



Headteacher: Pam Meek

3 September 2020

Dear Parents and Carers,

We hope you have had a lovely summer and looking forward to returning to school. We are very much looking forward to tomorrow and your child starting the Autumn Term. We have spent considerable time planning and risk assessing so we are able to provide a COVID19 secure environment and also some lovely learning opportunities for your child to enjoy, as they return to school. As a school, we will all be sharing a heart-warming book to start the term called “Where Happiness Begins” and a great focus on happiness and what makes us all happy. Children are expected in school, unless your child is ill or your child needs to self-isolate. Please do contact the School Office to confirm if your child is unable to attend school, as soon as possible each day.

The symptoms of COVID19 are:

a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)

a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)

a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

If you have returned from a holiday abroad and need to self-isolate please also let us know. The up-to-date list of countries can be found here <https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors> School will provide work for children who are not in school, due to self-isolating, through Google Classrooms.

Our essential processes in place include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise the potential for contamination so far as is reasonably practicable

The completed risk assessment can be found on our school website in the ‘Policies’ section and there is a Home-School Agreement for you to read and understand more about how we are keeping children safe.

How are arrivals and departures to school organised?

We have organised our entry/exit times and gates to allow for staggered entry and exit of the children on to the site. Given the numbers of children returning to us in September (the largest number we have ever had) we need to ask you to arrive promptly for pick up/drop-off and leave the area as soon as you can, to allow

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for a constant flow of children. If you (or a childminder) has to drop off children at another local school which has a staggered start/finish time and it is hard for children to be dropped off/collected at the same time please do let us know.

If you have more than one child at school, you are welcome to wait at the bottom of the main playground (by the Oakwood gate) where there are small circles painted onto the playground so children can stand with their family or child-minder. However, we ask that children remain with parents and wait for their time to move to go to their drop off point.

We are requesting that parents in Years 5 and 6 do not enter the school site and say 'goodbye' to their child on the school gate. There will be staff to help make sure children know where to move towards. Year 4 parents are welcome to enter the school site tomorrow (on the first Friday) but after that, we are requesting that Year 4 parents do not enter our school site. Year 3 parents may enter but it is requested that children are dropped off and parents leave the site as soon as they can. At the end of the day the children in Years 4, 5 and 6 will be brought to each of the gates.

For some children they may feel a little anxious or nervous but please do reassure them. If your child is highly distressed, then do take home your child and contact the school office so we can help support your child returning to school.

It is really important we don't encourage any large gatherings of parents, so if your child can walk alone to school or be dropped off at the stop and drop areas as this would help to further protect our school community. There will be, as follows:

	Drop Off Time	Pick Up Time	Location for children to meet their teacher	PE Days – Children to come to school wearing PE kit and their school jumper
3	8.45-9am	3.30pm	Main playground or by their class (this is where parents can collect children at the end of the day)	Monday and Thursday
4	8.45-9am	3.30pm	Y4 Playground	Monday and Thursday
5	8.35-8.45am	3.20pm	Y4 Playground	Tuesday and Friday
6	8.35-8.45am	3.20pm	Main Playground	Tuesday and Friday

Do children need to wear school uniform or their PE kit?

Children should be returning to school in school uniform. Following a review of the guidance, we feel it is safer for the children to be coming to school in PE kit on their PE Days (please see above) with their school jumper. They can bring in a sports jumper to wear during the PE session, so they can leave their school jumper behind in class. **No PE will take place tomorrow so everyone will be in school uniform.**

What can I do to help my child?

When discussing the return to school, always try and do so in a positive way, especially when your child may be able to hear any adult conversations. Everyone has worked hard to prepare for the return to school. Children can be perceptive and pick up on any concerns you may have. Talk to your child about things they can look forward to doing, like seeing their friends every day, a lesson they enjoy or meeting their new teacher. Plan who might be best to drop off your child and at the time of drop off, remember to keep it short and sweet. Once the familiar faces of friends and teachers are there to greet your child at the gate, we ask you that you say goodbye and leave so they can focus on the potential excitement of school.

Where can I park?

The school car park is closed to all parents but there are stop and drop areas, such as the Bowenhurst Church Car Park. We respectfully request that you don't park on Oakwood, Tudor Way or the immediate surrounding residential streets

What should children bring to school?

