

A large, stylized decorative swoosh composed of two parallel, curved lines. The top line is light blue and the bottom line is maroon. They curve from the left side of the page, arching over the title, and crossing each other on the right side.

SJF RECONNECTION PLAN

AUGUST 2020

CONTENTS

3	HEADTEACHER'S INTRODUCTION
4	CURRENT GUIDANCE
4	KEEPING CHILDREN SAFE
5	BUBBLES & STAFF
6	ATTENDANCE & FIRST DAYS
7	Years 1 – 6
7	Foundation Stage 2
7	Mandatory Attendance
8	Shielding Children & Attendance
8	BEFORE LEAVING HOME IN THE MORNING
8	NEW ROUTINES
9	Staggered Start & Finish Times
9	Parking Safely
9	Public Transport
10	Speaking to Staff
10	Start of the Day
12	End of the Day
12	Arrangements for the First Three Days
13	Review
13	CURRICULUM & LEARNING
14	Assessment
14	A Broad & Balanced Curriculum
14	Students with Additional Needs
15	Reconnection, Wellbeing & Understanding Needs
15	Early Years & Y1
16	Learning Resources
16	PE
16	Activity Clubs
17	Homework
17	Reading Books
17	Educational Visits
17	Items from home ('Show and Tell')
18	PARENT PARTNERSHIP
18	Welcome Meetings
18	Pupil Progress, Achievement & Target-Setting Meetings
18	Assemblies & Liturgies
18	Masses & Services
19	Nativity Plays, Community Carol Service & Easter Passion Play
19	Newsletter & Website
19	Curriculum Overviews
19	Calendar
19	ParentMail
19	PTFA
19	ENHANCED CLEANING
20	COATS & BAGS
20	FRESH AIR
20	PUPIL VOICE
21	SCHOOL OFFICE
21	BEHAVIOUR
23	LUNCHTIME
24	SCHOOL UNIFORM
25	COVID-19 IN SCHOOL
27	WRAP-AROUND CARE (JPAC)



HEADTEACHER'S INTRODUCTION

Everyone at St John Fisher looks forward to welcoming back our children and their families for the beginning of the new 2020/2021 academic year, and especially those joining us for the very first time in FS2.

Our happy school is a special and vibrant place. I am so used to hearing the wonderful sounds of excited chattering children and the cut and thrust of a busy school life. So things have felt quite different since March when we went into lockdown, even when we were able to open to more children in June.

We have definitely missed you all and cannot wait to see you all again, even with some of the changes we have to make to different aspects of school life in order to be COVID-secure.

The purpose of this document is to set our plan for September, outlining the ways we will have to adapt whilst the COVID-19 virus remains a continuing threat to us all. In sharing the plan it is important to add that as the guidance and instruction from government is being updated constantly, all or part of it might be subject to change at any point in the future.

It is important to add that as much as we look forward to the new school year, we will only be able to stay open if everyone remembers that the COVID-19 virus is still with us. We must therefore play our parts in order to keep each other safe.

Carrying on as we did before the pandemic, or ignoring or forgetting official advice, is not an option. Anyone not sticking to the guidance is not only put themselves and their families at a higher risk of catching the virus but they could also pass it on to members of our school community as well. Their actions could result in school having to close again, impacting on children's learning and working parents/carers having to sort childcare and home learning.

The government and Chief Medical Officer have said that schools are much safer if there is a good plan in place and all members of the community stick to the guidance when they are in school *and* at home.

So please support us so that we can keep everyone safe and our school open.

Thank you.



CURRENT GUIDANCE

On Thursday 2nd July 2020, the Government provided us with a context for their decision to *request* schools in England to open to all children from September. They also issued guidance for schools to adhere to and manage when opening. The guidance, which was further updated on 7th August 2020, can be found in full [here](#).

At St John Fisher, we have been working hard to develop a comprehensive plan for a full reopening of our school from September ensuring that we:

- ✓ fulfil the expectations required of us
- ✓ ensure that the safety of everyone remains paramount in all our decisions and actions
- ✓ continue to provide a high quality and well balanced curriculum to support our pupils and enable them to keep on track
- ✓ are ready to support vulnerable children and families

KEEPING CHILDREN SAFE

All schools must comply with health and safety law, which requires us to assess risks fully (based on the best advice and guidance available) and then to put in place proportionate control measures.

In order to be a COVID-secure school the essential control measures 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
- ✓ active engagement with the local authority and local public health services
- ✓ formal consideration of how to limit unnecessary contacts and maximise social distancing where appropriate between those in school, and minimise potential for contamination so far as is reasonably practicable

We have been provided with actions under the headings '**Prevention**' and a '**Response to Infection**', which are summarised below:

Prevention:

- minimise contact with individuals who are unwell
- clean hands thoroughly and more often than usual
- ensure good respiratory hygiene - 'catch it, bin it, kill it'
- enhanced cleaning of school and resources
- minimised contact between individuals with social distancing wherever possible
- the wearing of appropriate personal protective equipment (PPE) when necessary



Respond to infection:

- engage with the NHS Test and Trace process
- liaise with Sheffield public health services
- manage confirmed cases of coronavirus (COVID-19) amongst members of the school community
- contain any outbreak by following local health protection team advice

BUBBLES & STAFFING

We have decided to group children in to three bubbles which will not mix in school. We have done this so that adequate numbers of staff can be deployed to each 'bubble' in order to support the welfare, teaching and learning of all children.

The normal rules around social distancing now do not apply to children and staff operating within bubbles - which is why schools are able to welcome back all children in full classes in line with government wishes.

Most staff members will be allocated to bubbles too, though for those needing to work across bubbles additional precautions will be taken including social distancing and the wearing of PPE. You will note that staff who are (or have become vulnerable) will need to maintain social distancing even within their bubble so some temporary changes have been made to safeguard them until such times as they are able to resume their normal duties.

Bubble A	Bubble B	Bubble C
FS2 Y1 Y2	Y3 Y4	Y5 Y6
Mrs Broadhead Mrs Darken Miss D'Roza Mrs Golland Mrs Hadfield Mr Johnson Mrs Sambrook Mrs Walton	Mr Broadhead Miss Brownbill Mrs Pickering Mrs Raynes	Mrs Barrett Miss Heath Mrs Holloway Mr MacInnes Mrs Prentice

Class teachers will tend to be based in a single bubble full-time, unless they have additional whole-school roles e.g. Mrs Barrett (Deputy Headteacher) and Mrs Hadfield (Inclusion & Safeguarding).



