



SS Philip and James' Church of England
VA Primary School
With love we flourish

Wednesday 26th August 2020

Dear parents and carers,

I hope this letter finds you well and you are enjoying what is left of the summer break.

We are very much looking forward to welcoming all our pupils back to Phil & Jim next week. As promised I am writing to share information relating to the start of term as well as responding to the questions that some parents submitted via the Parentmail survey. I apologise if I am repeating information that you have already received, however I wanted to respond to all queries even if we have answered them previously. Your child's teacher and the leadership team will of course share more information at the start of term however, we hope this gives you the information you need in the first instance.

I wanted to reiterate that every decision governors and I have made and will continue to make, will be based on the risk assessment we are working from. Our risk assessment is based on government and local authority guidance and takes into account our school site, our staffing, pupils and parent body. Our risk assessment is subject to ongoing review and if we need to respond to national and local changes in circumstances as well as Public Health England advice this will be communicated with you. We will signpost parents and carers to our risk assessment, once we have published it on our website in September.

As you read the responses to the questions, it will become apparent that some of the control measures are contrary to how we would want to operate as a school community, however they are in place to minimise risk to pupils and staff and so we can do everything possible to ensure we stay open with provision as normal as possible. These measures are important and it is the responsibility of everyone in our school community to work together to implement them.

Aside from ensuring health and safety measures are in place for our staff and pupils, our work over the past weeks has focused on ensuring provision for our pupils returning to school is robust and appropriate. Firstly, we need to ensure that our pupils feel safe and happy returning to school with the changes that we have been required to put in place. In the first days and weeks, teachers will be doing a lot of work with their classes around belonging; we want our pupils to know that they are welcomed and valued as a member of their class and our school community. They will also be teaching pupils routines, expectations so all children feel comfortable with, (know and understand) what the school day will look like for them. We know that our pupils will respond differently to the prospect of returning to school and will be experiencing a range of emotions. Teachers are prepared for this and will work with parents and support staff to support our pupils.

Is attendance compulsory from the start of Autumn Term?

Yes. School attendance will be mandatory again from the beginning of the Autumn Term. This means from that point, the usual rules on school attendance will apply and all school age children are expected to attend school. We will resume recording attendance and following up absence in accordance with our Attendance Policy. If your child is unwell and cannot attend school, please telephone 01865 311064 or email admissions@ss-philip-and-james.oxon.sch.uk Please be aware we cannot authorise term time absences for holidays. Term time absences will only be authorised in exceptional circumstances for example attending an urgent appointment or to observe a religious festival.



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If you have concerns about your child returning to school because you consider they may have other risk factors, please contact me via headpa@philandjim.org.uk so we can discuss how to support your child returning to school. You may also find this [government leaflet on returning to school after a period of absence](#) useful.

Self-isolation and shielding

A small number of children may be unable to attend in line with public health advice because they:

- are self-isolating
- have had symptoms or a positive test result themselves
- are a close contact of someone who has coronavirus

If your child is unable to attend school for these reasons, your child's teacher will be providing work for your child to complete via Class Dojo (please see question regarding remote learning below). Please bear in mind in these cases, because teachers will be teaching the class, there would not be an opportunity for face to face teaching opportunities, although teachers will give feedback and answer specific queries as soon as they can.

Shielding advice for all adults and children was paused from 1 August. This means that children can return to school if they:

- are on the shielded patient list
- have family members who are shielding

If your child is under the care of a specialist health professional, we would advise that you discuss their care with them before returning to school. If your child is not able to attend school because they are following clinical and/or public health advice, you will not be penalised.

The school day

The following timetable shows the locations and times you should drop your child off in the morning and pick them up at the end of the day if they are not going to After School Care (ASC). As you will see, although we are staggering the start and end of the day we have limited this as much as possible.