Children will have access to their lockers in the classroom. They will need:

- ✓ coats, bags
- ✓ snacks (fruit snack or bread sticks)
- ✓ lunch box (unless your child is having school dinners)
- ✓ water bottle - named
- ✓ reading book and reading diary (issued later in the term)
- ✓ pencil case with the following named items in it: pencils, colouring pencils, highlighters, a pencil sharpener with a pot and a glue-stick, a ruler marked in cm and mms to keep in school. We do have spare sets of equipment for any children who are unable to bring this into school.
- ✓ ***Pupils in Years 4, 5 and 6 for pupils to know which gate (Oakwood, Tudor Way or Tweseldown Road) to be collected from at the end of the school day***
- ✓ ***Children should not be bringing their mobile phones to school unless they have had specific permission from school this term, due to exceptional circumstances.***

How do I get in touch with the School Office?

The school remains a virtual office and visitors need to pre-book appointments. The protocol and form for visitors coming to our school has also been included here for your reference. Any queries please phone or email school on adminoffice@crookham-jun.hants.sch.uk or phoning to contact the Office.

How do I get in touch with my child's teacher?

We are not giving children Homelink Books for messages, as we have in previous years. Please either phone or email the school office and your child's teacher will arrange a time to phone or email back. Please **do not use** the school Facebook page or message any staff privately.

Will Homework be set?

Homework will be set and this will be through Google Classrooms. Year Three children will be given details of how to log onto Google Classrooms next week. No homework will be set until the second full week back. If you have problems accessing Google Classrooms please do get in touch with us after the homework has been set.

Will any After-School Clubs run?

The only club that will be running this term is KOOSA Kids who provide wrap-around care. They will be keeping children in their Year Group bubbles before and after school. We had booked for Years 5 and 6 to take part in Young Voices singing concert at the O2 Arena in January, but this has been sadly postponed.

Music Lessons

Rocksteady lessons and peripatetic music lessons will be taking place following the same procedures we are using in school.

Residential Trips for Years 5 and 6

Following government guidance, there will be no residential trips for Years 5 and 6 in the Autumn Term. We are in contact with UKSA and Sayer's Croft about rearranging the postponed trips later in the year.

Inset Days for 2020-21

Provided that school remains fully open, our planned Inset Days are:

3rd September

23rd October

4th Jan

12th Feb

28th June

The last few months have provided challenges for us all. We have very much appreciated all the support from you and look forward to working with you during this academic year.

Kind regards,

Pam Meek
Headteacher

Protocol and Form for Visitors

As a school, we are providing an environment which has been risk assessed in response to the COVID-19 infection. All visits must be pre booked with a member of school staff and contact details including a telephone number. Please do not arrive more than 5 minutes early for your appointment.

Please do not come in to our school if you or any of your immediate family are feeling unwell and are showing any one of the COVID symptoms: The main symptoms of coronavirus are: **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)

a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)

a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Therefore we request that during your visit you:

1. Do not attend our school site without a prior appointment. Appointments can be made by contacting the school office on 01252-617664 or adminoffice@crookham-jun.hants.sch.uk
2. Use hand sanitiser provided in the front area.
3. Adhere to the social distancing rules as set out by the government as much as we reasonably can. This means keeping two metres away from children and staff, avoiding close face to face contact and, if needing to be closer, minimising time spend within 1 metre of anyone. Ensure the room you are in is well ventilated.
4. Limit the number of personal belongings you bring with you to a minimum.
5. Bring no accompanying students or visitors unless previously agreed with the school and/or child's parents.
6. Provide your contact details and which members of staff or pupils you have worked with to ensure that we can inform you if there has been a positive case of COVID-19 and for you to engage with NHS Test and Trace, as appropriate.
7. Provide any copies of risk assessments for any work/actions that you will be undertaking (e.g. if you are a contractor) and ensure that these have been approved by the school.
8. Adhere to hand washing and good respiratory hygiene.
9. Avoid going into different classrooms/areas of the school without prior agreement.
10. Contact the school if you, or a member of your family, have been tested and have a positive case of COVID-19 with 21 days of visiting the school.

