



# St. Jérôme Church of England Bilingual Primary School

Executive Headteacher: Revd. Daniel Norris MBA NPQH  
120 – 138 Station Road Harrow Middlesex HA1 2DJ  
[www.stjeromebilingual.org](http://www.stjeromebilingual.org)  
Tel: 020 3019 6363 e-mail: [office@stjeromebilingual.org](mailto:office@stjeromebilingual.org)



1<sup>st</sup> September 2020

Dear parent / carer,

## Welcome Back to School

We are very much looking forward to welcoming all our children into school from next week. Returning to school is important both for the children's education and learning and also for their well-being and we are fully supportive of the government's intention to ensure that all pupils can return to school safely from **Monday 7<sup>th</sup> September**. Families with children starting in Reception will have received a separate letter detailing their individual start date and time.

Please read the information contained in this letter carefully. We expect the guidance to change as the school year develops, so the plans that we have made are initially for our first half term. We will be constantly monitoring and reviewing the situation and will keep you informed of any changes.

We would ask that you ensure you:

- follow guidelines issued by the school
- when not in school continue to follow the latest government guidance
- inform school immediately if there is anyone in your home with any coronavirus symptoms and keep your child at home.
- cooperate fully with the NHS Test, Track and Trace procedures
- are available by phone throughout the school day. Ensure the school has up to date contact information.
- collect your child as soon as possible if they are unwell during the school day or it is necessary to close part of the school
- adhere to the arrival and staggered collection times, use the one-way system in place and wear a face covering in the immediate vicinity of the school
- only come into school if you have an appointment. All other contact should be made by phone or email.

## **Social Distancing**

The government recognises that primary age children cannot be expected to remain 2 metres apart from each other and staff, and with up to 30 children in the class, this would not be practical.

In deciding to bring more children back to school, the government has taken this into account. All schools are required to work with the following hierarchy of measures:

- avoiding contact with anyone with symptoms
- frequent hand cleaning and good respiratory practices
- regular cleaning of rooms and shared areas
- minimising the number of contacts and mixing through the use of 'bubbles'
- staggered drop off and collection and staggered breaks.

Adults in school, including parents or visitors will be expected to observe social distancing at all times.

## **Consistent Groups or 'Bubbles'**

Consistent groups reduce the risk of Covid-19 transmission by reducing the number of pupils and staff in contact with each other to only those within the group.

We have used these groups successfully throughout Trinity term in recognition that primary aged children cannot fully socially distance from staff or each other and this provides an additional protective measure.

Maintaining consistent groups or 'bubbles' that do not mix makes it quicker and easier, in the event of a positive case of coronavirus, to identify those who may need to self-isolate, and keep that number as small as possible.

In September, maintaining consistent groups remains important, but given the decrease in prevalence of coronavirus and the resumption of the full range of curriculum subjects, schools will increase the size of these groups. At St Jérôme School our aim is to keep each year group (2 classes) in its own bubble.

During the vast majority of the school day, classes will not interact with each other or share indoor spaces. Classes within a year group will share outdoor spaces together at playtime

and lunchtimes and will eat lunch in the dining hall at the same time but at separate tables. Before and After School Club provision and clubs will also be in year group bubbles.

## **Drop Off**

We would encourage only one adult to bring children to school and for that adult to wear a face covering. We will be extending our soft start time and children should arrive for school any time **between 8:30am and 8:55am**. In order to reduce congestion outside our school, as soon as children arrive, they will enter school, clean their hands and go directly to their classroom.

Children in Reception, Year 1 and Year 2 and their siblings in Years 3 or 4 should arrive at the main school entrance (school office) on Station Road and children in Years 3 and 4 without younger siblings should arrive at the pupil entrance on Elmgrove Road. Children should be dropped at the designated entrance as quickly as possible and will then be marshalled by staff to their classrooms. If there are already families waiting, we would encourage you to form an orderly queue observing social distancing and keep as close to the school building as possible to allow members of the public to pass on the pavement.

