



**HOLY SOULS**  
**CATHOLIC PRIMARY SCHOOL**  
"a place where we pray together and everyone is important"  
Mallard Close, Acocks Green, Birmingham, B27 6BN  
**Tel:** 0121 272 1776  
**Email:** enquiry@holysoul.bham.sch.uk  
**Website:** www.holysoul.bham.sch.uk  
Head Teacher: Mrs Rachel Girling



A St. Teresa of Calcutta  
Multi Academy Company  
School

Monday 13<sup>th</sup> July 2020

Dear Parents and Carers,

I hope you and your families are all keeping safe and well. We thank you for your help, support and prayers during this very different and challenging school year.

### **ARRANGEMENTS FOR SEPTEMBER**

As we approach the end of this very unusual academic year we begin to look forward to returning in September. This requires working in line with Government guidelines, Local Authority Risk Assessments, local Governing Body and MAC Board. Ultimately it means that your child is safe at all times whilst at school.

In preparing for this we have met with our staff and Governing Body and in line with Government Guidelines and taking all factors into consideration. We believe the following approach suits the needs of our children and our school.

### **VISITORS ON SITE**

In line with Government Guidelines and in the interest of health and safety visitors to school must have an appointment. Therefore we thank you for contacting the office should you have any queries by email at [enquiry@holysoul.bham.sch.uk](mailto:enquiry@holysoul.bham.sch.uk) or phone call on 0121 272 1776.

### **UNIFORM**

Please see website for uniform expectations and the recent email regarding ordering uniform. Please label all uniform clearly with your child's name.

### **BELONGINGS – COATS AND BAGS**

We would request that pupils limit what they bring into school. PE Kits to be brought in on Monday and taken home on Friday.

All Key Stage 2 pupils will be receiving a pencil case with their name on and their own pencil, rubber, ruler, sharpener etc.

All Key Stage 1 pupils will be receiving a pencil pot with their name on and their own pencil, rubber and ruler.

**Therefore the children will not be sharing equipment and will not require a pencil case from home.**





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### **PACKED LUNCHES**

A lunch box clearly labelled with your child's name. These must be taken home daily for washing.

### **WATER BOTTLES**

A water bottle clearly labelled with your child's name. These can be refilled throughout the day. These must be taken home daily for washing.

### **PARKING**

As we will need to use all gates and entrances to safely get the children on and off site please can we ask that cars are parked in the church car park, the church social club car park or the public car park opposite school. Foot paths will need to be kept clear as we using a one way system. Please be mindful of the residents of Mallard Close.

The Government have requested where possible for pupils and parents to walk or cycle to school. We do have a secure bike rack on site that you can use.

### **BREAKFAST CLUB**

Please note that we are unable to provide Breakfast Club provision. We will review this and intend to reopen the club as soon as it is safe to do so.

### **AFTER SCHOOL CLUB**

We would hope to continue with this provision in September. This will be dependent upon pupil numbers. Please see the recent email that was sent out should you require a place for your child.

## **DROPPING OFF / PICKING UP ARRANGEMENTS**

**This system will require patience from us all and we thank you for your help and cooperation in ensuring the safety of our children.**

**SIBLINGS** – Older children must arrive with the youngest child and come into school with them. The older child will go home with the younger child. Their end of day collection zone will be with the younger child.

In the interest of safety please can only **one parent / carer drop / pick up**.





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Any messages from teacher to parent or parent to teacher will need to be shared via the home school diary. First Aid slips will be handed out if your child has needed one.

Please arrive at the time allocated. The system will not work if we have late arrivals or those arriving too early. Please stick to the time you are given.

**Gate A – Main Blue Gate**

**Gate B – Gate to the School Office area.**

**Gate C – Blue gate next to the car park – entrance to the hall.**

**These gates are clearly labelled.**

**Please see accompanying map. All areas will be clearly sign posted.**

### Arriving at school / Picking Up

**Please do not congregate in small groups around the gates for the safety of everyone. All children must be handed over / collected by an adult. After you have dropped your child/ren at school the Government have asked for you not to congregate with other parents. Whilst waiting to “Drop and Go” or “Collect and Go” please do so in accordance with social distancing measures.**

### START OF THE DAY

**Please hand your child over at the gate and walk down Mallard Close before crossing over before Gate B and walking back up the opposite side of the road.**

Year Group	Drop off Time	Gate
1	8:30am	A
2	8:40am	A
3	8:30am	C
4	8:50am	A
5	9:00am	A
6	8:40am	C



St Teresa of Calcutta Catholic Multi Academy Company

Head Office: Archbishop Ilsley Catholic School | 39 Victoria Road | Birmingham | B27 7XY

Tel: 0121 706 4200 | info@stocmac.org.uk | Company House Number: 11844357



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## END OF THE DAY

**Parents will be guided on to the playground to the parent collection zone.  
Please leave promptly following our one way system and exit the school site by Gate B.**

Year Group	Drop off Time	Gate
1	2:30pm	A
2	2:40pm	A
3	2:45pm	A
4	2:50pm	A
5	2:55pm	A
6	3:00pm	C – pupils will be sent out to you

Our new Reception children will be receiving a letter with further details for their Induction Programme that will include dates / timings etc.

