

RE: Arrangements for September school reopening

Dear Parents and Carers,

St Joseph's will reopen for **all pupils** on Wednesday 2nd September 2020. We are very much looking forward to seeing all the pupils back at school once again looking smart in their summer uniforms.

I am writing to share with you the arrangements St. Joseph's have implemented in line with government recommendations to ensure the safety of all pupils, staff and visitors to the school. We will continue to review the arrangements we have implemented for September and update you with any changes as and when we make them. I would like to reassure you that the safety of our school community is a priority.

We recognise that some of you may have some concerns about your child returning to school. To reassure you, the school has been open since lockdown and has welcomed back more pupils in the summer term. Our experience has been very positive, and the children have appreciated being back at school with their friends. I am glad to report that, to our knowledge, no school has had any cases of illness during lockdown in Bracknell Forest. If you would like to talk to us about your child and any concerns you have about their return to school, please – in the first instance – contact your child's class teacher via email. If your child has an EHC plan, please contact the school SENCO, Mrs. J. Dunlop, who, with the school SEND Team, will support you and your child with their return to school.

I appreciate this letter is long, but I feel that the information it contains will help you understand all the safety measures in place and how the planned changes will affect both you and your child.

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Following the government guidance, we have carried out a risk assessment to identify the expectations and risks associated with coronavirus specific to our school so that we could minimise those risks. The risk assessment is attached to this email and will also be located on the school website.

This risk assessment:

- follows the guidance from the government
- has been discussed with the Local Authority and
- has been agreed by the Full Governing Body meeting.

Attendance

The government has reminded us that it is a *'parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school, and they are of compulsory school age'*. Up to this point in time, the government have allowed families to decide if they would like their child to return to school. As of Wednesday 2nd September, this choice has been removed and your child will be expected into school unless they are ill or isolating due being in close contact with someone who has Covid 19.

The school will resume its attendance procedures: we will expect parents to inform us by email/ telephone if your child is ill and will not be attending school. The school will investigate any unexplained absences and a Fixed Penalty Notice may be given for extended unauthorised absences.

Maintaining a safe school environment

I would like to take this opportunity to remind you of the preventative measures the school has put in place in order to minimise the spread of infection.

The following actions for infection control remain in place:

- Staggered drop off and collection points and times
- Every class to use external doors for access and to have their own designated play area for break and lunch time.
- Encouraging good hygiene by promoting the importance of handwashing for at least 20 seconds with warm water and soap in the following circumstances:
 - arrive at school
 - return from breaks
 - if they change rooms including before and after PE
 - before and after eating
- Ensuring pupils and staff understand that they must cover their mouth and nose with a tissue before they cough or sneeze, then throw the tissue away
- Ensuring frequently touched objects and surfaces are cleaned and disinfected more regularly than usual
- Isolating any unwell people in a separate room, and providing a separate bathroom
- Following the government guidelines on prevention and engaging with the NHS test and trace process

As an important part of our school community, I would ask that you continue to encourage good hygiene and respiratory practices, such as thorough handwashing, at home and keep your child informed about the things they can do to discourage the spread of infection.

Class Bubbles

Up until the end of the summer term, children were placed in bubbles of up to 15. This number will now increase to 30 – a full class. The same distancing principles that we have used in the summer term will apply. The adults and children within each bubble will use the same classroom, toilets and playground area. They will use the external doors to access the school and we will continue to stagger the drop off and collection times. This allows us to limit contact amongst pupils so that the children are in contact with the same group. The adults in the class bubble will supervise the children for the whole day including breaktime, lunchtime and time outdoors. Within the classroom, each child will have their own seating area (facing forward) and will always work from this table. The children will be taught not to sit at other tables and to only use their own equipment. Please be assured that the pupils who have been in school have adapted very quickly to the new arrangements.

School Staffing Structure

Year Group	Class Teacher	Support Staff
Footsteps	Mrs. Smith	Mrs. Bamrah, Mrs McKay, Mrs. Monredondo,
Year R	Mrs. Gallagher	Miss Lovegrove, Mrs Fenton, Miss Clark
Year 1	Miss. Tanzer	Mrs Gofford, Mrs. Kelleher, Mrs Saxena
Year 2	Mrs. Pearce & Mrs. Pay	Mrs Knapp
Year 3	Mrs. Broadbridge & Mrs. Philpott	Mrs Turner, Mrs. Sloan
Year 4	Mr. Belchamber	Mrs Maloney & Mrs. Micklewright
Year 5	Miss. McLellan	Mr O'Connor, Mr Roberts
Year 6	Mrs. Perrett	Mrs Mills, Mrs. Taylor

Arrangements for the start and end of the school day

Where possible, we strongly encourage pupils to walk or cycle to school. Ideally, pupils should avoid public transport but especially at peak times.

The beginning and end of the school day are the busiest times for children and adults congregating together in one place, so maintaining safe distances within normal arrangements can be a challenge. The school will therefore continue staggering the school day in September.

Pupils will enter and leave the school through one of the four gates:

- field gate
- double gate near Footsteps Nursery
- single gate near Footsteps Nursery
- KS2 single gate (entered from the side gate off Gipsy Lane).

Year Group	Drop off & collection Point	Drop off	Collection
Nursery FS1	Double gate outside Footsteps	9am	3pm
Reception Year	Single gate outside Footsteps	8.30am	2.30pm
Year 1	KS2 Gate	9am	2.45pm
Year 2	KS2 Gate	8.50am	2.45pm
Year 3	KS2 Gate	8.40am	3pm
Year 4	Field Gates	8.40am	3pm
Year 5	KS2 Gate	8.30am	3.10pm
Year 6	Field Gates	8.30am	3.10pm

*If you have siblings at the school, you can drop off all children at the earliest time and then collect them at the latest collection time. At collection, all children will be collected from the gate assigned to the eldest sibling.

