



St James' CE Junior School Parents information

We, the staff at St. James', in light of COVID-19 are doing our best endeavours to keep all our staff, children and families safe during this pandemic. Below are some of the actions that have been taken to alleviate or reduce the spread of the virus.

Area	Action
Illness or signs of COVID-19	<p>If your child is showing symptoms, or anyone else is, please phone the school 020 85344030 as usual. Current government guidance for isolation is 10 days and 14 days for other members of the household. We strongly advise anyone showing symptoms of COVID-19 to book a test via the NHS Test and Trace process.</p> <p>If you have travelled abroad during the last few weeks of the summer holiday, please follow the current government guidance around quarantine regulations which are subject to change and may affect your child's ability to attend school. Please phone the school if you are affected.</p> <p>In the case of illness: child displaying symptoms of Coronavirus</p> <p>If a child displays symptoms of Coronavirus they will be sent home:</p> <ul style="list-style-type: none">• Continuous cough;• fever/high temperature (37.8C or greater)• loss of, or change in, sense of smell or taste (anosmia) <p>A new continuous cough is where you:</p> <ul style="list-style-type: none">• have a new cough that's lasted for an hour• have had 3 or more episodes of coughing in 24 hours• are coughing more than usual• Diarrhoea is also a feature in some children. <p>If your child is displaying symptoms, please do not send them to school.</p> <ul style="list-style-type: none">• If your child begins to display symptoms at school, you will receive a phone call from the school.• You will need to collect your child from gate 1 (Tower Hamlets Road), where you will be met by a member of staff.• Parent will ring Tower Hamlet Road entrance and child will be taken to the gate.• If there is a sibling in another bubble, that child will also be sent home and isolate.
Testing	<p>The government has widened the eligibility criteria for COVID-19 testing to include anyone with symptoms. This now includes children of all ages, even those under 5.</p> <ul style="list-style-type: none">• Link: Guidance on Testing for Essential Workers (e.g. teachers)• Link: Guidance on Testing for Non-essential workers, e.g. parents and pupils• Link: Symptoms• Link: Essential Workers

<p>Arrival and Departure</p>	<ul style="list-style-type: none"> • Visitors are not allowed on the school site without a prearranged meeting. • Students only enter school building. Parents will not be permitted through the gates unless for an arranged meeting. • Only one parent/carer to drop and collect. • Communication with the school must be via email or phone. • Both headteachers along with assigned staff will be present outside when pupils return to guide them to the correct room and to maintain social distancing. • No entry onto school grounds until 8.45 am. • Year 3 will enter and leave through Odessa Road gates - 8:45am - 2:30pm • Year 4 will enter and leave through Tower Hamlets Road gates - 8:45 - 2:30pm • Year 5 will enter and leave through Tower Hamlets Road gates - 9am - 3pm • Year 6 will enter and leave through Odessa Road gates - 9am - 3pm • On arrival, the children will be met by a member of staff and taken to their classes • Parents will collect their children from the correct gate at the allocated time. • Parents must also maintain distancing between each other when collecting their child. • If your child is in Year 5 or 6 and has written permission to go home alone, then they will still need to use the gates assigned above. Home alone year 5 and 6 children will be dismissed at 3pm • If you have children in multiple year groups, arrangements will be made within the first week back at school to accommodate arrival and pick up. • If needed, any information that is needed to be communicated to parents will be done by a text or phone call after school.
<p>Classroom</p>	<ul style="list-style-type: none"> • Class sizes are now back to normal (30) • Coats spaced out and students use the same hook each day. • Classroom furniture arranged to ensure social distancing and facing the front • Teachers will predominantly remain at the front of the classroom, limiting their close interaction with pupils as much as possible • Same seat in the class bubble each day. • If students in Years 5 and 6 are bringing in mobile phones the device must be switched off and placed in their tray. The school will not be held responsible for these items. • Each child to be provided with individual stationery items for their own use. • Each class to be provided with play /basic equipment which stays with that group and is sanitised each day.
<p>Resources</p>	<ul style="list-style-type: none"> • All children have own stationery packs • Tubs of resources for pairs if needed - maths cubes etc. • Tables, door handles and other surfaces cleaned daily and throughout the day • Lessons are planned so resources are paired and not group • Reading books to be left in tray/box provided for 48 hours before going back on books shelves. - no books to and from home in the first instance • Children encouraged to wash hands / use hand sanitiser before lessons and after each lesson • Outdoor playground equipment allocated to year group children and cleaned each day at the end of the day • Resources left on front tables for cleaning - if shared within the day • All surfaces left clear at end of the day
<p>Hygiene</p>	<ul style="list-style-type: none"> • Children will be required to wash their hands at regular intervals throughout the day as instructed by staff (including arrival, playtimes, lunchtimes and before dismissal).

