

ST JOHN'S C of E MIDDLE SCHOOL ACADEMY

Coronavirus (COVID-19): Wider Opening in
September
Handbook



Last updated: 24th August 2020

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The purpose of this handbook

Firstly, we would like to thank you for your support and understanding during the coronavirus (COVID-19) pandemic. We are now in a position where we are able to open the school to all pupils, in line with government advice.

This handbook has been created to provide you with details of the measures that are being put in place to ensure the safety of our school community as we open more widely. The handbook aims to answer your questions and bring you up-to-speed with the various changes that have been implemented. We hope that the information within this handbook will reassure you that St John's C of E Middle School has taken all the necessary precautions in preparing to welcome all of our pupils back to school.

Useful contacts

Whilst we are pleased to be welcoming our pupils back to school in September, we must take appropriate steps to minimise infection wherever possible. Therefore, we are not able, at this point, to allow visitors into school.

Therefore, if you do have any questions we will be happy to address any of your concerns or issues via telephone or email. Our school office is open from 8:30am until 4:00pm and can be contacted via email on school@st-johns-bromsgrove.worcs.sch.uk or via telephone on 01527 832376. **Please do not attend the school office in person unless you have a prior appointment until further notice.**

1. Opening the school to all pupils

In line with the government's direction, and following a robust risk assessment process, we will be opening to all pupils from **Thursday 3rd September 2020**.

In order to minimise crossover as far as possible at the start and end of each day, we have staggered our Drop Off and Pick Up times. Please see the table below for the relevant arrangements for your child/children.

Year groups	Drop Off Times	Pick Up Time
KS2	08:40-08:50	15:15
KS3	08:55-09:05	15:30

If your child uses school transport services, they will leave at 15:15 to enable them to be punctual for departure of school transport. Please ensure your child (or if you would prefer email the class teacher directly) makes their form teacher aware that they are using school transport as although we will have a list it may not be the most up to date list, especially if there have been any last minute changes.

Risk assessment

The school has conducted a thorough risk assessment to mitigate the risks of opening more widely in September, and this builds upon our experience throughout the Summer Term. Our risk assessment covers various aspects of the school premises, staff availability, infection control and social distancing protocols.

The risk assessment is a live document and will be updated as required. A copy of this risk assessment is available on the school website <https://www.st-johns-bromsgrove.worcs.sch.uk>.

2. Attendance

The government has stated clearly that attendance at school from September 2020 is once again mandatory for all pupils. They have stated that it is now 'vital for all children to return to school to minimise, as far as possible, the longer term impact of the pandemic on children's education, wellbeing and wider development.'

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 pupils who have been on the shielded list can now return to school, as can those who have family members who have been shielding.

If rates of the disease should rise in local areas, children and family members from that area will be informed and will be advised to shield during the period where rates remain high. Where this is the case, pupils will not be penalised for any absence.

For those pupils who have been shielding and who remain under the care of a specialist Health Professional (this does not include GPs) we would advise that families seek advice from that professional in the first instance with regard to any additional safeguards that the school may need to put in place and to agree whether it is safe to return to school. Once again, for any pupils advised by Health Care Professionals not to attend school, there will be no penalties for their absence.

3. Social distancing

The guidance regarding Social Distancing has changed for September with regards to schools. Government advice now states that schools should reduce the number of contacts between children and staff by keeping groups separate (in 'bubbles') and, with older pupils, encouraging distancing where possible.

After assessing our circumstances to enable us to offer a full range of subjects and manage the practical logistics within a middle school setting we will implement year group sized 'bubbles'.

These bubbles should be kept apart from other year groups where possible. The Government have accepted that with younger children it is not possible to maintain social distancing and that it is acceptable for them not to distance within their group.

Schools should endeavour to keep children in their year groups for the majority of time, but are permitted to mix into wider groups for specialist teaching and wraparound care.