One-Way System: Drop off and collection

To ensure social distancing we are asking parents to abide by a one-way system.

Field & Footstep Gates: Walk down the right side of Gipsy Lane into school car park, through vehicle entrance, drop off children at the field gate then leave through pedestrian gate/side gate.

KS2 single side gate: Walk down the right side of Gipsy Lane and keep walking onto the narrow single track to the side entrance from Gipsy Lane to the KS2 single gate. A member of staff will be at the side gate to welcome your child so you can “drop and go” in the morning. We ask you to then walk through the school car park and leave through pedestrian gate/side gate next to KS2 single gate to then go through steps on the left-hand side into the estate or onto London Road.

(We are also hoping to have a narrow single line on Gipsy Lane for footfall from the school to Larges Lane. This can then be used by pushchairs or bicycles.)

When collecting in the afternoon, please be mindful of the importance of social distancing when using the single gate into KS2 playground and when waiting on the playground. Red crosses are marked on the ground to remind us to keep a distance from other parents.

Morning & ASC Club

Morning Club: The morning club will start at 7.45am – please enter through the side hall door.

ASC: At the end of the ASC session, 4.30pm, 5.30pm and 6pm, the children will be taken to a gate for you to collect your child. As the children will be located across the site, we ask that parents only collect their child at one of the following times: 4.30pm, 5.30pm or 6pm only.

More information about booking will follow this letter.

Lunchtime

To reduce items brought in from home, the school advises parents to order a school lunch. In the summer, we trialled a hot lunch option. These have proved very successful so please take the time to view the menu attached. We still have our school cook, Beya, but the provider has now changed to Caterlink. There will be some changes to the payment method and there will be a reduction in the cost of school lunches; they will be reduced to £2 in September. More information will follow shortly.

Snack

We are hoping that the fruit and vegetables for KS1 to eat at playtime will be supplied in the autumn term. For KS2, we ask that parents send in a snack with their child. This should be fruit or vegetables only.

Reading Books

In September, the children will be given a book/books to take home on a Monday. These books will be returned to school the following Monday. The returned books will be placed in quarantine for 72 hours. The online book library - Reading Buddies – will still be available to pupils who wish to read more material. We also recommend the use of the extensive eBook library on Oxford Owl.

Each child will need...

Sharing of resources will not be allowed. To limit items being bought into school, each child should bring in the following items:

- Daily: A **named water bottle** already filled with water
- To stay at school: a **named, clear pencil case** containing:
 - ❖ 3 pencils
 - ❖ Eraser
 - ❖ Sharpener
 - ❖ 3 whiteboard pens & whiteboard cloth (cut up jiffy cloth)
 - ❖ Ruler
 - ❖ Y5& Y6 children will need a protractor set
- To stay at school: **Headphones** to use with computers (simple earphones will suffice)
- A **coat** if it is cold/raining
- A **snack** (fruit or vegetables only)
- Packed lunch box if applicable. We strongly advise children to have a school lunch.
- Any **medications** they need (see medication section)



**No back packs are to be brought in.*

School uniform and PE Kit

Children are expected to return to school in their *summer* uniform. The children will move to the winter uniform at the start of October. All children should wear sensible, black school shoes. The children will need to take their PE kit in a PE bag to school. The kit will remain in school until sent home by the class teacher. Children's trainers will be stored in the PE bag with PE kit.

Medicines

Medicines were returned home when lockdown started and so these will need to be brought back into school. If your child has a new medicine to take, the school needs parental permission. You will need to complete a Medicine Form or a Health Care Plan. Medical forms are available on the school website. Please call the office to organise this.

Child sickness

If your child is unwell, please report this to the school office as soon as possible. If leaving a message, please be clear in the message if the illness is linked to Covid19 so we know if you are self-isolating. If it is for a different reason, e.g. they have an earache, please include this in your message.

School events

There will be no whole school assemblies and daily class worship will take the place instead. We will contact parents in October to detail our plans for parent consultation meetings.

Educational Visits

The government guidelines only allow educational visits that take place during the day. Unfortunately, any residential educational visits are not allowed. We are presently talking to Rhos Y Gwaliau, regards our Year 6 visit in December. If the guidelines do not change before December, we will try to rearrange. A number of schools are in a similar position and there is a possibility that a rebooking may not be possible.

Parental Queries

We strongly advise emailing the school office or telephoning where possible. This will reduce the footfall in our school office and thus keep our office staff safe.

Support for pupils and families

We do not underestimate how difficult the recent weeks have been for us all and we all will have been touched in some way by the coronavirus pandemic. We recognise the need to focus on pupils' emotional wellbeing as well as their return to learning. The following support is in place for pupils once they return to school:

- A recovery curriculum will be taught for the first two weeks. This will enable the children to familiarise themselves with the routine and demands of a school day as well as the learning attitudes and behaviours expected in school.
- Our ELSA will be available to help individuals who are experiencing any difficulty.

I hope that this letter addresses the majority of questions/queries that you may have had. Attached is our risk assessment which clearly states the measures we are putting in place to keep our children, staff and parents safe. I appreciate there may be further questions that I have not covered so if you do have something that has not been covered in this letter, please email the school office.

INSET Days

Five days are allocated throughout the year for Teacher Professional Development. Children will not be in school on these days:

1. Tuesday 1st September
2. Monday 5th October
3. Monday 2nd November
4. Monday 4th January
5. Wednesday 21st July

Finally, I would like to take the opportunity to thank you for all your kind words of support over recent weeks and for the stoic efforts you have all made in supporting your child with their home learning. I wish you all a safe summer and look forward to welcoming everyone back at school in September.

Warmest Regards



Juanita Dunlop
Headteacher