

Arrangements for September 2020

26/08/2020

Dear Parent, Guardians and Pupils,

We hope you are all well and have had a fantastic holiday and made the very best out of the summer with all the various local restrictions. We are all very much looking forward to welcoming everyone back into school. It may be a moderate understatement to say that there have been lots of changes and school will look different to how it did prior to the pandemic. We have been working really hard to put measures into place that keep staff and children as safe as possible. We have also looked at ways to support your child(ren)'s wellbeing and education. This is a long document and I apologise for this but there is a lot of information to share. Inevitably, there will also be changes as we progress, which will be communicated by text message and updates on the website. I have put a contents page below, to make this document easier to navigate and so you can find information quickly. We know this is a lot of information but please find the time to read it and share what you think is appropriate with your child(ren) to enable a smooth transition and to keep everyone safe.

We are very sorry for the short notice of this guidance. A lot of government changes have happened over the summer and on the 28th August. These are unprecedented times but please be assured that we are doing everything in our power to ensure that the pupils and staff are safe, while maintaining the values we hold dear in our school and minimising the impact of this situation on the pupils.

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Virus control and health

We are looking forward to seeing everyone back in school. It is really important that we all follow the government guidance and our school guidance to ensure everyone is safe and minimise the risk of further closures.

- Parents and pupils must not come into school if they are showing any signs of Covid 19.

The main symptoms as of 01/09/2020 of coronavirus (COVID-19) are:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
- If a pupil develops any of these symptoms during the day, they will be isolated and cared for by staff with PPE, until parents arrive to pick them up. The pupil(s) and the members of the household will need to be tested for Covid-19. They will need to be off school until being tested and if one member of the household tests positive, they will need to remain out of school for 14 days. This is stated by the government track and trace procedures.

It is essential that we keep our school community safe by following the rules and guidelines.

What to bring

Each day pupils should bring:

- Preferably, children will bring in a named school bag which will be stored in the cloakroom for Nursery and Reception pupils (please include a spare set of clothes).
- For KS1 and KS2 pupils, again preferably, children will bring in a named school bag which will be stored on the back of their chair, which will hold their book bag, water bottle and packed lunch.
- A named water bottle which will be kept separately from other pupil's belongings.
- Tissues - for the 'catch it, bin it, kill it' approach to coughs and sneezes.
- Packed lunch (if your child is not having a school dinner).
- Medicines / inhalers - these should be dropped off at the school office by an adult, who will need to complete a form to inform the school about dosage / timings etc.
- Mobile phones (only Y5 and Y6 pupils who walk to school on their own) and these must be turned off and kept in the child's bag. We cannot take responsible for loss or damage.

Pupils should not bring anything else into school and we ask that parents of younger pupils check their bags to ensure they have only what they need. Older pupils should be encouraged to check their bag themselves to develop their independence.

Arriving and leaving school

- The gates will open at 8:45am and the teachers will be at the front of their lines ready to receive the pupils. **All pupils must enter through the Chadwick Street entrance** and **parents or guardians over the age of 12 are requested to wear face coverings** while dropping off and being in the school grounds. Staff will not wear face coverings as standard practice so we can greet the pupils and this is in line with DFE guidance. Older pupils should be encouraged to enter the school grounds alone but this may take time for their confidence to build.
- We ask parents of Nursery and Reception pupils to walk their child to the building and drop them off into their outside area where the teacher will be there to greet them - but as explained below, parents are not to go in any building.
- **Anyone entering the school grounds must exit through the Sunlaw Street entrance.**
- There will be a 15 minute window between 8:45am and 9:00am to drop pupils off and parents should not wait until 9:00am and should leave when the teacher is out on the playground. This will reduce any congestion and reduce contact.
- Picking up – The playground is large enough for parents to wait and socially distance with a face covering on. Once your child comes out with the teacher, please leave through the Sunlaw Street entrance.

We know lots of schools are using a staggered start and finish times and many schools have done this as standard practice for many years but we also know this will be problematic for parents with children of different ages. We will review the system above and we may introduce this measure.

Contacting School

Please do not enter the school buildings unless you have made an appointment or there is an emergency. Teachers will be on the playground from 8:45am and please wear a face covering and maintain 2M distance as outlined above.

You can contact the office and the teachers will get back to you as soon as possible. You can use the class email address but please be aware that the response will not be instant as the teachers all have class responsibilities.

