



Headteacher: Mr P. A. Swift

Deputy Headteacher: Mrs S. Russell

Dear Parents/Carers,

At the start of 2021, even though the scientists have developed a vaccine, it is clear that we must continue to follow the routines we established in the Autumn Term in order to keep our school community safe. It is also clear that the guidance available to schools can (and does) change quite quickly and often the advice from SAGE, the government and teaching unions can differ, leading to confusion and worry for parents, pupils and staff.

None of this is easy and inevitably, with so many different opinions to take account of, it will be impossible to please everyone. It is important that we have an up-to-date list of 'critical worker' children and that any issues/concerns regarding the use of SeeSaw are flagged up to us.

We look forward to welcoming all pupils back to school on Tuesday, 5th January.

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 ABOUT ANYONE BEING TESTED AND THEIR RESULTS BEFORE THEY RETURN TO SCHOOL. If pupils are displaying symptoms in school, parents will be contacted and asked to collect them.
Staggered start and finish times	The allocated start/finish times for each class: 8:30, 8:45 and 9:00 am, with a 3:15, 3:30 and 3:45 finish are now well established. 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 equipment – no child should be accessing play equipment or using waiting zones as play areas. 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. Please note: Messages should be written in Home/School Diaries or emailed to schooloffice@forefieldjuniors.co.uk Please do not put yourself, or staff, at risk by approaching them without a face covering and maintaining a 2m distance.
Regular hand-washing	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). Always contact school before sending medical products in with your child.
Temperature checking	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.



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Cleaning rotas	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. It is important to keep a constant flow of fresh air – even during cold weather. Therefore, children should layer up.
PODs	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. 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.
Social distancing of TAs	From January 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 from different PODs.
Use of stationery/shared resources	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. 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.
Marking books	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. 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.

Curriculum	We have been 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.
Breaktimes	These times will continue to be staggered and each class has been allocated a specific play area. Any snacks brought into school should be healthy - preferably fruit rather than sweets and chocolate.
Lunchtime	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,



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	<p>baked potatoes and fish'n'chips 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>All pupils have login details for 'SeeSaw' in order to complete their work online.</p> <p>All home learning (both weekly homework and home learning in the event of POD/school closure) will be accessed through SeeSaw.</p> <p>Teaching staff will engage with pupils using a mixture of video and messaging. In the Autumn Term, teachers found this worked well if pupils were given a 'timetable' of activities and responded by uploading their work or asking questions.</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. 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 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>
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. 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. We ask that you do not arrive in school without an appointment and use email/telephone wherever possible.</p>
School uniform	<p>Our children look very smart in their school uniform – thank you for supporting us in maintaining high standards.</p> <p>During Spring Term, children should continue to wear their games kit on the days when they have PE/Games lessons.</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>
Swimming and Extra-Curricular Clubs	<p>We are due to restart swimming lessons for pupils in Year 5 this term, but with possible further restrictions, this may be delayed. Information will be shared with parents as soon as details are available.</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>

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FOREFIELD JUNIOR SCHOOL

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	At this time, we have not booked any residential trips or day visits – but we will continue to monitor the guidance.
End of Year Assessment	The government recently announced that Year 6 SATs will take place in May. However, the testing window has been widened and the SPaG test has been removed. Therefore, pupils will only be tested in reading and maths. The plan for Year 4 pupils to sit a multiplication tables test has changed – it will no longer be statutory. If further announcements are made we will update you.
Behaviour	The vast majority of pupils have returned to school with a positive attitude, determined to do their best. We will continue to work with pupils and their families when they present with poor behaviour. Children must keep apart, follow routines and regularly wash their hands – not only to keep themselves safe, but everyone around them. Please reinforce this message at home and ensure your child understands the need for all of these changes to school life. Thank you.

Thank you for your continued support,

P A Swift
Headteacher