

# COLDWALTHAM, ST. JAMES' C.E. PRIMARY SCHOOL

*with Chuckleberries Pre School*

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**Executive Headteacher: Mrs Stephanie Gibson**  
**Head of School: Mrs Lizzie Martin**



**Learn, Discover, Achieve**

7<sup>th</sup> September 2020

Dear Parents/Carers,

## **Plan for reopening in September 2020**

We are very much looking forward to the full reopening of St. James' in September; it has been very strange not having all the children here during the last term! As you can imagine, though, there has had to be a lot of careful thought and planning before we could share any details for reopening with parents.

This is a very unusual way to be addressing you all in our new roles for the school, but one that is essential to ensure everything is in place from September to make school as safe as possible for your child/ren.

As a caveat before I continue, the plan is based upon the current guidelines we have available and is subject to change at short notice, as directed by the government. Please read all of the following alongside the Risk Assessment and the [government's guidance for parents](#) before coming back to us with questions. Whilst I have no doubt there will be questions from lots of you, I am hoping the vast majority will be answered within these documents. There will be things in the plan that you disagree with, but they are being done to ensure the safest possible way of bringing all children and staff into the school environment.

To be clear, the following does not guarantee your children are safe from being infected by Covid-19, but we are doing all we can to limit this possibility.

The government has made clear that they do not expect children in younger years to be able to socially distance, however, we are expected to attempt to do so with them where possible. This will be challenging for everyone and a lot of what is expected goes against our usual approach of teaching children to share, closely interact with each other and support each other. As I say, this will be challenging for everyone involved. This will take some time to become familiar with for the children and staff. However, seeing how quickly all of the children who have returned since June 1<sup>st</sup> have settled in to the new systems and processes, I am sure the majority of new returnees will settle similarly.

The key priority for all in school and for you at home, will be limiting the spread of disease through increased levels of cleaning and hygiene. In the [government guidance \(blue throughout this letter\)](#) it sets out the 'system of controls' which schools must follow. These are:xsxs



