



### Be COVID Aware

Do not come onto school site if you have any Coronavirus symptoms, & get tested. Maintain social distancing at all times. The symptoms are:

- High temperature
- New, continuous cough
- Loss of or change to sense of smell or taste

## Newsletter

### 16th October, 2020

office@stjamesvaschool.co.uk  
head@stjamesvaschool.co.uk

Many thanks to everyone who responded so sensibly and sensitively following the decision to close Robins class. The decision to close was made by PHE/DfE rather than the school, and we must follow their expert advice. We know it's tricky for families, and we know it feels really unfair to send children home, especially as they've just started school, but obviously the health of everyone in our school family has to be the priority. Unfortunately, I doubt that this will be the only time we need to do this, although we'll obviously be doing our utmost to avoid it. Please continue to help us by doing your bit—maintaining your social distances, reinforcing good hygiene with your children, and most importantly, keeping them at home if they show any symptoms of Coronavirus.

There is a lot of information included in today's newsletter regarding remote learning—please take the time this week-end to read this and take appropriate action so that you are all set up at home should your child's class need to close. We know that there will be teething difficulties, we're all having to learn new technological skills, but, as always, by working together to find the solutions (and being patient!), we'll overcome any problems.

The news is full of stories regarding Circuit Breaks, longer half term breaks, temporary lockdowns etc—I don't know any more than you at the moment, but we are planning on the basis that we might need to close again in the next few weeks. If this does happen, my expectation is that we will stay open for children of keyworkers (as in the summer term), and that teachers will provide remote learning as outlined in this newsletter. Obviously, as soon as we hear anything, we will let you know, although please be aware we don't get any advanced notice of decisions made.

We really are in some strange, confusing times. Our priority as a staff team is to keep things as calm and as normal as we can for your children, we want them to enjoy their time at school and feel safe and loved. They are remarkable—they're working hard, staying focused on their learning and are just lovely to be with!

Wishing you all a safe and restful weekend,  
Maria & all the team at St James'



### Pub Car Park

I am aware that there has been a fair few changes at The Three Tuns over the last few weeks, resulting in some confusion regarding parking. I have been to see the new landlord, who has confirmed that **parents are no longer welcome to park in the pub car park**. This is largely because of the impact the traffic has on the surface of the car park (we all remember the potholes!) and the significant cost to repair, and also he feels that a small number of our parents have not shown courtesy towards his customers.

### Individual Photographs – Tempest

Your child has been handed their individual photograph order form and a proof of the photograph taken by Tempest Photography last week. If you would like to place an order for your child's photograph you can do so either online or by returning payment and the order form to school. If ordering via the school, all orders should be returned by **Wednesday 21<sup>st</sup> October**. We cannot accept any orders via the school after this date.

### Upcoming Dates for your diaries:

Tuesday & Wednesday

Parent Teacher meetings—appointment times have been sent Home

Wednesday

Deadline to return photo orders to school

Thursday, 22nd October

Whinchats Class Assembly 2.30 (this will be held via Zoom )

Friday 23rd October

**Last day of term**

**Monday, 2nd November**

**INSET Day—no children in school**

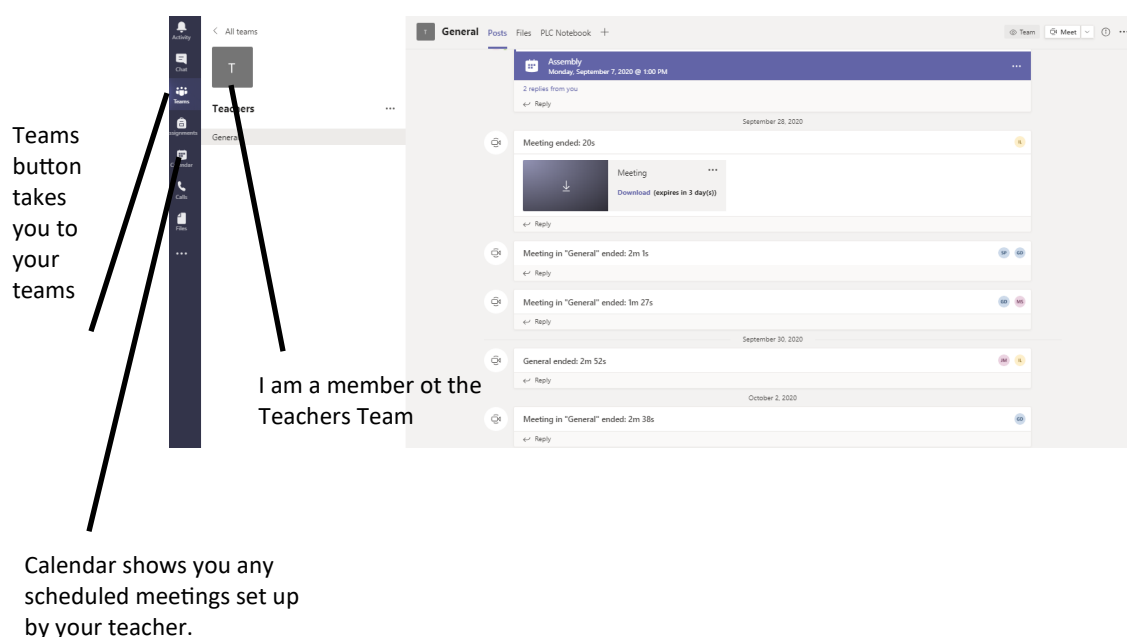
## Remote Learning

We are now ready to take our final steps towards being all set up ready for remote learning should your child's class be closed for any reason.