**From Thursday 3<sup>rd</sup> September 2020 your child will be in a new year group so please follow the instructions for their new year group. Staff will be on hand to direct and assist at all times.**

Thank you for helping and supporting us in reopening school in the safest way possible for our children.

We look forward to seeing you on Thursday 3<sup>rd</sup> September.

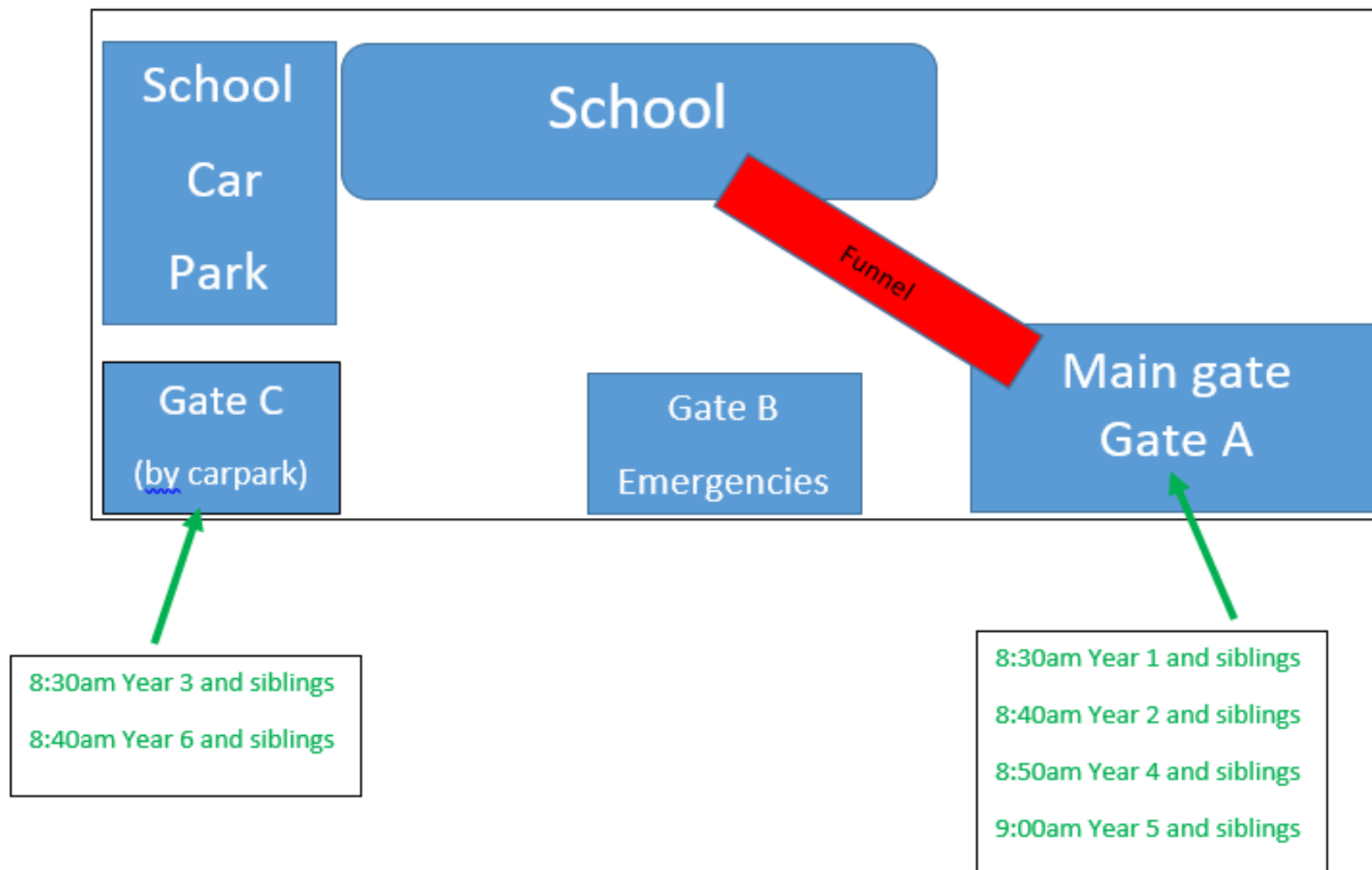
Have a safe and restful summer break and let us keep one another in our prayers.