## **System of controls**

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

### **Prevention:**

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

*Numbers 1 to 4 must be in place in all schools, all the time.*

*Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.*

*Number 6 applies in specific circumstances.*

### **Response to any infection:**

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice

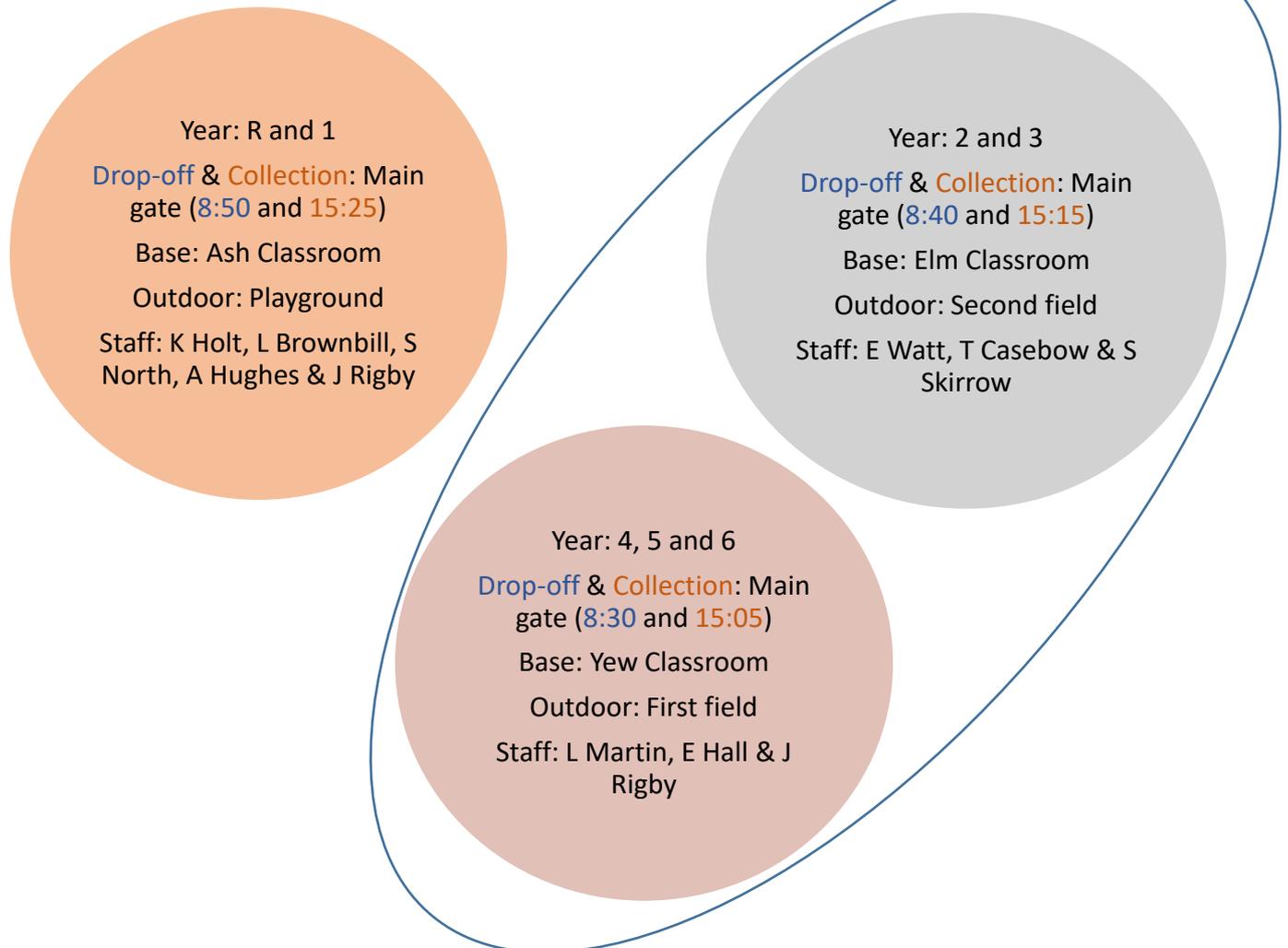
*Numbers 7 to 9 must be followed in every case where they are relevant.*

This list is similar to the systems all of our schools have put into place for the initial wider reopening so a lot of the Risk Assessment will be familiar to you from this time.

If a child or staff member display any of the following symptoms: new cough, temperature over 37.8°, loss of smell and taste you will be called to collect them immediately. **If you choose not to seek a test for your child, they will need to self-isolate for 7 days and members of their household for 14 days.** If after testing they are found to be negative, please return with the written confirmation and they can return to class immediately.

Attached to this letter is the risk assessment for the further opening of school (we have been open for the entirety [excluding Bank Holidays] of the lock down). Below you will find some aspects in more detail for you.

## Key Stage Bubbles:



The following is taken from the DfE guidance:

"How to group children

Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. They have been used in schools in the summer term in recognition that children, and especially the youngest children, cannot socially distance from staff or from each other and this provides an additional protective measure. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible.

However, the use of small groups restricts the normal operation of schools and presents both educational and logistical challenges, including the cleaning and use of shared spaces, such as playgrounds, boarding houses, dining halls, and toilets, and the provision of specialist teaching. This is the case in both primary and secondary schools, but is particularly difficult in secondary schools.

In this guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups."

We are incredibly lucky in our small schools that our class sizes are already significantly smaller than the average and, by our very nature as a small school, we interact with less people. Compared to an average 2-form entry primary with 60

children per year group, it could be argued that our entire school is a bubble. In order to get all of the learning opportunities back to normal, however, we are in a position to even further reduce risk so that is what we are doing. Early Years and Year 1 (Ash Class) will form one bubble, and Year 2 plus KS2 (Elm and Yew Classes) will form another. We have had to link Elm and Yew Class in order to facilitate the teachers Preparation, Planning and Assessment time (10% of their teaching time) which is a legal requirement. Mrs Rigby will be the only member of staff to cross bubbles to ensure EYFS requirements are met and also to be able to carry out her ELSA work.

