



# St Julian's Church School



***Aim High – Believe - Succeed***

19<sup>th</sup> May 2020

Dear Parents and Carers

As promised in the most recent letter from Alun Williams CEO, I am writing to you to outline the measures we are taking at St Julian's School to ensure we can re-open Year R, Year 1 and Year 6 after the Whitsun half-term break. I have been working with other leaders in the Trust to write our risk assessments and planning document so as to ensure the safety of staff and children on-site from June 1<sup>st</sup>. The risk assessments have been checked and endorsed by the Trust's health and safety and legal teams and are being constantly updated where new government guidance is issued.

The plans in school are very detailed as you might imagine and will be dynamic - updated as the situation in school changes. In the list that follows I have attempted to share with you how I believe we can organise school for the safe return of children. This is a long letter because there is a lot of information to convey. Please read it carefully. Accompanying this letter is a link to a questionnaire with a simple choice: 'yes I am sending my child back on 1<sup>st</sup> June' or 'no I am not sending my child back on 1<sup>st</sup> June'. Please complete the questionnaire by **6pm on Wednesday 20th May** so that we can plan for definite numbers.

### **Arrangements for classes**

Children will be assigned a class zone. This will create 'social bubbles' and children will not be able to mix between these bubbles. There will be no more than 15 children in each class zone. Staff will be assigned to a class zone and will not be able to mix between these zones. Our intention is that we are limiting social interactions whilst children are at school.

- Reception children will be in Oak Class with Mrs Parker, Mrs Tiley, Mrs Hiller and Miss White as the staff team
- Year 1 children will be in Chestnut Class with Mrs Barnes, Mrs Newlove and Miss Frisby as the staff team
- Year 6 children will be in Sycamore Class with Mrs Soccorso, Mrs Sheppard, Mrs Miles and Mr Buckingham as the staff team
- Children of key workers & vulnerable children will be Beech Class with Mrs Mapstone, Mrs Hurley, Mrs Wells, Mrs Cann, Mrs Lake and Mrs Trafford as the staff team

### **Social distancing**

Social distancing as we currently understand it cannot be achieved in a primary school setting. We will have the following measures in place to reduce social contact and to implement a degree of social distancing as best we can:



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### ***Small schools, big aspirations; branching out for learning***

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- We will rearrange furniture so as to maintain as much distancing between children as possible (aprox.1 - 1.5m whilst seated)
- Children will have a set place in the room and movement around the room will be restricted as much as possible according to the age of the children
- Cloakrooms will only be used as a walkway in/out the classroom– hooks and benches will be taped off and children will not be able to use them
- All children will be issued with a clear plastic bag to contain all their books and resources. All other personal items must be kept in this bag or under the desk. Nothing other than essential items such as lunch boxes must travel to/from home and school. We would prefer it if children brought their lunch to school in a disposable bag.
- Activities given to pupils will not involve collaborative play or physical interactions - this includes sports and outside play
- No soft toys or resources such as playdoh will be used as these cannot be easily cleaned.
- As far as possible children will not share resources unless they have been wiped clean with soap and water or an alcohol wipe between uses.
- Outside play areas and limited amounts of play equipment will be allocated to each class of children. These will be rotated weekly as they will be untouched for 3 days between Friday am and Monday am.
- Games/sports/activities will not involve mixing between social bubbles
- In Oak Class we will arrange children into smaller 'social bubbles' of up to 5 children with one adult per hub. These smaller groups will not interact with the other 'bubbles' but we cannot expect social distancing within the bubbles themselves due to the natural behaviour of younger children. The children in these small 'bubbles' will need to share resources over the course of the day/week with cleaning taking place before they are used by a different group.
- All children in Reception, Year 1 and Year 6 will be expected to attend on a full time basis (with the exception of Friday when the school will close after the morning session)
- Children of key workers and vulnerable children will continue to attend on a part time basis according to need and as arranged with the school office. These children will be able to access childcare on a Friday afternoon on a needs-must basis.
- If more than 15 children per group require a place in school we will need to introduce a rota system
- Desks, computers and phones will not be shared between children or staff members unless they can be wiped clean between each user
- Staff will observe social distancing rules throughout the day both in the class zones and in the shared staff areas
- When a child is upset, hurt or struggling with their work our staff must make a judgement call as to how much social distancing can be maintained whilst also providing some level of comfort or support to the child.