Year group Bubble	In time	Out time	Entry/exit point
EYP	8.45	3.00	EY gate
EYC	8.50	3.05	EY Gate
1	8.40	3.00	Hall door
2	8.50	3.10	Hall door
3	8.40	3.00	Main Entrance (office)
4	8.50	3.10	Main Entrance (office)
5	8.40	3.00	Side gate
6	8.50	3.10	Side gate

In order to reduce the number of adults assembling around school, please can we remind you that only 1 adult per family should drop off and pick up. We would also ask that parents and carers leave the school site as soon as possible after your drop off and pick up time. It is especially important during the first days and weeks of this new system as we support our 400 children to arrive and leave school as calmly and safely as possible.

What will the morning drop off routine look like?

Part of our control measures to minimise contact between children and adults is to introduce a staggered start and finish to the school day. Please note, these times do not impact your child's teaching times. We ask that all pupils arrive promptly at the given time. As always we would encourage pupils to walk or cycle to school. At your child's



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given time slot, they will be welcomed in by a member of staff. Your child will sanitise their hands then come into the school building. Parents and carers will not be able to enter the school site at morning drop off or afternoon pick up times.

I am dropping more than one child at school with different start times. Can I drop them off together?

We know that we have 23 families in school who will be dropping off and picking up at different times because they have children in different year groups so we have planned the staggered times and entrances so at the most, drop off and pick up will be within a 10 minute period of time. If you feel this is going to be a significant issue for you, please can I ask you to contact me to discuss this.

What will the afternoon pick up look like?

Your child will leave school at the same point they came into school at the designated time. Before they leave school, your child will wash their hands. If you have asked your child to wear a face covering, they will be asked to put it on as they leave the building. As is the case in the morning, no parent is permitted on school site unless by appointment or in an emergency.

Can my childminder drop off and pick up my child[ren]?

Yes. They need to follow our drop off and pick up protocols. Where possible we ask that your childminder has a consistent group of children in their care.

How should my child travel to and from Phil & Jim?

We have been informed that a new rising bollard system will be in place shortly. If you feel that you have a legitimate need to drive to school, for example your child has a disability, please contact Karen May at businessmanager@ss-philip-and-james.oxon.sch.uk to discuss your needs. Until the rising bollard is operational, we do all we can to keep the children safe around our school and the mix of cars and children is potentially dangerous. Please can we once again remind you that cars should not be driven over the bridge at morning drop off and afternoon pick up times. Children and parents are being encouraged to walk or cycle where possible and avoid public transport at peak times. Please remember if your child needs to be accompanied to school, only 1 parent or carer should attend.

Class sizes and social distancing

We will be opening for all children at the start of the Autumn Term and therefore we will revert to classes of up to 30 pupils in each one. Classes will be organised as far as possible to ensure we can maintain some form of social distancing between pupils for example tables will be organised so that pupils are facing forward rather than each other and we will be teaching children routines and expectations with regard to moving around the classroom.

We will also be minimising contact between individuals throughout the day, as well as at the start and the end of the day. The most effective way for us to minimise contact whilst ensuring learning and some socialising can take place, is to create year group bubbles. Therefore, from September your child will be in a year group bubble. Although there will be limited mixing of classes within the bubbles during the school, there will be times during the day, at play time and lunchtime, when the classes within a bubble will mix. We will have 7 bubbles at Phil & Jim and to ensure we minimise contact between them, we will be continuing staggered start and finish times as well as staggered lunchtimes and playtimes.

Hygiene expectations and rules in school

With over 400 children and 50 staff working together, the safest and most effective way for us to open for all children in September is to ensure all pupils and staff follow strict hygiene and social distancing expectations so that we are doing all we can to minimise opportunities for transmission. Therefore, teachers will be establishing in a



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supportive and age appropriate manner, routines and expectations around hand washing, sneezing, face touching and contact between peers and staff. We will also continue with the protocols already in place around the increased cleaning of frequently touched surfaces during the school day.

How will school be supporting my child's mental health and wellbeing following the period of school closure?