Support staff will also spend most of their time in one bubble however, in order to support pupils needing to catch up, there may be times when they also work for short periods with a few children at a time who are in different bubbles.

All staff doing this will:

- ✓ maintain 2m social distancing
- ✓ wear PPE and not face a pupil if they are less than 2m from a child for a short time

This applies to the Headteacher, School Office staff and the Building Manager. Our cleaning and lunchtime staff will be assigned to different bubbles/areas of school.

Break Times

For the majority of their time in school the children will remain with just their classmates, teacher(s) and support staff. However, at playtime and at lunchtime staff will supervise them so that they are able mix safely with other children in their class and bubble.

No Mixing

Pupils in one bubble will have no contact with children in other bubbles whilst in school, even those in the same household. This will be the case both during the school day and at our JPAC-run before and after school clubs. Though regulations allow for children from different classes/bubbles to mix within a wrap-around care provision in schools we have decided to maximise the integrity of bubbles in school by keeping them separate.

Why Three Bubbles?

Organising the children in this way balances the need to deploy available staff more effectively in order to support teaching and learning both in and out of class and to run wellbeing and catch-up interventions for any child requiring additional support. It also allows us to keep the number of staff and children in each bubble limited in order to lessen the impact of a confirmed case of COVID-19 occurring in school.

We need to be able to respond quickly in the event of a positive case being discovered in school, so that the children and staff who need to be tested and isolate at home can be identified easily. Our aim would be to keep the numbers of those affected by the temporary closure of a bubble as small as possible.

ATTENDANCE & FIRST DAYS

As Tuesday 1st September is a staff training (INSET) day, so the children of Years 1 to 6 will be welcomed back on Wednesday 2nd September 2020.



Years 1-6

For the first three days of the new academic year, the children in Years 1 to 6 will spend the time reconnecting with school in the familiar surroundings of their previous class with their previous teacher(s) and support staff. We recognise that this gentler easing back in will help the children and reduce the sense of shock that some may feel, especially if they have not attended school since lockdown was first imposed in March.

During these first days, there will be a huge focus on pupil wellbeing and reconnecting. The children will be encouraged to talk about their feelings, especially if they are anxious, within class or groups or one-to-one with an adult if they prefer. There will be many activities designed to inform and reassure. Colleagues will use the feedback from the welfare questionnaires that were completed and returned by children and parents/carers before the summer holiday. We will also observe the children carefully and listen to them.

During this time, we will also prepare them for moving into their new classes on Monday 7th September, though they will not be able to enter the room until then as all classes and shared spaces will have to be deep cleaned again before the changeover.

Foundation Stage 2 (FS2)

For the young children joining us in FS2 school will begin in the following week. The children have been divided into three groups of ten. This is the children's 'welcome' plan:

Wednesday 2nd September 2020	Home calls to FS2 families – Mrs Darken/Mrs Prentice		
Thursday 3rd September 2020	Home calls to FS2 families – Mrs Darken/Mrs Prentice		
Friday 4th September 2020	Home calls to FS2 families – Mrs Darken/Mrs Prentice		
Monday 7th September 2020	Group A 'taster'	9.30am – 11.30am	No uniform in first week
Tuesday 8th September 2020	Group B 'taster'	9.30am – 11.30am	Children to enter/leave via the main entrance
Wednesday 9th September 2020	Group C 'taster'	9.30am – 11.30am	
Thursday 10th September 2020	All children	9.30am – 11.30am	On 11-09-20 children will need a packed lunch
Friday 11th September 2020	All children	9.30am – 12.30pm	
Monday 14th September 2020	All children	8.45am – 3.10pm	Full uniform

Attendance is Mandatory

From Wednesday 2nd September for children in Years 1-6 and from Thursday 10th September for children in FS2, attendance is mandatory. The temporary option that parents/carers were given to keep their children at home (following the partial reopening of school in June) has gone meaning that every child **must** attend school.



The government position is this:

- parents have a duty to ensure that their children attend school regularly at the school where their children are registered as a pupil at school and they are of compulsory school age;
- Schools have the responsibility to record attendance and follow up all absences;
- Schools must take appropriate steps where attendance is an issue, including reporting families and using the available sanctions, including fixed penalty notices, in line with the local authority's Codes of Conduct



HM Government

Shielding Children & Attendance

Shielding advice for all adults and children was 'paused' from 1st August 2020. Where a pupil is unable to attend school because they are complying with specific clinical and/or public health advice, please contact school so that we can work with you and support your child in the best possible way.

If you are concerned about this, please email us (enquiries@st-johnfisher.org).

BEFORE LEAVING HOME IN THE MORNING

Please check for any of the following symptoms:

- ✓ a high temperature
- ✓ a new, continuous cough
- ✓ a loss of, or change to the sense of smell or taste

If any of these symptoms are evident, **do not** send your children to school. It is possible that these are symptoms of the COVID-19 virus.

Please call us **0114 2485009** or email enquiries@st-johnfisher.org so that we can advise.

Please note that you should also contact us if anyone else in your household is displaying symptoms and your children appear to be well because children can be infectious without displaying symptoms. Government advice must be followed, it can be [found here](#).

NEW ROUTINES

Though the risk to children and staff in school is low because of all the measures that are in place, the risk is reported to be much higher when adults gather on to the school grounds and mix with one another at the beginning and end of the school day.



To keep limit the risk of transmission at these times we will need:

- ✓ only **ONE** adult to drop off and pick up children
- ✓ staggered start and finish times to keep numbers on the school premises low
- ✓ entry and 'clear by' times for adults collecting children from different bubbles
- ✓ adults to maintain social distancing whilst lining up and waiting to enter school grounds
- ✓ adults to maintain social distancing whilst following the one way system
- ✓ adults to maintain social distancing whilst lining up (keeping their children next to them)
- ✓ adults to wear face coverings whilst on the school grounds
- ✓ adults maintaining social distancing as they clear the school grounds promptly
- ✓ adults to not delay class teachers by trying to speak to them at the start/end of the day
- ✓ adults not congregating with others on the school grounds or just outside school

Staggered Start & Finish Times

The start and finish times of each bubble have been kept close together so that it is easier for parents/carers with children in more than one bubble. However, this means that adults really will have to clear the playground promptly. Obviously, there can be no hanging about on the school grounds or on the pavement just outside the gate. Thank you.