We respectfully request that parents do not come into school unless there is an emergency. All questions should be directed to the school office by phone or email.

### **Movement around the school**

- Children and staff are allocated to class zones and they must remain in those zones for all lessons and any inside playtime.
- Staff cannot mix between classroom zones (this includes children of staff members who must go straight to their class zone on arrival to school).
- Each class will have an allocated outside area. If learning can happen outside it will do so.
- Children will eat in their own zones. Our SMSAs will be allocated to a classroom and group of children.
- Each classroom must use their own external door for all entry and exit and must not enter the hall or any other classroom zone.
- Staff will ensure that movement of children around the site is in an orderly fashion with children well-spaced out.

### **Personal Protective Equipment**

- PPE should not generally be worn in schools by staff or children according to the advice of the Government. We do have supplies of PPE available for staff and they may choose to use this in certain situations to protect your child and themselves. In most cases, because of the arrangements that have been made, this will not be necessary.

### **Hand-washing**

- Every classroom zone has a sink and there will be ample supplies of soap and paper towels
- Our staff will ensure that all adults and children:
  - frequently wash their hands with soap and water for 20 seconds and dry thoroughly.
  - clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing
  - are encouraged not to touch their mouth, eyes and nose
  - use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')
  - Ensure that help is available for children and young people who have trouble cleaning their hands independently
  - encourage young children to learn and practise these habits through games, songs and repetition

### **Cleaning of the school**

- Every classroom will be issued with a cleaning 'bucket' with all supplies needed for regular cleaning of surfaces
- At key points in the day staff will wipe down all surfaces
  - break time
  - lunch time
  - end of the day
- Where it is safe to do so doors will be kept open throughout the day to limit the numbers of people touching door handles / entry buttons
- Once on, lights will remain on so as to limit the need to touch light switches
- When possible, toilets will be cleaned at the end of break time and lunch time in addition to normal school cleaning routines – this will depend on available cleaning staff
- Our cleaning team will clean the school thoroughly every evening
- Fridays will be used for additional cleaning of resources, especially those used in EYFS

### **Pick-up and drop off of children**

To minimise social interactions between families it is necessary to implement staggered pick up and drop off arrangements. We must insist that children and their parents leave the site immediately upon collection of the child. No children / families must congregate at school for socialising and there will be no use of outside equipment / playground before or after school.

### **START OF THE DAY**

- Gates will open from 8:30am and we will extend the start of the day to between 8:30 and 9:00am to encourage natural staggering.
- We encourage you to drop your children at the gate. A member of staff will be on gate duty between 8:30am and 9:00am.
- Children must go straight into class and will sit down immediately at their set desk. There will be a task ready for them when they arrive.
- We request that parents avoid walking in with children unless the child needs them. In these cases only one parent is allowed on site.
- Children must avoid bringing large bags/coats to school unless absolutely necessary.
- Cloakrooms will be out of use other than as walkways - all items from home must be essential (ie packed lunch) and must be kept at the child's set place.

#### END OF DAY

- There will be no after school clubs
- Staggered end of day - Oak Class from 2:50pm; Year 1 from 3:00pm, Year 6 and key workers/vulnerable children from 3:10pm
- Parents must stay in their car or stand 2m apart whilst waiting for gates to open
- Oak and Chestnut class parents should enter via the car park gates and space themselves 2m apart around paddock (there will be no movement of cars in the car park between 2:45pm and 3:30pm)
- Year 6 and other parents should enter via the playground gate and must space themselves 2m apart around main playground
- Staff will bring children outside and send them to their parents when they see them

#### FRIDAY

- Stagger collection - Oak class from 11:30; Year 1 from 11:40; Year 6/vulnerable/key worker children from 11:50.

