



Ely St Mary's C of E Junior School

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(Absence, Dinners, Uniform, Clubs, Medicines, Contact Details, School Pick-up)

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1st September 2020

Dear Parents / Carers,

Re: Return to school in September

I hope you have all been enjoying your summer holidays. We have missed you and we are really looking forward to the children returning next Monday.

It our expectation that all pupils will return to full time education in September, these expectations are no different to those that existed before lockdown. It is important that all pupils return to school so that they can restart their face to face education amongst their peers and with their teachers.

Following the Secretary of State's speech on Thursday 2nd July when the full reopening of schools in September was announced, we have been preparing our plans to make this possible at Ely St Mary's. This has continued over the summer holiday to ensure everything is in place.

I know that feelings among you will be mixed, but we will be following the guidance published by the Government to provide you all with the assurance that our processes are in line with national expectations. We have now finalised our risk assessment which will be published on the ESM website for your information.

Going forward, we can't wait to get back into our routines and, although school will look a little different, there will still be a significant amount of familiarity about our day which will help everyone settle in quickly.

For all year groups, the first two weeks will have a focus on mental health and wellbeing as well as adjusting the children to new routines and procedures. Our curriculum remains broad and balanced and we have put in place plans to support children to move forward in their learning. More information about the curriculum will be sent out by individual year groups when we start back.

No doubt you will still have many questions so please take the time to read the following information carefully as this will help to make our return a success.

Thank you for your continued patience and support and we look forward to welcoming everyone back in September.

Kindest regards,

Beccy Ireland-Curtis and the ESM Team

How are you going to keep my child safe in school?

The good news is that we have been preparing for this return since lockdown began. We have put in place the following systems and further information can be found in our risk assessments that are published on our website.

- Identified bubbles (Year group) of children to limit contact within school
- Established one-way systems to limit contact within corridors
- Consistent staffing to ensure continuity within 'bubbles'
- Staggered breaks and lunchtimes
- Enhanced cleaning throughout the day
- Established handwashing expectations
- Classroom layout adapted to reduce risk to all children
- Provision of personal equipment to avoid sharing resources
- Protocols for using shared equipment and cleaning
- Established first aid procedures for suspected Covid-19 cases including access to full PPE to avoid potential transmission between patient and First Aider
- New procedures for the start and end of day to avoid congestion and large gatherings of parents and pupils.

SCHOOL STREETS - ROAD CLOSURE AT OUR SCHOOL

We are pleased to let you know that our School has been approved to be part of the Government School Streets project commencing 1st September 2020.

School volunteers will be operating the road closure barriers

(See map below for road closure points)

Morning: from 8.30am to 9.00am

Afternoon: from 3.10pm to 3.30pm

By temporarily closing the road during these times outside our school, this will help to implement social distancing and encourage active travel, with the added benefit of reducing congestion and pollution at our school gates and most importantly improving safety for our children on their way to and from school.

This is being arranged by Cambridgeshire County Council using a **Temporary Traffic Regulation Order** which will run from the start of term in September 2020 until the end of summer term in July 2021.

Access will be maintained for emergency vehicles and exemption permits will be given to essential vehicles only.

We ask all families to respect the volunteers and adhere to the road closure. We are sure that you will support this for the benefit of our children and don't expect there to be any issues however, any abuse to the volunteers will be reported to the police.

We would encourage you to use active travel, walking, cycling and scooting wherever possible, please note the road closure area will be a pedestrian zone only.

For more information contact Road.safety@cambridgeshire.gov.uk

Year 4 parents to walk around the back of Year 6 and then walk up to the two exits on the top playground.

Years 5/6 should use the 2 exit gates on the top playground.

NB The gate by Mrs I-C's room will be locked so there will be no through route in the afternoon.

Summary

Year group	Start times	Finish time	Entrance	Exit
Year 3	8:40-9:00	3:15pm	Main car park entrance	Car park gates
Year 4	8:40-9:00	3:15pm	Main car park entrance	Exit gates on top playground
Year 5	8:40-9:00	3:20pm	Vehicle access gate top playground	Exit gates on top playground
Year 6	8:40-9:00	3:20pm	Vehicle access gate top playground	Exit gates on top playground

I have a child in other year groups - what should I do?

Collect your youngest child first and then follow the one-way route around school to collect your other children before exiting out of the allocated gates on the top playground (NB there will be no through route back to the front of the school). We have given a 5 min difference between the end of lower and upper school to help facilitate this. Do not worry if you are collecting from Year 3 and Year 4 – the teachers are aware and will keep hold of your child until you arrive.

I need to speak to my child's teacher. Can I do this before and after school?

We appreciate that getting key messages to staff is important, but to avoid congestion at the start and end of the day please use class dojo or email into the school so we can deal with any concerns efficiently. Sometimes you will need a raise an immediate concern, but this should be the exception not the norm.

I need to speak to the office team. May I go to the office?

Only go the office if it is an absolute emergency. Enquiries may be made in the following ways:

- by telephone, to (01353) 662163;
- by email (see letterhead for details).