To this end, we have arranged our 'Bubbles' into our 4 year groups. Each bubble will remain in their allocated classrooms wherever possible, however there will be limited movement to facilitate the setting of pupils in the same subject. Each bubble will have their own entrance and exit and toilet facilities for Key Stage 3 however these will be a shared facility in Key Stage 2.

The school will not be holding Key Stage assemblies for the foreseeable future as the guidance states that large gatherings like this are not yet safe. Although year group assemblies may take place when required.

Group arrangements

Year Groups	Hygiene/toilets	Drop Off/Pick up Gate	Entrance into the school	Drop off times	Pick up times
Year 5	KS2	Sanders Park	Year 5	08:40-08:50	15:15
Year 6	KS2	Watt Close	Year 6		
Year 7	Year 7	Sanders Park	Conservatory off the Y6 corridor	08:55-09:05	15:30
Year 8	Year 8	Watt Close	KS3		

Start and finish times

Pupils' start and finish times will be staggered in order for us to adhere to social distancing guidelines as much as possible. We recommend that pupils are dropped off or picked up by one accompanying adult, if necessary.

We kindly ask that parents do not enter the school building or gather in groups on or outside of the school premises.

The tables below outlines the structure of the pupils' day.

KS2

8.40-8.50	Arrive at school
9.05-10.00	Period 1
10.00-10.15	Break
10.15-10.30	Reading
10.30-11.25	Period 2
11.25-12.20	Period 3
12.20-13.00	Lunch
13.25-14.20	Period 4
14.20-15.15	Period 5
15.15	End of school day

KS3

8:55-09:05	Arrive at school
9.20-10.15	Period 1
10.15-10.30	Break
10.30-11.25	Period 2
11.25-12.20	Period 3
12.20-12.45	Reading
12.45-13.25	Lunch
13.25-14.20	Period 4
14.20-15.15	Period 5
15.15-15.30	Registration
15.30	End of school day

4. Infection control

Combined with social distancing, strict infection control measures are an important aspect of keeping all staff and pupils safe and healthy in school. This means that we will be enforcing the rules to ensure that good hand and respiratory hygiene is consistently maintained.

We expect pupils to follow these rules; however, we understand that some pupils may be unable to fully understand infection control principles, for example, pupils who have difficulties with comprehension due to their needs. Staff will work with all pupils to ensure their safety and positively reinforce good infection control behaviour where necessary.

Here are some of the key measures that pupils will need to follow:

- Pupils will be instructed to sanitise their hands at various points throughout the day, including upon entering school, before and after eating, before and after break times, after using the toilet, and after coughing or sneezing.
- When washing their hands, pupils will be instructed to wash their hands for at least 20 seconds using soap and water.
- The school will enforce the 'catch it, kill it, bin it' approach to containing coughs and sneezes.

We are also carrying out regular cleaning. All classrooms have been equipped with cleaning materials and staff will clean frequently touched surfaces regularly throughout the day. A full clean of every classroom will then take place every night. Additionally, we have employed an onsite cleaner who will be sanitising areas of the school throughout the day.

Please see our Risk Assessment for full details of all of the arrangements we have put in place.

Personal protective equipment (PPE)

The government has recommended that staff and pupils **do not need** to use PPE in school; however, staff will use PPE if a pupil shows symptoms of coronavirus.

Staff will also wear PPE if they would normally wear it to carry out their role, e.g. where a child requires intimate care or is receiving first aid following an accident or injury.

Children and protective equipment (PPE)

The government has revised its guidance on face coverings for staff and children in **Year 7 or above** in England. Nationwide, while the government is not recommending face coverings are necessary, schools will have the discretion to require face coverings in communal areas if they believe that is right in their particular circumstances.

