



St James' Church of England Primary School

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Executive Head Teacher: **Mrs Gina Bailey**

Head of School: **Mrs Casey Cox**

Opening doors to our future.

I know all the things you do, and I have opened a door for you that no one can close. Revelation 3:8

Monday 24th August 2020



Dear Parents/Carers,

Welcome back to St James' and to our new families, welcome for the first time! We are very happy that you are joining our wonderful school. We hope this letter finds you and your families well and having had a lovely summer together. The beginning of the new school year is fast approaching and the staff are really looking forward to having all of the children back in school. We have really missed them, it just hasn't been the same without everyone being here.

Our main focus during the first half of the Autumn term will be helping the children to settle back into school life. Teaching staff will be doing a range of activities which support mental health and well-being, as well as building in lots of extra fitness activities to support physical health too. Our aim is for pupils to feel positive about returning to school after such a long time away.

We have redesigned our curriculum to ensure that we cover key aspects that the children missed out on last year, whilst keeping it fun and engaging. Teachers will ensure that any pupils struggling will receive the help they need through interventions and in class support.

As promised in our letter sent out in July, this letter will give you all of the information you need about the new school year and how we will be operating in the Autumn term. As you are all well aware, this is uncharted territory for everyone and as a school we have worked hard to make sure that we following all of the recommendations set out by the government. As such we would like to thank you in advance for your support and understanding with the changes we have made.

What health and safety measures will be in place for my child?

Each class will become its own bubble. This bubble will not mix with other class bubbles and will have separate break times and lunchtimes, using their own class set of play equipment. Lunches will be eaten in the classrooms and kitchen staff will bring the food to them. Collective worships will not be in the hall during the Autumn term and will instead take place in classrooms in order to maintain the separate bubbles.

Hand hygiene and respiratory hygiene will be of the utmost importance. Pupils will be asked to wash their hands at regular intervals during the day, particularly before using any shared equipment (i.e. reading corners or role play areas). Teachers will talk to children about how to have good respiratory hygiene, following the 'catch it, bin it, kill it' approach. Posters displaying how to wash your hands properly and how to cover your coughs or sneezes will be displayed in every classroom and all toilets.



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In Reception, children will participate in different activities both in and outside the classroom. All equipment will be cleaned at regular intervals throughout the day and children will be asked to wash their hands before and after completing an activity.

In Year 1 pupils will be seated in table pods of up to 6 children and these pods will stay the same all day. Each table pod will have its own set of equipment that cannot be used by another pod. All equipment will be cleaned each day and individual workbooks will be kept in individual trays. Pupils will participate in a variety of activities both inside and outside of the classroom, in our new (developing) Year 1 outside area.

From Year 2 upwards pupils will be seated in rows facing towards the front of the classroom and their designated spot will remain the same throughout the day. Pupils will be given a pencil case with equipment that will be for their use only.

All shared equipment will be cleaned before and after use and pupils will be asked to wash their hands before using it.

PE lessons will not involve any contact/team sports during the Autumn term. Lessons will be based on developing individual skills in athletics, dance and orienteering.

Teachers will not be marking books in the same way as before to avoid cross-contamination. Feedback will be given verbally and stickers or stampers will be used to recognise pupils' achievements.

Full PPE will be worn by staff when carrying intimate care for specific children with parental permission. PPE will also be worn by staff when administering first aid.

What happens if a child is unwell?

If a child is ill or displays symptoms of Covid-19, they will be taken by a familiar adult to a room away from the class where they will be looked after by a member of staff wearing PPE. All children who are unwell or are displaying symptoms of Covid-19 will need to be collected by a parent or carer as soon as possible. If your child is displaying symptoms of Covid-19, the school will request that your child has a test for Covid-19. If the test is clear, your child is welcome to return to school.

What happens if we have a child or member of staff who tests positive at school?

If a child or member of staff tests positive for Covid-19, all members of the individual's bubble (staff and children) will be required to isolate for 14 days. The school will then be guided by Public Health England on further steps to take.

