

Queen Eleanor's Church of England Junior School
An Academy in the Good Shepherd Trust*
Queen Eleanor's Road, Onslow Village, Guildford, GU2 7SD
E-mail: office@queen-eleanors.surrey.sch.uk
Tel: 01483 561323



"A caring, supportive community, grounded in a Christian ethos, where children are inspired to explore their potential and develop skills for life."

Head Teacher: Jo Davies

20th August 2020

Dear Parents/Carers,

Years 3-6 – September 2020 Return to School

I hope this letter finds you all well and you are having a good summer. The beginning of the school year is rapidly approaching us therefore, I wanted to take this opportunity to remind you of the information sent out in July's letter regarding the return to school for Years 3-6. Please note that at the top of the letter I have highlighted some additional information, which was not included in July's letter. Staff will go through the changes with the children on their first day back but we kindly ask that you also prepare the children before their return on the 2nd September.

Where will my child go when they arrive in the morning?

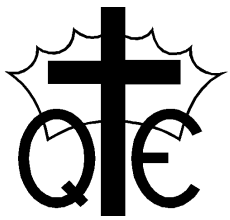
Your child/ren will need to go straight to their classroom, where their Class Teacher and Teaching Assistant will meet them. On arrival in the classroom, they will be asked to wash their hands. On the first day of school, staff will be positioned around school in case any children need to be shown where their new classroom is. Senior Leaders will continue to be on the gate at the beginning and the end of each school day. The Year 3 team will be stood on the gate on the first morning to welcome our new children to Queen Eleanor's.

Where do I drop off/pick my child/ren up from?

Please refer to the new drop off and pick up times for September later in the letter. All Year 3 and 4 children should be dropped off at the 3 and 4 Gate and Years 5 and 6 should be dropped off at the 5 and 6 Gate. In the afternoon, the gates will be opened 10 minutes before the first collection time. Year 3 and 4 children should be picked up from the playground and Year 5 and 6 children from the 5 and 6 gate (please do not enter the gate and wait on the grass if there is limited space to wait on the pavement). Please ensure that the school office is informed if your child/ren will be walking home alone or if a family member or friend is picking them up. We ask that for now, you meet your child/ren from their year group collection area and you do not ask them to meet you where you are collecting their sibling. Staff will wait with the children until they have been collected. Any children who have not been collected 10 minutes after their collection time will be sent to the school office where they will wait to be collected (they will be encouraged to social distance from other children who are waiting).

Where will my child keep their water bottle?

Please do send your child/ren to school every day with a named water bottle. They will be able to fill their water bottle up in their classroom but will not have access to the water fountains. Your child/ren will keep their water bottle on their desk and will be encouraged to take it home with them at the end of each day to be cleaned.



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Will my child still have access to a desk tray and locker?

Yes – the children will be sat in the same seat and at the same desk throughout the school day therefore they will have access to a desk tray for their pencil case and school books etc. Your child/ren will also have access to a locker and will use the same locker for the whole of the academic year. Class Teachers and Teaching Assistants will be ensuring that only a small group of children access their lockers at one time therefore on arrival in the morning the children should go straight to their classroom with their belongings. Staff will be wiping surfaces and door handles in the classroom and around school throughout the school day.

Will the toilets be supervised?

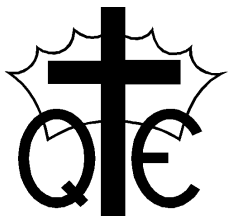
The children will be encouraged to use the toilet before break and lunch to reduce the amount of children who want to use the toilet at one time. Staff will be supervising the toilets to ensure large groups are not accessing the toilet at one time. The children will be encouraged to ask an adult on duty to use the toilet at break and lunchtime to monitor how many children are using the toilet at one time. Each year group will be told which toilets they can use throughout the school day. The toilets will be cleaned throughout the school day.

How will the children be grouped?

