



Respect, Courage, Compassion, Friendship, Trust, Perseverance

Head Teacher:
Mrs C. McManus

Friday 17 July 2020

Dear Parents and Carers

In order to prepare for the return of all children in September, the school has revisited and revised the reopening plan and all risk assessment.

In this letter, I outline the main changes to our normal routines which we have identified as part of our risk assessment. Some of these are currently in place for the children who have been attending school; others are based on the new guidance from the Department for Education.

We ask **all** families to complete and return the responses on the separate letter by email to responses.sjw@schools.sefton.gov.uk

If you do not have the facility to do this, you can send an email direct to the same email address. **The deadline to respond is 12 noon on Monday 20th July. It is really important that everyone responds by this time so that we can continue planning.** The government have confirmed that school attendance from September is compulsory and we hope that the measures we have put in place will reassure you. While we cannot eliminate the risk completely, we have done our best to ensure it is minimised.

Alteration to normal routine	What this means in practice
Staggered start and finish times	<p>Children will be allocated a start and finish time for their teaching group.</p> <p>It is very important that they stick to this time and that a 2m distance is kept between adults and children around the school gate.</p> <p>Only one parent should accompany your child/ren. Parents cannot enter the playground or school site (unless they have a pre-arranged appointment, which should be conducted safely).</p> <p>Children will enter and exit their classrooms through the external classroom doors.</p> <p>Two entrances will be used:</p> <ol style="list-style-type: none"> 1) The entrance gate at the gazebo/school field side of the car park, referred to as GAZEBO GATE. Parents enter Gazebo gate and line up on the 2 m distance marks along the right side of the path and then exit down the left side of the path. A member of staff will be at the end of the path to receive children. 2) The MAIN GATE which leads to the school office

	<p>Parents will line up on the 2 m distance marks path and then exit down through the St John's Church gate. A member of staff will be at the end of the path.</p> <p>There are three start/finish times: A, B and C. which have been arranged so that the learning time is not shortened.</p> <p>TEAM A: GAZEBO GATE Year groups: Year 1 Start: 8:40am Finish: 3:00 pm</p> <p>TEAM A: MAIN GATE Year groups: Year 4 (Reception from 14 September)</p> <p>Start: 8:40 am Finish: 3:00 pm</p> <p>TEAM B: GAZEBO GATE Year groups: Year 2 Start: 8:50 am Finish: 3:10 pm</p> <p>TEAM B: MAIN GATE Year groups: Year 3 Start: 8:50 am Finish: 3:10 pm</p> <p>TEAM C: GAZEBO GATE Year groups: Year 6 Start: 9:00 am Finish: 3:20 pm</p> <p>TEAM C: MAIN GATE Year groups: Year 5 Start: 9:00 am Finish: 3:20 pm</p> <p>Children with siblings: Children should arrive and be collected at the time allocated to the youngest child in the family. They should enter school through the main gates.</p>
Classes	Classrooms will return to normal capacity and will be referred to as PODs (Places of Duty). Children will remain in their POD for the foreseeable future to minimise contact with other people. Children will be taught in the same POD.
Teaching staff	Each POD will have their class teacher and a teaching assistant will also be allocated for the majority of the time and depending on the needs of the children in that group. These adults will remain with this POD as far as possible. Staffs are able to teach across different PODs but this will be minimised and they will need to maintain social distancing as far as possible.
Social distancing of TA	Teaching assistants will be allocated to certain groups according to need but will still need to social distance. This will mean that children will get the support they need but may need to be encouraged to work with more independence than usual.
Cleaning rotas	Our cleaning team will be increasing their rotas and teaching staff will also have access to

	appropriate cleaning materials in the classroom. High touch points such as light switches, door handles will be cleaned more frequently than usual.
Equipment and what children can bring to school	<p>Children will be given their own stationary that only they must use. This will be kept on their desk.</p> <p>Mobile phones and pencil cases should not be brought to school.</p> <p>Children will only need to bring a book bag with their reading book, reading record, labelled water bottle, healthy snack, packed lunch if required and a coat.</p> <p>If a child requires an inhaler they must bring this to school on Thursday 3rd September.</p> <p>Shared resources such as PE equipment and toys are allowed within each POD but will be cleaned before use in another POD.</p>
Water bottles	The water fountains are not in use. Children should bring a labelled water bottle to school each day. It will be sent home each day to be cleaned and refilled.
PE kits	When a child has PE, they will need to come to school dressed in their PE kit, black pumps and school jumper. No PE bags should be in school. We will review this at October half term before the weather becomes cooler. A message will be sent to let you know your child's PE day.
Toilets	Each POD will be assigned their toilet block. Cleaning rotas have been increased to ensure toilet blocks are cleaned during the school day.
First Aid	If a child needs first aid the member of staff will have to wear full PPE including a mask to assist your child safely.
Temperature Checks	Children will not routinely have their temperature checked in school, however if we are concerned that a child is unwell, we will carry out a check with a 'non-contact' thermometer.
Worship	Sadly, whole school worship is not allowed currently. However, each class will be participating in a daily act of worship within their POD. Unfortunately, we are not currently able to invite parents into school to attend class worship.
Marking books	Marking of books will be limited to avoid any virus transmission to staff. Children will be able to self-mark where possible (for example in maths and verbal feedback will still be provided).
Catch up Programme	The government has announced support for schools to help pupils make up for lost teaching time. We are awaiting full details of this funding. However, we are working on our own recovery curriculum for all pupils. This will be shared with parents in the Autumn term.
Breaktime	These times will be staggered according to teaching PODs and will mainly consist of exercise, rather than play.
Lunchtime	<p>A packed lunch will either be provided by school or by parents if you so wish. Lunches will be delivered to classrooms and eaten at desks rather than in the hall.</p> <p>Infants will all be entitled to a free school packed lunch.</p> <p>Juniors will have to pay, unless they are entitled to a free school meal.</p> <p>There will be time for exercise and these times will be staggered according to teaching groups and will need to comply with social distancing. Welfare staff will supervise the same teaching POD each day.</p> <p>A wider school meal option will be explored at half term.</p>
Staff rotas for staffroom	Rotas for breaks and lunchtimes will be operated staff in the staffroom at once. The school hall will also be used for staff to eat their lunch as there is limited space in the main staff room.
Hygiene in staffroom	<p>Staff will need wash their hands before they make a hot drink or use any equipment in the staffroom.</p> <p>There is hand sanitiser in the school hall. Staff must wipe their table space once they have eaten with the cleaning products provided and use the foot operated lidded bins to dispose of tissues, wipes or paper towels.</p>