We are acutely aware that we have a significant number of children who haven't attended school since schools closed in March and supporting them to return to school has been a significant factor in our planning. All staff (teachers, teaching assistants and support staff) have been preparing for a full return for all pupils for some time. This preparation has been centred around how we support our pupils to feel comfortable being in school with stricter protocols around hygiene and social distancing being part of school life. We want school to be as normal as possible for all our pupils and therefore it is important that we establish clear routines and expectations so all children become familiar with, and feel comfortable with the changes. Our PSHE scheme of work, which will be taking place each day as well as the curriculum planning will support our pupils to adjust to changes as they start the Autumn Term together.

We know that some children may need additional support to attend school because they have feelings such as anxiety or low mood, and in the first instances any concerns you have should be shared with your child's teacher and from there we will put individual support in place for those pupils who need it.

Mental health and wellbeing resources for use at home

The following online resources are available and may be of help to you and your child:

- [MindEd](#), a free educational resource from Health Education England on children and young people's mental health
- [Rise Above](#), which aims to build resilience and support good mental health in young people aged 10 to 16
- [Every Mind Matters](#), which includes an online tool and email journey to support everyone to feel more confident in taking action to look after their mental health and wellbeing
- [Bereavement UK](#) and the [Childhood Bereavement Network](#), provide information and resources to support bereaved pupils

I want to share some information about my child with their teacher. How can I do this?

If you need to share important information about your child (for example around their mental health or wellbeing) with their teacher, please can we ask that you do this via email to the office office.3835@ss-philip-and-james.oxon.sch.uk with your child's teachers name in the subject heading. From here your child's teacher can either arrange a telephone appointment or a virtual appointment.

Can I come in to school at any time?

From September we want to keep visitors to a minimum, again to reduce the amount of adult to adult and adult to pupil contact. We will however be allowing visits from professionals to work with any pupils who has been identified as needing additional provision. We will of course meet with parents where essential. If you need to meet with a member of staff, we will first offer a virtual meeting (the office team will be able to organise this via Microsoft Teams), however if you feel you need to come into school, please call or email the school office to let them know the reason for your visit and to arrange a convenient time.

How will you run parent teacher consultations in Autumn Term?

We are in the process of planning parent/ teacher consultations for the week beginning 5th October primarily to discuss how your child has settled into school and to give you assessment information following our initial assessment period. At this time, we cannot share details with you however, at this stage we are planning for



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Autumn Term parent/ teacher consultations to take place virtually. We will share details with you as soon as possible.

What can my child bring in to school and take home each day?

To enable us to adhere to our risk assessment and keep risk of transmission to a minimum, we are asking that the items your child brings into school are limited to the following:

- School bag / book bag
- Lunch boxes (if required)
- Filled water bottles
- P.E. kits
- Weather appropriate garments such as sun hat or rain coat and wellies,
- Books, and reading diaries (in their bag)
- Mobile phone (as per our policy)

All items brought into school must be named so lost items can be returned to the child. In order to ensure we have limited unnecessary objects in school, we will not be able to store unnamed lost property. All unnamed lost property will be removed from school at the end of each week and disposed of appropriately.

Will you be providing school lunches?

Yes, our school catering team will be providing hot lunches from September. You can view September- November lunch menu [here](#). Children in EYFS Years 1 and 2 are entitled to paid school meal under the Universal Infant Free School Meals (UIFSM) grant. All lunches whether free or paid for, must be booked in advance via Magic Booking. Please visit our [website](#) for details.

Will learning take place as normal from September?

We know that typically at the start of any academic year, children will be working at expected standard, beyond expected standard and working towards expected standard based on assessments completed at the end of the previous academic year. What we don't know is what impact that this period of school closure has had on our pupils so we must ensure that we have accurate assessment information as soon as possible in the new academic year to ensure our planning for the rest of the academic year is robust.