At St John's the timetable has been amended to reduce the movement of children in school throughout the day. Staff will be moving to lessons whilst pupils remain in their classroom. Although a small amount of movement is inevitable whilst pupils move to set groups for English and Maths, it will be kept to a minimum. Therefore, it is not deemed mandatory for pupils at St John's to wear face coverings in communal areas however, we will support key stage 3 parents and pupil's individual decisions and therefore make it optional for face coverings to be worn in communal areas. If you decide that your child in year 7 or 8 will be wearing a face covering in communal areas, please can you ensure that they have a plastic zip lock back to securely store their mask when not in use. Additionally, we ask that you discuss with your child the following government guidance on how to wear a face covering:

When wearing a face covering you should:

- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on
- Avoid wearing on your neck or forehead
- Avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus
- Change the face covering if it becomes damp or if you've touched it
- Avoid taking it off and putting it back on a lot in quick succession (for example, when leaving and entering shops on a high street)
- When removing a face covering:

Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing

- Only handle the straps, ties or clips
- Do not give it to someone else to use
- If single-use, dispose of it carefully in a residual waste bin and do not recycle
- If reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric
- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed

All pupils arriving to school on public transport will be expected to use face coverings. When pupils remove their face coverings on exiting public transport, they must be instructed not to touch the front of their face covering and to have a plastic zip lock bag to place the face covering in to take home with them. All children will sanitise their hands on entry to the school building. Please refer to the guidance above on how to wear a face covering.

Bringing items into school

To minimise the risk of potentially transmitting infections between pupils' households and the school, we ask that pupils do not bring non-essential items from home into school with them. This includes footballs and other similar items. Permitted items are as follows:

- Essential medication and medical equipment
- Coats and other essential outdoor wear
- Packed lunches
- Water bottles
- Spectacles and spectacle cases
- One pencil case with essential stationary
- Reading book

Equipment in School

We are now permitted to use shared equipment such as books, within our 'bubbles.' However, where they are used, staff will ensure that these are regularly cleaned. Wherever possible, we will minimise the need to share this type of equipment.

Resources that are shared between bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously.

5. Procedure if a pupil becomes unwell on site

It is extremely important that all parents and pupils remain vigilant with regards to preventing, identifying and minimising the spread of coronavirus. We ask, therefore, that you **do not send your child to school if they have any of the following symptoms:**

- **A high temperature** – this means they feel hot to touch on their chest or back
- **A new, continuous cough** – this means coughing a lot for more than an hour, or three or more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual)

- **A loss of, or change in, their normal sense of smell or taste** – this means they cannot smell or taste anything, or things smell or taste different to normal



It is also important that you **do not send your child to school** if somebody in your household has tested positive (within the last 7 days) for, or has symptoms of, coronavirus.

