on the staff page: <http://www.stjamesheadle.co.uk/staff/>. In order for us to plan effectively and maintain attendance records if you are **not going to be sending your** Year 10 child into school from June 15<sup>th</sup> please email [year10@stjamesheadle.co.uk](mailto:year10@stjamesheadle.co.uk) detailing your child's name and their form group.

Once again can I thank you for your continued support and prayers during this difficult time. The positive messages my staff and I have received from parents, no matter how small, have really meant a lot.

Yours faithfully

Mr A Pontifex  
Headteacher

Mrs S Breckell  
Chair of Governors