Only one person is allowed into the reception area at any one time.

You will no longer be able to pop into school during the day without an appointment, so please either call or email us with any enquiries.

Will my child need to wear uniform?

Yes - we are expecting all children to be in full uniform as soon as they begin back in September. This includes appropriate shoes and PE kits. Wearing our uniform is part of our rules of being Respectful and Ready and allows us to show how we are part of a community. This is especially important when coming back after such a long time away.

We have decided that children should wear PE kit on the days that they come into school so that it is not sat in the corridors. Children are expected to wear appropriate PE kit on these days (see website).

Following feedback – we are more than happy for children to come into school wearing dark trainers every day if this is easier (bright trainers will not be allowed).

Can my child wear a face covering in school?

The current guidance (August 29th) is that face coverings are not required within the primary classroom.

Based on current evidence and the measures that schools are already putting in place, such as the system of controls and consistent bubbles, face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided.

Therefore, they will not be permitted within the classroom setting.

Face coverings may be worn to and from school and the following steps should be taken to safely remove and store them.

- Hands should be washed or sanitised before touching the face covering
- Face coverings should be taken off using the ear loops and folded inwards so that the outer surface does not contaminate the inner surface.
- Face coverings should be stored in a clean plastic bag or container specifically for that purpose and placed in safe storage- they should never be left on a surface or carried in a pocket without being placed into a bag/box first.
- Hands should be washed immediately afterwards.
- Face coverings should never be shared.
- Face coverings should be disposed of appropriately (not in normal classroom waste) – whenever possible please take Face coverings home to dispose of properly.
- Reusable face coverings should be washed after each wear.

Can my child wear a face covering when walking through communal areas and at playtime?

Because we are remaining in our year group bubbles and how we have set the timetables and one way systems, your child will not be in the situation where they will be mixing with anyone outside their bubbles. Therefore there is no need for your child to take any further precautions by wearing a mask at this time.

What will my child need to bring into school?

Please keep belongings to a minimum. This should consist of the following:

- A small school bag containing lunch box (lunch box if needed) and water bottle* (named and cleaned daily).
- Coat

*This is essential as we will no longer be providing cups for water within the class setting and the fountain is out of use. Unfortunately we do not have the capacity to provide water bottles for every child. If you are in receipt of PP funding and require a water bottle then please let us know via email by the 4th September and we will ensure that we have one for your child ready for the 7th. This will be a one off purchase and if lost or broken we will ask you to replace it.

Children do not need a pencil case as we will provide your child with everything that they need.

When will my child be doing PE?

Your child's class teacher will let you know which day PE is in the first newsletter in September.

Will classes be gathering for Collective Worship?

Collective Worship will be filmed by the teachers beforehand and will take place in the classes. Once we have settled into our new routines- we will explore having year group Collective Worship sessions, but this is not likely to be at least until October.

If you have removed your child from Collective Worship for religious reasons, your child will be asked to wait in a secure area within the bubble and will be given alternative work to be completed.

Will my child be set for maths?

No, not at first. We believe this year it is crucial that your child's class teacher gets to know your child well so they can identify any areas of learning that we need to revisit so we can mitigate any negative impact from the lockdown period. We will review this regularly.

Will you be providing hot lunches? - Please read this section carefully

Hot lunches will be able to be booked from the **21st September**. There is a slight price increase to £2.20 and these can be paid for using ParentPay.

Between 7-14th September we will only be providing lunches for those entitled to Free School Meals. If you are entitled to FSM- your child will receive a daily packed lunch between the 7-14th September and then a hot lunch after this.

During the week of the 7th September we will be asking parents to make us aware of the pattern of meal choices (i.e. hot dinners or packed lunches) in order to facilitate ordering and minimising waste. We are asking parents to stick to this meal pattern for a minimum of half a term. If you wish to change your plan for the next half term – you can send in an email and we will action this for you.

Why can't you provide hot meals from the 7th September?

In order to ensure everyone's safety at lunchtime we have had to put in completely new procedures. This is to ensure that bubbles do not mix and that we are able to give everyone enough time to eat their lunch and have a playtime.

The first two weeks will be spent rehearsing the new procedures and making any changes to ensure that when we begin hot meals everything will run smoothly.

Can I send my child if they are feeling poorly?

If your child is demonstrating any of the recognised symptoms of Covid-19 then do not bring your child in under any circumstances. Please access the following resource for further guidance.

[NHS Corona online](#)

What happens if we are told we need to self-isolate, how will we access learning?

At Ely St Mary's we have been looking very closely at how remote learning would work in these circumstances. We have asked for the opinions of children, parents and teachers to enable us to design a suitable solution going forward based on our experiences this year. This will be called our **Blended Learning Offer** and we will send out more details of this at the beginning of term which will give further details. All children will have immediate access to remote learning if they have to self-isolate with suspected Covid Symptoms or as a wider approach to managing a potential outbreak, which will allow them to continue to complete the same work that their peers are doing in school. This will help to avoid any potential gaps in your child's education.

