



# St John's Church of England Academy



**Belonging Believing Becoming**

Tel: 01594 832046 E-mail: [admin@st-johns.gloucs.sch.uk](mailto:admin@st-johns.gloucs.sch.uk)

Website: [www.sjacademy.co.uk](http://www.sjacademy.co.uk)

Dear Parents, Carers

I hope that you are all well and continuing to cope with the situation that we currently find ourselves in regarding the COVID 19 pandemic, which is a very unusual and uncertain time for all of us. This letter is going out to all members of the school community, in order that everyone can be informed of the situation and how school will run from 1<sup>st</sup> June 2020.

As you are aware schools have been asked to plan for a phased re-opening from 1<sup>st</sup> June 2020 and put measures into place that reduces the risk of children transmitting the virus between themselves and the adults working in the schools.

In response to this staff have been busy preparing to extend our opening at St John's C of E Academy to now include children in Year R, 1 and 6. Please be assured that we will always follow government guidelines, have risk assessments in place and only put measures in place if they are safe to do so.

In order to facilitate opening school to more children the following practices will need to be strictly adhered to:

- Children and staff will be taught in their own 'bubble' (a group of children and adults who will remain together in school) where social distancing measures will apply. They will not interact with other 'bubbles', during the school day and will eat meals and have playtimes in their own designated space.

Bubbles...

Rec / Year 1: Miss Griffiths; Mrs Smith and TA Team

Year 6: Mrs Appleby; Mr Jackson and TA Team

Key Workers: Mrs Coleman; Mrs Townsend and TA Team

Home Learning: Miss Lee and Miss Jenkins

These arrangements are for phase 1 based on the replies that we have received. If numbers increase or the government introduces phase 2 these teaching groups will change. We will of course keep you up to date of any changes.

- Children will have clear and regular handwashing/ hygiene routines. All surfaces and shared facilities will be disinfected regularly throughout the day.
- We need to keep the transfer to a minimum between home and school, so we are asking you only to bring in a packed lunch – no bags; pencil cases etc. All equipment will be provided for your child at school.
- Home- learning support will continue. Until you hear from us in Term 6 we would encourage you to use the Governments recommended sites **BBC Bitesize** and **Oak Academy**. There are also links to other activities and support on our website [www.sjacademy.co.uk](http://www.sjacademy.co.uk) on our News and Home Learning Sections.

**Please understand that this provision is subject to change according to the number of children requesting places and the number of staff available. If you have said that your child is a 'maybe' returner; please give the school 48 hours' notice if you have changed your mind and are intending them to return, as we will need to alter our current arrangements.**

## **Safety Changes to St John's Church of England Academy**

Following the national lockdown, the government has asked us to do our best to open school whilst maintaining the principles of social distancing so that we can decrease the opportunity of spreading Covid-19 between us.

We are putting the following in place for phase 1:

- Smaller class sizes – max 15
- 2m social distancing for parents / children for drop off & collection
- One way system for drop off / collection
- Increased hand washing with soap and water for at least 20 seconds
- Separate break and lunch areas
- Different classroom layouts
- Tables spread out
- Allocated classrooms and play areas
- Increased cleaning taking place throughout the day
- Parental contact to be via phone / email
- New Appendix to Behaviour Policy, Safeguarding Policy and First Aid Policy
- Trips, visits cancelled
- No visitors to school
- No whole school or community worship
- No breakfast club or after school clubs
- 2m reminders in corridors

## **Preparing children for returning to school**

It would be extremely helpful if you could spend time with your child/children explaining that it will be different to when they were last in school and the changes taking place; keeping 2 metres apart in school; staying in their classroom; sitting at tables; not mixing with other groups; not going on the outdoor equipment; expectations of behaviour and following rules in order to maintain social distancing and keep everyone safe. Take time to talk to them about how they feel about the lockdown and returning to school. We understand that the period of partial closure may not have been a positive experience for many pupils. When pupils return, we will largely focus on wellbeing and allow pupils to reconnect with peers, the learning environment and curriculum content. Teachers will focus on PSHE to help pupils re-engage with school routines Young Minds provides supporting information for parents <https://youngminds.org.uk/find-help/for-parents/>.

## **Drop off and pick up**

Please observe social distancing during these times.

In response to the numbers returning we will initially be able to start at our usual time and gates will be open from 8:40. This will be closely monitored, reviewed and if necessary altered if the health and safety of children, staff and parents are compromised.

We will be using a one-way system for drop off and collection and request that it is only 1 parent / carer per family.

Please follow the path to the left of the barrier to gain entry to the school site. There will be dots and signs demarcating 2 metre distances. These will then lead to the wooden gate where children will then line up (on dots) on the school side; be collected by a member of staff from their bubble and taken to class. In order to help keep our community safe temperature checks will also be carried out on entry to the school and children will wash their hands with soap and water or hand sanitiser as soon as they enter the school building.