For the autumn term, maintaining consistent groups remains important. As they would normally, the children will continue to be grouped in pods of 30 but they will be in year group 'bubbles' for breaks, lunchtimes and specialist teaching e.g. intervention groups. Maintaining year group bubbles that do not mix with other year group bubbles will ensure your child is reducing the amount of people they are coming into contact with each day and in the event of a positive case, those who may need to self-isolate can be identified quickly and easily and numbers can be kept as low as possible. The children will be encouraged to keep their distance from other children and staff when in their groups. All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Staff will also be encouraged, where possible, to keep their distance from pupils and other staff as much as they can, ideally 2 metres. To support distancing where possible, classrooms will be arranged with the children seated side by side and facing forwards, rather than face to face or side on. Any unnecessary furniture will be moved out of classrooms to make more space.

How will the school be trying to prevent the spread of COVID-19?

- Pupils, staff and other adults should not come into the school if they have COVID-19 symptoms, or have tested positive in the last 7 days. If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell, they will be sent home and advised to follow 'Stay at Home guidance for households with possible or confirmed COVID-19 infection' (<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>), which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have COVID-19 (tests can be booked online through the NHS Testing and Tracing for Coronavirus website)



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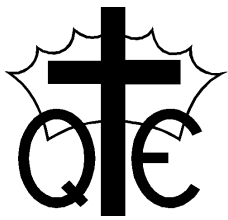
<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (they should arrange a test), if the symptomatic person subsequently tests positive or if requested to do so by NHS Test and Trace. Please note that in the case of a child or staff member testing positive, there will be a need to close a class pod and possibly a year group bubble. **During this time, data protection including confidentiality arrangements continue to be followed at all times. We will not be sharing the names of any staff or children with either confirmed or suspected cases or coronavirus. We please ask that any confirmed or suspected cases you are aware of are not discussed on social media or class WhatsApp groups.**

- Pupils and staff will continue to clean their hands regularly, including when they arrive at school, when they return from breaks, before and after PE lessons, when they change rooms and before and after eating. Before school closure, we were encouraging the children to frequently wash their hands using soap and water for at least 20 seconds. As a result of increased handwashing, some children may find that their hands become sore. Therefore, if you would like to send your child in with a named, small bottle of barrier cream/unscented hand moisturiser then please do. Please ensure that your child knows that they must not share this with anyone else. Although it is clear from guidance that the best way to stop the spread of any virus is to wash our hands regularly, we will also have hand sanitiser available.
- We will continue to ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- There will be more frequent cleaning of rooms/shared areas that are used by different groups, frequently touched surfaces will be cleaned more often than normal, the toilets will be cleaned regularly and pupils will be encouraged to clean their hands thoroughly after using the toilet.
- Contact between individuals will be minimised and social distancing will be maintained where possible.
- Engage with the NHS Test and Trace process – book a test if you are displaying symptoms (all children can be tested), do not come into school if you have any symptoms, provide details of anyone you have been in close contact with if you were to test positive for COVID-19 or if asked by NHS Test and Trace, and self-isolate if you have been in close contact with someone who develops COVID-19 symptoms or someone who tests positive for COVID-19.

When will school start in September?

- Tuesday 1st September 2020 – INSET day (school closed for staff training).
- Wednesday 2nd September 2020 – Years 3-6 back to school (see timings below).

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What will the school hours be?

In order to reduce the number of people entering and leaving the school site at one time, we will be staggering the start and end times of the school day. Please refer to the table below for drop off and collection times for the different year groups. On arrival in the morning, the children will go straight to their classrooms to be registered and to begin their learning. 2m distancing between adults must be maintained and we ask that parents/carers do not gather at the school gates or in the school playground when arriving or departing. We advise, where possible, only one adult accompanies their child/children to school in order to minimise the amount of people on the school site. We ask that you do not visit the school office and instead, contact us via email or telephone – we will then get back to you as soon as possible.

