



Tuesday 25th August

Dear Parents and Carers,

I would like to introduce myself to you as the Associate Headteacher here at St John with St Michael C E Primary. I will be supporting the school during the autumn term alongside my permanent school, Edenfield C E Primary. Edenfield is also a village C of E school, part of the Manchester Diocese and as such, we will share the same ethos and aims for our children. In my nine years as a headteacher in Rossendale, and nearly thirty years working in education, I have been committed to providing a learning environment where each child is nurtured, cherished and encouraged to fulfil his or her potential, under the love and guidance of God and His Church. I am very much looking forward to meeting you over the coming weeks and getting to know you and your children. I expect to split my time equally between the two schools but will be contactable via telephone and email on the days I am away from the site.

I will be working closely with the senior leadership team and the teaching staff to ensure we provide a consistent approach to teaching and learning within a broad and enriching curriculum, as well as high quality pastoral care, with the wellbeing of every child a key priority, as we return to the classroom. This will include supporting friendships, addressing and equipping pupils in how to respond to current changes, and supporting pupils with approaches to improving their physical and mental wellbeing.

We are delighted that the school will reopen fully in September and further to recently published government guidance, I would like to update you with the plans and procedures that will be in place for the children at SJSM. I understand that a letter was issued in July, but after a visit to the building, discussions with the SLT here at school, and analysis of the new guidance, we have had to make some minor adjustments to the arrival and collection points (full details below).

Some of you may be feeling apprehensive about your child returning to school after such a long break but I can assure you that we will do everything we can to help them settle in easily. I am confident that the pupils, whom we cannot wait to have back with us, will enjoy being reunited with their friends and teachers. We are already busy planning a full and exciting curriculum, with lots of exciting projects in the pipeline. In the autumn term, there will be a focus on the acquisition of phonics and vocabulary for those pupils in KS1 and we will prioritise identifying gaps and re-establishing good progress in the essentials (phonics, reading, vocabulary, writing and mathematics) for all pupils across the school.

The school have introduced protective measures for children which will allow them to thrive and progress. These are supported by a rigorous risk assessment process. There have been some changes to previous guidance and the points which may affect you and your child are as follows:

- The school has applied the Government's principles of keeping groups separate (bubbles), keeping bubble sizes as small as is reasonably practicable and maintaining social distancing based on the age and ability of the pupils and the feasibility of measures when offering a broad curriculum;
- Pupils have been placed in 'class bubbles' and interaction between other classes will be minimised as far as is reasonably practicable;
- Children in early years settings will be kept in small groups, as far as possible, within their class bubble;
- Staff members in early years settings will stay within a single group (bubble) on a day to day basis as far as possible;
- Classrooms will not be shared with other class groups;