Yours sincerely,  
*R A Girling*

Mrs R A Girling  
Head Teacher



# Coming to School



# Home Time

**Year 2** and siblings  
lined up on the  
playground

2:40pm

**Year 4** and siblings  
lined up on the  
playground

2:50pm

**Year 1** and siblings  
lined up on the  
playground

2:30pm

**Year 5** and siblings  
lined up on the  
playground

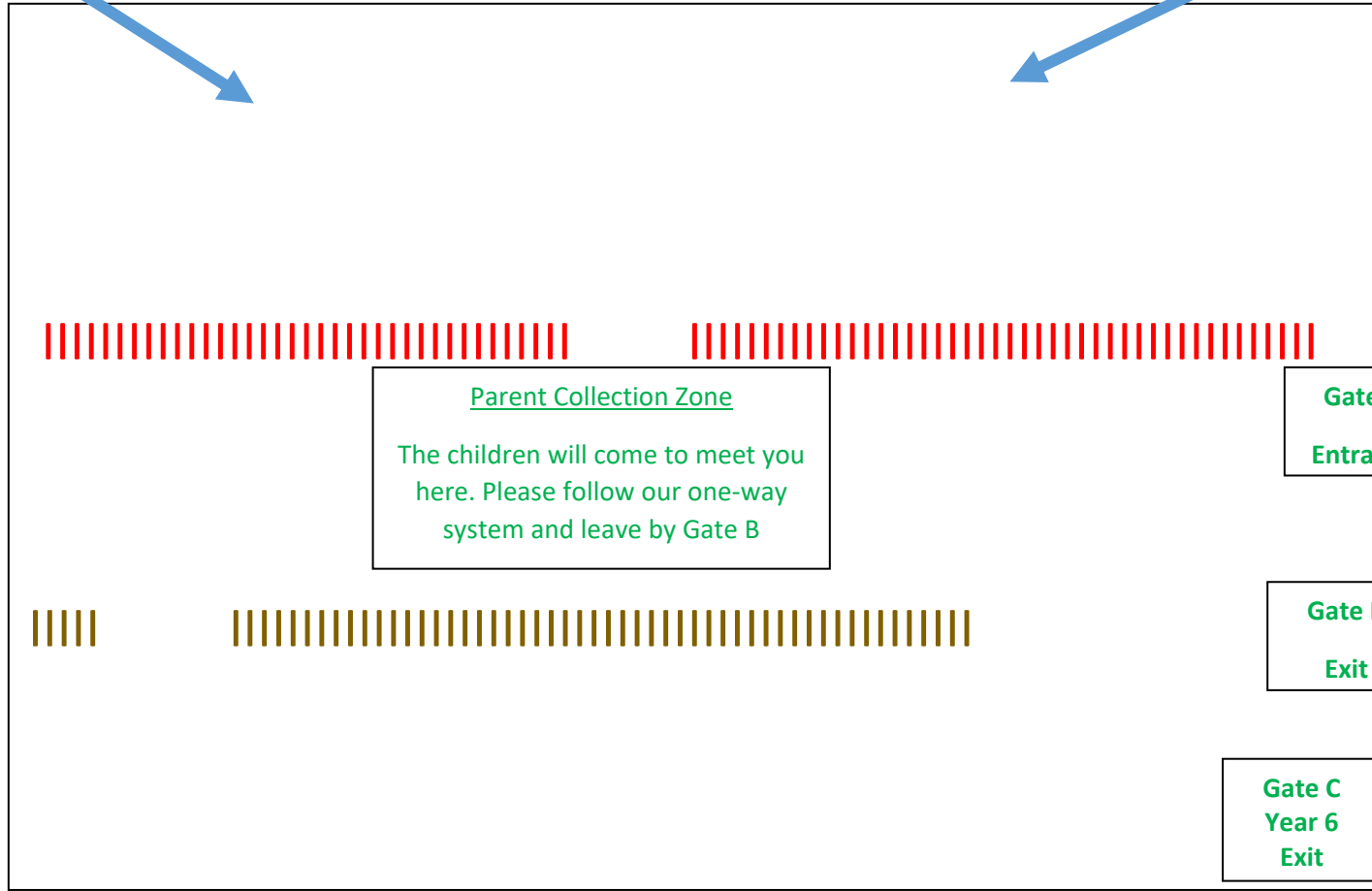
2:55pm

**Year 3** and siblings  
lined up by the Prayer  
Garden

2:45pm

**Year 6** and  
siblings lined  
up at Gate C.

3:00pm



Parent Collection Zone  
The children will come to meet you  
here. Please follow our one-way  
system and leave by Gate B

**Gate A**  
**Entrance**

**Gate B**  
**Exit**

**Gate C**  
**Year 6**  
**Exit**