Email addresses:

Office – office@st-james.derbyshire.sch.uk

Headteacher – headteacher@st-james.derbyshire.sch.uk

SENDCO – SENDCO@st-james.derbyshire.sch.uk

Key Stage 1 and EYFS Leader – KS1leader@st-james.derbyshire.sch.uk

Key Stage 2 Leader – KS2leader@st-james.derbyshire.sch.uk

Parents' Evening is normally at the end of October and further information will follow.

Nursery and Reception parents, this isn't the start to school we wanted for your child, please be assured that the first couple of weeks are a settling in period and if there are any concerns or worries please contact school. We want your child to have a smooth transition into our school and we may be able to accommodate any requests.

Payments

Where possible, please use the school online payment system as this is preferable to real money. Please contact Mrs Donaldson by phone if you are unsure about this.

Parking at school

Parking near school is very difficult and there have been many near misses. We do not want any child being injured or worse. Please do not park in the disabled spaces unless you are the holder of a blue badge and do not park in the staff car park or near the garages.

Guidance shows that being in the open air hugely reduces the virus transmission rates and we request that where possible pupils and parents walk to school or park further away to reduce virus transmission and keep people safe.

In the classroom and class bubbles

We know a lot of pupils have not been in school since March and we want to keep the environment and routines as familiar as possible, while maintaining a safe environment. Pupils will remain in their class bubbles as much as possible and we and the DFE recognise that pupils will not be able to socially distance in the class bubbles and even less with the younger pupils.

Desks and belongings

In Nursery, Reception and Miss Taylor's class, the pupils will hang their coat and bag on the pegs provided and the classroom will be set up for continuous provision. There will very little difference in the physical environment and the pupils will wash their hands regularly. Pupils will be provided with all the stationery they need.

In KS1 and KS2, the pupil desks will be set out in rows and the pupils will be facing forwards. They will have their own chair and table space. They will put their coat on the back of the chair and bag under their chair.

Uniform

Pupils need to wear school uniform as normal.

- School jumper (logo optional but desirable). These can be bought from Bulldog fashion in Glossop. <https://bulldogfashions.co.uk/> and 01457 867090.
- Black or grey trousers or skirt.
- White shirt or polo shirt
- Black shoes

Pencil cases

All resources will be provided for the children and pupils in KS1 and KS2 will be provided with a clear pencil case, which has everything they need in it.

PE

Parents will be informed on what days PE will happen and pupils can come to school in their PE kit, this is the preferred option compared to the traditional drawer string bag. They can wear jogging bottoms and their PE T-Shirt all day. Some pupils prefer shorts and there is no need to buy jogging bottoms if they don't have them. The pupils can wear their shorts under their trousers, if preferred.

Reading

Children will bring a reading book home. When the books are returned to school, they will be 'quarantined' in school for 72 hours. Reading records will be used as a log for parents and teachers will use their own in school. Please continue to read with your child every day.

Marking

Acknowledging the pupils hard work and achievements is very important for their motivation and sense of achievement. It is also vital in demonstrating what the pupils have done and this informs what they need to do next. However, the scientific advice is clear that the virus can live on paper for 24 hours. We use the same books daily and feedback is most effective if it is instant and leaving books for 24 hours plus before marking isn't effective. We will not be marking books and this will be reviewed regularly. The teacher and teaching assistants will provide lots of opportunity for class and personal assessment. The pupils will get lots of oral feedback and this will be what they need in making rapid progress.

Break times and lunchtimes

- Class bubbles have their own designated areas for break time and lunchtime and will wash their hands before going out and when they come back in.
- Each class will have a designated midday supervisor.
- Nursery, Reception and KS1 pupils will eat in the hall in their class bubbles and over two time slots. The tables and benches will be cleaned in between each setting.
- Pupils in KS2 will have their lunch in the classrooms. They will go into the hall to collect their lunch and return to the classroom.
- Any playground equipment used will be cleaned as needed.

Assessment and the curriculum

We know all pupils will have had many different experiences since March. Our priority is to assess all pupils in terms of their emotional health and academic attainment.

Emotional health – We don't know what all pupils have gone through during this period. If there is anything you think we need to know, please email the office, class email or Mr Woodward – cwoodward@st-james.derbyshire.sch.uk

- We will support all pupils and families and provide support in school such as nurture and bereavement and you will be contacted if that is the case.
- We have a variety of services in Derbyshire that we can refer to as needed.