We will only be able to allow children in Years 3 and 4 who enter via the pupil entrance on Elmgrove Road to leave scooters at school. For all other children scooters will need to be taken home.

Parents of children joining Reception in September should refer to the separate communication regarding phased entry and individual start times.

## **Collection**

In order to ensure safety at the end of the school day **all children** will need to be collected from the playground via the Elmgrove Road entrance gates where they will be dismissed to known adults. To facilitate this safely and to maintain social distancing, collection will be at a different time for each year group.

Parents and carers are asked to **strictly observe** the timings and to wear a face covering. Please enter the playground as directed by staff using the one-way system and leave promptly to ensure that others do not have to wait.

<b>Year Group Bubble</b>	<b>Collection Time</b>
Reception	3:00pm
Year 1	3:10pm
Year 2	3:20pm
Year 3	3:30pm
Year 4	3:40pm

We appreciate that staggering the collection times of children will be difficult for some parents/carers, especially those with more than one child at our school. Please contact us through the school office email if you have a genuine need and are unable to manage collection.

As usual, please ensure that you contact the school in advance if someone else is collecting your child and ensure that they are aware of the procedures in place.

Collection for children who attend after school club will be as usual from the dining room door. Please respect social distancing on collection.

### **Lunchtime and Fruit Snack**

Year groups will eat lunch in the dining hall, separated by class, at set times and the dining hall will be cleaned between each year group sitting. Children in Reception, Year 1 and Year 2 will continue to receive meals free of charge and parents/carers must order online via our ParentPay system. Children starting Reception will be sent further information regarding how to login and order school meals online once their child has attended their first day. Children in Years 3 and 4 who are eligible for free school meals should continue to order online. A further letter regarding eligibility will be sent shortly. For health and safety reasons and to reduce the number of items being brought between school and home we strongly encourage all families in Years 3 and 4 to order a school meal to be eaten with a knife and fork. If parents/carers in Years 3 and 4 need to send their child with a packed lunch please contact the school office for a copy of our packed lunch policy and confirm that you will follow this guidance.

Children in Reception, Year 1 and Year 2 will continue to be offered a fruit or vegetable snack during the day, through the nationally funded scheme. Children in Years 3 and 4 are encouraged to bring a fruit or vegetable snack to eat at break time.

## **School Uniform and Equipment**

We are expecting all children to wear full school uniform from September. You can find more information about our uniform on our website:

<https://www.stjromebilingual.org/info-for-parents/school-uniform/>

Children will change for PE in school and PE kit should be brought into school each Monday and returned home each Friday. PE times will usually be the same time each week but occasionally the timetable will need to change and it is therefore helpful if PE Kit is always available. It is recommended that children change into their own clothes on arrival at home so that there are 'clothes for home' and 'clothes for school'.

Children should bring the following items to school each day:

- school coat and hat/ gloves as necessary (please ensure all items of clothing are clearly named)
- a clearly named water bottle refilled with fresh water each day
- children in Years 3 and 4 will need to bring the equipment requested by the class teacher and leave this in school. Children in Early Years and Key Stage 1 will be provided with the equipment they need. The sharing of resources will be minimised and any resources that must be shared will be cleaned between groups of children who use them.

Children will be provided with reading books to bring home and these will be changed frequently.

## **Face Coverings**

Public Health England does not (based on current evidence) recommend the use of face coverings for children in primary schools. Face coverings are not required in primary schools as pupils and staff are mixing in consistent groups and because misuse may inadvertently increase the risk of transmission and there are negative effects on communication. We will not, therefore, allow children to wear face coverings once in school.

Where families choose for children to wear a face covering on the way to or from school these must either be disposed of in a bin or put in a sealed bag before entering the school building and only worn once outside the building.

We recommend that parents/carers who enter the school site or who are in the vicinity of the school site wear a face covering as they would on public transport or when entering shops or other public buildings.

Staff will wear Personal Protective Equipment (PPE) in certain situations such as when cleaning or caring for children who are unwell and serving meals. Staff have been trained in the safe use of PPE.