At the beginning of term, we will reissue a survey to gather information about your access to technology etc which will help us to plan more effectively.

Can my child bring their mobile phone into school?

May I take this opportunity to remind you that pupils should ONLY bring phones to school if they arrive at or leave school alone and need a phone to communicate with parents / carers about this. Under no circumstances should pupils bring phones to school for social networking or to take photos. Please refer to DEMAT's Online Safety Policy (<https://demat.org.uk/wp-content/uploads/2020/04/19-Online-Safety-policy-Apr-18-V1.pdf>). Any mobile phones that are brought into school are at pupils' own risk.

Pupils in years 3 and 4 are not allowed to bring a personal mobile phone to school unless there are exceptional circumstances which would need to be discussed with the Headteacher.

There is a Consent Form which you will need to complete and submit to inform us that your child will be bringing a mobile phone to school in September.

<https://forms.office.com/Pages/ResponsePage.aspx?id=IN8UzBtljUyoVNIGkRXTWShB91HVhJtNvK9w8kfRLXdUMFUzN0cyNzZZNk1WODFOTU9TUUXDM05UNS4u>

In order to keep Year 5 and Year 6 pupils safely inside their classroom bubbles and ensure their mobile phones are stored safely and handled in a way which will ensure that good hand hygiene is maintained, we will be asking any pupils who need to bring phones to school to place them in a named zip-up container (provided by school) on arrival in class and to place them inside a box in the classroom. A member of the office team will then collect the phones (inside their boxes) and lock them away securely for the duration of the school day. They will then be re-issued to pupils before the end of the day. This will ensure that only pupils touch their mobile phones and that they are stored securely.

Under no circumstances should a mobile phone be kept in a school bag.

My child is attending out of hours childcare- is there anything I need to know?

Full information can be found using the following link.

<https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

My child will be using school transport to get to and from school - what is going to happen?

We will be providing the companies with seating plans to ensure that children are seated in the year group bubbles whilst travelling. Children will be asked to wash their hands before and after travelling and pupils over 11 years of age will be required to wear a face covering for the duration of their journey. Siblings will be allowed to sit together.

My child has medical needs what do I need to do?

Please remember to drop off any medication for your child on the first day of school to the office so that we can make sure it is placed and stored correctly in school. We also need the forms to go with the medication which are all electronic. If you haven't already done so, please can you do this as soon as possible:

- 1) If your child has Asthma, please click on the 2 links below to complete the Asthma Information Form and the Consent to Administer Medication Form.

<https://forms.office.com/Pages/ResponsePage.aspx?id=IN8UzBtljUyoVNIGkRXTWShB91HVhJtNvK9w8kfRLXdUOU5EUIFTT1pCRDFBUkYyTjhWNURSTEI3Ry4u>

<https://forms.office.com/Pages/ResponsePage.aspx?id=IN8UzBtljUyoVNIGkRXTWShB91HVhJtNvK9w8kfRLXdUODkzTzFNRU5CSIY3S0dLS0VKUktXOUZZMy4u>

- 2) If your child requires medication in school (i.e. Calpol for migraines or Piriton for hayfever), please complete the Consent to Administer Medication Form:

<https://forms.office.com/Pages/ResponsePage.aspx?id=IN8UzBtljUyoVNIGkRXTWShB91HVhJtNvK9w8kfRLXdUOU5EUIFTT1pCRDFBUkYyTjhWNURSTEI3Ry4u>

- 3) If your child has medical needs (other than asthma) which you need to tell us about, please complete this form (we will then get in touch with you to discuss further)

<https://forms.office.com/Pages/ResponsePage.aspx?id=IN8UzBtljUyoVNIGkRXTWShB91HVhJtNvK9w8kfRLXdUMUVIMIBJQjJBWldXWTZTNIIHODIHVTM3OC4u>

My child is feeling anxious about coming back to school, is there anything we can do?

This is to be expected and in class we will be doing lots of work on PSHE to help children adjust to school.

The following may help to get them ready for the new year:

- Talk to them about how they are feeling and validate that what they are feeling is to be expected and is ok
- Remind them that a little bit of worry is a good thing (it can help us keep safe)
- Think of things that could help them e.g. talking to their friends and family, blocking the first week into do-able tasks that can be ticked off e.g. getting uniform ready, sorting out school bag, walking to school on day 1. This will help children see that the event can be broken down into easier steps, so it isn't so overwhelming.
- Do a walk up to school beforehand so your child can see everything looks very familiar.
- Talk through how the first morning can be a success.

We completely understand how you and your child may be feeling and please be reassured that we will be making your child's mental health a priority.

My child has been playing a lot of computer games over the lockdown – how can I get them ready for coming back to school?

It is easy to become dependent on our screen and devices, so a good way is to gradually decrease the amount of time they spend on their computer or screen each day.

The virtual world is likely to be a place of security and comfort to your child so plan for success by agreeing beforehand how much screen time they can have each day.

I still have questions - what should I do?

If you have a safeguarding question, please use worried@esm.school.

For other questions then please contact your class teacher via class dojo.