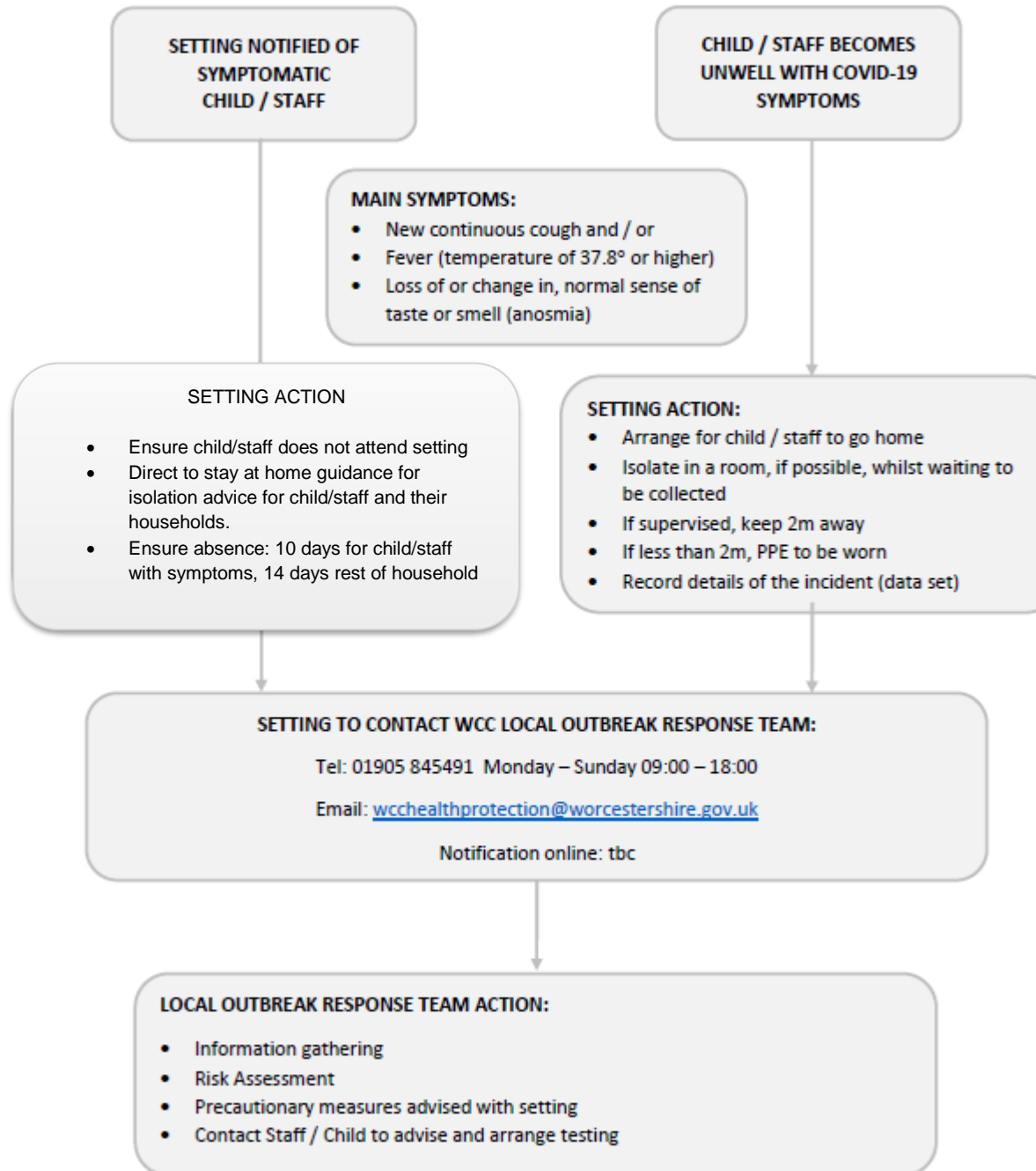
Please notify the school office via absences on ParentMail or telephone as soon as possible if your child, or somebody in your household, is showing symptoms of coronavirus and your child cannot come into school. You will be advised to get your child tested for coronavirus and to notify the school of the result.

If your child becomes unwell at school and shows symptoms of coronavirus, the school will take the following immediate actions:

- Your child will be asked to self-isolate in school using a designated area.
- Your child will be supervised while waiting for collection, where required.
- You will be notified that your child must be picked up as soon as possible.
- You will be encouraged to have your child tested for coronavirus.
- Areas your child has occupied will be disinfected as soon as possible.

Where there is a suspected or confirmed case of COVID 19, the school will follow the Local Authority Guidance as per the following flowcharts:

