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## St James' Church of England Junior School

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**Headteacher:** Mr Andrew Beattie

*"With exploring minds, and faith; we grow and learn together."*

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18<sup>th</sup> May 2020

Dear Parents/Carers,

Following a week of interpreting various government guidance documents, we have put together a summary of our school measures that will hopefully inform parents and support your decision making. It is important to make clear that attendance to school during this time is not compulsory, and schools or parents will not be held to account for non-attendance.

At this time of understanding, these are the school measures that will be undertaken:

### **How many children will be in my child's class?**

All children attending school will be placed in classrooms of no more than 15. The children will stay within these groups known as 'bubbles'. They will have playtimes, lunchtimes, drop and pick-up points together in their bubbles but separated from other bubbles.

Children not in Year 6, but who are children of key workers or classified as a vulnerable child or SEND with an EHCP will be grouped together within their own bubble of no more than 15.

### **How will my child's classroom look?**

Desks will be split with your child sitting on their own individual table with their own individual equipment. This equipment will not return home with them. Children will not use lockers or trays but instead store their belongings (which will be limited) under their desks. Desks will be spaced out evenly throughout the classroom, but no guarantees can be made that they will be over 2m apart.

To create space, all excess furniture will be removed from the classroom and stored in an unused spare classroom. To avoid cross contamination, your child will continue to use the same classroom, seat and equipment each day.

Because parents will be unable to visit the school, we will be uploading pictures of classrooms and shared space to our website to give a visual guide for families.

### **Will my child be able to mix with friends? Will they get breaktimes?**

Playtimes and lunchtimes will be staggered meaning your children will only mix in their bubbles of 15. Within each bubble children will be split further into groups up to 5, and asked to play in zones of the playground. The types of games will be limited and equipment such as our new gym equipment will not be used.



### **Who will teach my child?**

No specific teachers have been individually assigned to any class as yet. Wherever possible your child will be taught by the same adult, each day. Where additional adult support is identified on an Educational Health & Care plan, a familiar adult will be allocated to your child.

### **How will my child be taught?**

Throughout the whole school closure we have delivered the National Curriculum using the remote platform, Seesaw. This will be continued for children attending school. Year 6 children will also study transition work to support their move to secondary school. Weather permitting staff will make use of outdoor space to take learning outdoors. Teacher interaction will be sensitive to social distancing. Teachers will not work in close proximity with children as they normally would.

### **How will my child be supported if I decide that they will not attend the school?**

In exactly the same way as currently. Staffing plans will also include staff who will continue to work from home and support non-attenders through Seesaw. Year 6 children not attending will be able to access important transition work remotely through their Seesaw app.

### **Other than teachers what other adults will be on site?**

Staffing plans include a team of admin, midday supervisors, cooks, support staff, cleaners and myself as Headteacher. The number of non-teaching staff, described above has been reduced to allow the school to run safely, without excess staff members being on site. Additional external visitors to school will be encouraged to visit school when children are off site.

### **What measures are being taken to keep my child safe at lunchtime?**

Lunchtimes will be staggered. Children will eat in the hall with tables and chairs spread 2m apart. Midday supervisors will receive training and video guides into how the new procedures differ to usual dinner times prior to running their first shift.

### **What are the arrangements around pick up and drop off? How do I communicate messages to the school/my child's class teacher?**

Parents will not enter the school site at all. Children will arrive at school at their allotted drop off point. Parents should not gather around the school premises, leaving it clear for further children arriving. Parents should remain 2m from other parents at all times during pick up/drop off. Any communication to school should be sent through either emailing the school on [admin@stjamesjun.cumbria.sch.uk](mailto:admin@stjamesjun.cumbria.sch.uk) or by telephoning the school office (01946) 695311. No notes should be passed to teacher. The same protocols will be in place for staggered pick-ups.

### **What PPE will be worn in school?**

The government's message is that the use of PPE is not necessary in school settings.

### **What hygiene routines will be in place?**

Upon starting, the children will receive clear guidance of how we can control spreading including the 'Catch It, Kill It, Bin It' initiative.

Children will have their hand sanitised upon entering school. Children will regularly wash hands or sanitise hands. Learning will be stopped at regular intervals to wipe down surfaces in the classroom. Special



consideration will be offered during the first few days to share these routines with the children. Posters sharing school messages will be displayed throughout the school and shared continuously with parents.

**Will movement around the school be restricted?**

Yes. One-way systems and out-of-bounds areas will be typical. Children will go to the toilet following a 1-in 1-out system.

**What should my child bring to school?**

Very little. A water bottle is essential and a morning healthy snack. A pack lunch if your child is not having a school dinner). No stationary is necessary. School will only send items home if absolutely necessary. The control of items in and out of the school is an important step in controlling germs in and out the building.

**Will my child need uniform?**

At this stage, no. The guidance suggests that clothing that has been worn to school should be washed daily. The demands on getting uniform washed, dried and ready for the next day is an added pressure on families at this time. Wearing own clothes will alleviate that pressure, but it is important that clothing should be washed daily upon entering the family home. We will be planning some outdoor activities to exercise and get active, so would ask that children have appropriate clothing and footwear for this.

**How long are these measures likely to last for?**

It is difficult to say. We will continuously check the national picture and will presume further changes will be informed by changes in the r-rating. Any further changes will be thoroughly risk assessed.

**My child is very anxious about returning to school, what can the school do to support this?**

We will send out re-registration forms to try and gather information from home into how your child has coped during this period of uncertainty. Trained staff will share reassuring messages to our school cohort and will work with individuals as necessary.

**We have further concerns about safety measures not mentioned here, where am I able to share these questions and concerns?**

We are developing a clearer picture of the government's expectations every day, and we also appreciate the time parents have offered us in putting our plans together to this point. As of later this week, we will be issuing a separate email address in dealing with your individual comments, concerns and questions. Please continue to be patient with us, and refrain by sending questions in until this time. This is to allow time to further develop our preparations.

**What do I do, if someone in my family starts to become unwell?**

You should contact your GP immediately and then inform school. Further guidance on what to do if you suspect family members have contracted Covid-19 can be found here

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

**How do I inform the school that I will be taking up a place, or not?**

In all cases, the choice whether your child attends remains, quite rightly, with you. For those wishing for their child to attend, we will be running a booking system. This will allow us to forward plan for places and



ensure that we have adequate staffing on every given day. The school office will forward further information on this booking system later this week.

**Can I change my mind whether my child attends or not?**

Yes of course, ultimately the choice lies with you. We have attached a parent survey asking for your initial thoughts and then we will re-send the survey during half-term asking for any changes. Throughout re-opening, the choice of taking up a place or declining a place remains with you.

I hope this list has offered you some clarity on the control measures we intend to make here at St James' C of E Junior School. These measures have been planned based on our understanding of guidance at the time and all areas are subject for change. Further clarification on a number of safety issues is still being sought by the teaching profession and we will send revised information on the findings of these issues before Monday 1<sup>st</sup> June.

Finally, I would also like to make clear: the decision to share our safety measures with you at this stage, should not be interpreted as the school showing support, or indeed contesting the decision for government to reopen schools on Monday 1<sup>st</sup> June. It is simply aimed to help support our parents in their decision making at this time.

Yours Sincerely



Mr A Beattie  
Headteacher

