

# St John's Church of England Academy

Winsford Avenue, Allesley Park, Coventry CV5 9HZ

Telephone: 024 7667 4092 fax: 024 7669 1806

Email: [admin@st-johnscofe.coventry.sch.uk](mailto:admin@st-johnscofe.coventry.sch.uk) web: [www.stjohnscofecov.net](http://www.stjohnscofecov.net)

Headteacher Mr G. Watson



22<sup>nd</sup> May 2020

Dear Parents and carers

Following our conversations with you about whether to send your child back into school if we re-opening the week beginning 1<sup>st</sup> June, I am sending out further information of our plans. Understandably, there are still many unknowns relating to the virus and many of you are worried about the risks to your child and your family if the virus is transferred asymptotically back into your households.

Although lots of guidance is available in the press and online, here is some further information based on government health and safety guidance to keep your children and families safe as well as our staff in school.

**Please do remember that these plans are our current thoughts and may be subject to change.**

- **We are planning for a re-opening of school at some point during the week beginning 1<sup>st</sup> June to a selected year group or groups. Please note: Reception, Year 1 or Year 6 will not all start at the same time. Once we have confirmed numbers, we will then plan a timetable of return for each year group. These will be sent out as soon as possible. Please be aware that start and end timings of the school day are likely to be different to a normal school day. This will enable us to ensure the safety of all.**
- **However, if we, our Unions or the DMAT are not happy with regards to the safety of our pupils or staff, it will be delayed. Also, the offer is conditional on the government being satisfied that sufficient progress has been made in the fight against COVID19.**

Following feedback from our phone calls with you, I thought it would be useful to share more information with you.

## **What are the open times for school?**

School will be open from 8.45am – 3.15pm and there will be no Ewe Club before or after school, in order to keep the groups of children the same at all times. However, arrival will be staggered between 8.45 and 9.30am and departure times between 2:30pm and 3:15pm. We will let you know your specific arrival and departure time in advance. This is to avoid congregating at the gate and breaking the social distancing rule.

## **How do we drop off and pick up the children?**

Only **one** parent/carer is allowed to bring a child to school. Other pre-school or primary aged children should only accompany you if there is no-one else to look after them at home. Reception children will enter and leave through the Reception outdoor area. Year 1 children will enter and



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leave through their normal entrance. Year 6 children will enter through their outside classroom door and be collected from the KS2 playground. A member of staff who is with your child's group will be at each of the entry/departure points.

We will be marking the pavement with 2m intervals for parents and children to wait at and have reduced the groups into sub-groups (or 'Bubbles') and so only a small number of children will be arriving/leaving at any one time. The school will operate a clockwise one-way system, entering via the normal gate and leaving via the KS2 playground gate, maintaining 2m social distancing at all times. There will be an additional letter for each year group to explain these routines further.

## **What should I do before school starts?**

Parents should ask children to wash their hands before leaving home and we will then ask them to use anti-bacterial hand gel on arrival at the classroom door. If you have any concerns about your child's temperature (anything at or above 38 degrees) that morning, have a consistent cough, have a loss of smell or taste, or they feel even slightly poorly, do not bring them in. Caution is to be exercised.

## **What group will my child be put in?**

Depending on the number of children returning, classes will be split into groups (bubble groups). Currently we have only one group for each year group. However, if more children return to school then class groups will be split into Group A and Group B. Group A children will come into school on Monday and Tuesday and Group B will come in on Thursday and Friday. There will be 2 members of staff with the groups in Reception and Year 1 and either one or 2 with our Year 6 and Key worker groups of children. The members of staff for these groups will not change and we cannot guarantee your child will be with their friends but will do our best and ask their usual teachers for guidance on the groupings. If a member of staff is poorly then we cannot put another member of staff with that group and so that group will need to stay at home until the staff member is better.

## **What if the school does not have enough members of staff in school?**

If we do not have sufficient staff available, to ensure the safety of all groups, the guidance is that we open to the groups in the following order of priority

1. Key Worker/Vulnerable children
2. Reception
3. Year 1
4. Year 6



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## **How will social distancing be maintained?**

We know this will can be challenging in a primary school. The government have stated, "We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2m apart from each other and staff." However, where possible, we are advised to find ways to do this as much as possible.

In the Year 1 and Year 6 rooms, the tables will be separated, and children will keep the same table for the duration of their time in school. We will place these tables as far apart as possible but cannot guarantee that they will be 2m apart.

## **How will this look in Reception?**

In Reception, children do not sit at tables for lots of their learning. The classroom layout has changed to allow for more distance between areas of learning. The children will have opportunities to access outside learning with water, the texture kitchen, large construction and the stage. Inside the classroom, there will be small group time activities and 'stations' of activities set up. Children will be able to choose their aspect of learning. There will be regular times built in for washing hands and cleaning equipment.

## **How will staff maintain social distancing?**

Staff will follow the 2m guidance for social distancing with each other and with the children, where possible. reduced. We are trying to keep the people who are together to a minimum, as per the guidance, and avoid mixing across groups and possible cross contamination. Of course, these measures will only be effective if social distancing rules are also adhered to outside of the school environment.

## **Coronavirus Vigilance**

### **What happens if a child displays any symptoms?**

If a child is symptomatic in school, they will be removed to an isolation room, the windows and outside door will be opened, and they will be supervised from a distance. Staff supervising your child will be wearing PPE. Parents will be called to collect their child immediately- it is an expectation that you are always contactable and available to come immediately if needed. Upon the collection of your child, we will direct you to the closest exit so that you can take them home and self-isolate in line with the guidance.

If any other member of your household displays symptoms, please self-isolate in line with the guidance and inform school that your child will not be attending.

Please expect any child who is feeling unwell to be sent home. We ask that you support us in our judgement, even if your own judgement is different.