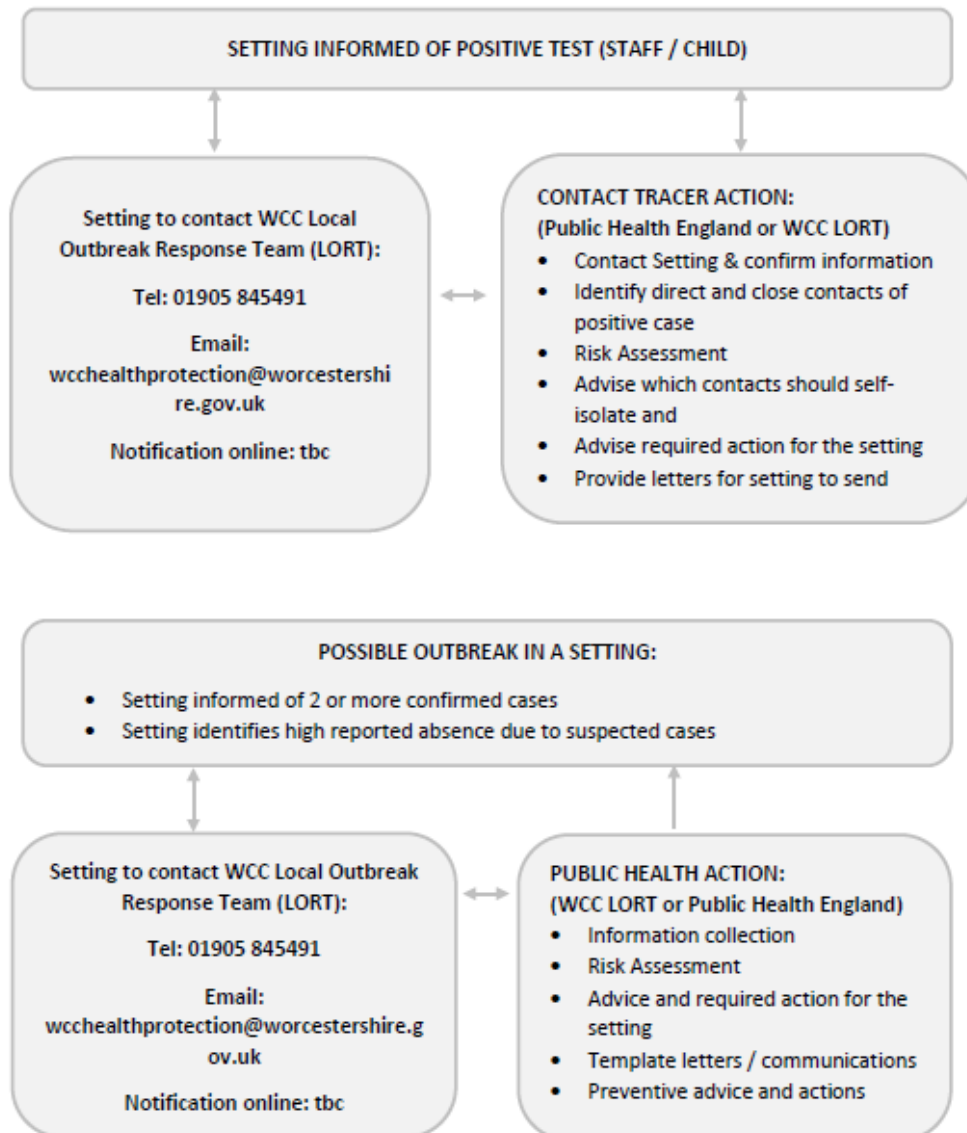
COVID-19 SUSPECTED CASES



NB: IF OUT OF HOURS, SETTING TO ADVISE:

- Child, parent or household member to get tested via [NHS UK](https://www.nhs.uk) or by contacting NHS 119
- Staff or household member to apply for testing via <https://www.gov.uk/apply-coronavirus-test-essential-workers>.

COVID-19 CONFIRMED CASES



NB: CONTACTS/HOURS

WCC Local Outbreak Response Team (LORT)

- Tel: 01905 845491 Monday – Sunday 09:00 – 18:00

OR

Public Health England West Midlands Health Protection Team

- Tel: 0344 225 3560 (Option 0, 2) Monday – Friday 09:00 – 17:00
- Out of hours: PHE first on call via West Midlands Ambulance Service First Response 01384 679031

