



# St Mary's and St John's CE School

*"With God, all things are possible" (Matthew 19:26)*

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*Wisdom Service Hope*

Principal: Martin Serrão BA, MEd (Camb)

September 2020

Dear Parents/Carers,

We hope this letter finds you and your family well. As we near the return of our students to school we thought you may find it helpful to have an update of the new procedures at school, particularly in light of recent changing guidance from the government. Due to the frequently changing guidance, please note this plan supersedes any previous plan you may have received and may be subject to change.

We know we speak for all staff when we say how delighted we are to be welcoming back our students. Please share the following information with your child/ren in advance of their return to school.

When will my child start school?

### Week commencing 7<sup>th</sup> September 2020

We are gradually reintegrating our students back to school over the course of the week of 7th September as follows:

	<b>Monday 7<sup>th</sup> September</b>	<b>Tuesday 8<sup>th</sup> September</b>	<b>Wednesday 9<sup>th</sup> September</b>	<b>Thursday 10<sup>th</sup> September</b>	<b>Friday 11<sup>th</sup> September</b>
<b>Neale House</b>	Year 1 (08:55am )  Year 3 (08:45am)	Year 2 (08:30am)  Year 4 (09:00am)	Reception (09.00-11.30am)  Rest of school cleaned	Reception (09.00-11.30am)  Year 1 (08:55am)  Year 3 (08:45am)	Reception (09.00-11.30am)  Year 2 (08:30am)  Year 4 (09:00am)
<b>Bennett House</b>	Year 5 (08:40am)  Year 7 (08:40am)	Year 6 (08:55am)  Year 8 (08:55am)	Year 5 (08:40am)  Year 6 (08:55am)  Site clean	Year 5 (08:40am)  Year 7 (08:40am)	Year 6 (08:55am)  Year 8 (08:55am)



<b>Stamford Raffles</b>	Year 9 (09:00am)	Year 10 (08:45am)	Year 11 (08:30am)	Year 9 (09:00am)	Year 10 (08:45am)
	Year 12 (09:10am)	Year 11 (08:30am)	Year 13 (09:10am)	Year 11 (08:30am)	Year 11 (08:30am)
		Year 12 (09:10am)	Site clean	Year 12 (09:10am)	Year 12 (09:10am)
		Year 13 (09:10am)		Year 13 (09:10am)	Year 13 (09:10am)

For the days when your child is not in school we are setting distance learning timetables focused on core subjects. These will be uploaded to our website and class charts on Monday 7<sup>th</sup> September.

Week commencing 14<sup>th</sup> September 2020

We will review our revised risk assessment and provided our social distancing measures are working, all students will return to a full timetable every day but continue with a staggered start, break/lunch times and end to each day.

Staggered start and end to each day

	<b>Year Group</b>	<b>Start Time</b>	<b>End Time</b>	<b>Entrance and Exit</b>
<b>Neale House</b>	Reception	08:40	11.30 (week 1) 12:30 (week 2) 15:10 (week 3)	Tennis Court, through main playground and to KS1 entrance
	Year 1	08:55	15:25	Tennis Court, through main playground and to KS1 entrance
	Year 2	08:30	15:00	Tennis Court, across the main playground to student entrance
	Year 3	08:45	15:15	Tennis Court, across the main playground to student entrance

	Year 4	09:00	15:30	Tennis Court, across the main playground to student entrance
<b>Bennett House</b>	Year 5	08:40	15:10	Back gate Church Terrace Entrance
	Year 6	08:55	15:20	Back gate Church Terrace Entrance
	Year 7	08:40	15:10	Front student entrance
	Year 8	08:55	15:20	Front student entrance
<b>Stamford Raffles</b>	Year 9	09:00	15:20	Front student entrance
	Year 10	08:45	15:10	Front student entrance
	Year 11	08:30	15:30	Front student entrance
	Year 12	09:10	15:20	Main staff and visitor entrance
	Year 13	09:10	15:20	Main staff and visitor entrance

### Does my child have to wear a mask?

The government guidance has been that the wearing of face masks should not be necessary in any school. On Tuesday 25<sup>th</sup> August 2020, the DfE stated (click [here](#)) that while the government is not recommending face coverings are necessary, schools will have the discretion to require face coverings in communal areas if they believe that is right in their particular circumstances. Furthermore, the government will advise additional measures are taken in areas where the transmission of the virus is high. As of 2<sup>nd</sup> September 2020, Barnet is not an area of national government intervention and the school has taken a number of precautions to minimise risk. Therefore, in line with the above government guidance, the wearing of masks will not be mandatory.

However, some students and staff will feel more comfortable wearing a face mask in corridors and communal areas and are allowed to do so. In line with the guidance above, masks will not be worn in lessons. In classrooms the protective system of controls will be in place and students will be within their consistent year-group bubbles. Face

coverings can have a negative impact on communication and teaching so students will be asked to remove face masks as they enter the classroom. Teachers who choose to may wear a visor in lessons which does not prevent clear communication with the class.