Visitor Record

Name	
Your Job/Role	
Contact Telephone Number	
Email Address	
Date of Visit	

Contacts during your visit

Please list children, staff or parents, where you have been in close contact for 15 minutes or more

Name	Class (if pupil)	Pupil ✓	Staff ✓	Visitor ✓

Church Crookham Junior School Home School Agreement during COVID 19, September 2020

As a school, we will do our best to:

- provide an environment which has been risk assessed in response to the COVID-19 infection
- adhere to the social distancing rules as set out by the government as much as we reasonably can. This means staff keeping two metres away from children, avoiding close face to face contact and, if needing to be closer, minimising time spend within 1 metre of anyone
- provide a broad and balanced curriculum that meets the needs of your child's well-being and helps them to catch up with their learning
- contact parents/carers immediately if your child displays symptoms of COVID-19
- ensure children are in groups (or 'bubbles') and do not mix with children from other 'bubbles'
- ensure all staff and visitors engage with NHS Test and Trace, as appropriate
- engage with appropriate organisations and inform you if staff or children in your child's 'bubble' are tested as positive for COVID-19, as advised, so your child and household can self-isolate to ensure safety of all
- continue our clear and consistent approach to rewards and sanctions for children, as set out in the Behaviour Policy, as well the expectations outlined in this agreement
- develop remote education so that it is integrated into school curriculum planning when needed, such as in the case of a local lockdown
- communicate between home and school through parentmail and the school Facebook page
- ensure visitors to school are kept to minimum and any additional third party visitors/staff (e.g. Koosa Kids) who work with the school to have risk assessments and appropriate control measures which are in line with those at our school

Church Crookham Junior School Home School Agreement during COVID 19, September 2020 (continued)

As a parent, I will do my best to:

- keep my child at home if my child, or anyone in my household, shows symptoms of COVID-19, actively engage in the Track and Trace system, self-isolate and be tested and let the school know, as soon as possible, the outcome of the test results. Information to school will be communicated by emailing adminoffice@crookham-jun.hants.sch.uk or phoning the school office
- collect my child from school immediately if they show symptoms of COVID-19 (and follow actions from the first point above re: self-isolating, testing and letting the school know)
- follow government guidance and go into quarantine and self-isolate, if returning from one of the countries identified in government guidance
- adhere to the 2 metre social distancing rules if bringing & collecting my child and to not stop and gather socially to talk to other parents and children
- ensure my child arrives/departs school within the timings agreed and should this not be possible to notify school so that an appropriate alternative arrangement can be made (such as in the case of managing drop off/collection at Infant Schools)
- encourage my child to walk/scooter/cycle to school or use the Bowenhurst Church Car Park and avoid using local roads, such as Oakwood, Tudor Way or the school car park to drop off children
- wait at the school gate and not enter the school grounds, when dropping & collecting my child (with the exception of Year 3 parents who can follow the one-way system in place at school)
- ensure my child will bring to school appropriate PE kit and, where possible, a pencil case and items that can be kept in school for them to use
- ensure my child does not bring to school items that are non-essential to school, this includes mobile phones, toys, birthday sweets, etc.
- remind my child about social distancing rules. This means keeping two metres away from staff, if needing to be closer to an adult, minimising time spend within one metre of anyone and avoiding close face to face contact
- help my child to understand and practice good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach and accept that my child will need to wash their hands regularly (and if using hand sanitiser from home ensure it is one that contains alcohol)
- recognise that no-one in school will need to wear a facemask, unless someone has symptoms of COVID-19 and a two metre distance can't be kept between the member of staff and child (your child may want to wear a face mask to/from school)
- communicate with the school office via telephone or school email (the school is a 'virtual office' with no visitors unless invited)
- inform the school if my child is unable to attend school and explain why and also notify school of any changes to parents/carers and emergency contacts details
- use the learning for remote education (which is on Google Classrooms) for homework and, such as in the case of a local lockdown, for home-learning
- recognise that if my child is deemed unsafe, they will be sent home and cannot return to school until they can be safe

As a pupil, I will do my best to:

- tell an adult if I feel unwell or concerned about anything
- try my hardest in all lessons and with any homework or home learning
- not take items from home to school (including mobile phones) with the exception of a named water bottle, snack for break and packed lunch, medicines (such as inhaler), PE kit and own pencil case
- not share writing equipment, PE equipment, etc. with others
- not mix with any other children from other groups (or 'bubbles')
- try and keep 2 metres away from all adults at school
- follow good respiratory hygiene: coughing and sneezing into elbow or tissue (catch it-bin it-kill it)
- follow good hand hygiene – use soap and water for 20 seconds
- behave well at all times to maintain the safety of myself and other.
- follow these expectations and know that if I don't, I may be sent home and will not be able to come back into school until I can be safe