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## **What happens if a member of staff displays any symptoms?**

If a staff member displays any symptoms associated with coronavirus, we will follow government guidance around self-isolating.

## **What PPE will be used in school?**

The guidance is that, 'wearing a face covering or facemask in schools is not recommended.' Staff will not be wearing PPE unless someone is symptomatic (with COVID symptom or symptoms of illnesses not currently associated with COVID 19 such as vomiting); or if we are with children with SEND or behavioural needs who require constant supervision or intimate care at less than 2m distance. We will also wear PPE to administer first aid. This will generally mean fluid resistant facemasks, however we have also ordered some visors in, which will be worn alongside the facemasks, in the instance that we are dealing with a vomiting child or someone who is persistently coughing.

The MAT Board of Directors and our own Risk Assessment states that we should not open without the appropriate PPE. We are working hard to source our own PPE.

## **What will hygiene look like?**

We will be encouraging children to follow the guidance regarding coughing and sneezing, the same as we were before closure. There will be reminders about 'Catch it, Bin it, Kill it' and we will be washing hands frequently, cleaning areas regularly. Soft furnishings have been removed from school and movement around school has been limited. Anti-bacterial gel and tissues will be available in every area of the school. Windows will be open for ventilation and we will try to spend increased time outdoors. Doors will be propped open and handles, toys, equipment etc will be wiped down after use.

## **What will curriculum look like?**

Whilst we will always endeavour to teach the children to the best of our ability, due to limited resources and different social distancing measures, our curriculum will look fairly different. The children at school will receive similar learning to the Seesaw learning, but with the added advantage of a teacher talking through the key points. There will be daily Maths and English lessons and a selection of other lessons. Opportunities for promoting positive mental health and wellbeing will be as frequent as possible. We will also be using our outdoor areas more than normal, in line with government guidance. All feedback to the children will be verbal.

All children will receive their own pack of resources. This will ensure limited opportunities for sharing equipment. In Reception, this will be tailored to meet their needs. All shared equipment will be thoroughly cleaned.



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## **How does my child re-join if initially I will be keeping them at home?**

We will provide an opportunity for a second group of children to re-join school as and when it is appropriate. This is likely to be at a two-week interval and more information will be provided on how this will happen.

## **How can I contact school?**

Parents should not be on site for any longer than necessary and must communicate with teaching staff, the office and the senior leadership team by telephone or email. There will be no face to face meetings with members of staff unless it has been pre-arranged by the school or is linked to keeping children safe. Please do not come to the main office hatch unless it is an emergency. Conversations with teachers at the start and end of the day must be via telephone call. Please contact the school office and the teacher will get back to you as soon as possible. If you would like to make a face to face appointment with a member of staff, please contact the school office who will schedule an appointment in- keeping with government guidance if appropriate. The senior leadership team will be visible at the start and end of each day and able to answer any telephone queries during the day.

We will be discouraging contractors and visitors coming into school. If this cannot be avoided, we will only allow one person in our entrance lobby at a time and will wipe down any surfaces touched.

## **What should my child wear?**

There is some evidence that the virus can survive on fabric, hence removing all soft furnishings from rooms. It is expected that children come to school each day wearing clean clothes. We recognise that this may not be possible with school uniform. Therefore, we ask that children do not wear uniform. Please make sure the children wear clean clothes each day and trainers/footwear appropriate for physical activities.

## **What equipment does my child need to bring with them to school?**

Children need to bring their filled water bottle with them each day. This will then be taken home at the end of each day to be cleaned. If the weather is hot, children will need to bring a hat and ensure they have had all day sun lotion applied before coming to school. Children must not bring a bag with them or any other resources. Pencil cases are not needed as the children will be provided with an individual resource pack.

## **What will happen for lunch?**

Children entitled to Universal Free School Meals or Free School Meal Ever 6 (please remember to check whether you are entitled to the benefits if your personal circumstances have changed during the period of lockdown) will be provided with a meal, which will then be brought to the room the children are based in to control movement around the school. Where possible, we



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would prefer children from Reception and Year 1 to take this option to keep the number of items coming in from home at a minimum. If your child needs a packed lunch, please bring it into school in a disposable bag each day. The entire bag will be disposed of at school to reduce items returning home and then back to school the next day. Lunchtime will be staggered so that children will have plenty of time to spend outside without coming into contact with children from the other year groups. They will be able to interact with their whole group, maintaining the 2m distance as often as possible. Playground equipment will be provided to support the children with this.

## **How will children's wellbeing be managed?**

We will be focusing on PSHE (Personal, Social and Health Education) activities and transitioning back into an unfamiliar way of schooling for the first 2 weeks. We have been advised that the curriculum for this period should also include more creative activities and outside exercise, as these are good for children's transition back in and emotional wellbeing.

## **Are there changes to the behaviour policy?**

We will be making slight revisions to our school behaviour policy in light of the COVID 19. Of course, our behaviour policy will be fundamentally positive in its approach, as it always has been. A copy of the amendments to our policy will shortly be available on our school website.

## **What will transition for the new Reception and Year 6 look like?**

We have been informed that all Year 6 transition will be done remotely. Teachers from secondary provision will not be coming to meet the children in their current settings and children will not be going to their new schools. For our new intake into Reception, we will be sending out further information after half- term.

## **What are the plans for May half- term?**

The Board of Directors have asked school leaders to ensure staff get a break, in order to help us prepare for the possible return to school. Many staff worked through the Easter holiday, so it is vitally important they rest. We had already informed our key worker parents who have been regularly sending their children to us that this was our intention.

We hope this is helpful and will continue to send further information as soon as we are able.

Stay safe!

A handwritten signature in black ink that reads 'G. Watson'.

Mr Watson  
Headteacher



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