When the children return to school in September, we will be carrying out systematic assessment to ensure that we have identified any learning needs that may have arisen during the period of school closure. For the first four weeks of school, we will be focusing on finding out where each child is working in reading, writing and maths and will be assessing for learning to ensure appropriate provision moving forward. Please note this does not mean that that your child will be sitting tests all day during this time. Teaching and learning will take place alongside formative assessment tasks (and some summative assessments) but, I have asked teachers to prioritise this time to dedicated and thorough assessment so we can ensure that our planning is accurate going forward and all children make progress from their relative starting points.

- Children are more than welcome to bring the work they completed at home to share with their teacher.
- **P.E. lessons** will be taking place from September, however as per our risk assessment, we have planned for them to take place outside whenever possible. Where it is not possible for PE to take place outside, we will use our hall, maximising distancing between pupils. Any equipment used will be cleaned between use.
- **Swimming lessons** are still not permitted under the current guidance.
- In line with government guidance, we can and will be engaging with **educational visits and visitors** to support our curriculum provision. Each visit or visitor will be risk assessed to consider the control



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measures needed to ensure appropriate protective measures are in place. At this time schools have been told that overnight visits cannot take place so until further notice, our Year 6 pupils will not be visiting Kilvrough until we are informed it is safe to do so. At this stage, I do not know if the visit will be able to take place during this academic year.

Extended Schools

Our priority is to keep the children safe and by following our risk assessment we can ensure the school can open safely during the school day, of which ASC is an extension. Our priority is to ensure we remain open because our infection control and social distancing measures are effective. It is important that we proceed in a managed way as we navigate opening alongside Covid-19 and therefore we have made the decision to limit additional adults in school at least for the Autumn Term. We will be reviewing this and will make a decision about external club providers for Spring Term. We will communicate this to you as soon as we are able to make an informed decision. We will be reviewing our extended schools provision during the Autumn Term in line with our risk assessment and will advise you in good time if any changes are to be made.

Booking for Breakfast Club (BC) and After School Care (ASC) is via MagicBooking and both BC and ASC will start on Monday 7th September 2020.

Breakfast Club (BC)

We will be running a Breakfast Club each morning from 8am which is open to all Phil & Jim pupils. From September 2020 it will be based in the school hall to enable us to keep each year group bubble separate, with a capacity of 30 pupils in total. The entrance to Breakfast Club will be via the hall door and all children must arrive by 8.10am. The staff running Breakfast Club will send pupils to their class at their allotted time.

It will be open every term day and, in addition to an optional breakfast of toast, fruit and juice; we offer a variety of quiet and creative activities to begin the day, such as drawing and Lego. Each session costs £4.00, including breakfast.

After School Care (ASC)

We will be running ASC each day from the end of school day. We will be offering two sessions; the first will end at 4.15pm at a cost of £7.00, the second will run until 5.30pm at a cost of £11.00 per session. ASC is staffed by our own experienced and enthusiastic support staff who will lead a variety of activities each week on rotation. Please note that as far as possible, the same member of staff will lead each group every day.

We will be keeping Year group bubbles separate during ASC and have the capacity to host 15 pupils per group, from Years 1 to 4. We will combine the pupils in Years 5 and 6 because they have a greater understanding about social distancing. We will have capacity for up to 20 in this group. Overall, under current guidance, we have capacity for up to 80 pupils in ASC.

The children will leave ASC via the same entrance/exit their year group usually uses. For example, if your child is in Year 3, you will collect them from ASC at the main school entrance (office). We appreciate that adhering to a set time to pick up your child may be challenging, which is why we have offered two sessions. If you must collect your child at a different time, e.g. for an emergency appointment; please contact Mr Sadler our Extended Schools Manager via clubs@philandjim.org.uk. The ASC staff will have your child ready for pick up at the requested time.

Will you be engaging with the flu vaccination programme for schools which takes place in the Autumn Term?

Yes. Each year we work with our local NHS health care team to offer the flu vaccination to all our pupils. This year we have been informed that our school will be visited by health care team in December. Details will be sent to parents as soon as we have them.



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Will my child be required to wear a face covering when they return to school in September?