Learning – Our priority is to ensure all pupils meet their potential in all areas. We will assess all the pupils again in the first few weeks.

- All pupils will be assessed (in a range of different ways) to help teachers to plan appropriate and challenging tasks.

Attendance

School attendance will be mandatory again from the start of the Autumn term. This means that parents have a duty to ensure that their child attends school, where the child is a registered pupil and they are of compulsory school age. Each school has a responsibility to record attendance and follow up absence, and sanctions (including fixed penalty notices) may be issued by the Local Authority.

We will therefore revert to the Attendance Policy which was in place before lockdown - please

see our website. If your child is not going to be in school on a particular day (eg due to illness) please phone the school office or use the absence recording form on the website before 9am. Should we need further details, then the Office Staff will follow up by phone so that the register can be fully completed each day. If the absence is due to quarantine restrictions, self-isolation or a medical appointment, we would appreciate as much notice as you can give please.

Requests for the approval of a holiday absence should be made before any holiday is booked. Parents should complete the "Form - leave of absence request" (available from the office) and return to the school office. Please note that each request will be considered individually on a case by case basis and will take various factors into account (as outlined in the Attendance policy).

Before and after school club

The before and after school club (The Orchard) will be available from Monday 7th September 2020.

Opening times:

7:30am – 9:00am and 3:30pm – 6:00pm.

A record of all pupils in the club will be kept for 21 days to support track and trace. All pupils and staff will follow hand washing, cleaning routines and social distancing where appropriate.

Parents must not enter the premises or bring their child into school if they or their child(ren) are displaying Covid-19 symptoms as defined by the government. If the child displays any symptoms, the same procedures will be followed as the schools.

Please contact the office if a place is required.

Collective Worship

Collective worship is a really important part of our school day and very important for pupil's social, emotional and moral development. We will not be having any whole school collective worships or church visits for the foreseeable future.

Collective worship is a requirement for all schools in England and all collective worships will either be streamed live into classrooms or recorded and played to the pupils. Celebrating success is very important and the good work assembly will happen on a Friday morning in class. Chris Ellison and Reverend Toby May will be recording collective worships and we will play them to the pupils and teachers will initiate discussion as needed.

Extra-curricular activities and visitors

We know that after school activities are really important in developing pupils' interests and skills. However, there will be no after school activities until further notice.

Individual and small group music teaching will still take place with social distancing, enhanced cleaning and pupils from the same class bubbles.

All health care and social care visitors will still be permitted on site with hand washing, cleaning and social distancing in place. However, non-essential visitors will not be permitted on site.

Student teachers and teaching assistants will be coming into school and will follow all the same guidelines as the staff.

Contingency Planning for Future Lockdowns

In the event of a local or national lockdown, we need to ensure that all pupils and families are fully supported and this as little impact on the pupils learning as possible as we know a lot of time has already been lost. We have highlighted the main changes below, however, the government issued the 'Plan B' guidance on the 28th August and we will update our guidance as needed.

Class bubbles

If a pupil or the main members of staff in a class bubble tests positive for Covid-19, all the members of the bubble will need to self-isolate and all members of the household will need to be tested as per the track and trace guidance.

Unless the teacher is ill, work will be set and the procedures followed as below. If the teacher is ill, a member of staff who best knows the class or a member of the senior leadership team will set work for the pupils.

Local and national lockdown

In the event of a local or national lockdown or restrictions, we will put the following measures into place to ensure there is minimum impact on the pupils learning or welfare.

- Google Classrooms – We are having training on google classrooms which will allow teachers to set work, mark online and maintain contact with pupils. This will minimise the impact of the pupils not having direct contact with the teachers.
- If this is not in place in time for a lockdown, work suitable for the pupils needs will be set and put on the website as was the previous arrangement.
- Pupils with parents who are keyworkers or pupils who fall into the government definition of vulnerable pupils will have a place as a keyworker. Places will be given based on the criteria issued by the government if there is a lockdown.
- Vulnerable and SEND children will be contacted weekly by the SENDCO or class teacher.
- Pupils will be contacted by the class teacher at least once in every 14 days, unless the teacher is ill.
- Bespoke work will be printed and posted if requested by parents or if there is no internet access.

It is everyone's hope that this will not be necessary and there will be changes to our approach to lockdowns as more guidance is released.