



Headteacher: Mr P. A. Swift

Deputy Headteacher: Mrs S. Russell

24/2/21

Dear Parents/Carers,

I hope you had a restful and enjoyable break over half term. As you are aware, the Prime Minister announced on Monday 22nd February that all pupils should return to school on Monday, 8th March and that school attendance will be mandatory.

We can't wait to see and hear all our pupils back in FJS! However, staff are very aware that some pupils may feel anxious and therefore our first priority is to ensure that everyone settles back into school life and any worry, big or small, is quickly addressed. Hopefully, the experience of returning to school in September after the first lockdown will enable the majority of children to ease back in to school life!

As all children return to school, even though the vaccination programme is well underway and we are all beginning to feel more optimistic about the future, it is clear that we must continue to follow the routines we established in the Autumn Term in order to continue to keep our school community safe.

The table below is designed to summarise and reinforce the routines and procedures that we established last term.

Guidance	How this will look at FJS
DO NOT ATTEND SCHOOL IF YOUR CHILD, OR ANY MEMBER OF YOUR HOUSEHOLD, DISPLAYS SYMPTOMS	From experience we now know that a new, persistent cough, high temperature (above 37.8) or change/loss to smell/taste are not the only symptoms presented. Some of our pupils have reported headaches/stomach or leg pains or feeling sick prior to testing positive. If unsure, book a test to check. PLEASE KEEP SCHOOL INFORMED schooloffice@forefieldjuniors.co.uk ABOUT ANYONE BEING TESTED AND THEIR RESULTS <u>BEFORE</u> THEY RETURN TO SCHOOL – even during the weekend or holidays. If pupils are displaying symptoms in school, parents will be contacted and asked to collect them.
Testing	All FJS staff are testing bi-weekly using Lateral Flow tests. There are currently no plans or government guidance directing schools to routinely test children in primary schools. However, if your child displays symptoms, a negative test result helps to put your mind at rest.
Staggered start and finish times	The allocated start/finish times for each class are as follows: 8:30 am/ 3:15 pm 3S 4H 5P 6C 6W 8:45 am/ 3:30 pm 3M 3K 5H 6P 9:00 am/ 3:45 pm 4L 4S 5S Please note: Only one adult from each household should drop off/pick up. To ensure social distancing, children should be supervised before and after school and wait calmly with a family member. It is important to ensure that children are not mixing with other PODs at these times. We have a timetabled rota in place to ensure all pupils have time to play, using allocated



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	<p>equipment – no child should be accessing play equipment or using waiting zones as play areas before/after school.</p> <p>All adults attending school are asked to wear a face covering to protect others and to arrive/depart promptly – minimising their time on the school site.</p> <p>Please note: Messages should be written in Home/School Diaries or emailed to schooloffice@forefieldjuniors.co.uk</p> <p>Please do not put yourself, or staff, at risk by approaching them without a face covering and maintaining a 2m distance.</p>
Regular hand-washing	<p>Pupils have become very familiar with hand washing routines and use soap and water as well as hand sanitiser throughout the day. A few children have needed to use medicated soap/sanitiser (as directed by a GP or pharmacist).</p> <p>Always contact school before sending medical products in with your child.</p>
Temperature checking	<p>If we are concerned that a child is unwell, or they complain of feeling hot, we will use a non-contact, infra-red thermometer and then follow PHE guidance.</p>
Cleaning rotas	<p>Our cleaning team will focus on the rooms being used and teaching staff will also have access to appropriate cleaning materials in the classroom. High touch points such as light switches will be cleaned more frequently than usual and doors will be wedged open where possible to limit the amount of ‘high touch’ surfaces. Windows will be opened to allow for ventilation.</p> <p>It is important to keep a constant flow of fresh air – even during cold weather. Therefore, on colder days, children should layer up.</p>
PODs	<p>To limit contact between pupils, it has been necessary to maintain class PODs. This means that each class follows their own timetable, does not mix with another class and has a limited number of adults working within the POD. Ideally, this would be a class teacher, a teaching assistant and a mid-day welfare assistant each day. Our experience during the Autumn Term was that staff absence meant using our own staff to cover, but for longer absences we had to use supply cover. Wherever possible this was kept to a minimum and always as consistent as possible. Hopefully, when staff (or a member of their household) display symptoms, test results will not take as long to be returned.</p> <p>We will make use of all the available spaces (particularly the larger rooms in school) to provide ‘catch-up’ sessions for groups – taken from the same POD. Outdoor spaces will also be used as ‘teaching spaces’ – as recommended.</p> <p>Children will continue to be seated in rows, facing the same direction, but we are expecting an update to this guidance after Easter.</p>
Social distancing of TAs	<p>From March we will have additional hours of teaching assistant support - allocated to certain groups (according to need) but they will still need to social distance. Unfortunately, we will still be unable to create small intervention groups with children from different PODs.</p> <p>Additional government funding has been made available to schools and each year group at FJS will benefit from additional support - both staffing and resources.</p>
Use of stationery/shared resources	<p>School will continue to provide children with a ‘named’ pencil case containing pens, pencils etc so that they will not need to share equipment or bring any additional items from home.</p>