Students may wear disposable or reusable masks but not other forms of face coverings. Masks must be plain, with no logos or motifs. Masks must be worn appropriately and sensibly. Any student intentionally misusing a mask will be sanctioned in line with the school's commitment to learning policy.

## **Travelling to and from school**

### Walking and cycling to school

Students who walk to and from school are expected to adhere to the preventive measure of minimising contacts particularly with students from a different year group; students who wish to walk with others can only walk with a sibling or member of their year group. Students must be responsible in their conduct towards other members of the public and themselves. They are advised to move to the side and walk individually if they are passing members of the public.

In terms of cycling, students must wear a helmet. Bicycles, bicycle chains or helmets may not be shared amongst students. The same procedures regarding who students can walk to school with apply when cycling.

Please walk or cycle to school if possible. TFL have developed a new online Cycle Skills course – aimed at both those cycling for the first time, or those wishing to refresh their skills. The course is available at <https://cycleskillsonline.tfl.gov.uk/> and modules include cycle safety for young people as well as tips on getting you and your bike prepared for the road.

### Travel on Public Transport

Transport for London is prioritising some bus services for school travel and all seats will be allowed to be used on these 'school services'.

Your child should wear a face covering when using public transport and if your child wishes to also wear a face mask in school this must be a different mask to the one used when travelling to school.

ZIP Oyster Photocards are still valid for all school children and free and discounted travel entitlements haven't changed. Please note that if children move between 11-15 and 16+ cards they will still need to register for the next card.

Please regularly check [tfl.gov.uk/reopeningeducation](https://tfl.gov.uk/reopeningeducation) for the latest information on our services and safer travel guidance.

## **How will social distancing happen in school?**

We have re-designed the school timetable to minimise movement around the school and divided the school into separate zones to keep students in year group bubbles. Students will have separate break and lunchtimes in their own outdoor space.

## **Can my child have school dinners?**

Students should either bring in packed lunches or they can purchase 'grab and go' bags ([click here](#)) at school for the first two weeks. We will then review the situation to see if it is possible to safely provide hot food. Please ensure your child's parentpay is topped up if you would like them to purchase food at school. We will not be serving food at break time on any site so please provide snacks and drinks for your child.

## What equipment should my child bring to school?

Students are expected to bring their own equipment every day as they are not allowed to share. This should comprise:

- at least 2 pens (Year 5 upwards)
- Pencil
- Ruler
- Reading book
- glue stick
- some colouring pencils
- Full water bottle
- Healthy snacks
- Plenty of tissues
- Hand sanitizer

Mobile phones will be handed in during PAM time as usual (Year 5 upwards).

## When will breakfast clubs and afterschool activities resume?

While operating in year group bubbles it will not be possible to safely operate any breakfast club or after-school activities as the year groups are all mixed together. As we return to school our focus has to be on wellbeing and providing the best possible education. We will review this situation at half term.

## Will school uniform be required?

The latest government guidance states that full school uniform should be worn from September. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. Please re-familiarise yourself with the uniform requirements on our website (click on the tab of the relevant school site and then 'uniform'). We also request that students wear appropriate school shoes and not trainers.

On days when your child has PE, they should wear their PE kit, blazer and/or outdoor coat.

If anyone has difficulty with school uniform, please contact [office@smsj.london](mailto:office@smsj.london) with the subject heading 'Uniform' as we have some second hand uniform available to lend to students.

## How will the school keep children and staff safe?

### Hand hygiene

The school will continue to promote good hygiene with staff and students, in particular the recommended hand washing for 20 seconds with soap and water. Whilst students and staff are encouraged to have their own small hand sanitizer, containers will be available for students and staff as they enter and leave the school building, in corridors and in the toilets. Students will be asked to use these on entry and exit to the school and throughout the school day during any movement time they may have including attending specialist classrooms or going to break times. Students will also be directed to clean their hands before and after eating and after using the toilet.

## Respiratory hygiene

The school will continue to promote effective respiratory hygiene with the 'catch it, bin it, kill it' approach. Students and staff will be encouraged to carry tissues with them so that if they cough or sneeze, they can try to catch any droplets that are expelled which could contain the virus. They should dispose of the tissue in a bin and wash their hands and/or use hand sanitizer.

## Enhanced cleaning

There will be regular cleaning of all parts of the school throughout the day, in particular surfaces that have been touched by students and staff. Equipment that is shared by students will also be cleaned, in particular equipment required for practical-based lessons. Any classroom that is used by different year groups will be cleaned prior to the next year group using the room.

