

St John the Baptist Church of England Primary School, Crondall Street, Hoxton, London N1 6JG

Tel: 020 7739 4902 Fax: 020 77292347 Email: office@st-john.hackney.sch.uk

Executive Principal: Sian Davies **Headteacher:** Toni Mason



ST JOHN THE BAPTIST
CHURCH OF ENGLAND SCHOOL

Thursday 3rd September, 2020

Dear Parents and Carers,

As previously shared, we have been planning the full reopening of our school for all our wonderful children, we would like to inform you of the following important information.

It is compulsory for children in Year 1 to 6 to attend school from Monday 7th of September 2020 unless a statutory reason applies.

We have been planning the organisation of the school site and have assessed risks using the Department of Education (DFE) guidance. We wanted to get in touch to explain what you can expect from us and what we will expect from all of our parents and carers going forward from September.

As you are likely aware, the government has announced that schools should fully reopen from the start of the Autumn term. They have decided this on the basis of:

- the prevalence of coronavirus decreasing
- the new NHS test and trace system being in place
- more clarity about the measures that need to be in place to create safe environments in schools
- time out of school being detrimental to children's development
- the low risk to children of becoming severely ill from coronavirus

When are children returning:

We're looking forward to welcoming everyone in Year 1-6 back **on Monday 7th September**, and we're working hard to make the school a safe, enjoyable environment.

Children in Reception and Nursery will have been sent their own individual start date and times. Our normal attendance policy will apply from the 7th September 2020.

Illness and Attendance

Attendance will be mandatory in September, as the government expects all pupils to attend school. The usual rules will apply, meaning we'll be recording attendance and following up on any absences.

If, however, your child shows any Covid-19 symptoms they must not attend school.

If your child or other members of your household are showing symptoms of Covid-19, they must stay at home to self-isolate. The school will ask you to arrange a test by contacting 111 or NHS online and you will be expected to engage with the NHS track and Trace service. Further information with regards to isolating and testing can be found on the NHS website.



Please contact the school office to inform us of any reason your child will not be in school. Please can we ask you to phone us on 020 7739 4902 option 0, and leave a clear message with your child's name, class and reason for absence **before 8:30am** - we will need you to contact us each day of your child's absence in order to update our attendance records and adhere to safeguarding.

If you are advised by a doctor to shield your child and are unable to send them to school at any point due to a clinically extremely vulnerable illness, please contact the school as soon as possible in order for us to ensure home schooling continues.

If your child should fall ill during the school day, they will be isolated in a room supported by staff wearing PPE and we will insist that they are collected as soon as possible.

Please support us in keeping your child and others safe. We will continually work with the local Public Health England Department and the DFE to ensure full guidance is always followed.

Drop off and Pick up arrangements

We have been very successful with the effectiveness of the safety measures we have put in place so far. When your children come into school, we'll have the following protective measures in place:

We have a spaced drop off and pick up routine:

- **Nursery & Reception children (Early Years)** will use the **EYFS gate** for drop off. Nursery and Reception children will be collected from the Classroom (playground entrance). Drop off is at 8:45am and pick up at 3:20pm. Entrance for pick up is the EYFS gate.
- **Year 1 Oak and Palm** enter through the **Front Office entrance**. Drop off is at 8:45am and pick up at 3:25pm.
- **Year 3 Silver Birch, Year 4 Maple and Year 5 Chestnut and Willow** children will use the **Sports Pitch gate** for drop off and pick up. Drop off is at 8:45am and pick up at 3:25pm.
- **Year 2 Cherry and Holly, Year 3 Rowan, Year 4 Elm and Year 6 Hazel and Plum** children will use the **main playground gate** for drop off and pick up. Drop off is at 8:45am and pick up at 3:25pm.
- We ask that only one parent/carer drops off and picks up to minimize the number of parents around the school site at key times. Please ensure you drop off and then depart to avoid groups forming.
- All children in Year 6 will be collected by a person 16 years or over for at least the first week. We will send out a letter to all year 6 children outlining opportunity to go home alone with parental permission.
- Children arriving after 8:55am will need to go to the front office entrance as the other gates will be closed.

Bringing items to school

- Initially only essential items will be brought from home –medication, coats, sunhats, packed lunches. Please only bring in coats and hats when needed.



- No bags or other items are to be brought in at this stage.
- The school is providing all children with a drink bottle that is regularly sanitised.
- We are reviewing homework options and more advice will follow in the first week of term.

What to wear

- All children will wear uniform to school, ensuring that it is clean. Please ensure shoes are correct.
- On PE lesson days, children will wear correct **PE uniform** to and from school to minimise additional items and changing.
- PE days from Monday 7th September:
 - Reception – Friday
 - Year 1 – Thursday
 - Year 2 – Monday
 - Year 3 – Tuesday
 - Year 4 – Wednesday
 - Year 5 – Friday
 - Year 6 – Wednesday

Key Arrangements

- Children are in year group 'bubbles' and will stay only with these groups.
- All subjects are on the daily timetable with class teachers teaching the majority of lessons.
- We have thorough daily cleaning in place.
- Good hygiene will be practiced. Handwashing, alcohol-based gel rubs and increased hygiene routines will take place regularly throughout the day and all surfaces and touch points will be wiped down regularly with disinfectant. We will supply all resources needed for this.
- There will be reduced numbers of children in the playground spaces at any one time.
- Children will be given their own pencil cases containing all of the stationery that they need. They will not be sharing these resources. In Nursery and Reception, shared toys will be sanitised regularly.
- Separate sittings are in place in the dining hall with cleaning between bubbles during lunch time.
- Children will have induction sessions to support them in adapting to the safety setup.
- If an individual (staff member or child) in a bubble shows symptoms, they will be sent home and parents will have to organise a test. If the test comes back COVID positive, then the rest of the group will have to isolate for 14 days. We have non-touch thermometers on hand to check temperatures. Further specific guidance will follow if this applies to you. We currently do not have any tests on site to send home for you but will let you know if this changes.
- We are not planning any school trips during the Autumn term but we will keep this under constant revision and inform parents if and when this changes.



