



# St Francis of Assisi Catholic College

Headteacher Ms P M Hanrahan BA (Hons)

20th March 2020

Dear Parents/ Carers

## Re: School Operating Procedures from Monday 23rd March 2020

Thank you for patience and understanding with us at this difficult time. Please see below the full guidance issued by the government this morning (Friday 20<sup>th</sup> March). Please can I ask you to consider your situation at home in light of the latest guidance.

*We know that schools will also want to support other children facing social difficulties and we will support head teachers to do so.*

*Parents whose work is critical to the COVID-19 response include those who work in health and social care and in other key sectors outlined below. Many parents working in these sectors may be able to ensure their child is kept at home. And every child who can be safely cared for at home should be.*

*Please, therefore, follow these key principles:*

- 1. If it is at all possible for children to be at home, then they should be.**
- 2. If a child needs specialist support, is vulnerable or has a parent who is a critical worker, then educational provision will be available for them.**
- 3. Parents should not rely for childcare upon those who are advised to be in the stringent social distancing category such as grandparents, friends, or family members with underlying conditions.*
- 4. Parents should also do everything they can to ensure children are not mixing socially in a way which can continue to spread the virus. They should observe the same social distancing principles as adults.*
- 5. (Residential special schools, boarding schools and special settings continue to care for children wherever possible.)*

**Is it vital that we ask you to heed this advice if possible.**

If your child/ren falls into the category that means that they need to opt in and be in school next week please email [support@stfrancis.cc](mailto:support@stfrancis.cc) and put OPT IN in the subject. It is important from a

Erdington Road, Aldridge, Walsall, WS9 0RN  
tel: 01922 740300 fax: 01922 740330 [www.stfrancis.cc](http://www.stfrancis.cc) [postbox@stfrancis.cc](mailto:postbox@stfrancis.cc)



SAFEGUARDING position that we are aware of this today if possible. This includes students with EHCPs, FSM and vulnerable (CP or CiN) as well as those who are children of key workers.

The link for the government advice is <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision> .

The school site will not open until 8.50am and will close promptly at 3.40pm.

**Please be aware of the provision that will be provided for those on site.**

Lessons will not be taught. Sessions will be supervised only to ensure students complete the tasks provided.

- Students may be organised in different age groups.
- No transport will be provided
- Full school uniform is required
- Normal school rules regarding mobile technology will apply
- Sessions may be longer as we will not operate the normal school timetable
- Lunchtime will allow access to limited/ different meal choices from the school canteen
- There will be restricted use of the building with the main school building closed off as it will be having a deep clean.
- There will be significantly reduced staffing due to self-isolation / underlying health conditions
- The usual pastoral/student support systems will not be available

**For children with SEN, we must make clear that:**

- We cannot guarantee that a child will have their usual support staff member because of reduced staffing
- Routines will be completely different from the usual school routines

**For students who live out of borough**

For those who live out of the borough whom need to **opt in** but have no transport will need to contact your Local Authority.

I hope this adds some clarity as to how we will be operating next week. Many thanks for your continued support in these difficult days. We keep the whole community in our prayers at this difficult time.

Yours sincerely, Pauline Hanrahan