## **What should I do if my child has symptoms of coronavirus or has been in contact with someone who has?**

<b>What to do if...</b>	<b>Action needed</b>	<b>Return to school when...</b>
...my child has coronavirus symptoms	<ul style="list-style-type: none"><li>• Do not come to school</li><li>• Contact school daily</li><li>• Self-isolate</li><li>• Get a test</li><li>• Inform school immediately about test result</li></ul>	...the test comes back negative.
...my child tests positive for coronavirus	<ul style="list-style-type: none"><li>• Do not come to school</li><li>• Contact school daily</li><li>• Self-isolate for at least 10 days</li><li>• Inform school immediately about test result</li></ul>	...they feel better. They can return to school after 10 days even if they have a cough or loss of smell/taste. These symptoms can last for several weeks once the infection is gone.

<p>...somebody in my household has coronavirus symptoms</p>	<ul style="list-style-type: none"> <li>• Do not come to school</li> <li>• Contact school daily</li> <li>• Self-isolate</li> <li>• Household member to get a test</li> <li>• Inform school immediately about test result</li> </ul>	<p>...the household member test is negative.</p>
<p>...somebody in my household has tested positive for coronavirus</p>	<ul style="list-style-type: none"> <li>• Do not come to school</li> <li>• Contact school daily</li> <li>• Self-isolate for 14 days</li> <li>• If your child develops symptoms while isolating – follow the advice for ‘...my child has coronavirus symptoms’</li> </ul>	<p>...your child has completed 14 days of self-isolation</p>
<p>... NHS test and trace have identified my child as a ‘close contact’ of somebody with symptoms or confirmed coronavirus</p>	<ul style="list-style-type: none"> <li>• Do not come to school</li> <li>• Contact school daily</li> <li>• Self-isolate for 14 days</li> <li>• If your child develops symptoms while isolating – follow the advice for ‘...my child has coronavirus symptoms’ above</li> </ul>	<p>...your child has completed 14 days of self-isolation</p>

<p>...we/my child travelled and has to self-isolate as part of a period of quarantine</p>	<ul style="list-style-type: none"> <li>• Do not take unauthorised leave in term time</li> <li>• Consider quarantine requirements and FCO advice when booking travel • Provide information to school as per attendance policy</li> </ul> <p><u>Returning from a destination where quarantine is needed:</u></p> <ul style="list-style-type: none"> <li>• Do not come to school</li> <li>• Contact school daily</li> <li>• Self-isolate for 14 days</li> </ul>	<p>...the quarantine period of 14 days has been completed</p>
<p>...we have received medical advice that my child must resume shielding.</p>	<ul style="list-style-type: none"> <li>• Do not come to school</li> <li>• Contact school to discuss</li> <li>• Shield until you are informed that restrictions are lifted and shielding is paused again</li> </ul>	<p>...shielding restrictions have been lifted and your child can return to school again.</p>

### Department for Education coronavirus (COVID-19) helpline

The Department for Education coronavirus (COVID-19) helpline is available to answer questions about COVID-19 relating to education and children’s social care. Staff, parents and young people can contact this helpline by calling:

Phone: 0800 046 8687

Opening hours: Monday to Friday from 8am to 6pm.

### What guidance have you consulted before re-opening?

#### Government guidance

There have been a number of DfE and government publications regarding the reopening of schools since May 2020; these are also being used by school leaders, and those members of staff responsible for health and safety, to decide the school’s reopening plans for September.

#### Specific to schools

- Coronavirus (COVID-19): implementing protective measures in education and childcare

settings (click [here](#))

- Safe working in education, childcare and children’s social care, including the use of personal protective equipment (PPE) (click [here](#))
- Coronavirus (COVID-19): guidance for educational settings (click [here](#))
- Managing school premises during the coronavirus outbreak (click [here](#))
- Extra mental health support for pupils and teachers (click [here](#))
- Coronavirus: travel guidance for educational settings (click [here](#))

Other relevant guidance

- Coronavirus (COVID-19): safer travel guidance for passengers (click [here](#))
- Travel corridors (click [here](#))
- Overview of scientific information on coronavirus (COVID-19) (click [here](#))
- COVID-19: cleaning of non-healthcare settings guidance (click [here](#))
- Self isolation and treatment if you have coronavirus symptoms (click [here](#))
- Guidance for households with possible coronavirus infection (click [here](#))
- Coronavirus: getting tested (click [here](#))
- NHS test and trace: how it works (click [here](#))
- Public Health England (PHE): Coronavirus: what you need to know (click [here](#))
- Guidance on shielding and protecting people who are extremely clinically vulnerable (click [here](#))
- Shielding guidance for children and young people (click [here](#))
- Staying alert and safe (social distancing) (click [here](#))

All processes will be reviewed on a weekly basis and we will update parents/carers with any changes. Should parents/carers have any feedback, please email [office@smsj.london](mailto:office@smsj.london) with the subject heading ‘September return’.

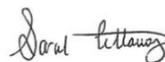
Yours faithfully,



Mr Serrão  
Principal



Mr Atkinson  
Head of Primary



Mrs Pittaway  
Head of Secondary