I appreciate that people won't have seen each other for a long time but Staff / Parents will not be able to stand and chat as this will cause a bottle neck at the gates and we need to keep very strictly to the social distancing guidelines.

We will also not be able to admit parents into the school buildings.

Please communicate with us via e-mail or telephone if there are things that you need to let us know or discuss.

Please follow the same routine at the end of the day by following the dots around to the wooden gate to collect your child / children and then leave the site by the pavement outside the Opportunity Centre. For the safety of everyone please ensure that you follow the social distancing measures and do not collect in groups whilst on or leaving the site. Please also be mindful of staff, parents and children entering the Opportunity Centre.

### **Social Distancing**

Please observe social distancing whilst coming to and from school, especially with other families. We will be reinforcing social distancing guidelines in school and it would be very helpful if you could talk to your child / children about this and the reasons that it is important.

### **PPE**

Please don't send children with masks and other forms of PPE. There is increased risk of transmission from PPE if it is incorrectly used, and it also encourages children to touch their faces.

The government also do not feel that it is necessary for teachers to wear PPE, however I feel that the staff should do what they feel most comfortable with considering their own specific circumstances. If staff wish to wear PPE I will support this, since they have increased vulnerability in this situation. We will of course talk to the children about this.

PPE will be provided where staff are caring for pupils whose intimate care needs already require the use of PPE, whilst treating a child in the medical room, or in certain cases where a pupil becomes unwell with coronavirus symptoms.

If a pupil becomes unwell with symptoms of coronavirus whilst at school and needs direct personal care until they can go home, a face mask will be worn by the supervising staff member if a 2-metre distance cannot be maintained. If contact with the pupil is necessary, gloves, an apron and face mask will be worn. If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing, or vomiting, eye protection will also be worn.

### **Uniform**

We look forward to welcoming children back in their school uniform; however, we do recognise that with only a few weeks left until the summer break, school shoes and summer uniforms might not fit. We are not expecting you to purchase new uniform for the Summer Term.

The Government guidance states that children should wear clean clothes to school every day.

If the weather remains warm, children will need to bring in a hat and have sun cream applied before school. Please teach your child how to apply sun cream if you feel they will need this during the day as staff will not be permitted to apply this.

### **Lunches**

We will be providing a packed lunch for KS1 UFSM and KS2 FSM if required and ask that lunches from home are provided in a named lunch box and named drinks bottle which are disinfected when returned home. If you would prefer to send your child's lunch in a disposable bag that can be thrown away, we will dispose of this in school. Within class, drinks will be provided in a cup which will be cleaned in the dishwasher at the end of the day.

### **Equipment**

The children will have a set of their own equipment for their own use. The younger children will have resources that can be sterilised between use. Reading books will be sent home Monday and Friday and returning books will be placed in a box and put in 'quarantine for 72 hours.'

### **First-aid**

We will deal with minor incidents within the 'bubble' using a First Aid kit. Any larger incidents will be dealt with in the medical room and you will be contacted, as is the norm.

If your child uses an inhaler they will need to have one kept in school at all times; please ensure your child's inhaler is labelled.

### **Symptoms**

You **must not** send your child to school if you, or your child, are displaying any symptoms of coronavirus (COVID-19). Any staff member or pupil displaying symptoms of coronavirus will be asked to self-isolate for a minimum of 7 days from the appearance of the symptoms.

If a pupil or staff member starts displaying symptoms while they are at school, they will be asked to go home – arrangements will be made with the pupil's parents to pick them up. They are then advised to contact their GP and arrange a test using the digital portal.

Once the pupil or member of staff tests negative, they can return to the school.

If a pupil or member of staff tests positive, the rest of their 'bubble' will be sent home and advised to self-isolate for 14 days.

### **Safeguarding**

Ensuring safeguarding arrangements remain effective while the school transitions to opening more widely is a key priority.

Our Child Protection and Safeguarding Policy was updated during the partial closure to include provisions for keeping pupils safe – we will continue to follow these procedures for pupils who remain at home, where appropriate, until all pupils return to school. As we begin to reopen fully, our policy will be reviewed to determine whether it reflects the current ways of working.

We will continue to ensure that:

- The best interests of pupils always come first.
- If anyone in the school has a safeguarding concern about a pupil, they act immediately.
- A Designated Safeguarding Lead is always available.
- Unsuitable individuals are not permitted to work with pupils or come into contact with pupils whilst on site.

We will continue to provide advice to parents about how to keep their children protected whilst they are online.

### **Attendance**

I understand that the decision to send your child back to school is a complex one and that views may differ and vary. It is important that information is shared openly in order that you can make the decision that is right for you and your family. The government has recognised that some families will not feel ready to return and therefore will not fine parents for non-attendance at this stage.

Thank you for your continued patience and support.

Yours faithfully

Pam Howell