



# CHELLASTON JUNIOR SCHOOL

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**Head teacher – Mr Alex Smythe**

*Together we are **stepping to success**. Together we are **working to achieve our best***

Friday 15<sup>th</sup> May 2020

## **Letter for all parents – and especially Year 6 parents/carers and Critical Worker parents/carers**

Dear Parent/Carer

This letter is relevant for you if:

- You are a parent of a Year 6 pupil and/or,
- You are a Critical Worker and/or,
- Your child has been attending school as a vulnerable pupil and/or
- You use the Zone Provision for before and after-school care and/or
- You have an interest in how we are assessing risk and planning for the re-introduction of the Year 6 pupils in June.

The purpose of this letter is to give you as much detail as possible regarding our risk assessment and measures to be put into place for staff, pupils and parents at CJS when we open on 1<sup>st</sup> June 2020. We are expecting that we will have roughly 160 children in school so I'm sure you'll understand why it is such a long letter!

Towards the end of the letter I also give you some information about refunds for the Year 6 residential.

Thank you to the parents who responded to the online survey about Y6 children coming back on 1<sup>st</sup> June. This is obviously an emotive issue, nationally, but we feel our responsibility has been to focus on preparing for the change by creating a robust plan for keeping everyone safe in school.

It is really important to note that we have been consulting on almost a daily basis with the other schools in our Trust and especially the Infant school and Homefields. Please understand that the arrangements proposed for CJS will be very different from the other schools because we each have different phases of education and different constraints in terms of staffing and accommodation. We will be able to offer more in some ways and less in some ways so it is very important not to compare the schools. The plans will constantly evolve as the Covid 19 situation changes.

### **Eligibility**

From 1<sup>st</sup> June 2020, the **only pupils eligible to attend school** will be:

- a smaller than usual number of vulnerable pupils
- Children of Critical Workers
- all Year 6 pupils,

## Vulnerable Pupils

Mrs Deane-Robson will contact any parents of children who will be eligible as a 'vulnerable child'. If you have not heard from Mrs Dean-Robson and you feel that your child should be classed as a vulnerable child, please contact her at school.

## Critical Workers

- The government is now referring to 'critical workers' as opposed to 'Key Workers' for some children entitled to come to school.
- Critical worker categories can be found here <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>
- If you are a critical worker, please still try to work from home and keep your child at home if at all possible. Please do not send them in if there is a parent working from home.
- **Both parents** must be critical workers to be entitled to a place
- I will still send out the critical worker childcare forms each week on Dojo. You will only be able to let us know about your school day requirements on the form. See below for before and after-school care.

## Before and after-school care

- No before or after-school care will take place in the school building
- The Zone will return to functioning as the school's before and after-school care provider (i.e in the Hub building)
- The Zone will run as usual for all before and after-school care for children eligible to attend school
- As there will be a limit on numbers, we will prioritise Critical Workers for Zone places.
- Charges for the Zone can be found at [http://www.cjs.derby.sch.uk/serve\\_file/388669](http://www.cjs.derby.sch.uk/serve_file/388669)
- All before and after-school bookings are to be made through Sarah Woolley (07910 225663 or [s.woolley1@cjs.debry.sch.uk](mailto:s.woolley1@cjs.debry.sch.uk)).

## Risk Assessment and Planning

We recognise that all parents will have concerns about the children coming back to school. We have spent the last 10 days conducting a thorough risk assessment and writing a robust plan for re-integration. We anticipated accurately the Prime Minister's announcement last Sunday.

We have been communicating as a staff team on a regular basis, in person and online, and all staff are aware of our action plan and their professional responsibilities. Staff have all had an opportunity to contribute and respond to the action plan and we have taken all ideas on board to produce a plan which provides a lower residual risk to all of the initial concerns.