- If a child or member of staff have symptoms of COVID-19 however mild, they must self-isolate for at least 10 days from when your symptoms started. You should arrange to have a test to see if you have COVID-19 – go to testing to arrange. Do not go to a GP surgery, pharmacy or hospital.
- All staff and children who are attending an education setting have access to a test if they display symptoms of coronavirus and will be asked to get tested.
- Where the child, or member of staff tests negative, they feel well and no longer have symptoms similar to coronavirus, they can then return to their setting and the fellow household members can end their self-isolation.
- If there are two or more suspected cases of COVID 19 within school, we will seek advice from the Local Outbreak Team as to what action to take.
- As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools on the most appropriate action to take. In some cases, a larger number of other children, may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group.
- All staff members and parents/carers must be willing and ready to engage with the NHS Test and Trace process.; this includes booking a test, providing details of anyone they have been in close contact with (if the test is positive), and self-isolate if they have been in close contact with someone who has developed coronavirus symptoms or someone who has tested positive for coronavirus

Tests can be booked online through the NHS testing and tracing for coronavirus website:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/>

Or ordered by telephone via NHS 119 for those without access to the internet.

6. Uniform

In September, we will be returning to our usual School Uniform policy. Pupils will be asked to attend school wearing their St John's PE kit on the days they are scheduled to participate in PE. **PE lessons will commence from Monday 7th September therefore pupils should wear normal uniform during the first two days in school.** During cooler times, this includes black PE tracksuit bottoms over shorts or skorts, not black leggings.

7. Food arrangements

For the first three weeks of the new term, we will have no hot dinner service however cold packed lunches will be available to purchase using the new cashless payment system (information regarding this system will follow). We will continue to ask pupils to bring packed lunches to school. Pupils who are entitled to Free School Meals will be provided with packed

We will be offering pupils the option to order a packed lunch, this includes a sandwich/baguette or wrap, a piece of fruit, a cake and drink. Pupils will have a choice of sandwich/baguette/wrap fillings. Pupil's requirements will be collected every morning during am registration. Packed lunches will be delivered to class rooms where pupils will eat their lunch following sanitation of tables and be supervised by lunch time supervisors.

Healthy break time snacks will be available for purchase from September. A polite reminder that children should only bring in healthy snacks in line with our healthy snack policy which can be found on our website.

We will work with our School Catering team at the start of the term to plan how hot meals may be provided later in the Autumn Term.

8. Transport

Pupils should walk or cycle to school if they can or be dropped off by a member of their household. Public transport should be avoided; however, if your child needs to use public transport to get to school, they should follow guidelines on social distancing and wearing protective clothing, e.g. face masks.

9. The Curriculum

Our focus is to support all pupils' health and wellbeing and to help them transition back into school life successfully. This time will also be used to help prepare pupils for the next stage of their education.

Initially, to provide all pupils the opportunity to excel and engage with learning, the school will ensure the following:

- Regular use of light tough formative assessment (quizzes, questioning, observation, self-assessments) to identify gaps in knowledge and inform the planning of each learning sequence
- Targeted additional support for pupils who are at risk of falling behind their peers
- Targeted additional support for pupils with SEND

Lessons and timetables will work in a similar way to normal as far as possible; however, more focus will be placed on wellbeing and ensuring pupils have a secure understanding of the content covered during the lockdown period.

PE lessons will continue to ensure pupils get the exercise they need; however, activities within these lessons will be strictly non-contact. This will be reviewed when additional guidance is issued.

10. Online Communication Expectations

Email/Epraise

As we are not yet able to welcome visitors into school on a regular basis, we understand that much communication will be via email or epraise. Once again, whilst we understand that the current situation has been very stressful for many families, we would ask that parents and carers bear in mind that our staff have also been subject to considerable stress and pressures themselves over recent months. Therefore, please bear this in mind when communicating with the school, and keep communications courteous and professional.

11. Behaviour expectations

To ensure the school remains a safe place, It has been necessary to make adaptations to our behaviour for learning and positive relationships policy to incorporate additional rules with regards to social distancing and infection control. We have agreed the following additional rules and principles as part of our Whole School Behaviour Policy. Pupils are expected to follow these rules.