	<ul style="list-style-type: none"> • Sanitiser available in classrooms, office area and staffroom, hall etc. • Soap will be available plus paper towels in toilet areas. • Disinfectant spray used regularly on surfaces • Spray bottles and cleaning cloths in classrooms • Correct hygiene procedures with students revisited daily
Toilets	<ul style="list-style-type: none"> • Phase toilets - Boys and girls • Children are instructed to clean hands thoroughly after visiting the toilet • Extra Signs in toilet re washing hands • Wedges for the toilet external toilet doors if not fire doors. • Extra soap ordered to ensure so supplies do not run out • Pupils to be allowed to use the toilets at all times of the day to avoid overcrowding at particular times • All groups assigned specific cubicles and basins • Certain cubicles, urinals and basins cordoned off to allow for social distancing • Crunch points before and after lunch managed by adults • Queuing is not encouraged. Each year group attending to use a different set of toilets • Welfare team to conduct hygiene checks throughout the day • Hand washing routines to be supervised by adults to ensure that pupils are spaced out • Posters put up reminding to wash for 20 seconds and procedure for washing hands
Break and lunch times	<ul style="list-style-type: none"> • To ensure social distancing at all times lunch breaks will be staggered • Children will eat in the hall only with their allocated bubble. • No other bubble will be allowed into that hall area until the current bubble has left the hall. • Tables/chairs sanitised. • Ensure hand washing before and after eating. • Children who are bringing in packed lunch must keep this with them stored in their classroom.. It must be taken home each day and sanitised. • No sharing food or drink. • Playground areas zones off, classes/year groups given allocated space/time for their break. • Staff will work with students about what are appropriate activities. E.g. No contact games, such as tag • Staff cannot mix with other bubbles and must supervise children in their own bubble.
General Safe Practices	<ul style="list-style-type: none"> • Students to have their own drink bottle - drinking fountains closed. • Furniture disinfected each day. • No staff will be at school if health compromised • School landline phones cleaned and limited use to specific people. • Children can only bring water bottle, reading book, coat and lunch box to school. No bags or other equipment can be brought in or out of school. • Reading books will be left in trays for 48 hrs before they can be touched or changed.
Fire Procedures	<ul style="list-style-type: none"> • Fire and evacuation procedures have been updated • All staff briefed on updated procedures. (pupils briefed on their return) • Fire drill arranged in order that new procedures can be practised
First Aid	<ul style="list-style-type: none"> • Pupils who have a care plan/medical condition are identified ahead of reopening

	<ul style="list-style-type: none"> • Medical conditions register updated and teacher and support staff made aware • Medicines to be collected and administered in line with the medicines in school policy • Allergy information to be updated with school kitchen • PPE equipment provided where necessary - face shields and plastic aprons will be available for those carrying out first aid. • There are sufficient trained paediatric first aiders on site every day. • Where there is a suspected case of COVID-19 the individual will be isolated from others in a pre-assigned room. Parents will be called to collect them via Reception. • This area will be deep cleaned after the individual has left.
<p>Attendance</p>	<ul style="list-style-type: none"> • Attendance is statutory • We will communicate with families who are struggling to get their children back to school via phone calls, virtual meetings and in exceptional cases face to face meetings to support their return • We will enlist support of outside agencies to support if appropriate • Following government guidelines, fines to be used when all other strategies have failed. This is a last resort.
<p>Visitors</p>	<ul style="list-style-type: none"> • No non-essential visitors. Any visit to the school must be prearranged by telephone/email and only for essential meetings or visits. • All visitors briefed on the need to stay at least 1m away from others at all times • Not to enter the premises if displaying symptoms of COVID-19 • Upon arrival and exit, wash hands/use hand sanitiser. • No handshaking