	Start Time	Admission	Clear By	Finish Time	Admission	Clear By
Bubble A	8.45am	8.40am	8.50am	3.10pm	3.05pm	3.15pm
Bubble B	8.55am	8.50am	9.00am	3.20pm	3.15pm	3.25pm
Bubble C	8.55am	8.50am	9.00am	3.30pm	3.25pm	3.35pm

Parking Safely

Please help us keep all our children and families safe at the beginning and end of the school day (and our neighbours happy) by remembering to park safely, considerately and legally every day. Do **not** park on the yellow lines, pavements and grass verges. Thank you.

To avoid congestion (caused by parked cars) we encourage everyone to either walk from home or to park safely and legally and slightly away from school and to walk in with their children ('park and stride'). No one will be allowed to park in the church car park as it is now part of our one-way system in and out of school and we want to avoid accidents.

Children are allowed to bring a scooter or bicycle to school. This can be taken straightaway by the adult accompanying the child or it can be left in the shelter at the owners' own risk. If left in the shelter it is important that children only handle their own bicycle or scooter.

Public Transport

If travelling to school via public transport face coverings are required at all times (including for children, over the age of 11).



Speaking to Staff

A reminder that non-urgent messages should be emailed directly to the class teachers. Here is a reminder of the class email addresses. Teachers will answer these within 24 hours however they will not respond after 5.00pm, at weekends or during holidays/Bank Holidays.

- FS2 FS@st-johnfisher.org
- Y1 Year1@st-johnfisher.org
- Y2 Year2@st-johnfisher.org
- Y3 Year3@st-johnfisher.org
- Y4 Year4@st-johnfisher.org
- Y5 Year5@st-johnfisher.org
- Y6 Year6@st-johnfisher.org

For urgent enquiries requiring a rapid response please either call school (**0114 2485009**) or email us via our main school email address (enquiries@st-johnfisher.org). You can also speak to a member of staff on duty, but please do not wait in the foyer to speak to administrative staff as it is a relatively confined area and staff will be busy supervising the one-way system at the beginning and end of the school day. It will be permissible to drop items off in the post box in the foyer and then leave immediately.

Start of the Day

- ✓ entry to school will be via the parish car park
- ✓ please note your admission time and 'clear by' times (see previous page)
- ✓ on arrival please line up outside school with your child(ren) ensuring that you are socially distanced from others in the line (there are 2m markings on the school fence)
- ✓ please follow the arrows and maintain social distancing as you enter and leave school, keeping your children with you and **not** letting them mix with other family groups
- ✓ adults with children in Bubble A and B/C can send the older children to class once the younger children have been collected by staff

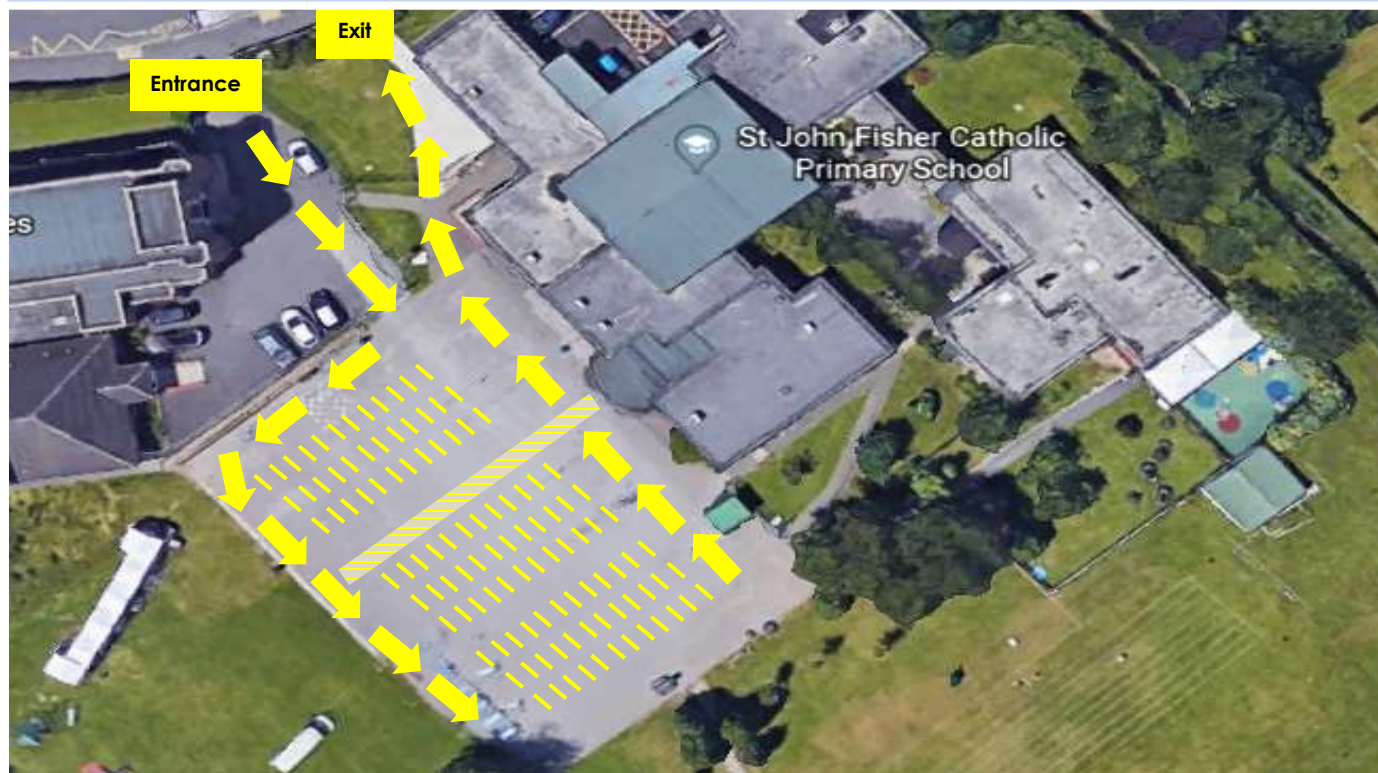
Please do not enter the school grounds before it is your designated time as we are trying to limit numbers on site in order keep everyone safe. Also, please do not congregate on the pavement outside school, especially as other children and family groups might well be lining up.