As it stands primary schools have not been directed to ensure pupils attending school must wear a face covering. We will adhere to Public Health England guidance around [face coverings](#) and if needed update our risk assessment around children being required to wear face coverings in school. PHE does not recommend the use of face coverings in schools (with the exception in some specific circumstances) because:

- children, young people and staff are mixing in consistent groups
- not using them correctly may accidentally increase the risk of transmitting the virus
- there may be negative effects on communications and therefore on your child's education

Parents may choose to ask their child to wear a face covering when they travel to and from school in which case, pupils will be asked to remove their face covering and place it in their bag before they sanitizer their hands and enter the building in the morning. At the end of the day, pupils will be asked to wash their hands and put on their face covering as they leave the school building. Some adults in school may need to, or decide they wish to wear face coverings while completing specific tasks in school. The guidance around the use of face coverings in school will be subject to review over the coming weeks and months (as it has been over the past days), and we will of course take this into account as and when it happens.

What will be the school's response to an unconfirmed case in the school community?

As a school community it is important that we do all we can to minimise the contact with individuals (including those in their household) who are displaying symptoms of coronavirus by ensuring they do not come into school.

It is important that all members of our school community who become unwell with a new, continuous cough or a high temperature, or have a loss of, or change in, their normal sense of taste or smell (anosmia), must be sent home or not to come into school and will be advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 10 days and should [arrange to have a test](#) to see if they have coronavirus. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

I am sure that you will appreciate that there will be many occasions when we will be informed about unconfirmed cases in school and to inform parents and carers each time that occurs would be unsettling therefore, from September, unconfirmed cases in school will not be communicated to parents and carers and will not result in the closure of a bubble.

What will be the school's response to a confirmed case in school?

If we become aware that someone who has attended Phil & Jim has tested positive for coronavirus, we will contact the local health protection team. This team will also contact us directly if they become aware that someone who has tested positive for coronavirus attends Phil & Jim the school as identified by NHS Test and Trace.

The local health protection team will work with us to risk assess the circumstances and to support us with the actions we need to take. Based on the advice given from the health protection team, we will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. The number of confirmed cases in school will determine how many people will need to self-isolate and / or if a bubble needs to close.

What will happen if we go into a local lockdown or a bubble is closed?

If we are directed by Public Health England or the local health protection team to close a bubble or the whole school, we will provide home learning. Home learning will take the form of daily sequential work that we expect all pupils to



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complete (unless they are unwell). We will be delivering all our home learning through Class Dojo. Pupil log in details and our Home Learning Policy will be shared with you in September. Teachers will share work with their class via Class Dojo and once it has been completed your child will submit it back to their teacher via Class Dojo for marking. Part of each day will involve some form of video teaching either live or pre-recorded.

In order to ensure that all our pupils are familiar with Class Dojo before they need to use it in the event of a full or partial school closure, we have made the decision that from September we will be using Class Dojo as part of our provision. All teachers will use Class Dojo to support our rewards system (which parents will have access to) and we will also be setting all our homework through Class Dojo. We will send you guidance at the start of September about how this will work. Parents of children in EYFS will use Tapestry. Full details will be shared with all parents in September.

We hope you enjoy the remainder of the summer and look forward to welcoming our pupils back to school next Thursday.

Yours sincerely,

Sarah Awuye
Headteacher

September 2020 dates for your diary	
INSET day- school closed for pupils	Tuesday 1 st September
INSET day- school closed for pupils	Wednesday 2 nd September
Start of term for Year 1 - Year 6	Thursday 3 rd September
Start of term for EYFS children	Staggered start from Thursday 3 rd September
INSET day- school closed for pupils	Friday 23 rd October
Half Term	Monday 26 th October- Friday 30 th October
INSET day- school closed for pupils	Monday 2 nd November
End of Autumn Term	Friday 18 th December 1.30pm
INSET day- school closed for pupils	Monday 4 th January 2021
Start of Spring Term	Tuesday 5 th January