It was, however, most unhelpful when the government then released 'advice' to schools in the late evening this Thursday after we have already been planning for 10 days. We have followed all relevant advice to this point and we are not going to work at the whim of a government which tweaks its 'advice' and causes confusion and uncertainty as and when it chooses. This causes stress and anxiety for parents and children and goes against everything we want to achieve in terms of communication. As such, we are standing steadfastly by our plan. We will, of course, continue to adapt our planning on an on-going basis to meet the best needs of pupils and staff.

### **When can children come to school?**

- Year 6 children will be able to come to school from 1<sup>st</sup> June unless any further significant changes are made to the government plan or there is a negative change in the R rating
- We will continue to provide care for **Critical Worker children (including those in Year 6)** and they will be able to be in school **all week (Monday to Friday)**
- **Vulnerable pupils**, identified by the school in line with the government description of vulnerable, will be contacted by Mrs Deane-Robson and will be able to come to school all week
- **The rest of the Year 6 children** will be able to come to school from **Monday to Thursday** each week.
- This is because Friday will be used to deep clean the vast majority of the school and for teachers to plan the Year 6 learning, the critical worker learning and the home learning which will be updated on the website.
- To enable social distancing, timings for the school day will differ from the current timings. Parents will be informed of exact details for their child early next week, once we have organised children into groups of roughly 12. There will be two start and end times:
  - 8.45pm to 3.15pm
  - 9.00am to 3.30pm

### **What will be the other implications for the start and end of the day?**

- There will be four different entrance and exit points used (more details to follow)
- Please ensure that only 1 parent brings the child to school (unless you have given them permission to walk on their own)
- Please do not encourage children to walk to school in a group with other parents or children; and vice-versa for home time.
- Please let the school know if you give permission for your child to walk home alone; we will not allow them to do so unless we know that they have permission.
- Please do not come onto the school site at the start or end of the day unless dropping off a late pupil.
- We ask that parents and children do not wait close to entrances and exits; so that we can create a reasonable opportunity for everyone to socially distance.

### **Will I be able to pick and choose days to send my Year 6 child to school?**

- The Year 6 children will be expected in to school every day, Monday to Thursday only.
- You will need to let the school know, in the usual way, if your child is ill and will not be attending.
- Yes, if you are a critical worker of a child in Years 3 to 5. The organisation of this will be exactly as it has been and will help to reduce numbers in school on occasions.

### **What if we are late to school?**

- Please bring your child to the front entrance to the office door.
- Please maintain a social distance.
- Please do not come any further into the school building unless invited to do so.
- Feel free to use our hand gel.
- Let the office staff know that your child has arrived
- Ensure your child uses the hand gel before coming in to the main part of the building

### **What safety measures are being put in place?**

- A one way system will be in place for the children and adults in school.
- Hand gel will be available at all times for the children and staff
- All staff will have access to handwashing facilities, PPE (where necessary, following government guidelines) hand sanitiser gel in every classroom and for each member of staff as required, boxes of tissues for immediate use and disposal, Anti-bacterial spray and disposable hand towels.
- Appropriate staff have access to other PPE (gloves, masks, aprons). This will be used by staff dealing with any medical situations and by the catering staff