- Measures have been put in place to limit interaction, between groups (bubbles) as much as possible;
- Start and finish times will be staggered (see below for details) to keep groups apart as they arrive and leave school;
- Start and finish times and breaks will be staggered to ensure that corridors or circulation routes have a limited number of pupils using them at any time and to reduce mixing between groups;
- Classroom selection and timetabling have been carefully managed to reduce movement around the building and to prevent mixing of different groups of pupils;
- Where possible rooms will be accessed directly from outside;
- A one-way circulation route along corridors will be in operation;
- Pupils in different groups will be encouraged not to mix together at break times and groups will be supervised and kept apart as far as possible;
- Lunch breaks will be staggered allowing for time for cleaning of surfaces in dining areas between groups;
- Different groups in the dining area will be kept apart as much as possible;
- As far as practicable, groups will be kept apart with only brief transitory contact where this is unavoidable;
- Large gatherings such as assemblies or collective worship with more than one group is prohibited;
- Pupils are kept in consistent groups during P.E and outdoor sports will be prioritised where possible;
- When indoor sport is unavoidable, a large indoor space will be used maximising distancing between pupils and scrupulous attention will be given to cleaning and hygiene;
- Staff will maintain a 2 metre distance from each other at all times;
- School staff will maintain a 2 metre distance from pupils as far as is reasonable and when circumstances allow;
- School staff will avoid close face to face contact and minimise time spent within 1 metre distance of anyone;
- All staff and pupils are expected to adhere to the current social distancing guidelines as far as is reasonably practicable;
- Where space allows, pupils who are old enough will be supported to maintain a distance from each other and are encouraged not to touch staff and their peers where possible;
- Where staff or pupils cannot maintain social distancing due to space restrictions, the risk will be reduced by keeping pupils in smaller, class-sized group bubbles;
- Classrooms have been adapted to support social distancing where possible including;
 - seating Y1 – Y6 pupils side by side and facing forwards, rather than face to face or side on;
 - moving unnecessary furniture out of classrooms to make more space;
 - Where practical desks have been assigned to individuals or to the smallest number of pupils possible. Tables will be wiped down frequently and at least at the end of every lesson
- As much as possible, fresh air will be increased within buildings by opening windows and doors frequently to encourage ventilation;
- Pupils who were considered to be clinically extremely vulnerable and received a letter advising them to shield were advised by the Government that they can return to school from 1 August 2020 (or when the rest of their class returns);
- People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace / school as normal;
- People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace / school as normal;
- Staff or pupils showing COVID-19 symptoms will be sent home, reminded to self-isolate for 7 days and instructed to arrange a test to see if they have COVID-19;
- Staff and parents will be instructed to inform school immediately of the results of a test so that an assessment can be made of the potential impact on school;

- The school will contact the local health protection team as soon as they have been notified of a positive result. (This team may also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace);
- The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate;
- Based on the advice from the health protection team, school will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:
 - direct close contact - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin);
 - proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual;
 - travelling in a small vehicle, i.e. a car, with an infected person;
- Classroom based resources, such as books and games will now be used and shared within the bubble; these will be cleaned regularly, along with all frequently touched surfaces;
- Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously between bubbles;
- Resources that are shared between classes or bubbles, such as sports, art and science equipment will be rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles;
- Pupils and teachers will be permitted to take books and other shared resources home that contribute to the pupil's education and development. Unnecessary sharing including the sharing of items that do not contribute to a pupil's education or development will not be permitted;
- Shared resources will be cleaned frequently and meticulously and before being shared and taken home or;
- Shared resources are rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) before being shared and taken home;
- Pupil will be allowed to bring a school bag but this must be no bigger than the standard book bag size;
- PE bags must be the drawstring 'pump' bag type NOT rucksacks;
- Pupils should bring their own named water bottle which must be taken home each day for washing;
- Supply teachers, peripatetic teachers and/or other temporary staff are now permitted and can move between schools;
- They will be instructed to ensure they minimise contact and maintain as much distance as possible from other staff.
- Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual;

To reiterate, from September, children will be organised into class bubbles. Different classes will not mix during the day, or on subsequent days, but remain in their 'bubble'. The same teachers and support staff will be assigned to each class and these arrangements will remain the same throughout the day, and on subsequent days. Whilst children are not expected to remain 2m apart, teachers and support staff will be advised, in line with government guidance, to maintain the 2m social distancing rule.

Specific routes into school, alongside staggered drop off and collection times, will help to keep classes apart. Playtime and lunchtimes will also be staggered and communal activities such as daily whole school worship and church services will be prohibited indefinitely. Children will resume eating in the dining room and school hall but each class will eat in a designated area at a designated time each day.

We regret due to the current restrictions, we will not be able to offer extra-curricular activities in the autumn term. However, we are keen to resume these and we will notify you as soon as we are able to reinstate our programme of clubs.

Procedures for the start and end of each day

Unfortunately, until further notice, parents will still not be allowed to access the main school grounds. To minimise gatherings at arrival and collection times, the school will operate staggered start and finish times. Where pupils need accompanying to and from school, only **one** parent or carer should attend. Any parents or carers showing symptoms of coronavirus must **NOT** enter the premises.