Year Group	Drop Off	Collect
3	8.45am - 3 and 4 Gate	3.15pm-Playground
4	9.00am - 3 and 4 Gate	3.30pm - Playground
5	8.45am - 5 and 6 Gate	3.15pm - 5 and 6 Gate
6	9.00am - 5 and 6 Gate	3.30pm - 5 and 6 Gate

If children in Years 3 and 5 have a sibling in Years 4 or 6, both of the children may be dropped at school at 8.45am and collected at 3.15pm. Please ensure that when you drop them off in the morning they enter school via their year group gate. Members of the Senior Leadership Team will be on the gates and Class Teachers and Teaching Assistants will be in their classrooms. When collecting your children at the end of the day, please ensure that you collect them from the playground (Years 3 and 4) and Years 5 and 6 from their gate.

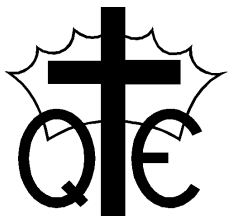
Will Breakfast Club and After School Club (Hoptunes) be available in the autumn term?

Yes – breakfast club will be available from 8am-9am, Monday-Friday and Hoptunes will be available from 3.15pm-6pm, Monday – Friday. As it is unlikely that we will be able to maintain bubbles being used during the school day, small, consistent groups will be planned for. Please look out for further information from the school office. Other after school provision e.g. sports clubs will not resume until later in the autumn term. We advise that, where possible, you limit the number of wraparound providers you access.

Does my child have to attend school?

As of September, it is vital for all children to return to school. Therefore, the usual rules will apply, including:

- It is the parents' duty to secure that their child attends regularly at school where the child is a registered pupil.
- It is the school's responsibility to record attendance and follow up absence.



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- Sanctions, including fixed penalty notices in line with local authorities' codes of conduct, will be applied from **2nd September 2020**. If a child needs to isolate following a holiday, this will be subject to the sanctions.
- Absence needs to be reported to the school office, every day your child is absent from school.
- Leave of Absence forms (available in the school office) need to be completed if you plan on taking your child out of school during term time.

A small number of pupils will still be unable to attend school in September, in line with public health advice because they are self-isolating and have had symptoms of a positive test result themselves; or because they are a close contact of someone who has COVID-19. Please note that shielding advice for all adults and children will pause on 1st August, subject to a continued decline in the rates of community transmission of COVID-19. This means that, even if your child remains on the shielded patient list, they can return to school, as can those who have family members who are shielding. You can read the current advice on shielding at <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>. If rates of the disease rise in local areas, children or family members from that area, will be advised to shield during the period where rates remain high and therefore a child/staff member may be temporarily absent. If your child is no longer required to shield but who generally remains under the care of a specialist health professional, you may need to discuss their care with their health professional before returning to school.

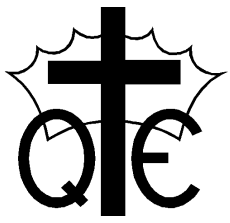
Please note that if your child is unable to attend school because they are complying with clinical and/or public health advice, we will immediately offer you access to remote education. Absence will not be penalised, where children are not able to attend schools as parents are following clinical and/or public health advice.

Will the children and staff need to wear PPE?

According to Government guidance, children and staff will not require face coverings or masks or any other form of personal protective equipment (PPE) when in school. However, staff will wear a face mask and other forms of PPE, if a child becomes unwell with Covid-19 symptoms and a distance of 2 metres cannot be maintained. If you wish your child to wear a face mask en route to school, they will be instructed not to touch their face when removing them. They will sanitise their hands at the gate and wash them on arrival at their classrooms. They will dispose of temporary face coverings in a covered bin (at the gate) or place reusable face coverings in a plastic bag which they can take home with them.