Behaviour principles

- All pupils and parents/carers will abide strictly to the arrangements for dropping off and collecting pupils.
- All pupils will follow school instructions on hygiene, such as handwashing and sanitising at all times.
- All pupils will follow instructions relating to social distancing where required.
- All pupils will avoid touching their mouth, nose and eyes with their hands (where Practicably possible) and if they cough or sneeze, they will either use a tissue to 'catch it, bin it, kill it' or wash their hands immediately afterwards
- Pupils must avoid coughing at or towards any other person.
- All pupils to tell an adult if they are experiencing symptoms of coronavirus
- All pupils to come to school with named water bottles every day and must not share

these or any other equipment/foodstuffs with other pupils

Sanctions:

- If pupils refuse to follow or ignore instructions in relation to social distancing or hygiene, sanctions will be applied as per our behaviour for learning and positive relationships policy.
- If a pupil subsequently continues to refuse or ignore instructions in relation to social distancing following this meeting, in extreme cases they will be excluded from the school premises.
- Any pupil who deliberately coughs, spits or sneezes towards another person (pupil or staff) will be removed from the class and in serious or repeated incidents could receive an exclusion.

We understand, however, that these measures may be difficult to follow for some pupils, particularly if they are very young or experience difficulties with comprehension. The school will, therefore, consider each situation individually and work with pupils to educate them on the importance of social distancing and infection control measures and reward positive behaviour.

12. After school clubs and extended services

There will be no after school extracurricular clubs until further notice, we will be reviewing this on a regular basis and will commence our extensive program as soon guidelines permit. However, our extended services will be in operation from Monday 7th September. This is available to provide care from 7:50am until 6:00pm. The children who attend will be grouped into year group bubbles whenever possible, on occasions bubbles will contain two year group from the same key stage. This is in line with Department of education guidance. This is a limited pre-bookable service, if you would like to enquire, please email cscarratt@st-johns-bromsgrove.worcs.sch.uk

13. Safeguarding

Our Child Protection and Safeguarding Policy has been reviewed and updated continuously throughout the pandemic. This policy has been updated again to reflect that we are opening to more pupils. A copy of this policy is available on the school website.

Please inform your child's form tutor if your child has experienced any changes regarding their welfare, health and wellbeing as they return to school. This will be recorded on our safeguarding report system which will be seen by all appropriate staff including our safeguarding leads. A plan can then be created to support your child in line with our early help and SEND offer, these can be found on our website.

14. SEND support

The SENCO, Mr McEvelly, along with other key members of staff and external agencies, will continue to coordinate support for pupils with SEND.

The SENCO will work with parents to identify support needs for pupils with SEND that are now returning to school.

If you have any questions about the support your child is receiving, please get in touch with their form tutor via epraise.

15. Wellbeing

We are aware One of our key priorities as we open the school more widely is ensuring pupils are given the wellbeing support they need.

We have given careful consideration to our curriculum for the beginning of the Autumn Term. Changes have been made to the curriculum

A number of teaching and support staff have also undergone a significant amount of training during the lockdown period to support pupils with bereavement and mental wellbeing. Where pupils are identified as requiring additional support, this will be targeted as part of our recovery strategy.

16. Visitors on site

Visitors will only be allowed into any school buildings where it is absolutely necessary (e.g. for essential building works or to provide essential support to a pupil) – this also applies to parents. Any visitors will be required to wear appropriate face coverings in communal areas.

17. What can you do to help?

The support and understanding from our pupils' parents is vital when ensuring the school is a safe and happy environment. Helping your child understand the importance of infection control, good hygiene and social distancing is just one way you can help us minimise the risk of coronavirus transmission.

Here are a few additional actions you can take to help keep everyone safe:

- Remain vigilant for the symptoms of coronavirus
- Keep your child at home if they develop symptoms and arrange a test
- Ensure your child washes their hands before they leave for school and after they return home
- Adhere to your child's pick-up and drop-off times
- Maintain social distancing on the school grounds
- Communicate with school staff digitally instead of in person, e.g. via epraise
- Positively reinforce good social distancing and infection control behaviours and be a role model to all pupils.