The main gate will be supervised by a senior staff member from 8.45am and 3.00pm to ensure very small groups are on site at any one time so that social distancing can be followed. Floor markers mark the school paths to indicate safe social distancing.

Parents are requested **not** to use arrival times to pass on messages to teachers, as congestion must be avoided at all costs. Messages for teachers must now be communicated by telephone to the school office who will pass these on promptly.

Arrival and Collection

Nursery

Nursery children will start at **8.45am** and be collected at **3.15pm**

Your child will enter the building through the usual **Nursery Unit Entrance** at the side of the school.

Parents are to wait outside the entrance until a member of staff calls for their child. Parents will be allowed access to the entrance in small groups where they will wait at socially distanced points.

Class 1

Class One will start at **8.55am** and will need to be collected at **3.25pm**

Your child will enter and exit the building through the **usual classroom entrance** at the side of school (near the Nursery Unit). Parents are asked to wait in the zoned area outside the entrance until the teacher calls for their child. Parents will be allowed access to the zoned area in small groups where they must wait at socially distanced points.

Class 2

Class Two will start at **8.45am** and be collected at **3.00pm prompt** at the main gate. Your child will enter the building through the usual **Class 2 entrance** in the blue section of the playground, supervised by a staff member.

Class 3

Class Three will start at **8.55am** and be collected at **3.20pm** at the main gate.

Your child will enter the building through the usual **Class Three Entrance** on the playground.

Class 4

Class Four children will start at **9.05am** and finish at **3.35pm**. They must be dropped off at the main gate.

Your child will enter the building through the usual **Class Four Entrance** on the playground.

Late Arrivals

Late arrivals should be taken to the main office reception desk. However, due to the precise organisation in place to avoid congestion, we would urge you to ensure your child arrives at the correct time allocated. The Local Authority and school expect every child to arrive on time. Lessons will start promptly so late arrivals will disrupt teaching and learning for the whole class. Regular punctuality at school is vital in order for pupils to achieve their full potential. Each late arrival may create further 'gaps in learning' which will make it even harder for a child to catch up.

Families with multiple children in school should come at the earliest time allocated and access will be allowed for the older siblings via the arrangements listed above.

Teacher and Class Arrangements

As Mrs Camps is expecting a baby at the end of the autumn term and will be busy with leadership duties, a new teacher has been recruited to cover her maternity leave. Mrs Parker Smith is a very experienced teacher who has recently relocated to the North West. To ensure continuity for the pupils in Class 2, Mrs Parker Smith will commence teaching Class 2 in September. She has over 25 years of experience teaching in primary schools, including senior leadership roles, and I am sure you will join me in giving her a warm welcome to the school family. She has already been working closely with Mrs Camps to ensure a smooth transition for the children.

Class arrangements are as follows:

- Nursery – Mrs Oliver, Mrs O’Leary and Miss Dalton
- Class 1 – Mrs Hall, Miss Prince and Mrs O’Leary
- Class 2 – Mrs Parker Smith, Mrs Driver and Miss Dalton
- Class 3 – Mrs Entwistle and Miss Howard
- Class 4 – Mr Allton and Mr Greenwood

School Reports

Any outstanding school reports will be distributed on 2nd September. It has come to my attention that, due to unforeseen circumstances, some reports were not issued in July. Please accept our apologies for this delay.

School Uniform

All pupils should attend in full school uniform, including appropriate footwear, not trainers. **Please note** pupils should not wear a PE kit for school as previously advised. However, please ensure your child has their PE kit in school, every day, for PE and outdoor activities. School book bags are permitted to carry reading books, letters and homework activities but large bags and rucksacks are prohibited at this current time. Pupils **MUST NOT** bring any personal belongings from home other than a named water bottle which must be taken home for daily washing. All school equipment will be provided for the children in a named pencil case and folder.

Should you have any queries or concerns about any of the above, please do not hesitate to contact me or Mrs Camps, via the school office.

Yours faithfully,

C. L. Garner

C. L. Garner
Headteacher