Public Transport

It is expected that public transport capacity will continue to be constrained in the autumn term. Where possible, it is advised that staff and families walk, cycle, scoot or drive to school. The government has announced a £2 billion



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package to promote cycling and walking, including to support pop-up bicycle lanes and widened pavements. Please can I remind you that if your child does cycle or scoot to school they must wear a helmet.

Should my child wear their school uniform to school?

In September, we will be returning to our usual school uniform policy. 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.

What will the lunch arrangements be?

Breaktime and lunchtime must be taken in year group 'bubbles' and will be staggered so that the children do not mix with other year groups. Children can bring either a packed lunch or order a school dinner (please pay for school dinners in the normal way via ParentPay). Children with a packed lunch will eat it in their classrooms and those who have ordered a school dinner will eat it in the school hall in their year group bubble before going outside. The school hall will be thoroughly cleaned between year group sittings.

Does my child need to bring stationery with them?

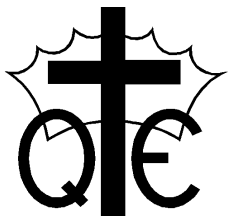
To help us stop the spread of any viruses or germs, where possible, please can your child bring their own stationery (e.g. pencils, pens, glue stick, coloured pencils/pens) into school in a small pencil case. We will be providing each year group bubble with playground equipment, which will be frequently cleaned, therefore we ask that the children do not bring any games/toys/trading cards/balls in from home.

Can my child bring a snack to school?

The children are still encouraged to bring a healthy snack to school for the morning break. Please can I remind you that snacks should be healthy and **must not contain nuts**. The children will be reminded that they are not allowed to share food. Children must bring in a named water bottle and take it home every day for washing (the water fountains will be out of use).

Will my child be able to go on any educational visits?

At present, the Government continue to advise against domestic (UK) overnight and overseas visits. However, in the autumn term, schools can resume non-overnight domestic educational visits. Any planned day trips will be done in line with protective measures, such as keeping children within their consistent group and the COVID-19 secure measures in place at the destinations. As normal, we will undertake full and thorough risks assessments in relation to all educational visits to ensure they can be done safely.



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What statutory assessments are planned to take place in Summer 2021?

The Department for Education have said that existing statutory Key Stage 2 assessments, should return in 2020 to 2021 in accordance with their usual timetables. This includes:

- Year 4 multiplication tables check
- Key Stage 2 tests (SATS) and teacher assessment

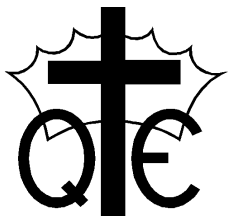
What will happen if there is a local lockdown?

In the event of a local lockdown or pod/bubble closure, the following home school learning will take place.

- Daily 9.00/9.30am Zoom meeting with Class Teacher, teaching assistant and class to set out the plan for the day and to discuss any problems arising from previous day's learning.
- Pre-recorded videos of learning for the day will be uploaded to Dojo class pages daily.
- Through Dojo, families can message the class teacher/teaching assistants for further support and guidance throughout the day.
- Work to be uploaded via the dojo class pages or emailed to the school office for the attention of the class teacher.
- Teachers will require the children at the end of each day to upload their completed work for marking and feedback.
- On a Friday only English and Maths will be set for the morning. A creative challenge will be added to the class dojo page to be completed on a Friday afternoon – this will not require marking.

In case of a single child requiring home school learning...

- Packs of work will be provided.
- The completed work will be uploaded to the class dojo page.
- Teachers will require the children at the end of each day to upload their completed work for marking and feedback.



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- The Class teacher/teaching assistant will make contact with the child daily.

We are very aware that the children have been at home for a long time now and may find it difficult to return to school. In order to support the children with returning to school and transitioning to a new year group/school, staff will carry out a series of PSHE lessons to ensure that the children are happy and settled back in school and to address any concerns that they might have.

I look forward to welcoming you all back to Queen Eleanor's on **Wednesday 2nd September 2020**.

Kind regards,

Mrs Davies