What happens if a member of a child's family household tests positive for Covid-19?

If a member of your household tests positive for Covid-19, your child will not be permitted to attend school for 14 days and will be required to isolate. The child's school bubble is not required to isolate for 14 days unless the child tests positive.

As you will have heard on the news, testing will be a key part of keeping everyone safe. Therefore, as part of our health and safety measures it is vital that you do not bring your child to school if they have any of the symptoms of covid-19 and that you organise for your household to be tested immediately.

What time will I need to take/collect my child to/from school?

- The Drop-off window is between 8.40 and 9.00am – we ask that all parents ensure they arrive within these times and avoid late drop off.
- To avoid congestion at the front of the school and on narrow access points, the school will be operating a 'keep left' system along the footpaths and onto the playgrounds.
- We request that only one parent attends drop off and collection to minimise the number of people on site.
- We request that parents wear a face mask on the school site, both on the playground and in the building, and we would be grateful if you could leave the site promptly.
- If you need to speak to your class teacher or the office please phone the school on 01279 432459 or email admin@stjames-ceap-harlow.essex.sch.uk for the attention of your class teacher and they will contact you directly for an appointment.

RECEPTION AND KS1 DROP OFF/COLLECTION:

**Reception: 9am DROP OFF
2.55pm COLLECTION**

Entry through the KS1 gate on the left-hand side and onto the KS1 playground. Parents/Carers and pupils wait by a coloured cone and are called one by one to the classroom door by staff. Parents/Carers exit via the gate, keeping to the left as they do.



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Y1/Y2: 8.40am - 8.55am DROP OFF

3.10pm COLLECTION

Entry through the KS1 gate on the left-hand side and onto the KS1 playground. Parents/Carers and pupils wait by a coloured cone and are called one by one to the classroom door by staff. Parents/Carers exit via the gate, keeping to the left as they do.

KS2 DROP OFF/COLLECTION:

KS2: 8.40am – 9am DROP OFF

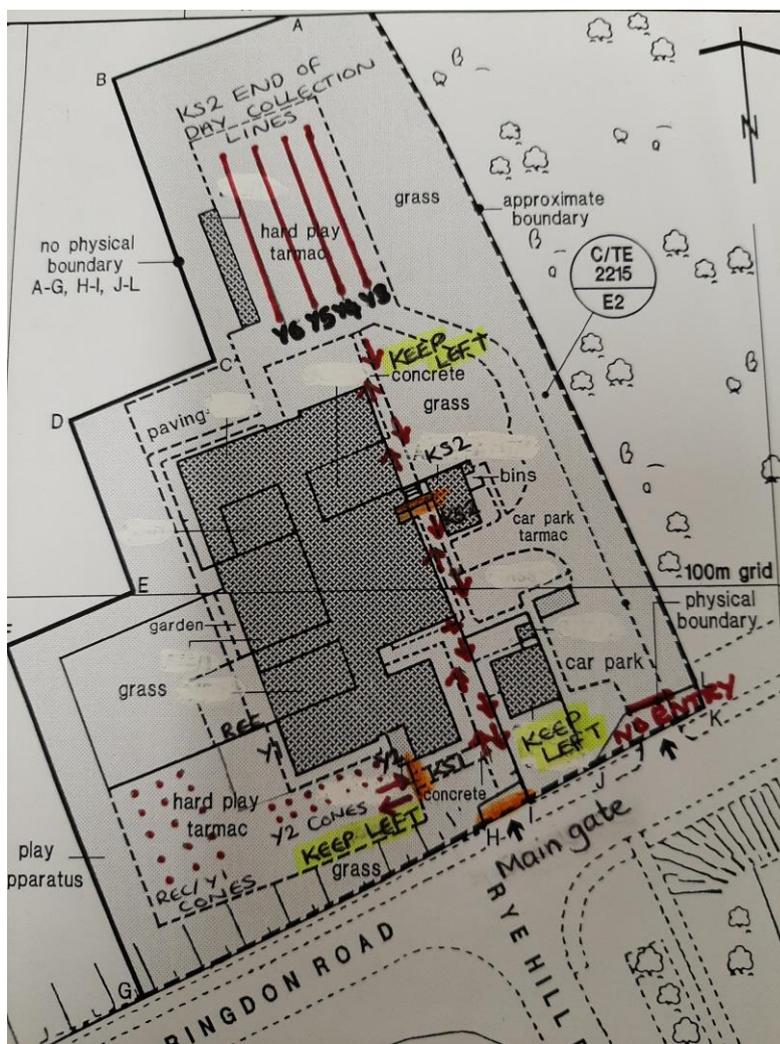
Looped one-way system down the footpath (keeping left) and leading to the KS2 gate. Pupils say goodbye at the gate and parents/carers exit premises via the one-way loop along the path. If any pupils are struggling, the member of staff on the gate may choose to allow that parent/carer to take the pupil to the classroom door.