- If your child wears a mask on their journey to school, we ask that they remove this at the school gate. Reusable masks must be put into a plastic bag (supplied by parents/carers) but disposable masks can be put in lidded bins situated in classrooms.
- Our Magic Breakfast scheme will continue in the Autumn term and children will be given free bagels every day
- In the event of good weather, the normal process of applying sun-cream before school and sending in a hat still applies.

Curriculum

Although there'll need to be some changes to reflect the teaching time that was lost during the lockdown, we'll still be doing our best to provide an ambitious, broad curriculum.

Our current plan is:

- To firstly evaluate any significant gaps and support children to fill these as needed.
- To deliver our Rise Up curriculum in all its richness (all areas of the curriculum) at the same time as enhancing application of key reading, writing and mathematical skills.
- We will be outlining in greater detail the curriculum offer in the year group curriculum newsletters which will be published in September 2020.
- We will be holding assemblies via Zoom to each class/pod to ensure social distancing and to ensure continued communication and collective worship with children.
- We know many have worked hard over the last term at home. So rather than assume all children have not made progress, we want to accurately get a picture of what each child can do. To do this we will:
 - Assess children's reading progress in September by reading individually with them. From this we will establish targets.
 - We will use in-class writing tasks to support targets being put in place.
 - 'Check it' maths tasks will enable us to check confidence with key maths skills.
 - Children in Years 4-6 will use Reading plus to monitor the progress of fluency and comprehension, and children in years 3-6 will use TT Rockstars as an additional tool to support the fluency of times tables.
 - We will setup 1:1 meetings (most probably remote) with parents so you can inform us of what has worked and what you have observed for child-learning at home.
 - We want greater capacity for online education should we return to remote education so we are currently installing and preparing for Google Classroom to be used. We will update you on our progress.
 - Marking and feedback will be in place in all classrooms and is live and immediate where possible as this has the most effective impact on learning. Teachers will, using appropriate precautions, be reading and responding to children's work in books during lessons.



Wrap around support

Extracurricular provision will be running but under slightly different arrangements as we know some of our parents need this additional time to enable work etc.

- **Breakfast club** – we have limited spots available so all places will need to be pre-booked. The guidance is that these groups need to be a regular grouping so we will be taking applications. We will not be able to accept 'drop in' arrangements. Children may be dropped off between 8:00am and 8:30am and enjoy a cooked breakfast for £2. Children need to arrive by 8:25am to ensure they have time to eat. They move to class at 8:45am. If there are more applications than places available children will be put on a waiting list. Forms available from the front office.
- **After school Care** – we have limited spots available so all places will need to be pre-booked. The guidance is that these groups need to be a regular grouping so we will be taking applications. We will not be able to accept 'drop in' arrangements. We have revised the costing for this however and children who stay up until 4:30pm will be charged £3. Children staying up until 5:30pm will be charged £6. All children will receive a snack.
- **After school clubs** – We are currently planning for some additional clubs to start week beginning 21st September. For the first half of the Autumn term this will be limited to one club per child. More opportunities will be offered if possible. We hope to send all information home in the first week for these clubs.

Pastoral support

We're aware that the lockdown has presented some challenges for many of us, including our pupils.

Please let us know if you think your children might need extra support when returning to school, such as if they feel anxious about coming back or they're experiencing bereavement. You can get in touch with us by emailing the school email office@st-john.hackney.sch.uk

Our children's wellbeing is important and is at the center of our plans. Additional actions we are putting in place to support your children's wellbeing during this time are:

- Enhanced pastoral and extra-curricular activities.
- Additional support for children who are vulnerable or who have difficulty re-engaging in school may be needed and will be put in place - we will talk this through with parents as needed.
- Each child who is on our SEND needs will be supported and those with an EHCP plan will have these actions put in place. Teachers and our SEND Co will continue to keep you updated.

If there have been any changes to your child's contact details, address and/or medical or dietary needs please put this in writing (proof of address will be required if you have moved house) and send to the school office.

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Parents and Carer's Onsite

We will need to continue to limit the number of visitors onsite. If you require assistance from the school office, please phone/ email in the first instance. We will make arrangements to help the best way we can.

The front entrance is being used as an entry point for children and will not be able to be used between 8:40am and 9:05am and from 3:15-3:40pm.

We ask parents/carers to read all documents available on the school website and other links available as well as the information in this letter and share with your children the exciting plans we have for this term.

If you have any questions or concerns about the points we've set out above, please get in touch with us via email. office@st-john.hackney.sch.uk

We're extremely grateful for all the support we've received so far from the school community. Please note that the information provided today is subject to change and all updates will be added to the school website so remember to keep an eye on this over the summer.

Please note our risk assessment is continually under review and as updated guidance is shared with us, we will update as needed. It maybe that some of the above measures change or we add additional measures in response to the latest guidance. We are working closely with the borough and all appropriate bodies.

We are looking forward to welcoming you back to school from 8:45am on Monday.

Warm regards,

Handwritten signature of Toni Mason in black ink.

Toni Mason
Headteacher

Handwritten signature of Rob Adediran in black ink.

Rob Adediran
Chair of the Local Advisory Body (LAB) and Governor