- All staff and children will be encouraged to wash hands at regular intervals throughout the day (this will also be timetabled for children). They will wash their hands for 20 seconds with running water and soap and they will dry them thoroughly on disposable hand towels.
- Children will use hand sanitiser:
  - on their way in to the school building
  - on their way out of the school building
  - Before their lunch
  - Following their lunch
  - When they return from going to the toilet (to ensure we 'know' they have cleaned their hands; they will, of course, be reminded to also wash their hands properly after going to the toilet)
- All doors (where practical) will be propped open throughout the day to reduce contact with door handles. Fire considerations have been risk assessed around this.
- Staff will try to maintain a 2m distance, where practical, so they will not be able to closely interact with pupils regarding learning.
- Children will be encouraged (as far as is possible) to keep a 2m distance from others
- Soap will be available in all classrooms with a sink
- All classrooms will have anti-bacterial wipes for regular cleaning of surfaces
- Staff will regularly clean door handles (even though we are trying to minimise use of door handles)
- Toilet spaces will be thoroughly cleaned after every lunch break and at the end of every school day
- If we are using iPads or other equipment, they will be cleaned before and after use.
- In classrooms, the tables will be organised so that:
  - Children have the same table all day, every day
  - Their equipment is theirs to use
  - Books stay on their tables
- There will be a one-in one-out system for using the toilets. We need the children to take responsibility for their own choices regarding this.
- There will be no 'whole-school' assemblies but I will be leading regular sessions during the week, in which all classes dial in to an online conference, enabling me to chat to everybody as a 'whole school'. I'll also be using this time to read a long book to the children which will probably take me most of the term!
- We will do our utmost to ensure social distancing throughout the day. Some ways in which we will do this will be:
  - Asking parents not to come on to the school site
  - Marking points along the external fencing to give sensible distances for queuing to come into school and for pick up times
  - Laying markers for lining up for school lunches
  - Lunchtime zones and rotas for small groups of children
  - Clearly demarcated play zones at lunchtimes
  - Asking visitors to the school reception area to stand back from the glass and to not reach through the glass. Hand gel will be available at the hatch and the bottle will be regularly wiped down with anti-bacterial wipes.
  - Zones around toilet areas
- Before and after signing in at the main entrance, staff and visitors will use hand gel
- The signing in screen will be regularly cleaned
- The school will be thoroughly cleaned at the end of each day and deep cleaned on a Friday
- Frequently touched surfaces throughout the school will be wiped down with antibacterial wipes and/or spray.
- There will be a focus on good respiratory hygiene...Catch it, Bin it, Kill it
- All PPE waste will be disposed of carefully daily.
- Prior to the children returning, during half term, all toilets will be flushed and all taps will be run for at least 1 minute to freshen the school's water system

### **What will my child need to bring and what will they wear?**

- Children must bring a filled water bottle; freshly filled at home in the morning.
- Children need to bring their own pencil case and equipment please. This ensures that they only use their own equipment and are not at risk of sharing equipment previously used by others.
- For children who do not bring a pencil case, we will provide them with a:
  - Pencil
  - Ruler
  - Rubber
- We have deliberated over whether children need to wear school uniform when they return after half term. We feel that the uniform will help pupils with the 'normality' of school and would help quickly re-foster the sense of belonging and commitment to the school rules. However, as we are asking that they more regularly wear a fresh set of clothes (preferably daily) in order to reduce the likelihood of infection, we understand that it will more difficult for parents to keep up with clean uniform. Therefore, we have decided that children must come to school in the following:
  - Sensible pair of dark trousers/shorts (or other appropriate legwear for girls/boys)
  - School dresses as appropriate
  - Trainers (we need all children to wear trainers as any physical activity / PE will not involve changing of clothes) – the colour of the trainers does not matter
  - White polo/t-shirt/blouse/shirt or equivalent
  - School jumpers etc...if appropriate to the weather conditions
  - A coat...if appropriate to weather conditions
- Please also observe the following:
  - No football kit attire please
  - Children do not need PE kit – we will not change for PE
  - We do not expect parents to have to purchase any new school clothing; please 'make do' with what you have if that works for you
  - Do not over-worry about the school uniform. The basic principle is smart school-related clothing (and definitely trainers for everyone)
  - Children should not bring any bags to school – we will not be using cloakroom areas for storing any items
  - Pupils must return to school with all necessary medication accompanied by a completed and signed 'request for administration of medicines form' (included with this letter)

