



St James Infant and Pre-School



A family guide for the full opening of school

10th July 2020

Dear Parents and Carers,

We have all missed seeing all of our families and we are looking forward to being able to see everyone in September. By then, it will have been such a long time for most of our children to have been away from school. I am sure it will feel strange at first. We shall all be here to help in making this transition as smooth as we can.

Unfortunately, the usual warm welcome will be somewhat lost with all of the restrictions that we must adhere to. However, please be assured that the children will be greeted by the warm and friendly faces of our staff team. They will be reassured, praised and helped so that we can continue to laugh and smile. Most importantly, they will be cared for and looked after.

The following guidance has been written to help you to understand what will be happening in September and how you can help us to open the school to all children in a safe and organised manner. Please make yourself aware of all of its content (I do appreciate that there is a lot to get through), so that you can practise with your children, but also be a role model when we return. It is important that we all play our part in minimising contacts so that risks of transmission of coronavirus is reduced.

The guidance describes 'plan A', which has been written 8 weeks prior to our return to school. Depending upon what happens during the summer holidays, the plan could change. I will endeavour to keep you informed as soon as possible if this is the case.

As always, if you have any questions, please message me or contact the school office for advice.

Best wishes,

Mrs G B Gynn

Gail Gynn
Head Teacher

Section 1: Public health advice to minimise coronavirus (COVID-19) risks

The DfE have asked all schools to revisit their risk assessments. At St James, we will be doing this alongside the Trust to ensure consistency whilst making sure this document is suited to our environment. This will include any preventative measures we will be taking to ensure the safety of all.

Section 2: School operations

Attendance

In line with DfE guidance, the school attendance policy will be reinstated. Attendance at school will once again become compulsory:

- *it is parents' duty to secure that their child attends regularly at school where the child is a registered pupil and they are of compulsory school age;*
- *it is schools' responsibilities to record attendance and follow up absence. School will therefore resume tracking attendance and will make phone calls home if children are absent;*
- *the issuing of sanctions, including fixed penalty notices in line with local authorities' codes of conduct will resume.*

(taken from the DfE)

Those advised to continue shielding or self-isolating will not be penalised and school will look at how best to support those families with home learning.

Ensure that your child is well enough to attend school. If in doubt, please call the school office.

If your child or anyone in your household is displaying symptoms of COVID-19, please inform the school immediately. **Do not bring your child to school.** Arrange to be tested. Tests can be booked online through the NHS testing and tracing for coronavirus website.

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

Staggered start and finish times

To reduce the number of children and adults entering and exiting the site whilst ensuring all children have their full entitlement to education we are suggesting the following start and finish times:

 and  Snowdrops and Buttercups arrive at **8.45 a.m. - 3.15 p.m.**

 and  Bluebells and Dandelions arrive at **8.45 a.m. - 3.15 p.m.**

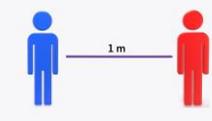
 and  Daisies and Sunflowers arrive at **8.55 a.m. - 3.10 p.m.**

(Please be aware that this is a different time to the time given in your first letter. The change has had to be made, in response to the guidance.)

 Poppies arrive at **8.55 a.m. - 3.10 p.m.**



- Please ensure that you arrive promptly, keeping to the times given. It is essential that children arrive at their specific time and be at their correct entrance. This will avoid congestion on the playground.
- Prior to leaving the house, please ensure everyone washes their hands for 20 seconds using soap and water.
- Take the opportunity to remind children about safe practices, such as coughing into your elbow, 'catch it, bin it, kill it', and not touching their face.



- Please respect social distancing as you wait on the playground. There will be designated areas marked with the flower of your child's class for you to wait in. If you have children who attend both key stages, please wait in the designated areas for each class at the appropriate time.

Teachers will collect the children from the playground. Unfortunately, it is recommended that parents **do not** enter the school building.

If you have a message for the class teacher, please message on Class Dojo by 8.00 a.m. If you need to see the teacher, please telephone the school office to make an appointment.

'Schools should consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school. Parents should be informed that gathering at the school gates / playground and coming onto the site without an appointment is not allowed.' (www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidanceforfullopening)

'Bubbles' or 'groups'

All children will be in a class - this will be known as their 'group'. Two classes will be joined together as a 'bubble'. Children will stay within this bubble all day, ensuring that contacts are reduced as much as possible.

Hygiene

The expectations around hand washing will remain.