Y3/4: 3.15pm COLLECTION

Parents/carers enter the school playground via the KS2 gate, keeping left as they do. Parents to line up on KS2 playground behind Year group cones (like a Tesco queue!). Teachers will then bring the pupils out to the playground and send them to their parents one by one. Parents with siblings in Y5/6 may then join the Y5 or Y6 lines. Parents then exit the playground via the gate, keeping left as they do.

Y5/6: 3.20pm COLLECTION

Parents/carers enter the school playground via the KS2 gate, keeping left as they do. Parents to line up on KS2 playground behind Year group cones (like a Tesco queue!). Teachers will then bring the pupils out to the playground and send them to their parents one by one, then exit the playground via the gate, keeping left as they do.



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What will my child need to bring to school each day?

Your child will need to bring a named water bottle to school each day. This will be kept on their desk for their use only. If your child has a packed lunch they will need to bring this into school, alternatively, a school dinner can be order via school money.

Your child will only need to bring a bag to school on a Monday and Friday in order to collect and bring back their reading books. Books will be given out on a Monday and must be returned on a Friday so that they can be left for 48 hours before being redistributed. They do not need to bring a bag on any other day.

We kindly ask that children do not bring in any belongings from home. If, however, your child walks home by themselves and you would prefer them to have a mobile phone due to this, you must provide a plastic zippy wallet that your child can place the phone in. It will then be locked in a safe place for the rest of the day.

We have plenty of hand sanitiser in school and so we would ask that children do not bring in their own unless there is a specific reason and this has been agreed by the Head of School. We would also ask that you talk to your children about the importance of not ingesting hand sanitiser. Staff in school will also be reinforcing this message.

What will my child need to wear?

- All children will be expected to wear school uniform, including black shoes/trainer shoes.
- All clothing MUST be clearly named.
- All children will need a named painting apron/old shirt for Art (this will be kept in school)

PE KIT: all children/ teachers will come to school in their PE kits on their PE days (2 days a week). Starting from the first full week of school (7/09/2020). Teachers will be letting you know which days these are by Friday 4th September.

What to wear on PE days:

- Red T-shirt/Polo shirt
- School jumper or fleece
- Black jogging bottoms (dependant on weather) instead of black shorts.
- Plain black trainers
- No earrings

How do I contact the school?

For the time being the office will be closed, except to essential visitors. However, we do not want you to feel that you cannot get in touch! You can call the office with any queries on 01279 432459 or email us at admin@stjames-ceap-harlow.essex.sch.uk We will endeavour to deal with your requests as quickly as possible but please bear with us as this system may take a little longer. If a meeting is required, this will be agreed by the Head of School and will have to take place after school when the number of people in the building is greatly reduced.

We hope that this letter, despite being rather long, has answered any questions you may have had about the opening of school on Thursday 3rd September. If you do have any questions, please email them to us and we will get back to you during the first week of September.

We look forward to seeing you all very soon!

Warmest Regards,

Mrs Casey Cox
Head of School

Mrs Gina Bailey
Executive Head Teacher



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