### **What will learning look like (for children at school and for those at home)?**

- The main aims of the learning for Year 6 pupils will be:
  - Transition work to support the move to Year 7
  - 'Gap filling' for learning missed over the last 8 weeks
  - Pastoral work around 'managing change'
- There will not be separate Year 6 online learning. We simply don't have the staffing capacity to organise this
- Year 6 pupils at home can continue to access BBC Bitesize at [www.bbc.co.uk/bitesize](http://www.bbc.co.uk/bitesize)
- There will still be online learning (on the school website) for children in Years 3 to 5. Please bear with us as we endeavour to maintain the staffing capacity to ensure this.
- Any Year 6 children not at school can follow the Year 5 learning if they wish. There is plenty of scope for stretching pupils' capabilities.
- Teachers will have far less time for the message communication with parents during the week. Please be patient if a teacher has not had the time to respond to you. They will endeavour to at least catch up on Fridays; some will have lighter workloads, some heavier so differences will naturally occur.
- All children will be given a new maths book and an 'other learning' book which will stay with them on their desk.
- Teachers will not be expected to 'mark books' in the usual manner because there could be too much risk of cross infection.

### **What will be the arrangements for Lunchtime?**

- You will be able to purchase a school meal in the usual way. We will still provide children with a hot meal
- Children entitled to a free school meal will be provided for as usual
- Children can bring packed lunches as usual but we will have a system for storing these:
  - Children will bring them in at the start of the day and go to their classroom
  - Children will have a slot, in very small groups, to take the lunch boxes to the hall to put in the same designated place on a bench at the edge of the hall each day. They will also have a slot to collect their lunch box in the afternoon.
- Catering staff will observe social distancing in their work and when serving the children as far as practical. They will continue to wear all PPE such as gloves, masks, aprons (cleaned daily). They will also regularly wash their hands and use a fresh pair of gloves.
- There will be no 'help yourself' foods at lunchtimes (such as bread and salad). Only catering staff will handle food.
- Cutlery will be placed by catering staff on to children's trays rather than pupils collecting from the usual utensil containers.
- We will avoid the use of equipment (with hands) at lunch and break times but where equipment is used, it will be cleaned after each use and certainly between groups. This is a very difficult task to accomplish but we will adapt as we go along.

### **What will the school be doing to support pupils' well-being?**

- Mrs Deane-Robson and Mrs Holmes will continue to make contact with individual families of children at home to:
  - Check everything is ok
  - Ask if we can help in any way
  - Support with home learning
  - Answer questions about pupil well-being
  - Signpost parents to sources of support
- For pupils in school, we will be:
  - providing individual support to any pupils who require it – timetabling will be set so that there are regular opportunities for children to talk to a trusted adult
  - constantly reviewing 'signs of distress' and mental health against safeguarding thresholds
- Staff will be talking children through all of the arrangements when they arrive
- The year 6 teachers will have organised groups of children (up to 12 in each) based upon an accurate understanding of their needs and the requests of parents and children.
- The year 6 teachers will have shared relevant information with the teachers who will be teaching each group (e.g.medical, pastoral needs, academic needs)
- We will communicate everything to the children when they come to school. We will continue to reiterate messages to them in a caring manner, recognising that they may feel anxious but not over-egging things at the risk of increasing any anxiety.

### **How is the school ensuring Staff well-being?**

- Staff have been told that their mental well-being and health are of the utmost priority so if it is not safe for them to be at work for any reasons related to this, we will support them.
- Some staff are not able to return to work because they are critically vulnerable adults (or they live with critically vulnerable adults). This is clearly something we support.
- We have created 4 staff meeting spaces so that we minimise numbers of adults in one space. We also have staggered break times to help ensure this.
- If staff are ill or absent, this may mean that we have to tell you that a group of pupils will not be able to attend for a period of time. We have a small contingency of cover staffing but it is very limited.
- Most of you might not realise how hard all the teaching staff, learning support staff, office staff, catering staff, cleaning staff, Zone staff and midday staff have been working since the lockdown but I just want to say that they have been amazing and have all been thoroughly committed to what we see as our duty during this difficult time. Staff know that they can talk to senior leaders with concerns and that they will be listened to.