**You need to set up a Microsoft Teams account for your child.** Teams can be downloaded onto a computer, smartphone or tablet. [Go to https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app](https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app). Once you have downloaded this, you will need your child's individual email account details to sign in—these will be sent home over the next week. You will find that, once logged in, your child will belong to their Class Team. Your child's teacher will set up invites which will bring the Team together should we need to move to remote learning.

It is relatively easy to use, but it will take a bit of time to get used to the app. If you have any problems, please do contact your child's teacher and they will help you out.

When the Teams app is open, you will see a screen like this:



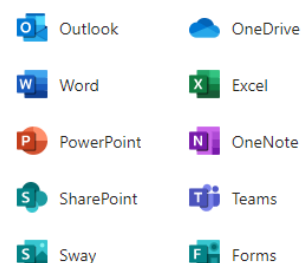
Your child will also have an email account, those of you who are familiar with Outlook will recognise this. In the top left of the page is this button:



Click on the dots takes you to this screen, from which you can access Teams:

We ask that parents and children ensure that they only use Teams and email as directed by their teacher—please don't allow your children to use their school account for any other communication. If you want to set up your own Teams etc, then this must be with personal accounts. **Any child found to misuse the school linked accounts will have their account disabled.** This is to ensure the safety and well-being of all children.

### Apps



## Remote Learning continued

If your child's class is closed, your child's teacher will set up Teams Meetings for the following times: 9.30, 11.30 and 2.30. There is no obligation for any family to join in with these, although it is our hope that your child will be able to join as many as possible, as this will be a way in which we can continue to provide teaching and learning during any closure. We do understand, however, that there will be times when it becomes tricky if you only have limited access to computers etc or if you're needing to use devices for your own work.

Each day, teachers will keep a register of children who they've been in contact with via Teams. If your child is not present, then they will make a telephone call home to check in with you. This is not to check up on you, but is to help maintain contact and stay connected.

**Remote Learning packs** will continue to be uploaded onto your child's class page on the website. You can print these at home, or contact the school office and we can print it out for you to collect. The links to the class pages can be found here: <https://www.stjamesprimary.org.uk/children/our-classes>

To support remote learning, teachers will re-open their **class email accounts**, which you can use to contact the class teacher and to send any photographs/examples of work completed at home.

The class email addresses are:

Reception@stjamesvaschool.co.uk  
Year 1@stjamesvaschool.co.uk  
Year2@stjamesvaschool.co.uk  
Year3@stjamesvaschool.co.uk  
Year4@stjamesvaschool.co.uk  
Year5@stjamesvaschool.co.uk  
Year6@stjamesvaschool.co.uk

Teachers will only monitor these accounts if the whole class is away from school, so please don't use these email addresses to communicate with teachers regarding children who are in school, use the office email address instead.

Teachers will also communicate with you via **Marvellous Me**. Please make sure you have this up and running.

All children have brought home **remote learning books** to complete their work in, please keep these safe and ready to use when/if necessary. They should be brought into school when your child returns.

	Individual child isolates	Whole class isolates	Whole school isolates
<b>Teams</b>	No	Yes—as per times above	Yes—as per times above
<b>Daily phone call</b>	Yes	Yes—if your child does not	Yes—if your child does not
<b>Class email</b>	Yes—to share work, ask questions	Yes—to share work, answer questions	Yes—to share work, answer questions
<b>Remote Learning pack on</b>	Yes	Yes	Yes
<b>Remote Learning book</b>	Yes—bring into school upon return	Yes—bring into school upon return	Yes—bring into school upon return
<b>Marvellous Me</b>	Yes	Yes	Yes

Sent home today are our **Acceptable Use** policies which need to be completed and returned. Children's email account information will only be sent home once these are signed and returned.



Dear Parents & Carers,

We would like to invite you to attend the PSA Annual General Meeting to be held on Tuesday 3<sup>rd</sup> November at 8:00pm via Zoom.

Meeting ID: 823 5161 0352. Passcode: 767588

The PSA usually meet a couple of times a term. The PSA brings together parents, teachers and others from the school community who are interested in supporting the school, providing an opportunity for everyone to work together, with a common purpose – to organise fundraising and social events. Events organised previously include school discos, wreath making, and the summer and Christmas fair's. This year things will look a bit different, but we will continue help support the school and our children in new and creative ways. As a parent, you are automatically a member of the PSA and there are lots of ways you can help, by organising & volunteering for events and other initiatives. To see how you can get involved join the informal PSA meet-ups, which are now happening via Zoom - keep an eye on classlist for details.