A reminder that our entry and 'clear by' times in the morning are:

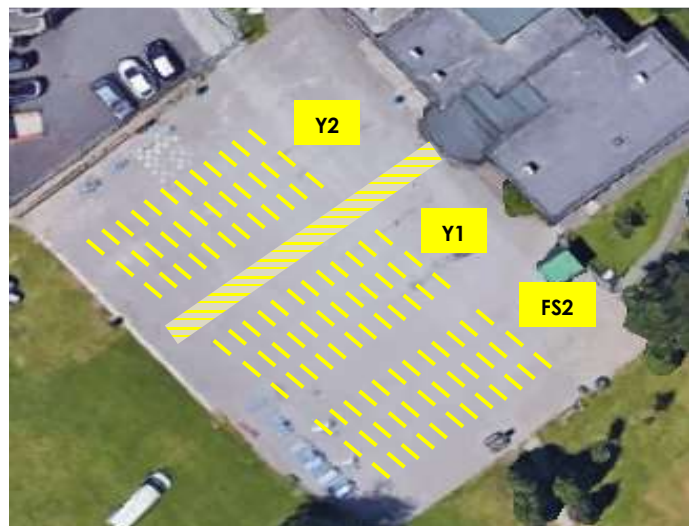
Bubble A:	8.40am	➡	8.50am
Bubble B:	8.50am	➡	9.00am
Bubble C:	8.50am	➡	9.00am



Our One Way System at the Start and End of the



Bubble A (8.40am – 8.50am)



Bubbles B and C (8.50am – 9.00am)



Y6 (part of Bubble C) will go straight into class when they arrive in the morning



End of the Day

- ✓ entry to school will be via the parish car park
- ✓ please note your admission time and 'clear by' times (see page 9)
- ✓ on arrival please line up outside school with your child(ren) ensuring that you all maintain socially distanced from others in the line (there are 2m markings on the school fence)
- ✓ please follow the arrows and maintain social distancing as you enter and leave school
- ✓ only **one** adult to enter the playground in order to collect
- ✓ adults collecting should follow the arrows and one way system to the appropriate line and line up on a marker to maintain social distancing from others in the queue
- ✓ children will be brought out to meet their 'collectors' at the designated times
- ✓ once you have your child(ren), please leave the line immediately and follow the arrows of our one way system to the exit, maintaining social distancing
- ✓ If you have to wait for a child in another bubble, please move to that child's line and wait (they cannot be collected earlier at the end of the day)

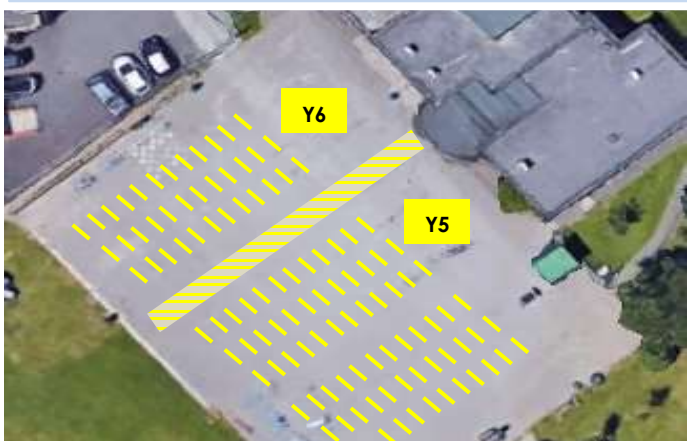
Bubble A (3.05pm – 3.15pm)



Bubble B (3.15pm – 3.25pm)



Bubble C (3.25pm – 3.35pm)



Entry & Exit Arrangements for the First Three Days

As you already know children in Years 1-6 will spend the first three days of our new school year in their previous class with their previous teacher. The dates are:

- ✓ Wednesday 2nd September 2020
- ✓ Thursday 3rd September 2020
- ✓ Friday 4th September 2020

As we must maintain the integrity of the bubbles they will have to operate to the timings of their new year group (see below).

New Y1 class will spend three days in FS2

- start of day entry from: **8.40am**
- school will start at: **8.45am**
- adults clear playground by: **8:50am**
- end of day entry from: **3.05pm**
- school will finish at: **3.10pm**
- adults to clear playground by: **3.15pm**

New Y2 class will spend three days in Y1

- start of day entry from: **8.40am**
- school will start at: **8.45am**
- adults clear playground by: **8:50am**
- end of day entry from: **3.05pm**
- school will finish at: **3.10pm**
- adults to clear playground by: **3.15pm**

New Y3 class will spend three days in Y2

- start of entry from: **8.50am**
- school will start at: **8.55am**
- adults clear playground by: **9:00am**
- end of day entry from: **3.15pm**
- school will finish at: **3.20pm**
- adults clear playground by: **3.25pm**

New Y4 class will spend three days in Y3

- start of entry from: **8.50am**
- school will start at: **8.55am**
- adults clear playground by: **9:00am**
- end of day entry from: **3.15pm**
- school will finish at: **3.20pm**
- adults clear playground by: **3.25pm**

New Y5 class will spend three days in Y4

- start of entry from: **8.50am**
- school will start at: **8.55am**
- adults clear playground by: **9:00am**
- end of day entry from: **3.25pm**
- school will finish at: **3.30pm**
- adults clear playground by: **3.35pm**

New Y6 class will spend three days in Y5

- start of entry from: **8.50am**
- school will start at: **8.55am**
- adults clear playground by: **9:00am**
- end of day entry from: **3.25pm**
- school will finish at: **3.30pm**
- adults clear playground by: **3.35pm**

For the children in Bubbles B and C who are happy and able to line up on their own in the morning we would encourage adults to drop them off once on the main playground and go. Pupils should not be left on their own in the line outside school until staff are supervising.

