



FOUR OAKS PRIMARY SCHOOL

Edge Hill Road, Sutton Coldfield, B74 4PA
"A Four Oaks Learning Trust for Excellence School"
"A Four Oaks Cluster School"

Head Teacher:
Mr Mark Benton
www.fouroakprimary.bham.sch.uk

Tel. No. 0121 675 2685/4040
Fax No. 0121 675 1084/4263
enquiry@fouroakprimary.bham.sch.uk



August 2020



Welcome back to the start of a new school year and a particularly warm welcome to our new families. We hope that you have all had a very enjoyable summer holiday and are looking forward to the exciting year ahead.

Below this you will be able to read about hot dinners, musical instrument lessons, well-being, Curriculum Notes, and term dates for this year.

After that I have included the information that we sent out as a school before the summer break which goes into great detail about the organisation involved with our re-opening of school. Please make sure you take the time to read all sections to ensure that we can start school next week in a safe and happy manner for all children, parents and staff.



The Return of Debbie's School Dinners

Just to make sure that everyone knows....Debbie and her ladies in the kitchen will resume serving hot dinners in September.....HOORAY I hear you say. She has had so many people asking when she will be able to get back to normal, and with the addition of staggered lunchtimes and Perspex screens at the serving hatch, we have now been given the go-ahead, so all of you who have been missing her chicken curry, chocolate crunch and lasagne can rest easy and look forward to the return of the best school dinners in Birmingham next week!

Musical Instrument Lessons 2020-21

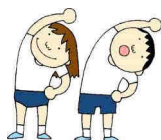
YMES are the company that we use at Four Oaks to teach children how to play musical instruments. To learn more about how their service operates, and how to book lessons for next year beginning in September, just visit the Home Page of our school website and follow the link with the YMES logo. You will then be able to view a PDF containing details of lessons and prices and then access a registration form. YMES will be offering lessons in keyboard, violin and guitar.



Extra-Curricular Clubs



Premier Sports are continuing to provide gymnastics on Monday evenings (3.30-4.30pm) in the Infant hall for Junior children, and on Tuesday evenings (3.30-4.30pm and 4.45-5.45pm) in the Infant Hall for Infant children. They also provide a dance class on Friday lunchtimes for Y1 and Y2 children. If you wish to sign up then follow the link on the Latest News section of the school website.



PE Lessons and PE Kits

In a new development since July, on a day when your child has a PE lesson we would ask that they come to school dressed in their PE kit. This will lessen the need for staff to help our younger pupils change clothes and thus help to maintain any social distancing between adults and pupils. We will be doing as much PE as possible outside so a tracksuit, school t-shirt and trainers would be an ideal outfit. In this way no PE kit will be stored in school for hygiene reasons.



Well-Being

Just a reminder to all parents that in these tough times there are still lots of places to turn to if you need support with well-being. If you visit our school website, hover over the PARENTS tab at the top of the Home Page, and then select the WELL-BEING option from the drop down menu then there are links to many services that can offer help free of charge and on a totally confidential basis.

Curriculum Notes and Spellings

Curriculum Notes and Spellings will continue to be available via Wordpress. If you are unable to access the Internet or Wordpress please inform your class teacher so that we can ensure you receive a paper copy. Also on Wordpress soon will be revised are "Curriculum Overviews" showing you the entirety of your child's curriculum targets and activities in Reading, Writing, Maths and their creative curriculum topics. We hope that this will give parents even more clarity about what the children are learning in school, and enable you to have really constructive and fun learning conversations with your children!



Copies of Newsletters



This newsletter can always be accessed through our school website or by using our School Jotter app. We will only distribute paper newsletters to parents who request one, in an aim to save paper. If you received a paper copy last year we will assume that you still want a paper copy. If you no longer require a paper copy please let us

know and similarly if you wish to receive a paper copy please contact the school office.

Term dates for next Academic Year

Below you can see the important dates for next year and they are also available on the school website under the NEWS tab at the top of the Home Page and then by selecting DIARY DATES. Please note that at the bottom of the dates list there is still one more Staff Training Day to finalize. This is a day when all staff from our LTE Trust schools normally get together and would have happened in the Autumn Term 2020 but Government guidelines have not allowed for this. As soon as we have re-arranged this we will communicate this information with parents.