#### **School Meals**

Children entitled to a Free School Meal, those in Reception and Year 1 and 2 who are entitled to a Universal Free School Meal and any other child who wishes to order and pay for a school meal may order this via the Dolce website. Dolce will have a limited menu of packed lunches only. These packed meals will be prepared at the kitchens in Westfield School and delivered to our school. There will be no hot meal available as our children will be eating in their classroom zones or in the allocated outside area. Please can all other children bring a packed lunch from home.

#### **Break time and lunch time arrangements**

- Children will eat and play in their own zones, either inside or outside
- Each class group will be allocated their own SMSA
- At both break and lunch time each zone will operate a staffing rota so that children can be effectively supervised and all staff can take their break
- Children must bring their own snack
- Children must bring their own water bottle for the day

#### **Uniform**

School uniform will not be required as pupils should change their clothing daily. We recommend that children wear clothing that is comfortable and easy to wash.

#### **Transition**

Transition between key stages and schools will be arranged to follow the patterns that have been in place in previous years where possible. For year 6, we are planning to have taster days before the end of the academic year and will send details about this to parents towards the end of June. Secondary schools in the Trust are making contact with parents/carers to discuss issues relating to transition and you should have received a pack of information already if your child is attending one of the Trust secondary schools from September 2020.

For nursery into Reception there is a virtual tour and online parent pack on our website. We will review this in July and possibly allow children and parents to take staggered visits.

For all other classes we will review the situation in July and if possible arrange a transition day and/or a 'meet your teacher' event.

#### **Learning arrangements**

Children in nursery, reception, year 1 and year 6 will receive lessons in school according to their need. There will undoubtedly be some gaps following this term of home learning which we will address. We will

also ensure that children have time to engage in personal, social, health and moral education (PSHE) whilst also moving on in their curriculum learning.

We are very impressed with the levels of engagement in home learning in term 5 and so we are confident that we will be able to move children forward quickly in their learning, especially in the basic skills which underpin all other learning.

All vulnerable and key worker children will continue to engage in the home learning offer. This will be coordinated by Mrs Mapstone.

At all schools in the Trust there is a need to change how home learning is planned and delivered. This is because most schools largely require all staff to be now in school to make social distancing work effectively. For us at St Julian's this means that Mrs Mapstone and Mrs Soccorsy will be producing a whole school slide per day with English, maths and wider curriculum learning carefully laid out to be accessed by all children at home. We will update each of our class pages on the website to help you to navigate this revised home learning offer. The interaction between teachers and children and the feedback on work produced will be significantly reduced as all staff are required in school to teach groups that are returning. We will endeavour to ensure that you continue to feel supported and that your children continue to feel motivated to learn.

At this point the Trust's position is that no school in the Trust will be setting home learning for children in Reception, Year 1 and Year 6 as this would double the workload of staff. There is work available on the BBC Bitesize site and via the Oak Academy website. I will keep this decision under review, but we hope parents will understand the difficulty staff face in trying to set work for multiple groups of children in different environments. Our class web pages will be updated to support all those families who choose to not send their children to school in these year groups, pointing them in the right direction for suitable resources they might choose to use.

#### **Half-term and Fridays**

As a reminder, all schools in the Trust will be closed for all children over the half-term break and we will be closing after the morning session on Friday of each week to ensure we have time to deep clean and make arrangements for the following week. **(Please note that schools will continue to supervise the children of key workers and those considered vulnerable on Friday afternoons).**

**BANES** have assured us that they will be able to provide transport as normal to and from school. Social distancing will be in force on buses and in taxis.

#### **Symptoms**

Staff and children should not attend school if they have symptoms or are self-isolating due to symptoms in their household. If your child were to become unwell at school they would need to be collected promptly. We also trust you to ensure that your family does not break the social distancing rules outside school so we can minimise the risk of the spread of the virus as much as possible.

Finally, we are attempting to do our very best to ensure social distancing between children and indeed between children and staff. As Mr Williams outlined in his letter to you last week, this will be very difficult to achieve. We cannot guarantee social distancing at all times, but have worked to produce a plan that will reduce interactions and contact considerably.

Thank you for your continued support.

Yours sincerely

Ruth Noall  
Head Teacher