

St John's Church of England Primary School

'The JOY of the Lord is Your Strength' (Nehemiah 8:10)

Headteacher: Mr Phil Thomson



Monday 24th August 2020

Dear Families,

I hope you all continue to be well and have been able to enjoy the summer holidays. I am writing today with the latest update regarding the return to school in September. We have been busy planning over the summer and I include information in this letter on our plans and expectations for the start of the new academic year! We cannot wait to return to some 'normality' at St. John's, but as will become clear as you read on, there are many changes you and your children need to be aware of before our return.

While every effort has been taken to ensure the accuracy of our plans, there will inevitably need to be alterations and changes to the operation and logistics of the plan over time. We continue to be updated by the government regularly and will ensure any changes in their guidance are assimilated and communicated to you promptly. Any updates will be added to the school website and posted on Class Dojo so it is imperative that you have the Class Dojo App installed please.

Return Date

In line with the Department for Education's instruction, it is our plan that all pupils, in all year groups, will return to St. John's Church of England Primary School full-time from the beginning of the autumn term - Thursday 3rd September 2020. Children entering our Reception class will start on slightly different dates; Mrs Thomas has already informed parents of Reception children of these dates.

Uniform

School uniform should be worn as normal from when the children return to school on Thursday 3rd September 2020. On days children have P.E. lessons, they will be able to attend in school P.E. kit on that day only. If they do not possess the school P.E. kit, then uniform should be worn as usual. Children will not be able to change for P.E. in school. I have attached a copy of our school uniform expectations along with this update.

Teachers will post dates for PE lessons on Class Dojo and website pages.

Children will therefore not need bags with PE kit inside. **Rucksacks should NOT be brought to school as the children will not need them.**

Lunchboxes can be carried and a book bag can easily be carried and stored. Children DO NOT need to bring their own resources or equipment to school.

Attendance

The DfE guidance on attendance (from September 2020) reads as follows: "Now the circumstances have changed and it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development. School attendance will therefore be mandatory again from the beginning of the autumn term." Attendance at school from 1st September 2020 is now compulsory. The government guidance states that a fine of £60 can be imposed for

Rufford Road, Crossens, Southport, PR9 8JH
admin.stjohnscrossens@schools.sefton.gov.uk
www.stjohnsprimary.co.uk

St John's Church of England Primary School

'The JOY of the Lord is Your Strength' (Nehemiah 8:10)

Headteacher: Mr Phil Thomson



each child that fails to attend unless due to illness (this kicks in on the 10th school session missed with each half day equalling 1 session).

Children cannot shield unless they can present a letter from their medical team or medical professional to school advising that they would be safer to continue their education at home remotely after the 1st September.

COVID-19 continues to worry many of us and I must stress that if you are worried about sending your child back into school, then please email us at St. John's and we shall try to ease any of these fears.

Drop-off and Pick Up

From September, we will be admitting children to school through **3 different entrances**. These will be open at similar times but you are unable to drop off siblings through the same entrance to school. A member of staff will be on hand at each entrance. The aim is to minimise congestion in any one area.

Reception and Year 1 will enter through the gate in the car park (used for the parade at the festival)

Years 2, 3 and 4 will enter via the 'usual' side gate to the playground.

Years 5 and 6 will enter by the front entrance.

Each entrance will open at 8:45 am and close at 9 am in the morning – this should allow you to make multiple drop-offs if required!

To avoid parents needing to hang around, pupils will enter school straight away. Children who walk to school by themselves should NOT arrive at school earlier than the start of the school day. Parents should not need to enter the school site for any reason.

In the afternoon the following pick up times will apply:

Reception and Year 1 – gate will open at 2:55 pm

Years 2, 3, 4 – gate will open at 3 pm

Years 5 and 6 will be dismissed at 3:10 pm via the office.

The staggered finish times are there to ensure that parents are able to move between different areas for pick-up and so that we do not end up with children waiting around longer than necessary.

We encourage all parents to leave promptly at the end of the day and avoid mixing. We would appreciate if only 1 adult accompanied each child to / from school. Parents and children are encouraged to walk to school where possible. Parents of younger children who choose to cycle or scoot will need to take bikes and scooters home with them during the day. Any children who cycle or scoot to school by themselves will be given access to the cycle storage area on the playground (they still need to enter / leave school through their designated entrance / exit).

Rufford Road, Crossens, Southport, PR9 8JH
admin.stjohnscrossens@schools.sefton.gov.uk
www.stjohnsprimary.co.uk

St John's Church of England Primary School

'The JOY of the Lord is Your Strength' (Nehemiah 8:10)

Headteacher: Mr Phil Thomson



It will not be possible to speak to teachers at the start or end of the school

day as they will either be in the classroom to receive children or ensuring they leave safely. If you need to speak to your child's teacher, please send a message through Class Dojo or ring the office to make a telephone appointment.