Review

Please note that these arrangements will remain under constant review in order to pick up on issues or external advice and instruction, so might be subject to change.

CURRICULUM & LEARNING

We do not feel that it is helpful to focus on what has been 'lost' during the shutdown. A young person's school career is typically 468 weeks long and most children have been out of school for 14 weeks, which represents below 3% of their total school career. Moreover, during that time, many of our children have been working hard and producing good work and have benefited from time spent with their families, exploring and experiencing different opportunities to grow, learn and achieve in different contexts.

Our approach, whilst focused, will be to remain calm and measured knowing that whatever the situation we have the staff with the best knowledge and experience of how to teach and support our children in order to identify and close any gaps where required.



We will not make our children worry unnecessarily or make them think that things are worse than they are. Where issues do present themselves our language will reflect our positive 'growth mindset' philosophy. Our focus is on achieving a positive reconnection.

Assessment

Our teachers will make sensible and considered adaptations to curriculum plans that reflect what they think children need in terms of content and approach. Staff will use their expertise to establish sensible starting points for each class, which might mean taking an initial step back in order to help children to then move forward with confidence.

However, we understand that each child and class will be different. In schools this way of assessing is known as 'formative assessment'. These are judgements teachers make on a daily basis which enables them to assess and form accurate judgements about where the children are and what they need. This approach will be supplemented with some gentle testing in the first few weeks. However our focus will be on reconnection and to this end we will look to strengthen routines, relationships and resilience in a measured and supportive way so that teachers and children can get back to familiar ways of working as soon as possible. In all we do our familiar ethos will be reassuringly evident.

A Broad & Balanced Curriculum

Although there are some restrictions in place (e.g. around singing in large groups), we fully intend to continue with our normal ambitious and broad curriculum in all subjects from the start of the Autumn term. We will make use of existing flexibilities to begin at appropriate starting points for all our children. From the second week, the children in Years 1-6 will have lessons in French and Music delivered by specialist teachers from organisations that already work successfully with a number of schools across the north of England. The use of expert teachers will not only enable us to deliver outstanding Music and French curriculums safely but will also free up key staff to work with individual children and groups who require additional support managing feelings or catching up.

Pupils with Additional Needs

We are aware that for some children with additional needs, returning to school after lockdown might cause them additional anxiety or stress. Our inclusion team will ensure a smooth transition when returning to school by supporting all vulnerable children.

Staff will continue to be responsive to the needs of individual pupils and additional support will be provided where necessary. Small group or individual support might take different form so that adults and children can remain safe, for example, sitting side by side; staff and pupils working at a greater distance from each other; or working in different parts of the school building. Staff who are in close contact with individual children may also wear PPE.



Reconnection, Wellbeing & Understanding Needs

Our initial focus will be to welcome back every child and focus on building an accurate picture of where they are compared to where they need be both emotionally and academically. Staff will be working hard to secure a deep understanding of our children's needs so that we can plan rapid and effective responses. We will work hard to help children to adjust and reconnect. *Securing their wellbeing and happiness will be our prime concern.*

To help us with this vitally important work we invite you to engage with us and share your thoughts, ideas, questions and concerns. For children who have fallen behind, or who have not had a positive experience of lockdown for one reason or another, this home/school partnership will be especially important. We are absolutely determined to help every child.

Early Years & Y1

Children in FS2 (Reception) and Y1 (in Terms 1 and 2) will benefit from a free flow, play-based curriculum. This will be supported with some focused whole-class, group and individual teaching. This will be planned and resourced carefully and will take place in and out of the classrooms. Classrooms will be kept well ventilated. It will not be possible, nor is it required, to enforce social distancing measures with children in FS2 and Y1, though children will be encouraged to their wash hands thoroughly and regularly and to sneeze and cough safely. The children will encounter all the children in their class and those in other classes who are also part of their bubble. Children will wash their hands often and surfaces and equipment will be sanitised regularly as will learning spaces.

For children in Y1 the teaching and learning experience will feel very familiar at first as they are assessed and prepared for the full Y1 curriculum. Between September and Christmas (Terms 1 and 2) the children will be moved gradually from the free flow, play-based curriculum they are familiar with to the more formal Y1 approach as Early Learning Goals are achieved and they become ready. By the start of Term 3 in January 2021, all children will be following the Y1 programme, at their level, in line with Government guidelines.

Learning Resources

For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items, which will not be shared. Classroom based resources, such as books and games, used and shared within classes and bubbles will be quarantined and cleaned regularly. All resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously. They will also be left unused and out of reach for a period of 48 hours (72 hours for plastics) before being used by those in different bubbles.

PE

PE lessons will go ahead as an important part of the broad and balanced curriculum that we will continue to offer. On their PE day, the children will be expected to wear their SJF PE uniform to school. Below are the PE days:

Monday	Tuesday	Wednesday	Thursday	Friday
FS2	Y1 & Y2	Y3 & Y4	Y5 & Y6	

For children in **Years 1-6** normal PE lessons will start from **Monday 7th September 2020**.

For children joining our new **FS2** class, the first day for wearing our SJF PE uniform will be on **Monday 14th September 2020**.

Mrs Broadhead has been working with our school sports partners throughout lockdown on plans and PE-related matters including ensuring that we have a COVID-secure curriculum. This might mean changes to the way we would do things in more normal times. Most PE will take place outside – weather permitting – and when it has to be brought inside the children will do only what is allowed by the guidance. COVID-secure plans for swimming are being finalised and will be shared in due course.

Activity Clubs

Unfortunately, we will not be able to offer the full range of extra-curricular activities normally available when we return. This includes the many and varied citywide inter-school festivals that we regularly engage with. A review of what might be possible going forward has formed part of the discussions Mrs Broadhead has been having with LINKS (our school sports partners) and our firm aim is to offer all we can, when it is safe to do so, in a COVID-secure way. We will update you with details in due course.

Mrs Broadhead and Mr Johnson will work with the available guidance regarding lunchtime activities, and again, we will do our best to offer what we can to the children. Details will be shared with the children in due course.