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	<p>Last term we invested in new play equipment to ensure each POD had its own supply and wherever any resource is used by more than one POD it is disinfected between use.</p>
Marking books	<p>Marking of books will be limited to avoid any virus transmission to staff. Children will be able to self-mark where possible (for example in maths) and verbal feedback will still be provided.</p> <p>Teachers will continue to use 'AirServe' to share work on the class screen and follow the revised marking guidelines by using 'stampers' in children's books.</p>
Curriculum	<p>There will be a strong emphasis on wellbeing and mental health as we help children to adjust to a return to school.</p> <p>We were able to cover all curriculum subjects in the Autumn Term, but with an emphasis on key skills and the core subjects of English, maths and science. Teachers will continue to identify and plug 'gaps' in learning across the curriculum.</p>
Breaktimes	<p>These times will continue to be staggered and each class has been allocated a specific play area.</p> <p>Any snacks brought into school should be healthy - preferably fruit rather than sweets and chocolate.</p>
Lunchtime	<p>Classes will stay together during their lunchtime and eat in their own classrooms. There will be time for exercise and these times will be staggered according to teaching groups and will need to comply with social distancing. Welfare staff will supervise the groups. School meals will be prepared by the kitchen and delivered to school – payment should be made in the usual way. As each meal has to be bagged up, we can only offer a limited range, however, baked potatoes, fish'n'chips and hot sausage rolls proved popular last term alongside deli wraps, baguettes and sandwiches. Additional choices will be made available as soon as it is possible to do so. Alternatively, pupils may bring in their own packed lunch.</p> <p>All pupils should bring a water bottle into school each day.</p>
Online learning	<p>Homework will be set through Seesaw.</p> <p>Home learning in the event of a POD closure will continue to be accessed through Seesaw. As they have through lockdown, teaching staff will engage with pupils using a mixture of pre-recorded lessons and messaging.</p> <p>Pupils are expected to complete this work daily unless there are exceptional circumstances.</p> <p>Please communicate with school if you require support.</p>
Parent communication	<p>We will continue to communicate via Teachers2Parents for general matters and share longer letters/guidance through our website and via announcements on Seesaw. Our school Twitter account has been used to share/celebrate events and will continue to do so. It can be accessed directly from the link on our website and you do not have to subscribe or download Twitter in order to view the information. We ask that everyone communicates via email whenever possible rather than sending physical letters into school. Electronic communication is safest by far. Staff absence during the Autumn meant that the school office could not always respond to telephone calls</p>



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	<p>immediately – please leave a message on the answer machine and we will get back to you.</p> <p>In the absence of class assemblies and face-to-face Parents’ Evenings, we aim to provide a ‘virtual’ view of life in school, through Seesaw and our website.</p> <p>A virtual Parents’ Evening will be arranged for the beginning of the summer term.</p>
Office traffic	<p>Our school reception area is not designed for social distancing and we ask that parents email where possible or telephone when email is not an option. We will be limiting visitors to school to an absolute minimum and ask that parents only come to the entrance if it is absolutely necessary. Please remember to wear a face covering upon entry. Only one person at a time will be allowed in. If you are waiting, it is safer to wait outside and at a distance of 2m from others.</p> <p>We ask that you do not arrive in school without an appointment and use email/telephone wherever possible.</p>
School uniform	<p>During Spring Term, children should continue to wear their games kit on the days when they have PE/Games lessons and their school uniform on the other days. Children may wear summer or winter uniform – whichever you find easiest. Please be mindful of our great British ‘climate’ as we will be outdoors every day and a waterproof coat is often needed in summer! Our children look very smart in their school uniform but we understand the difficulties of obtaining uniform and school shoes in the current circumstances – please do not worry or put additional pressure on yourselves if you are unable to do so. We would respectfully ask that if you need to substitute an item that it is as close to school uniform as possible.</p> <p>Please note: the majority of Games lessons will still be outdoors – therefore children will be warmer in navy joggers rather than shorts.</p> <p>If your hair is longer than usual – don’t forget your bobble!</p>
Swimming and Extra-Curricular Clubs	<p>Swimming lessons are currently not available; when swimming pools reopen we will update our risk assessment and share information with parents as soon as possible thereafter.</p> <p>Ideally, we would like to offer class based clubs to pupils before the end of the year, but at the current time this remains difficult. We will continue to monitor the situation closely.</p> <p>At this time, we have not booked any residential trips or day visits – but we will continue to monitor the guidance.</p>
End of Year Assessment	<p>The government recently announced that Year 6 SATs will not now take place. We will instead be sharing teacher assessments with secondary schools. On-going assessment (both formal and informal) will continue in every year group</p>
Behaviour and Well-Being	<p>The vast majority of pupils returned to school in September with a positive attitude, determined to do their best. The children proved to be far more resilient than anticipated and adapted well to the new routines.</p> <p>Children must keep apart, follow routines and regularly wash their hands – not only to keep themselves safe, but everyone around them.</p>

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FOREFIELD JUNIOR SCHOOL

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	<p>We will continue to work with pupils and their families when they present with poor behaviour.</p> <p>We are looking forward to starting an ambitious long-term project with 'Achievement For All' (AfA) designed to enhance the well-being of our whole school community.</p> <p>Please reinforce all of these messages at home and ensure your child understands the need for all of these changes to school life. Thank you.</p>
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Thank you for your continued support,

P A Swift
Headteacher