As the front entrance is being used for pupils, the school office should not be accessed by parents at the start or end of the school day unless through prior arrangement via a call or email. The office will not be open for parents to drop-in to until after 9:15 am; similarly, access to the office will close at 3 pm ready for Year 5 and 6 to leave. We ask that only 1 parent enters the foyer area at a time. If you need to pick up your child for an appointment, please allow a little extra time in case there is a queue. The current DfE guidance states that coming onto the site without an appointment is not allowed. However, parents can obviously still call and receive support over the phone or via email [01704 227441 / admin.stjohnscrossens@schools.sefton.gov.uk].

Any home-made non-disposable face coverings that staff or children are wearing when they arrive at school must be removed by the wearer & placed into a plastic bag that the wearer has brought with them in order to take it home. Disposable face-coverings must be placed in a bin. The wearer must clean their hands.

Lunch times

Children will eat lunch as usual (either packed lunch brought in from home or a meal prepared by our kitchen staff). Menus will be planned as usual by Mellors and communicated to parents – I do not have these menus at this time. However, choice will be more limited in the first term. We will not be able to use the hall for all children at lunchtime so most pupils will eat dinners in their classroom (or outside at the start of term if the weather is nice). Dinners will be transported to the children rather than them coming to the hatch so choice will be limited.

Hand hygiene

Adults and children are to wash / sanitise their hands on the following occasions:

- entry to school;
- before /after break times;
- before / after lunch;
- when they change rooms;
- before leaving school;
- anytime that they visit the toilet or cough/sneeze in to their hands.

Hand sanitisers pumps have been purchased and are stationed at appropriate points in school, e.g. at classroom entrances, the reception desk for visitors and staff upon arrival. Staff will instruct children on how to wash their hands, but are not to physically wash their hands for them.

Sinks with water and soap are available in most classrooms as well as toilets and some shared areas. School have also purchased two portable handwashing units to limit queueing!

St John's Church of England Primary School

'The JOY of the Lord is Your Strength' (Nehemiah 8:10)

Headteacher: Mr Phil Thomson



Hand hygiene protocols are to be re-visited at the start of the academic year when the children will receive reminders about the expectations of practices and protocols in school. They will be established as part of our culture and behaviour expectations.

Toilets – children will be able to access toilets throughout the day but must only use the toilets within their 'bubble': Reception/Year1; Year 2, 3,4; Years 5 and 6. At playtimes and lunchtimes, children will only be able to use their designated toilets.

Grouping the Children

The DfE guidance recommends that groups are kept as consistent as possible. Classes will be taught individually as they usually would be with any movement between classes kept to a minimum. To allow all children to return at St. John's we will be grouping classes together to form 'phases' – this is mainly based upon the geography of our school. To keep our terminology in line, these will be termed as 'bubbles'. The three bubbles will be:

- Reception and Year 1
- Years 2, 3 and 4
- Years 5 and 6

These phases will share the same areas of school, use the same toilets, and have playtime and lunchtime at the same time. Resources and equipment will be shared within phases. Any equipment used across phases will be disinfected beforehand.

If we did not stagger the day in bubbles then the demands of staggering the school day and allocating set times to use the toilet would prove impossible to manage.

All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the curriculum, however now that we are in bubbles, the necessity for this to happen is very unlikely.

It is not anticipated that children from different phases will be able to mix during the school day unless in exceptional circumstances.

Measures within the classroom

Adults are to encourage children to maintain a distance between one another whilst inside and reduce the amount of time that they are in face-to-face contact with one another. Where circumstances allow, adults are to try to distance from children and one another. Children with additional needs should receive as much support as normal but adults are to be extra vigilant and mindful of their face-to-face time with the children and reduce this where possible.

Classrooms need to be adapted to support distancing where possible. Where desks are used [Y1 – Y6], they should face the front and children should sit side-by-side, not facing one another nor side on. Classrooms will be prepared as such ready for the return in September. All resources will be provided for the children. The government recognise that younger children in particular will find it difficult to maintain social distancing. They will be reminded, however, throughout the day as will all year groups.

St John's Church of England Primary School

'The JOY of the Lord is Your Strength' (Nehemiah 8:10)

Headteacher: Mr Phil Thomson



Assemblies

There will be no whole-school events where children and adults are required to congregate. Assemblies will be limited to phase assemblies which may take place in a shared area or remotely. Children will be required to distance during these assemblies rather than lining in tight rows. Children are not to sing during assembly currently.