Homework

Setting homework to support new learning will be a key part of our response to lockdown. This will include reading to your child; hearing your child read; encouraging them to learn multiplication tables or spellings; or completing other tasks that are sent home. Teachers will work hard to make sure that homework tasks are fun, engaging and appropriate. All homework will have a purpose, and so it is important that it is attempted. Unfortunately, the Study Hub and lunchtime library sessions will not run initially, as we adjust to our new ways of working, so it will have to be done at home. It is important that homework is attempted by all children and they do their best, whether they are able to complete it or not.



A reminder that if a homework task proves too difficult for a child please do not make your child anxious by forcing him/her to continue when you know they can do no more. Please do **not** do it for your child as this helps no one. Remember, the idea of homework is to scaffold and extend new learning. Gentle encouragement is great but 'over-helping' will make it hard for staff to understand where the issues and barriers are. It will also make the children passive when we want them to be independent and resilient learners in school.

If you know your child has done his/her best, simply offer reassurance that you are pleased with their efforts and that everyone at school will also be pleased. Reassure them that the homework has done its job because it has pinpointed an issue that we can now help with. Ask them to explain (if they can) what they know and what they are finding hard, and email this information to your child's teacher via the class email address so that it can be followed up quickly and positively. Additionally please email a teacher if your child is capable of completing homework but is refusing, so we can follow it up appropriately and supportively.

Reading Books

Reading books can still be brought home; however, on their return to school they will be placed in a box and left for 72 hours before being returned to the shelves. We would prefer FS2/Y1/Y2 children to use the small SJF book bags rather than the big rucksacks, as storing these at the moment is an issue. The children will only need to bring in the book bag on the book changeover day – and this will be confirmed by the children's teachers in the pre-recorded Welcome Meeting in the second week. For children in Years 3-6 it is not a problem because they have lockers for storing bags and coats (which will also be cleaned regularly). If your child has a reading book at home, please return them on the first day back in September.

Educational Visits

All educational visits, including the residentials in Years 5 and 6, in the Autumn terms have been cancelled or postponed until next year. This includes our annual visit to the Lyceum Theatre for the pantomime. Educational visits are normally an important part of our curriculum and school life; however, it is impossible for them to go ahead at the moment.

Items from Home/'Show and Tell'

Children are not allowed to bring in any items from home. For 'Show and Tell', please email the teachers photographs of special items directly. Appropriate arrangements for vulnerable children will be made directly with their parents/carers by our inclusion team.

PARENT PARTNERSHIP

Class Welcome Meetings

These will be pre-recorded by staff and uploaded to the website and ready to view from Monday 7th September 2020.

Pupil Progress and Target-Setting Meetings

These will be done over the phone during the week commencing Monday 14th September 2020. Each year group from Y1 to Y6 will be allocated a day. An invitation will be sent out to parents/carers so that they can choose one of the ten-minute slots available on the designated day. Staff will then call parents/carers at the allotted time. Unless the guidance changes this will be the case for meetings planned for November too, unfortunately.

Assemblies & Liturgies

There will be no traditional whole school assemblies, at least to begin with. They will be replaced by virtual assemblies, delivered to the children in classes via Zoom. There can also be no singing and our weekly hymn practise will have to stop for the foreseeable future. Here is a reminder of our weekly collective worship/assembly schedule.

Monday	Tuesday	Wednesday	Thursday	Friday
Headteacher assembly delivered via Zoom	Staff-led assembly delivered via Zoom	Filming of class 'Liturgy of the Word' in front of their bubble	Film available (website), to be viewed by other bubbles	Celebration Assembly delivered via Zoom

As family and friends will not be able to attend, we will take photographs, which will then be posted on relevant page in the 'Class Zone' on our website (accessed via this link: <https://www.st-johnfisher.org/class-zone/>). Videos of our weekly 'Liturgy of the Word' led by different classes and special assemblies like the FS2 Welcome Assembly will be filmed and also made available via the website.

Masses & Services

Masses led by classes will go ahead at Our Lady of Lourdes Catholic Church. Before he left Fr Paul agreed that the Masses could go ahead with just the class leading and those in their bubble attending if appropriate. There may also be some spaces for family members and friends to attend (in a socially distanced way) in line with parish COVID procedures.

Fr Paul also gave permission for Masses to be filmed so that Masses can be watched the next day by the rest of the school as well parents, carers and friends not able to attend. This will be the case for our annual Community Service of Remembrance in November as well.

Nativity Plays, Community Carol Service & Easter Passion Play

We are not confirming arrangements at this stage as so much can change. If things do not change however, we will look to modify the plays so that they can go ahead safely. We will film them and take lots of photographs of the children for parents/carers to view instead of watching live. Sadly, unless the guidance changes our Carol service will be cancelled.

Newsletter & Website

We will continue to engage actively and positively by sharing and celebrating all we do in school in our weekly newsletter and on our website. We still want to celebrate our children's achievements outside of school, so please keep sending us the details via email.

Curriculum Overviews

We will continue to produce termly curriculum overviews in order to share information about what the children will be learning in school along with tips for helping them at home.

Calendar

Please remember to check the SJF Calendar regularly for information about school events.

'ParentMail'

Please ensure that we have your most up-to-date contact information so that we are able to contact you quickly if we need to. Thank you.

PTFA

The PTFA remains a huge part of school life and in the coming year will need as many of you as possible to get involved and support its vital work. Please join in and help us maintain the strong community spirit that is such a feature of our school. Please register your interest by emailing them with your details (ptfa@st-johnfisher.org). No decisions have been finalised regarding popular events like 'Santa in School' and discos, but everyone will work hard to do all we can for the children.



ENHANCED CLEANING

From the start of lockdown when our provision was limited to just the children of keyworkers to the extended opening in June for some of the children in FS2 and Years 1 and 6, our school has enhanced cleaning systems and the building has been deep cleaned regularly.

We have increased the number of cleaners and adapted ways of working to ensure that there is more cleaning during the school day, with particular attention paid to those surfaces that are frequently touched like switches, bannister rails and door handles. Even school staff not normally involved in these duties e.g. teachers and support staff have been helping to keep their classrooms and resources clean throughout the day.

