



Tower Hamlets Road  
Forest Gate  
London E7 9DA

# St. James'

## Church of England Junior School



Tel: 020 8534 4030  
Fax: 020 8555 3721  
Email: [info@st-james.newham.sch.uk](mailto:info@st-james.newham.sch.uk)

Monday 1<sup>st</sup> March

Dear Parents/Carers,

### Plan and Procedures for reopening school to all pupils

Following the government announcement on Monday 22<sup>nd</sup> February, the staff at St James' are excited to welcome all pupils back to school on Monday 8<sup>th</sup> March. As a team, we have been preparing for the return of all pupils and are carefully following all the government guidelines as well as Newham and union advice to ensure that the return to school is as safe as possible.

This letter outlines the guidelines that parents must follow, including a timetable for the groups of children, their entry and exit times and locations, and the measures that the school has taken and the guidelines we request parents to follow so that we all remain safe.

Government guidance states that:

*School attendance will be mandatory for all pupils from 8 March.  
The usual rules on school attendance apply, including:*

- *parents' duty to secure their child's regular attendance at school (where the child is a registered pupil at school and they are of compulsory school age)*
- *the ability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct*

### Prior to returning to school

- Please speak to your child about returning to school. If they are anxious, talk through the procedures the school has put in place to help keep them safe.
- Begin to regularise your child's bedtime if they have gotten out of the routine of going to bed at a regular time.

### Procedures

1. School will reopen for **all** children on March 8<sup>th</sup>.
2. The gates will open for the children at 8:40am and will close at 9:00am. All pupils are expected to be in by this time.
3. A member of the senior leadership team will be at each entrance gate to guide children.
4. The children will go straight to their class once the gates open; there will be no lining up and waiting.
5. We ask that you follow social distancing rules and keep at least 2m apart when waiting at the gates and wear a face covering.
6. Parents will not be permitted on the playground.
7. Children are expected to wear school uniform as usual.
8. The children will be given their **own personal equipment** in class which will be kept on their tables. They will be taught not to share personal items.
9. **Free School lunch** will be provided for all children as normal - a hot meal service. Stringent hand hygiene will be in place before and after any food is eaten.



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10. Each phase will be in the hall for lunch at different times and the tables and seats cleaned in between each sitting.
11. All children should try to bring a **water** bottle with their name on it. If this is not possible we will provide water from a cup that **only your child will use**.
12. PE lessons will be resuming so pupils will need to bring in their PE kit on Mondays.

### Arrival and departure

All pupils should arrive between 8:40 and 9:00am.

Year group	Gate	Arrival	Departure
Year 3	Tower Hamlets Road	Between 8:40 and 9:00am.	3pm
Year 4	Tower Hamlets Road	Between 8:40 and 9:00am.	3:10pm
Year 5	Odessa Road	Between 8:40 and 9:00am.	3pm
Year 6	Odessa Road	Between 8:40 and 9:00am.	3:10pm

### Hygiene reminders

There will be a sanitiser and soap in all classrooms and the foyer entrance. All children are expected to wash their hands once they have entered the classrooms.

Handwashing and sanitising will take place regularly throughout the day and before going home.

If your child is feeling ill and displays any Covid 19 symptoms such as:

- **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**
- **diarrhoea or any other related Covid 19 symptoms, you must keep them at home**

Please let the school know immediately if your child is ill, as they may need to send all the children in that 'zone' home. **We have first aiders on site.**

### Return of devices

All devices provided by the school during lockdown must be to be returned to school. Devices can be returned to school on Friday 5<sup>th</sup> March.

-Year 3 and 4 between 10am and 12pm

-Year 5 and 6 between 12pm and 2pm

Please ensure that all chargers and bags are returned together with the device and are in good condition.

### Home Learning

Attendance at school is mandatory. However, any child who has received a shielding letter from the NHS or their GP is not expected to return to school. Their learning will continue remotely. Once we have seen the letter from the NHS or GP, we will organise a work pack for your child to be collected from school for them to work on at home. This will be returned to school to be marked and a new work pack collected.



INVESTOR IN PEOPLE



The Church of England  
in Essex and East London  
Diocese of Chelmsford



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This procedure will also be in place if your child has COVID, COVID symptoms or is in isolation due to contact with someone with COVID.

If you have any queries, please contact the school by telephone or by emailing [covid@st-james.newham.sch.uk](mailto:covid@st-james.newham.sch.uk).

Many thanks

Mrs Boland-Bourne & Mrs Hall  
Co Headteachers