Autumn Term 2020

Tuesday 1st September (Staff Training Day)

Wednesday 2nd September to Friday 23rd October

Half Term Holiday: Monday 26th October to Friday 30th October (1 week)

Monday 2nd November to Friday 18th December

Christmas Holiday: Monday 21st December to Friday 1st January (2 weeks)

Spring Term 2021

(Monday 4th January - Staff Training Day)

Tuesday 5th January to Friday 12th February

Half Term Holiday: Monday 15th February to Friday 19th February (1 week)

Monday 22nd February to Thursday 1st April

Easter Holiday: Monday 5th April to Friday 16th April (2 weeks)

Summer Term 2021

(Monday 19th April - Staff Training Day)

Tuesday 20th April to Thursday 27th May

(Friday 28th May - Staff Training Day)

Half Term Holiday: Monday 31st May - Friday 4th June (1 week)

Monday 7th June to Wednesday 21st July

(1 further staff training day to be confirmed)

Four Oaks Primary School is committed to ensuring that all children are given the support needed to catch up and recover on their return to school in September. In order to achieve this, we are adopting the following five key priorities during this recovery phase.



1. Preparation – Safety and Organisation

- Safety remains an absolute priority so our COVID-19 risk assessment is being updated to reflect the new measures required. Please see the later section in this letter outlining the system of controls school are required to put in place.
- In line with the updated guidance, the vast majority of children who have previously been shielding should be able to return to school with individual risk assessments where appropriate.
- Parents need to be aware that attendance will be compulsory from the start of September. If parents have any concerns about this, they are encouraged to talk to us at school as soon as possible so that we can support a successful return to school.

2. Strengthening our Four Oaks Family

This will be central in supporting everyone's return and with your support will be instrumental in rebuilding confidence and our sense of community which we have always thrived on here at Four Oaks.

3. Assessing the Level of Need

Assessment of children on their return in September will be a focus in the first half-term. Assessment will firstly concentrate on the health, social and emotional needs, and well-being of the children. This will be done through play, discussion and course work. Then in the week before half-term Y2 – Y6 will complete their normal academic baseline tests for the year as we have allowed for a settling in period at school, so have pushed these assessments back.

4. Curriculum – Broad and Ambitious

- We will adapt the curriculum to allow for effective catch up and recovery.
- Catch up in core areas will be important but not at the expense of a broad and balanced curriculum.
- The additional catch up funding announced by the Government will be used to support intervention and catch up in school. As soon as we have notice of our allocation, arrangements will be finalised and communicated to parents.

5. Contingency Planning – High Quality On-line Provision.

It is possible that classes, year groups or the whole school, may need to close at some point this term. However, the Government have now had time to learn from the strategies used by schools to support learning at home, and all schools will ensure that on-line provision is on hand to put in to place, featuring a balance between recorded lessons and high quality prepared electronic materials if a full or partial school closure happens.



Summary of the System of Controls Needed in Schools from September

(Taken from: DfE Guidance for Full Opening of Schools – 2 July 2020)

This is the set of actions all schools must take. They are grouped into 'prevention' and 'response to any infection'.

Prevention

- 1) Do not come to school if returning from a holiday abroad and are required to quarantine. Please inform us of when your child will return to school.
- 2) Minimise contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms, or who have someone in their household who does, do not attend school.
- 3) Clean hands thoroughly for at least 20 seconds and more often than usual.
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.

(Numbers 1 to 4 must be in place in all schools, all the time.)

- 5) Minimise contact between individuals and maintain social distancing wherever possible. This must be carefully considered and schools must put in place measures that suit their own particular circumstances.

Parents need to be aware that, in the usual class size of around 30, it will not be possible to maintain social distancing throughout the day and this is not expected under Government guidelines. However, we will be minimising contact between groups by keeping year groups in separate bubbles and strictly limiting opportunities to mix between bubbles. This will mean that there will be no whole school gatherings, such as assemblies, and start and finish times will alter slightly.

- 6) Where necessary, staff will wear appropriate personal protective equipment (PPE). This applies in specific circumstances where staff need to administer first aid, intimate care, or treat someone with symptoms of COVID-19.

Response to any Infection:

- 7) Engage with the NHS Test and Trace process.
- 8) Manage confirmed cases of COVID-19 amongst the school community. (If we have any concerns about a child showing COVID-19 symptoms parents can rest assured that they will be the first people contacted and they will be asked to come to school as pick up their child. We will then ask them to take their child to be tested.)
- 9) Contain any outbreak by following local health protection team advice.

Numbers 7 to 9 must be followed in every case where they are relevant.