Extra materials have been provided for this purpose including hand sanitiser towers in every classroom and the library. The children will wash their hands throughout the day. We anticipate these arrangements remaining in place for the foreseeable future.

Non-cleaning staff will be vacating the school earlier so that the cleaning team can get into every room as soon as the children leave at the end of the day, undisturbed.

COATS & BAGS

FS2, Y1 & Y2

As children have cloakroom facilities in their individual classrooms, coats and bags can be left in their normal places. Please use the small SJF book bags on book changeover days rather than large rucksacks. Please do not send your child in with a bag otherwise.

Years 3-6

Children should only bring in what they need each day. Items will be stored in lockers and a process will be in place to ensure that only a few children at a time are in locker areas.

FRESH AIR

The evidence shows that good ventilation and being outside can limit the risk of COVID spread. Therefore windows and doors will be left open as much as possible during the day to aid ventilation. Staff will also ensure that, where possible (and appropriate) learning will be taken outside so it is essential that the children come to school suitably dressed in **full uniform** with appropriate coats, hats and gloves so that they are ready to go outside.

PUPIL VOICE

SJF School Council

As lockdown cut short the year we have decided that when we return all School Councillors will remain in post for the first two terms of the new school year. Just before the Christmas holiday, we will hold fresh elections so that the new School Councillors can start in January for the final four terms. The councillors who were in Y5 last year will also remain on the School Council until Christmas.



There will be a fresh election early in the school year for the four Y6 offices of Chair, Vice-Chair, Treasurer and Secretary of the School Council, and for the House Captains. Our new Y6 children will be eligible to stand so that we can replace the previous council officers who left us last July. Those elected to one of the four offices of the School Council will then remain in post for the whole school year.

All pupils are eligible to vote in this school-wide election. A reminder that children in each class elect two School Councillors to represent them. Pupils can be a school councillor twice during their time with us, but not in consecutive years, to encourage wider participation.

SJF Chaplaincy Team & SJF Eco Team

As with the School Council, current members will remain in post until Christmas. New teams will be set up ready for January 2020 and will remain in post until the end of the school year.

SCHOOL OFFICE

Just like the rest of school, the School Office will remain closed to personal visitors. Parents/carers are asked to phone school (**0114 2485009**) or email school (enquiries@st-johnfisher.org) if they need assistance from our administrative team.

In an emergency, when it really is impossible or inappropriate to phone or email us, parents/carers can ask to speak to a member of the School Office team. There can only be **one** person at a time in the foyer and they must wear a face covering. The glass screen will also remain closed during the conversation. The post box in the foyer will remain open for parents/carers to drop things in as long as they wear a face covering when they do.

We would be extremely grateful if parents and carers do all they can to read and take note of messages, emails and letters sent home and remember to order school lunches on time as this will cut down hugely on the most common enquiries. Communication regarding things like sorting medical care plans; letting us know that someone else is collecting a child; or informing us that a child will need to be collected for an unavoidable medical appointment during the day etc. should now be done over the phone or via email rather than face-to-face.

BEHAVIOUR

Good behaviour is expected at all times. During this COVID pandemic, it is even more important that children respect boundaries and are not physical with one another. We have had to change some of our expectations around pupils' behaviour and make these clear to all. In these times of heightened risk to health, it is important that children and staff are aware that unhygienic behaviour that puts others at risk will be taken very seriously.



Children will be encouraged to remember the role they have in ensuring that others can feel happy, safe and loved in school every day by:

- ✓ staying at least 1+ metres apart from each other wherever possible (with a common sense approach being taken to younger pupils);
- ✓ using their own specific equipment (including resources) and not sharing anything or touching anything that belongs to/being used by another child;
- ✓ not sharing food, drinks, cups or water bottles;
- ✓ remaining in designated areas of school as directed by staff in order to have no contact with children in other bubbles;
- ✓ moving around the school sensibly and safely, as instructed by staff, following the arrows and avoiding other people
- ✓ coughing and sneezing safely ('catch' all coughs and sneezes in a tissue and throw it away then wash hands or sanitise them under supervision)
- ✓ washing hands frequently (including whenever they are asked to), with soap and water for 20 seconds (e.g. by singing happy birthday twice) or with hand sanitiser if soap and water are not available (supervised by an adult)

It is essential that the children listen to (and follow) instructions at all times from the moment they enter school at the beginning of the school day, to the moment they leave. Instructions and reminders from staff will be rooted in the guidelines set out by the government.

A child who is unable to comply with our simple behaviour expectations is risking the safety of themselves, other children and staff. Therefore, in certain circumstances we will contact their parents/carers so a child can be collected. Examples include ignoring requests deliberately/persistently and deliberately coughing/sneezing/spitting over someone.

A risk assessment will then be completed to determine whether it is safe for the child to return. If we deem that it is unsafe, we will work with parents/carers to arrange a provision the child can access safely away from school. The local authority will be involved in this.

Given the potential health risks to other children and staff, we simply have to take these sorts of dangerous behaviour lapses very seriously. We will then work with the child, their family and the local authority in order to address and resolve the issues decisively one way or another.

LUNCHTIME

For the first two weeks when the children first return there will only be sandwich options for school lunches. Hot dinner options will be available from Monday 14th September 2020.

Before the hot dinners commence the sandwich options from Monday to Thursday will be ham, cheese or tuna. As we do not serve meat on Fridays, the ham sandwich option will be replaced with a fish finger wrap option.

If you want your child to have a school lunch when s/he first returns to school please email us here at school with your child's details and choices for the weeks commencing:

- ✓ Monday 31st August 2020
- ✓ Monday 7th September 2020

Please also state:

- ✓ your children's names
- ✓ your children's new year groups
- ✓ the days on which they require a school lunch
- ✓ their sandwich option on each of the days they require a school lunch

Please remember that there is no charge for children in Years 1 and 2 as the cost is covered by the government. The cost of a school lunch for children in Years 3, 4, 5 and 6 is £2.00 per meal unless a child is entitled to income-based free school meals, in which case there is also no charge. If you feel that your child is entitled please contact us so that we can follow it up. A reminder that our email address is enquiries@st-johnfisher.org.