### **Structure of the day**

In order to ensure minimal contact between the bubbles, there is a staggered routine for the school day. Pick-up and drop-off times will be different for different classes as will break and lunch times.

***For those of you who have had children attending school during lockdown, please be aware that the times have changed from the arrangements currently in place, so please read the following information carefully.***

### **Start of the day**

**Yew Class – 8:30** drop off at the main school gate where Mrs Rigby will receive the children.

**Elm Class – 8:40** drop off at the main school gate where Mrs Skirrow or Mrs Casebow will receive the children.

**Ash Class – 8:50** drop off at the main school gate where they will be met by Mrs Holt (Mon – Weds) and Mrs Brownbill (Thurs, Fri). Mrs North and Mrs Hughes will be in class to receive the children.

### **Classroom organisation**

<b>Yew Classroom</b>	Mrs Martin, Mrs Hall (Weds - Fri) and Mrs Rigby
<b>Elm Classroom</b>	Mrs Watt, Mrs Skirrow and Mrs Casebow
<b>Ash Classroom</b>	Mrs Holt (Mon – Weds), Mrs Brownbill (Thurs, Fri), Mrs North (Mon, Tues, Weds and Fri), Mrs Rigby (Thurs) and Mrs Hughes
<b>Hall</b>	Used for Breakfast Club and by Chartwells for serving lunch.

### **Break Time**

**Yew Class** – 10:10am – 10:25am, using the First Field

**Elm Class** – 10:30am - 10:45am, using the Second Field

**Ash Class** – 10:50am – 11:05am, using the Playground

### **Lunch**

Lunch will be eaten in base classrooms, with hot lunches being collected from the Hall and served to the children by the staff in class. Children will eat lunch first, then play in their allocated areas.

**Ash Class** – 11:45am – 12:45

**Elm Class** – 12:00 – 13:00

**Yew Class** – 12:15 – 13:15

### **Collection at end of day**

**Yew Class** 15:05 from the main school gate

**Elm Class** 15:15 from the main school gate

**Ash Class** 15:25 from the main school gate

Parents are asked drop off and to collect promptly with no congregating; please observe social distancing at all times. Only one parent per family is to collect and drop off.

Chuckleberries (the nursery provision on site) will be using the path adjacent to the school car park for entry to their facility. Please do not use this path.

### **Breakfast Club and After-School Clubs**

#### **Breakfast Club**

We are delighted to be able to say that Breakfast Club will still be open from September, as it has been since lockdown. **Breakfast Club will be open from 8:00am and will take place in the Hall; please bring your children to the main school gate where they will be collected.** There will be tables designated for each class in order to maintain bubbles as far as possible. Children will be expected to remain seated at their designated tables in order to maintain social distancing. They will be provided with a variety of activities. This is in accordance with DfE guidelines, 'Some schools may keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for wraparound care.'

Please book places at Breakfast Club a week in advance via the School Office and pay via ParentPay. The cost is £2.50 per child; £2.00 for siblings and £5.00 for three children per session.

#### **After-School Clubs**

As per usual, After-School Clubs will not start again until the second week of term (week beginning 14<sup>th</sup> September). We will contact you in the first week regarding what provision will be available.

#### **Uniform**

In a change to the previous guidance, school uniform is to be worn as normal. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.

#### **PE Kit**

In line with guidance from the Local Authority, on the days when children have PE, **they will be required to come into school wearing their PE Kit. Elm and Yew Class will be having a PE session with 1:1 FFPC on Monday afternoons for the first term.** Mrs Holt and Mrs Brownbill will advise parents of Ash Class when they will be holding PE sessions early in the Autumn Term.

