

# MOORDOWN ST. JOHN'S CHURCH OF ENGLAND PRIMARY SCHOOL

*A Christian community where commitment to educational excellence changes lives*



UPDATED 15 July 2020

Dear Parents/Carers of Pupils in Years 1 - 6 from September 2020

## **ARRANGEMENTS FOR THE COMPULSORY RETURN TO SCHOOL OF PUPILS IN YEARS 1, 2, 3, 4, 5 and 6 FROM MONDAY 7 SEPTEMBER 2020**

The Government announced on 3 July that Schools will re-open fully at the start of the Autumn term. At Moordown St. John's our term starts on **Monday 7 September 2020**. Attendance will be compulsory for all pupils as it was before closure.

This detailed letter explains changes that are proposed as a result of a thorough risk assessment to keep all pupils and staff safe from September.

With detailed planning, great team work from staff and excellent co-operation from pupils and parents we have been delighted to welcome back 89% of our pupils since 1 June. This has undoubtedly helped pupils' happiness and well-being, and helped to resume some learning.

I would also like to commend the job that parents and carers have done to even attempt, and in many cases keep up, with home learning. This must have been extremely challenging for families to cope with at home and definitely not something we bargained for as parents! Congratulations on whatever you have managed to achieve at home over the past 3 months.

### **Returning to School in September**

At Moordown St. Johns we will be closely following the Government's guidance and advice to minimise the spread of COVID-19 by socially distancing whenever possible in and around the school from arrival at the playground in the morning to leaving at home time. We will be continuing with enhanced cleaning and frequent hand washing so that pupils and staff remain as safe as is possible. The following measures and changes help to ensure social distancing and hygiene are effective at our school:

### **Changes to the School day**

In order to 'stagger' the arrival and departure of 420 pupils and their parents from 7 September, and to avoid reducing the teaching day as per Government advice, the following timings will apply:

### **Arrival at school: 08.00 – 08.30** *Timing of Crossing Patrol to be confirmed*

We are fortunate in having several entrances to the school site. From 7 September 2020 until further notice, parents will be able to drop off their children any time between **08.00 – 08.30**, to enable as much distancing as is possible, using the following gates:

- Vicarage Road Visitor Car Park
- Morden Road pedestrian gate
- Victoria Park Road Pedestrian Entrance.

Children will be able to enter school immediately on arrival at their normal entrance points:

Reception:	Reception doors in KS1 playground
Year 1:	Wooden gates in KS1 playground
Years 2 & 3:	Year 2 & 3 doors in KS2 playground
Year 4:	Playground door of Mrs Rose's classroom
Years 5 & 6:	Year 5 & 6 entrance next to the swimming pool

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Parents are asked to spread their arrival where possible and not to linger in the playground or around the school gates ~ please depart the school area promptly. Where possible only 1 parent/carer should bring children to school. Please be considerate of others at all times and give each other space.

*Please remember to observe social distancing on the pavements around the school, at the entrance gates and when in the playgrounds. Please avoid congregating and tying dogs etc up next to gates thus impeding access and movement for others.*

### **Morning Registration at 08.30**

Children will need to be in school by 08.30 for registration and their learning will start promptly at 08.40. Arrival after 08.40 without an acceptable reason will result in an unauthorised late mark. An updated copy of the School Attendance policy accompanies this letter for your information.

### **Breakfast Club**

The 115 Breakfast Club will operate from 07.30 - 08.30 and children in Breakfast Club will be taken to their classroom for registration. Please book your places at breakfast club by contacting the 115 team on 01202 331602 or [admin115club@gmail.com](mailto:admin115club@gmail.com) Further information is available from their website [www.the115club.co.uk](http://www.the115club.co.uk)

### **Collection from school: staggered class collection times** *Timing of Crossing Patrol to be confirmed*

To minimise the number of people in the playgrounds and enable social distancing, we ask that whenever possible only 1 parent/carer collects children.