### **What is happening about refunds for the Year 6 residential?**

The office staff are working hard to establish how to refund you through ParentPay or other suitable means. Meanwhile, we are also still in communication with the school's insurers. The aim is to get refunds to parents within the next month. Apologies for the delay. It has very much been out of our hands.

Other FAQs:

### **What happens if someone becomes unwell at CJS?**

If anyone becomes unwell with a new, continuous cough or a high temperature at school, the parent will be called to collect them and they will be sent home. Parents will be advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#).

If a child is awaiting collection, they will be moved, if possible, to our 'Repton' classroom (a room where they can be isolated behind a closed door), with appropriate adult supervision. A window should be opened for ventilation. If it is not possible to isolate them, we will move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use the disabled toilet, if possible. The bathroom will then be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE will be worn by staff caring for the child (most likely Mrs Daintith, but could be others) while they await collection if a distance of 2 metres cannot be maintained.

In an emergency, we will call 999; if the child is seriously ill or injured or their life is at risk. In this situation, the advice to schools is that they must not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus at CJS?' below). They will wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

### **What happens if there is a confirmed case of coronavirus at CJS?**

When a pupil or staff member develops symptoms compatible with coronavirus, they will be sent home with a parent/carer and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and pupils who are attending the school will have access to a test if they display symptoms of coronavirus.

Where the child or staff member tests negative, they can return to the school and the fellow household members can end their self-isolation.

Where the child or staff member tests positive, the rest of their class or group within the school will be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the school, Public Health England's local health protection teams will conduct a rapid investigation and will advise the school on the most appropriate action to take. In some cases, a larger number of other children may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, whole school or the year group. Where the school is observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole school will not generally be necessary.

### **Will children and young people be eligible for testing?**

All those children and young people eligible to attend, and members of their households, will have access to testing if they display symptoms of coronavirus. This will enable them to get back into school, and their parents or carers to get back to work if they are well enough and the test proves to be negative. To access testing, parents will be able to use the 111 online coronavirus service if their child is 5 or over. Parents will be able to call 111 if their child is aged under 5.

### **Will teachers and other staff be able to get tested if they have symptoms?**

Access to testing is already available to all essential workers. This includes anyone involved in education, childcare or social work – including both public and voluntary sector workers, as well as foster carers. As the employer, we can book tests for individual staff members through an online digital portal. There is also an option for employees to book tests directly on the portal.

Thank you for taking what has probably been a considerable time to read this letter. Well done for getting this far! For parents of children eligible to attend school from 1<sup>st</sup> June, I will write to you again next week with the finer details. I'll also keep the Class Dojo updates coming; they have been a great support for all of us.

### **Further Information will follow for Year 6 parents and those of Critical Workers next week:**

- **Start and finish times** for each child/group
- **Entrance and collection/exit points** for small groups of children
- **The name(s) of the teacher(s) who will be teaching your child** when they return. Please appreciate that we have had to split each class into roughly three groups and that we are, therefore, having to utilise almost all of the teaching staff to teach the Year 6 children. The rest of the teaching staff will be teaching the remaining critical worker children. Pupils will remain, largely, with the same adult at all times as far as possible. We have taken account of Year 6 Parents' requests through the survey and have tried as hard as we can to put children with adults and other children with whom they are familiar.
- **Lunchtime 'zoning' arrangements**
- **A Powerpoint with key information for children and parents to look through in preparation for the return on 1<sup>st</sup> June. This will include:**
  - All of the details above
  - A sample timetable for you to read through
  - An explanation of lunchtime arrangements
  - Who to talk to at school if they are worried
  - The SAFE rules we'll be following
  - What the classroom might look like
  - Ideas to support your child back to school

Take care everyone and a genuine 'thank you' for your continued support and very kind messages to school over the last 8 weeks.

Yours faithfully



Mr Alex Smythe  
Head teacher