#### **Safeguarding**

One or both of the safeguarding leads will be on site at all times children are present. Referrals will be dealt with following the usual West Sussex processes.

Safeguarding leads are: Lizzie Martin and Nicky Kirby.

## **Behaviour**

Covid-19 has no specific impact on behaviour policy (see website for current policy).

## **Curriculum**

In order to keep the interactions between different staff to a minimum, a teacher and TA have been assigned to each group and will stay with that group throughout their time in school (barring illness etc). The long term curriculum map will be being followed with changes made to identify and address gaps in learning at this time. To limit the exchange of objects between people, the work created will not be marked in the traditional sense but feedback will be given verbally.

Aim to return to the school's normal curriculum in all subjects by summer term 2021: Substantial modification to the curriculum may be needed at the start of the year, so teaching time should be prioritised to address significant gaps in pupils' knowledge with the aim of returning to the school's normal curriculum content by no later than summer term 2021. As is ever the case, the teachers will be assessing your children and identifying their particular next steps as part of their teaching.

Where possible, all resources will be placed on table at start of day to avoid unnecessary movement.

Children are not to bring in their own equipment from home. All equipment needed will be provided by school and cleaned as required.

## **PPE**

"PPE is only needed in a very small number of cases, including:

- where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained
- where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used"

## **Shielded and clinically vulnerable children and adults**

- Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the [current advice on shielding](#)
- If rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below).

## **Pupils and families who are anxious about return to school**

All other pupils must attend school. Schools should bear in mind the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and put the right support in place to address this. This may include pupils who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-

19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes.

If parents of pupils with significant risk factors are concerned, we recommend schools discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school. Schools should be clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc).

Alongside this letter you will also have a copy of the school's risk assessment which can be found on the school website. As I said at the start of this letter, we cannot guarantee that the infection will not get into school, but we are putting in place a variety of measures to reduce this possibility. Our risk assessment will be reviewed as new guidance is released.

### **New Reception Children**

Ordinarily, we would have had transition days for our new starters in Reception to get used to the school and become familiar with staff and the environment. Clearly this has not been possible this year. The Reception teams across Amberley, Bury and St James have been working together to look at a plan that allows the children the opportunity to become more familiar with their new settings. They have looked at the work of Anna Ephgrave and together we have agreed the following plan to ensure all of the children have the best opportunity for a successful start.

**Tuesday 8<sup>th</sup> September – Friday 11<sup>th</sup>: 1/3 of the cohort (the youngest children – Group 1) will be in school from 8:40 – 13:00 including lunch**

**Monday 14<sup>th</sup> September and Tuesday 15<sup>th</sup>: Group A will be in all day and are joined by the another 1/3 of the cohort (the middle aged children – Group 2) for their mornings 8:40 – 13:00 including lunch**

**Wednesday 16<sup>th</sup> September and Thursday 17<sup>th</sup> Group A and B will be in all day and are joined by the another 1/3 of the cohort (the oldest aged children – Group 3) for their mornings 8:40 – 13:00 including lunch**

**Friday 18<sup>th</sup> September onwards: all of the Reception children will be in school.**

For your child's group, please see the separate list which will be provided by the School Office by the end of the week.

The above may seem counterintuitive to bring the youngest children in first, the evidence however suggests that they will take the longest to gain confidence and become familiar in the environment. By doing so in a smaller group it gives all of the children the best chance to have a successful start to their primary schooling.

If, after reading this letter, the guidance and the risk assessment, there is any information you wish to share with us or questions you wish to ask – please email Mrs Martin at [hos@coldwalthamschool.com](mailto:hos@coldwalthamschool.com)

Again, we must stress this plan is based on the current (28<sup>th</sup> August) guidance and is subject to change.

Thank you for your continued support in what is an unprecedented time for us all.

Stephanie Gibson, Executive Headteacher  
Lizzie Martin, Head of School