We will be operating staggered collection times (siblings can leave together at the earliest collection time and teachers will arrange this). **To avoid unnecessary waiting & congestion it is essential that parents are punctual and arrive / depart within the timing indicated.**

The collection times will be:

<b>Mondays – Fridays</b>	<b>Year Group</b>	<b>Collection point</b>
14.30 - 14.40	Year R	Key Stage 1 playground
14.30 - 14.40	Year 4	Key Stage 2 playground - Mrs Rose's classroom door
14.45 - 14.55	Year 1	Key Stage 1 playground
14.45 - 14.55	Year 3	Key Stage 2 playground – usual doors
14.45 - 14.55	Year 5	Key Stage 2 playground - usual doors
15.00	Year 2	Key Stage 2 playground - usual doors
15.00	Year 6*	Key Stage 2 playground – usual doors

*\*With parents' consent, we are happy for Year 6 children to make their way directly to and from school on their own.*

### **115 After School Club**

The 115 after school club will be operating from 14.30 - 17.45 every afternoon. Please see Breakfast Club above for the contact details.

### **During the School Day**

The Government guidance recognises that social distancing, although an ideal, is not possible at all times in a Primary School. For that reason, the following measures will be in place to minimise the possible spread of COVID-19:

#### **Bubbles**

At Moordown St. John's we will be operating **year group bubbles** of 60 children and their teaching staff. Children will remain in their respective bubbles and be kept apart from other year group bubbles throughout the entire school day. In the unlikely event that a child or adult in the bubble develops symptoms of COVID-19 we are then able to isolate the bubble concerned and follow the appropriate advice and action as directed by Public Health Dorset. Bubbles will eat lunch together in their classrooms and will play and use designated outdoor play zones.

#### **School Uniform and Physical activity**

We will be asking children to wear an adapted uniform that maintains school identity but is more practical as we will need to minimise changing times and movement within the school building. For these reasons, we ask that children only wear trainers to school and **do not wear school shoes, white shirts and ties** for at least the Autumn term. Children can wear a red polo shirt, school jumper, blue PE shorts, grey short trousers/long trousers (boys) or blue trousers (girls), blue skirt or dress. Summer dresses can be worn as usual until Autumn half term.

This uniform code has the added advantage of the children always being ready for PE and 'Active Me!' physical activity sessions such as skipping etc. Timetabling of outdoor space is limited so we will be taking advantage of dry weather whenever possible and promoting as much physical activity as the timetabling of space allows.

PE kit is not needed in school at the current time as the children will not be changing for PE/'Active Me!' sessions.

### **Lunchtimes**

There will be no hot school meals from September for the foreseeable future. This measure minimises movement around the school and prevents unnecessary cleaning and potential contamination. The children will have packed lunches, which they will eat in the classroom in their own bubbles. Pupils in Years R, 1 and 2 are entitled to receive free packed lunches ~ these should be ordered online via Chartwells. A copy of the packed lunch menu is attached for information. The deadline for ordering lunches for w/c 7 September will be midnight on Sunday, 30 August. If preferred, you can send in a packed lunch from home.

Families who are entitled to income-based free school meals will receive free packed lunches from Chartwells. These will also need ordering as usual by parents via the Chartwells website by Sunday 30 August for the w/c Monday 7 September.

Lunchtimes will operate from 12.00 - 12.40 for all pupils.

### **Water Bottles**

We ask all pupils to bring in a named drinks bottle, which should be taken home each afternoon for washing.

### **Handwashing and general hygiene**

Handwashing will continue to be a top priority ~ all children and staff will be required to use hand gel or wash their hands thoroughly on arrival and at regular intervals throughout the day. We will continue to do activities to ensure the children understand the importance of hand washing. We will also be emphasising the "catch it, bin it, kill it" message. Please continue to support these messages and practise good hygiene at home.

Each bubble will have sufficient supplies of soap, hand gel and tissues as well as dedicated 'tissue' bins, which will be emptied regularly. All classrooms have facilities for regular hand washing.

As you would expect, regular cleaning of all areas, surfaces, activities and equipment etc will also be a top priority ~ this will be undertaken throughout the day by designated members of staff to minimise the spread of germs between bubbles.