Details of 'Back to School Sept 2020' at Four Oaks Primary

Drop Off

- We would ask that only one adult drops off and collects children.
- The gulley gate to Russell Bank Road will continue to be closed in order to facilitate safe access for the children and adults of Just For Starters Day Nursery.
- All parents of Y1 – Y6 pupils will be asked to drop off their children at the front pedestrian gates between 8.40 and 9.00am. Can we ask that Y3 – Y6 pupils enter through the Junior gate and Y1 / Y2 pupils enter through the Reception gate. We ask parents to stay off site and let the children walk around our external one-way system to their classroom external door. Teaching assistants will be posted around these pathways to show the children where to go and to ensure their safety. Class teachers will be in classrooms ready to welcome the children. This should allow for a 'spread out' and calm start to the working day.

<u>Reception Pupils</u>	
Very first day of school	Parents to bring the children at 9.30am on their set day included in their induction pack.
The rest of the first two weeks (3 rd – 11 th Sept)	Reception parents will need to bring their children to the Reception pedestrian gate between 9.00- 9.15am where staff will be on hand to receive our new children and escort them into school. FOSBACS staff will bring Reception children into school safely.
14 th Sept Onwards	Reception parents to drop off their children at the Reception gate between 8.40 – 9.00am. Parents to stay off site please.

Pick Up

- At home time parents will be allowed onto site at the following times and we ask that they walk round school always keeping the building on their left hand side until they reach their class exterior door.

Parents picking up just Infant pupils	3.10 – 3.20pm
Parents picking up both Infant & Junior siblings	3.20 – 3.30pm
Parents picking up just Junior pupils	3.30 – 3.40pm
Y5 & Y6 pupils who walk home on their own will be dismissed at 3.30pm. A letter must be sent in to inform us that you give permission for them to walk.	

- Once children are picked up we would ask all parents to leave the site immediately after school and not stay on site to talk to other people as we have a responsibility to minimise the number of people on the school site. We would ask parents not to take this opportunity to approach class teachers for discussion. If you wish to talk to staff then please telephone school to arrange a return call. Please be mindful that there are only two front gates open so please leave space between yourself and others as you move through those gates, and please do not congregate just outside. We ask parents to continue using the one-way system keeping the school building on their left.
- If your child is going to be picked up by an alternative adult then please contact school. Unless we have confirmation of these details, just as in pre-COVID times, we will not release your child.
- If your child cannot attend school for any reason then parents must contact school by 9.30am.

- If you have been aboard and should be quarantining for 14 days on return, then these guidelines must be adhered to!
- If you require to have your child not attending school for any reason then an absence request form will still need to be filled in. This form can be found by accessing the 'School Policies' page of our school website in the OUR SCHOOL tab at the top of the home page. This can then be e-mailed to school at enquiry@fouroaksprimary.bham.sch.uk

The School Day

- All pupils will be expected to wear school uniform. Please make sure it is cleaned daily.
- Throughout the day we will enforce handwashing at regular intervals. Pupils are allowed to bring in mini hand-sanitizers to have in their tray if they wish.
- We will be operating year group bubbles enabling teaching assistants to move between two classes within a year group, and to enable setting of Maths groups across year groups.
- Social distancing within bubbles will be minimal due to pupil numbers and classroom dimensions.
- Social distancing of 1m+ between staff and pupils will still be in place and will be encouraged.
- All pupils from Y2 – Y6 will be facing forwards in the classroom to begin with, and Year 1 will do this once they have completed their transition period.
- Assemblies will take place in classrooms or via in-school technology.
- Year group bubbles will have separate toilets wherever possible.
- Each year group bubble will have an outside play zone either on the playground or field, thus no year group bubbles will mix.
- Our FOSBACS service will run as normal from 7.30 – 8.50am and from 3.20 – 6pm. The booking form for FOSBACS is now on our website. Amanda and Pary will contact you to discuss drop off and collection.