- Please help us by making sure that your children continue to wash their hands for 20 seconds throughout the summer holiday.
- Hand washing and the use of sanitiser will continue throughout the day.
- The 'catch it, bin it, kill it' approach will be very important. All staff and children should follow this routine.

We all need to work together to build these routines into our school and home culture.

Uniform

Children will be expected to wear their full school uniform, unless their parents have spoken to me. We do appreciate that purchasing new uniform could be challenging over the summer. If you are unable to, please send your child into school in sensible clothing, in school colours.

All children will need a pair of tracksuit bottoms, sweatshirt and pumps / trainers in their P.E. kit because P.E. will be taking place outside.

Equipment

Children are able to resume bringing their book bags into school. This is essential; it will enable us to practise reading both at home and at school. All other equipment will be issued to the children individually, in their own learning packs. This is to avoid cross-contamination.

Snacks and lunches

We are hoping the fruit scheme for EYFS and KS1 will be back in place by September, but until you are advised otherwise, please send your child in with a healthy snack such as fruit or vegetable sticks.

Milk orders will be able to resume. Please order as normal, if you would like your child to have milk during the day.

Only cold lunches will be available to order. If you prefer your child to bring a packed lunch into school, that is acceptable. Please put it in a named, disposable bag that can be thrown away.

As part of our risk assessment, it has been decided that the children will eat their lunch in their classrooms. This ensures that health and safety guidance is followed.

Classroom environment

Small changes to the classrooms will be made so that the children are separating as much as possible. This will include seating children side by side and asking them to face forwards, rather than turning towards peers. Staff will be looking at the layout of the classroom over the holidays and will be following the guidance that will minimise transmission of germs.

Afterschool clubs

The contract with Pacesetters will resume. We therefore hope to continue to offer clubs to the children. More information about it will be sent out in September.

Brambles

Breakfast club and after-school club will resume. Please ensure that your child has a place by completing a booking form. You can do this by emailing Miss Fuller, laura.fuller@stjamesinfant.com. For hygiene reasons Brambles will be relocated initially. It will be based in the school hall. Parents will be able to access the hall by walking around the back of the school building.

Section 3: Curriculum, behaviour and pastoral support

Curriculum

The curriculum will remain broad, balanced and ambitious whilst ensuring additional time is spent on the basic skills of reading, writing, spelling/phonics and maths. This is being planned by the class teachers. Initial learning will focus around the needs of the children. Teachers will use various teaching and assessment tools to judge and plan for this.

Our 'big question' curriculum will continue. The Autumn term's question is, "What's behind the door?"

It is agreed that schools have the flexibility to plan the curriculum with the aim that the full curriculum will return by the Summer term (2021). Discussions around this will take place as the children return and we assess the needs of the children throughout the school.

We will continue to have in place plans for remote teaching, for families who may be shielding, in self-isolation and in case of a further closure.

EYFS

Staff will focus on the Prime Areas of Learning including Communication and Language, Personal, Social and Emotional Development and Physical Development.

KS1

Staff will focus on prioritising gaps in learning and re-establish good or better progress in the essential areas of learning as outlined above.

Physical Activity

PE will be taught, initially outdoors (weather permitting). Strict rules will be in place around the use of equipment, cleanliness and hygiene.

Wellbeing

Our well-being team will continue to support children and work alongside their families. All children will have access to Kaleidoscope sessions, both daily in class and in small groups, once a week. Staff are planning wellbeing units as part of the curriculum. As always, please speak to us if you have any worries or concerns. All of the staff are here to help.

Behaviour

We will expect **ALL** children to follow the same behaviour expectations that we always have. Of course, we will take into account any anxiety and settling-in difficulties but I am proud that at St James, we do have well mannered, respectful and caring children. This will be our starting point in reintegrating the children back into school life.

Section 4: Assessment and accountability

Assessments including Statutory Primary Assessments

From the first day in September, staff will be using their own observations and professional judgements alongside diagnostic ones recommended by the Trust, to provide information on how to address any gaps in knowledge and/or skills in order to ensure the progression of each child.

Testing will go ahead in Summer 2021 including:

- Year 1 phonics Screening
- KS1 Assessments and tests

We will share more information on these in late winter/early Spring 2021.

Section 5: Contingency Planning for Outbreaks

Remote Education

As mentioned above, we have the systems and no-how in place, to enable remote learning to be put in place promptly, if the need was to arise.

In September, we will review our current practise, which may include consulting with parents, so that we can deliver remote and home learning should a local or full lockdown occur, in the best way possible. This will include the expectations of the class teacher and the children involved in this type of learning.