Pupil handwashing times	Regular handwashing rotas will be in place for teaching groups. The children will wash their hands when coming into school, before eating, after using the bathroom, before leaving school and regularly during the school day. Each POD has a sink area. There is also sanitiser in each classroom.
Online learning continuation	If a POD needs to isolate or if there is a local lockdown, we will continue to provide work remote home learning. A full time-table of work will be provided. Teachers will provide feedback to the class and will aim to make daily contact with their class. The school aims to have implemented Google classrooms by the end of September.
Parent communication	We will continue to communicate via school text service for general matters and via the school email address admin.stjohnswaterloo@schools.sefton.gov.uk if parents have individual enquiries. We ask that everyone communicates via email whenever possible rather than sending physical letters into school. Electronic communication is safest by far. We aim to conduct Parents' evening consultations to discuss children's progress via Google Meet.
Office traffic	Our school foyer is not designed for social distancing and we ask that parents email where possible or telephone when email is not an option. We will be limiting visitors to school to an absolute minimum and ask that parents only come to the foyer if it is absolutely necessary. Only one person at a time will be allowed in the foyer. If you are waiting, it is safer to wait outside and at a distance of 2m from others. Unless it is an emergency, parents will only be allowed onsite by prior appointment.
Office layout	Our office staff are already set up to work at a distance of 2m from each other. No additional member of staff will be allowed in the school office at any time – they should speak through the screen if they have a query.
Borrowing reading books	We will try, where possible, to allow children to borrow a reading book but these will have to be changed less frequently as they will need to be left for a period of 24 hours before they can be borrowed by another child.
JETS	JETS club will be able to re-open in September. We are working closely with their team. Jets are available during the summer should parents have any queries.
Test and Trace	If staff or children display symptoms of COVID-19, they must remain at home and a test booked. While the results of testing are awaited, the POD can remain in school. If the result is negative, the child or staff member can return to school straight away. If the test is positive, the POD will need to remain at home for 14 days. We aim that work will be provided via the Googleclassroom by the end of September. We ask all parents to complete and return the attached form agreeing to book a test and to inform school of the result.
Extra-Curricular Activities	We will not be offering any extra-curricular activities in Autumn Term as this would break the staffing / pupil PODs. We will not be organising school trips for the autumn term to minimise the risks to pupils and staff.
Whole school assemblies / events	We will not be able to have events take place in school with large gatherings. This includes assemblies and larger school events. This will be continually risk assessed.
Other curriculum changes	No contact sports can take place currently in PE. In music, singing should be avoided. An alternative to brass for our Year 3 music lessons have been arranged. The IT suite is temporarily out of commission until the building project has been completed (by mid-September) When in use, it will be cleaned between PODs. We will be limiting the use of iPads.
End of Year Assessment	Year 6 SATs will take place in May 2021 as usual. Year 1 will complete their phonics screening check in June 2021. Year 2 SATs will inform end of year teacher assessments and the possibility of a Year 2 phonics check is currently being discussed. Year 4 will complete a multiplication tables check in June 2021. The government currently believe that it is important that these assessments continue so that they gain an understanding of the impact of coronavirus (COVID-19) on this cohort of pupils nationally.
School Uniform	Children will return to school in school uniform. However, we do not insist on items of uniform needing a school logo in order to keep costs down
How should my	Children, young people and parents are encouraged to walk or cycle where possible and avoid

child travel to school?	public transport at peak times. Parents and pupils should wear masks when using public transport.
Face coverings	Any face coverings should be removed from children before they enter the school building by the parent. These should be taken off site by the parent.

As you can see, there are many aspects that we have had to consider when thinking about re-opening in September. There will no doubt have to be modifications to these plans as we see how they work in practice.

Please bear with us and if you have any questions or concerns, please do not hesitate to contact us. We thank you once again for your patience, support and understanding during these difficult times.

We are looking forward to seeing all the children back in school in September and we hope that you all have a safe and happy summer break.

Yours sincerely

Mrs. C. McManus

Headteacher



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