Food in School

- Hot lunches will be served to all pupils who require this service and their eating times will be staggered – a maximum of two bubbles will use the hall at any one time with a large open space between them. A Perspex screen will be in place at the serving hatch to protect all parties. Payment for school lunches will continue through our SchoolMoney app.
- Please provide your child with their own healthy snack (no crisps, biscuits, nuts, chocolate etc.) as we have not been advised if the government free fruit scheme for Reception, Year 1 and Year 2 will be operating and there will be no toast or fruit for sale for KS2 as we need to keep bubbles separate. Children will also need their own clean and filled water bottle.
- Our new Y1 and Y2 pupils will continue to have milk if they had it last year. If parents do not want this to continue then please contact or email school at enquiry@fouroaksprimary.bham.sch.uk

Pupils, Bags & Equipment

- Pupils are permitted to bring a small bag, a pencil case, a coat, a PE Kit, a drinks bottle and a sandwich bag (if required) to school. Year 5 and 6 pupils need to be mindful that this needs to fit inside a locker. Reception to Year 4 will need to fit all of their belongings onto their peg. Parents need to minimize the amount children bring to school otherwise our corridors will become an issue in terms of health and safety!
- Bags need to be only big enough to fit an A4 homework communication book in. Over-large bags cause a definite health & safety problem in corridors.

- By this point our new Y1 pupils would normally have been allocated a school house. This will happen in the first two weeks in September and parents will be informed which colour PE T-shirt to provide. Until half-term a plain white T-shirt will be perfectly acceptable to wear on PE days.
- On a day when your child has a PE lesson we would ask that they come to school dressed in their PE kit. This will lessen the need for staff to help our younger pupils change clothes and thus help to maintain any social distancing between adults and pupils, and will ensure PE kits are clean.
- Any items left by pupils just before we went into lockdown will be given out in the first week back in school. If this means that their PE kit will be a week late into school then we understand.

Medical Issues

- The same regulations will remain in place in the event of any person showing COVID-19 symptoms – pupils or adults will be sent home and asked to have a test. In the event of a positive result we will work with the Government's test and trace protocols and individuals or bubbles could be sent home to self-isolate for 14 days. (Please see the visual guide at the end of this letter.)
- If parents require staff to administer either over the counter or prescribed medicines to their child then they will still need to fill out the appropriate form giving permission. These forms can be found by accessing the 'School Policies' page of our school website in the OUR SCHOOL tab at the top of the home page. This can then be e-mailed to school at enquiry@fouroaksprimary.bham.sch.uk
- All Epipens and inhalers (and other school-based medication) will need to come back into school clearly labelled with the child's name and class. Staff will still not be able to apply sun-cream to any pupils so children will either need to have a whole day sun cream already applied or be able to apply this themselves.
- Where necessary, staff will wear appropriate personal protective equipment (PPE).
- If children have an accident and end up wearing a change of clothes provided by school, we would ask for those clothes to be returned to school having been washed.
- Pupils and staff will be allowed to wear face masks if they wish.
- If parents make an appointment to come into school to discuss any issues then they must wear a mask or a visor.

Other Aspects of School

- On-line distance learning via WordPress and Microsoft Teams will take place with any pupil bubbles asked to self-isolate. This will take the form of a mixture of pre-recorded videos and paper based activities. We have been advised that it is not appropriate to use Microsoft Teams to live teach primary age children.
- Extra-curricular clubs will begin again at lunchtime and after school in September. We will send details of these clubs out to parents once we have any further information.
- Under present guidelines and regulations, to begin with we will not be planning any trips out of school. This may change during the Autumn Term but we will communicate any developments to parents when appropriate.
- 'Show and Tell' will not happen in school to begin with so please do not send in any extra items with children.
- Please do not send your child into school with any 'birthday sweets' as we are not allowed to share foodstuffs from home.
- The children's work from this year will be sent home during the first week back in September.

- Children can bring in their work based around their transition booklets to share with their new teacher in the first week in September.
- We will be in contact with all parents during the Autumn Term to let you know about arrangements for our traditional 'Meet the Teachers' meetings and Parents Evenings. These are likely to be organised in a different fashion to normal.
- Children will be required to bring a strong bag into school by Friday 4th September so that they can bring home last year's exercise books.

We hope that the details within this document help you to both plan for, and look forward to, an exciting new school year. The staff at Four Oaks cannot wait to see all of our pupils next week and are looking forward to starting afresh and moving forward positively now that we can plan for a more 'normal' school life. We also at this point want to wish our present Year 6 pupils the very best as they start their new adventure at secondary school, and we look forward to seeing them all again when we can safely have a Year 6 reunion.

Advice for parents re. the opening of schools in September can be found at: <https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

If there are any other questions around our September return then please contact school and we will endeavour to answer your query. If you need to contact school then please feel free to email to: enquiry@fouroaksprimary.bham.sch.uk

Kind Regards,

Mark Benton

Head Teacher

Louisa Appleby

Deputy Head Teacher