In addition, staff will be timetabled each Friday afternoon to support the washing of equipment

### **Classrooms**

Teachers will be following Government guidelines and arranging their classrooms so that children are not sitting directly opposite each other on 'group tables'. Most children where possible, will be sat side-by-side with the exception of Year R and Year 1 pupils where there will be limited numbers of children on group tables to allow for practical learning.

### **Pencil cases**

All communal pencils, pens, rubbers etc have been removed from the classrooms to avoid the sharing of resources. Pupils in Year 1 to Year 6 are asked to bring a wipe-clean, labelled pencil case to school containing their own pens/pencils. PLEASE DO NOT SEND IN EXPENSIVE STATIONERY ITEMS/PENCIL CASES. 'Fluffy' and fabric pencil cases are not permitted. Children will not be allowed to share their stationery or resources to minimise the risk of spread of infection.

### **Toilets**

We will ensure that only 2 children at a time are able to access the toilets. As far as possible, children from separate bubbles will not use the toilets at the same time (although this cannot be completely guaranteed). Year R, Years 1 and 2, Years 3 and 4, Years 5 and 6 have been allocated to separate toilet areas, which will help them keep to their bubbles.

### **Personal Protective Equipment (PPE) & face coverings**

Current Government advice is that children and staff do not need to wear PPE on a normal daily basis. However, PPE is recommended in some situations, for example gloves, aprons and masks/visors will be available for staff undertaking first aid and/or agreed personal care of certain pupils.

## **Illness**

If your child has a temperature of 37.8 or higher, persistent cough or loss of taste or if your child is unwell, **DO NOT SEND THEM TO SCHOOL**. Please remember to advise the school office of your child's absence either by phone 01202 527683 or text 07860 030292

Please note if your child has symptoms of suspected COVID-19 we will isolate them and expect them to be collected immediately, so please ensure that we hold up to date contact information. A designated 'isolation room' has been set aside to be used in suspected Covid-19 cases.

## **Risk Assessment**

Our risk assessment has been updated to include Covid-19 and will continue to be reviewed and amended on a daily basis as required.

## **Covid-19 Testing**

According to the latest Government guidance, everyone is eligible for Covid-19 testing if they (or anyone in their household) shows symptoms. Testing should be requested via the NHS website:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/> Please remember to advise the school of the outcome of the test.

## **Swimming**

In line with Government permissions, we will be swimming in September. To protect the bubble arrangements we will not be permitting parents to change their children for the time being. For the Autumn Term, in the first instance, Reception will not be swimming. Other year groups will be swimming on the following days and terms:

Year 1: Wednesday morning (1HZ 1<sup>st</sup> half of each term; 1P 2<sup>nd</sup> half of each term)

Year 2: Wednesday afternoon (2G 1<sup>st</sup> half of each term; 2HD 2<sup>nd</sup> half of each term)

Year 3: Monday afternoon (3MG 1<sup>st</sup> half of each Term; 3SB 2<sup>nd</sup> half of each term)

Year 5: Friday afternoon (5H 1<sup>st</sup> half of Autumn Term; 5OG 2<sup>nd</sup> half of Autumn Term)

Year 6: Friday afternoon (6H 1<sup>st</sup> half of Spring Term; 6R 2<sup>nd</sup> half of Spring Term)

Year 4: Friday afternoon (4B 1<sup>st</sup> half of Summer Term; 4R 2<sup>nd</sup> half of Summer Term).

It is planned for swimming to commence on Monday 7 September.

## **MS Teams**

We will continue to use Teams with pupils and, in the event of a further lockdown, we will be ready to switch to home learning immediately. If you are still not able to access Teams or have problems, please contact the school to seek help.

## **Review of procedures**

The above operational procedures will be subject to regular review. Please be aware that we may need to amend some procedures if they prove impractical or if Government guidance changes.

We hope the above information is helpful. There are many more measures that we already have in place and that the children are by now used to. If you have any questions or concerns, or would like to provide some feedback, please do not hesitate to be in contact.

We look forward to seeing everyone back in School in September!

Yours sincerely,



## **Headteacher**

Enc Pupil Attendance Policy 2020/2021  
Packed lunch menu from Chartwells (order by midnight Sunday 30 August for w/c Monday 7 September).