We also have admin roles on the committee, these people help to oversee & manage the admin side of the PSA but are no more obligated to be involved in events/initiatives than any other members. Admin roles of the Committee consist of the Chair, Secretary, Treasurer, Communications manager, Fundraising manager, and the Class-rep coordinator. These roles can also be shared (this has worked well in previous years). We have summarised the key responsibilities for all roles as a guide for parents (or grandparents) who may be interested in these. If this all sounds a bit formal, please don't be put off, it is very much a team effort and this guide is meant to be an information tool, especially for those new to the school or committee.

The roles will be formally nominated and voted for by the Committee as part of this meeting. Please find attached a brief summary of each role. If there is anything you would like to know, please ask any of the current committee members. All positions can be applied for and we welcome new admin members every academic year. This is the formal bit of the AGM, but we will also be using this opportunity to discuss planning for the 2020/21 school year, and of course ideas for Christmas including fundraising initiatives, festive activities and treats for the children.

We look forward to seeing you there.

**If you are interested in nominating yourself or another parent for a role, please complete the attached slip and return to the school office by Friday 23<sup>rd</sup> October.**

X

I would like to put myself forward for the admin role of:

Chair / Secretary / Treasurer / Communications Manager / Fundraising Manager / Class Rep / Class Rep Coordinator

(circle as appropriate & please indicate if you'd like to share the role)

Name \_\_\_\_\_ Child's Name & Year:

Can you attend the AGM? Y / N

(If you cannot attend you can still nominate yourself for a role)

## **Roles and Responsibilities of PSA committee members**

### **Chair/s**

The Chair/Co-Chairs work closely with Sarah Morton our PSA staff contact, the Treasurer and Secretary to ensure that the PSA is run effectively. The main role of the Chair(s) is to lead half termly meetings and oversee the running of the annual fundraising events. Key responsibilities: Set the Agenda for Meetings and run the meeting (every half term). Welcome and involve new Members. Sign cheques for the PSA with one other Committee Member. Meet with Staff contact (Sarah Morton) and the Treasurer to agree PSA financial commitments for the year

### **Secretary/s**

The secretary deals with all the correspondence that the PSA receives and supports the chair in coordinating meetings. The Secretary may also be involved in co-signing cheques on behalf of the PSA. Key responsibilities: Deal with correspondence. Write up the Minutes of Meetings. Co-sign cheques as required.

### **Communications Manager/s**

The communications manager ensures that there are regular PSA communications with parents. Key responsibilities: Write regular newsletters in cooperation with the co-chair. Support the co-chair in preparing flyers, posters, tickets, etc. for events. Share community messages / events with local press (e.g. the loop).

### **Fundraising Manager/s**

A crucial part of our fundraising efforts is through the additional money raised with the help of businesses through either parent or community contacts. Supporting the Treasurer, the fundraising manager is responsible for researching and organising external support and funding for PSA initiatives. Key responsibilities: Contact local companies for event sponsorship. Contact companies for donations (raffle/refreshments for events). Research & apply for eligible trusts/grants. Contact parents who can match-fund sponsorship raised for events.

### **Treasurer/s**

The role of the treasurer is to manage and control the funds the PSA raises. The Treasurer should record all income and expenditure, and share termly updates at committee meetings (or if cannot attend, to forward the accounts to the chair/s. Key responsibilities: Maintain the financial records. Prepare and co-sign cheques as required. Report income and expenditure at meetings. Count and bank monies. Liaise with the bank. Charity registration and Gift Aid. Regular and other payments. Draw up the annual accounts.

### **Class Reps**

Class Reps ensure good communication with the parents of their class. They organise social events for the parents and carers of their class. They help to sign up helpers for Summer and Christmas Fairs and help out where they can with PSA events. Key responsibilities include: Ensure class parents are signed up to Classlist. Welcome new parents to the School. Help out at and recruit volunteers for PSA events where possible.

### **Class Rep co-ordinator/s**

Ensure class reps are aware of upcoming events, help coordinate volunteers lists and pass on any information on volunteer tasks. Key responsibilities include: Provide class reps with information regarding volunteers for events. Welcome new parents to the School. Help out at and recruit volunteers for PSA events where possible.

### **General Members**

As a parent/carer/staff you are automatically a general member of the PSA. Members contribute ideas, help to run & organise fundraising events or initiatives. All members are encouraged to help out at the fundraising events. Information on help needed is provided by Class reps, or via the newsletter or Classlist in the run up to events.

### **Named Roles 2019/20 to date:**

Staff Contact – Sarah Morton  
Co Chair/s – Eleanor Holton & Caz Bargery  
Secretary – Fiona Mitchell  
Treasurer – Allyson Batty  
Communications Manager – Hazel Fattorusso  
Fundraising Manager –  
Class Rep Co-ordinator –