Pupil Expectations

Pupils must only attend school if they or a member of their household do not have COVID-19 related symptoms. When attending school, pupils must adhere to our behaviour policy and follow the rules and expectations outlined below. This will help to maintain the health and wellbeing of everyone in our school and wider community:

- Pupils to arrive at school and leave to go home at the designated time. Do not congregate in school at the end of the day.
- Pupils to wear their uniform to school from the first day back at school.
- Pupils to wash hands on entering and leaving school and at other designated times throughout the day; before / after eating and after going to the toilet **and** at any other time staff feel it is necessary throughout the day.
- Pupils to always avoid physical contact. No hugs, shaking hands etc.
- In the classroom, pupils sit in the same place at all times. Do not move the table or chair.
- Pupils to maintain a safe distance from others between and during lessons.
- At break and lunchtimes, pupils to go outside (if the weather is good) or remain in the classroom (if the weather is poor). Maintain a safe distance from others at break times and lunchtimes.
- Pupils not to share belongings (stationery, food etc.) with others.
- Pupils to only bring the minimum required with them into school, e.g. packed lunch and water bottle (clearly labelled).
- Pupils to use the toilet designated for their phase.
- If children require prescription medicine for an illness/allergy (that is not COVID related), this must be agreed in advance with the main office.

Breakfast Club and FAST Club [wraparound care]

From Thursday 3rd September 2020 wraparound care will resume both before and after school. There will, however, need to be some significant changes to our provision in order to ensure the safety and wellbeing of staff and pupils who attend. **We ask that this provision is only used if absolutely necessary.** The following will be put in place:

- Children must be booked into breakfast club / FAST club in advance. The booking form is on our website and will be available from the office from the start of term.
- There will be a limit of 16 children per day.
- Breakfast club and FAST will take place in the Olympic Room as normal (where possible this room will only be used for this purpose) Outdoors will be used where possible.
- Snacks will be simplified!

Rufford Road, Crossens, Southport, PR9 8JH
admin.stjohnscrossens@schools.sefton.gov.uk
www.stjohnsprimary.co.uk

St John's Church of England Primary School

'The JOY of the Lord is Your Strength' (Nehemiah 8:10)

Headteacher: Mr Phil Thomson



- We ask that only 1 family enters the foyer area at any time at drop-off and pick-up times.
- The same rules as throughout the day will apply regarding social distancing where possible, hygiene expectations and toilet locations.
- We appreciate that children may potentially mix with children from other 'phases' when they attend wrap-around care. This is unavoidable in order to facilitate this provision. Government guidance is to 'minimise' the mixing of groups (phases) as much as possible but acknowledges that this is not always possible in running a school.

At this time, it is unlikely there will be any school-run clubs during the autumn term.

COVID-19

We ask that any parent informs us immediately if they, a family member or their child develops symptoms of COVID-19. We then expect to be informed of the results of any test. I attach a copy of the process map circulated by Sefton which guides us in school should a child or staff member become unwell with symptoms or be diagnosed with COVID-19.

Following government guidance, should we have 2 or more positive cases of COVID 19 within 14 days Public Health England will be consulted and this may lead to a temporary closure of the school. If we do it will be closed to all staff and pupils without exception. If we have to go into a local area lockdown it may be that key worker and priority children may still be allowed to attend, we will be advised from the Local Authority at that time.

If we are locked down or your child's bubble is isolating remote learning will be provided. It is vital that all parents communicate via Class Dojo and our school email addresses so that we can support you. The government expects all pupils whilst at home to engage fully in remote learning and this will be monitored daily. It is important that you let your child's teacher know straight away of any difficulties you are having or possible barriers to learning so that we can support you in the best way.

I hope that the enclosed information is useful in explaining how we will manage the return to school at St. John's. Every school will be managing the return slightly differently depending on their individual circumstances and I readily admit that we are not the fount of all knowledge and we may find that some of our procedures and expectations change slightly over time. As we all are, we are experiencing a pandemic like this for the first time and we have no prior experience to guide our planning. Rest assured that everything we do is planned with the continued health and wellbeing of all involved with St. John's in mind. We know that a return to school is not going to be easy for many but communicating with us early will make things as smooth as possible. Please feel free to contact me (Class Dojo or email are best until we return) and I shall endeavour to answer your questions as best as I can.

Kind Regards

Mr P Thomson

Rufford Road, Crossens, Southport, PR9 8JH
admin.stjohnscrossens@schools.sefton.gov.uk
www.stjohnsprimary.co.uk