All lunches that have to be paid for will be added to the relevant **ParentPay** accounts manually by school administration staff for payment to be made through the system.

Our email of 21-08-20 asked for orders to be emailed through to school by 27th August 2020 and cautioned that orders could not be accepted after this date. If you have missed the date then you will have to provide your child with a packed lunch for the first three days.

Staggered Lunchtimes

The children in each bubble will have staggered lunchtimes.

Bubble A	Bubble B	Bubble C
11.30am – 12.30pm in the school Hall	12.00pm – 1.00pm in the Y3/Y4 classrooms	12.30pm – 1.30pm in the Y5/Y6 classrooms
Children will be supported by the same staff every day	Children will be supported by the same staff every day	Children will be supported by the same staff every day

Packed Lunches

Please ensure your child has all the cutlery they need and their meal is easy for them to manage on their own e.g. opening packets etc.

Water

The drinking of plain water is encouraged. All pupils should have their own school water bottle that is untouched by other children or staff. There can be no sharing. Water is readily available in every classroom and the school hall so children can refill their water bottles.

Playtime after lunch

Bubble A	Bubble B*	Bubble C*
11.30am – 12.30pm	12.00pm – 1.00pm	12.30pm – 1.30pm
After lunch the FS2 children will play in FS2 outdoor area	Y3/Y4 children will go to the playground between 12.30pm and 1.00pm	Y5/Y6 children will go to the playground between 1.00pm and 1.30pm
After lunch Y1/Y2 children will go to the playground		

*If the weather is good enough and the children have finished their lunch they will be allowed to go to a designated area of the field under supervision for their outdoor playtime until their playground slot starts.

SCHOOL UNIFORM

It is an expectation that all children will wear the official and approved school uniform. We expect our children to take great pride in their school and this is reflected in the way they dress for school. Summer dresses can be worn during this first term.

Official Suppliers

Uniform is available from either of our two official suppliers:

- ✓ Logo Leisurewear: <https://www.logoleisurewear.com/schoolshop/n-s/st-john-fisher>
- ✓ School Trends: <https://www.schooltrends.co.uk/uniform/StJohnFisherCatholicPrimarySchoolS124HJ>



Parents and carers can also purchase uniform items in the correct colours and style without a logo from other sources if this is easier for them. Please note however, that only our official uniform suppliers have permission to sell SJF uniform with the SJF logo on it.

PE Uniform

Please note that children are expected to come to school wearing their PE uniform on PE days. The official items can be purchased, with logos, from either supplier.



If parents/carers opt to source items from elsewhere they must be absolutely plain with no logos, slogans or other embellishments, including designer label like Nike or Adidas etc. The sweatshirt must be plain maroon/burgundy and the bottoms must be plain **light** grey joggers.

PE Day Reminder

- **Mondays** FS2*
- **Tuesdays** Years 1 and 2**
- **Wednesdays** Years 3 and 4**
- **Thursdays** Years 5 and 6**



* starts on Monday 14th September 2020

** starts week commencing Monday 7th September 2020

Earrings and Jewellery

A reminder that children are **not** permitted to wear earrings/studs or any kind of jewellery at school. Sensible watches are permitted.

School Shoes

Whilst trainers/high boots can be worn to/from school e.g. in bad weather or to play football at break-times, pupils are expected to wear proper school shoes in school i.e. NO high boots or trainers (even all black ones).

COVID-19 IN SCHOOL

In line with DfE guidance in the case of a suspected infection, the school will:

- ✓ engage with the NHS Test and Trace process
 - we ask that parents and staff inform the school immediately of the outcome of any test;
- ✓ liaise with the local authority public health team
- ✓ manage confirmed cases of coronavirus (COVID-19) within the school community
 - we will follow public health advice regarding notifying parents/carers that there has been a confirmed case in school, including which 'bubble' this might affect. As privacy is always important the names/details of people suspected of having/confirmed as having COVID-19 will not be shared
- ✓ contain any outbreak by following local Health Protection Team advice.

For the avoidance of doubt the new advice says that we 'must 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. We will also advise immediate **testing** of those who have been in close contact.**

'Close contact' now means:

- ✓ face to face contact with an infected individual for any length of time, within 1m, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin);
- ✓ proximity contacts - extended close contact (within 1-2m for 15+ minutes) with an infected individual; or
- ✓ travelling in a small vehicle, like a car, with an infected person



A COVID-19 Case in School

When a case is suspected in school the child will be immediately isolated from other pupils and staff. Staff supervising these children will ensure that they remain two metres away whilst still aiming to provide the reassurance and care particularly young children will need. Enhanced PPE will be made available for these staff and older children may be offered a mask to wear whilst waiting for their parents/carers to collect them.

The school will contact parents and request they collect their child from the school immediately. Parents and carers **must** respond quickly if called.

We ask that parents whose child (or any member of the household) is identified as having a suspected case of COVID-19 should seek immediate medical advice. The guidance says *'Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test.'*

If no test is undertaken then we expect those affected to self-isolate in accordance with guidance, which is available via this link:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Households with a Confirmed Case of COVID-19

Please follow the advice laid out by Public Health England here:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Local/Citywide Lockdown

If the school has to close because of a future local or Sheffield-wide lockdown, similar to that in place in Leicester we will revert to an enhanced version of the arrangements which were in place during the nationwide lockdown.



WRAP-AROUND CARE

Our partners from JPAC will continue to provide wrap-around care before and after school for all pupils from Wednesday 2nd September 2020.



JPAC LTD
your out of school service

The children will be kept in bubbles whilst in the club and the session will be staffed by people who already work in school in other roles, in order to limit the number of adults having contact with our children in school. Please note that parents/carers will not be allowed to enter school. Whilst dropping children off or picking them up parents/carers are asked to use wait in the foyer wearing a face covering. Only one adult in the foyer at a time please. If someone is in the foyer please queue up outside at 2m intervals.

Please note that the door will only be answered by JPAC staff and not school staff.

No decisions have been made about holiday clubs at this stage.

For more information, please check out the website or contact JPAC directly. Thank you.

- ✓ Website: www.jpacschoolclubs.co.uk
- ✓ Telephone: 07971957839 (Ryan)