### **Communication with Staff**

Due to the changes in arrangements for drop off and collection, if you need to speak to your child's class teacher please contact the school office and they will arrange for the teacher to contact you by telephone at their soonest opportunity. For urgent matters we recommend you telephone the school office, but for non-urgent matters please use email.

### **School Office**

We will continue to restrict access to the school building for adults. Although this is difficult for all of us, it will help us in our efforts to keep everyone safe. If you need to come into school for any reason, we would ask that you contact the school office team to make an appointment. We will continue to communicate remotely.

### **Enhanced Cleaning**

The school has a team of housekeepers who will be thoroughly cleaning the school site each evening and also toilets and sinks and high touch areas throughout the day.

### **Breakfast and Afterschool Club Provision and Clubs**

The government recommends that parents/carers limit the number of out-of-school settings and providers where possible and always check that external providers are able to provide the same level of assurance of protective measures.

Attendance at our breakfast and after-school club not only provides an option for childcare for parents/ carers at work but provides additional opportunities for children to socialise and to learn and catch up in a familiar bilingual environment. To support our families, we intend to offer breakfast and afterschool club to all families that need it from Monday 7<sup>th</sup> September. We request that families inform us of their requirements as soon as possible to ensure availability. Bookings can be made online via ParentPay as usual. Reception

children will be able to attend from the date they attend school full time. A registration form is required and the school office will issue full instructions for this. Please email [office@stjeromebilingual.org](mailto:office@stjeromebilingual.org).

Children who attend breakfast and after school club will, as far as is practicable, remain in groups with other children from their own year group bubble and not come into close contact with children from other bubbles. Drop off and collection of pupils will follow the usual routine at the dining hall entrance.

For children in Years 2, 3 and 4, St Jérôme school staff will be offering a choice of clubs which will take place at the end of the school day. These clubs will be restricted to year group bubbles and the staff who work in those bubbles to ensure risks are minimised. You will receive a separate letter with full details of these clubs which will commence in the week beginning Monday 14<sup>th</sup> September.

### **Instrumental Lessons**

Instrumental lessons will continue. Teachers from Harrow Music Service will teach in larger, well ventilated spaces and observe social distancing. Parents/carers in Years 2, 3 and 4 will shortly receive communication regarding opportunities to commence or continue instrumental tuition.

### **Attendance and Absence**

School attendance is mandatory from the beginning of Michaelmas term on Monday 7<sup>th</sup> September. This means that from this date, the usual policy on school attendance will apply. We expect parents/carers to inform the school if their child is unable to attend for any reason. Please carefully note the term dates which you can find on our school website:

<https://www.stjeromebilingual.org/our-calendar/>

It is important to consider requirements for self-isolation when travelling outside of the UK.

If you have any concerns regarding returning to school we would encourage you to be in contact with the school.

Children must not attend school if they or anyone in their household has symptoms of coronavirus. If anyone in your household has symptoms you must:

- stay at home and inform the school
- arrange to have a test to see if you or any member of your household have COVID-19 and inform the school of the result
- co-operate with NHS test, track and trace
- keep in contact with school

#### COVID-19 Symptoms

- a new continuous cough
- a high temperature
- a loss or change in your normal sense of taste or smell

If a child or adult develops symptoms whilst in school, they will be isolated and sent home. If it is necessary to close the school (fully or partially) we will contact you by phone or text message. It is important that you remain contactable throughout the time your child is with us in school. If your contact details have changed for any reason please update them immediately by contacting the school office.

#### Contingency Plans

When schools closed to most pupils in March there was exceptionally limited notice. Whilst it is not anticipated at this stage, it is important that the school has a contingency plan in place to ensure the continuity of learning and education online should it become necessary for the school to close. For this reason, as part of our planned curriculum we will be ensuring that all children are familiar and confident with google classroom as a portal for online learning. We will be training staff and pupils to use it effectively so that learning and teaching can be moved online if necessary. We will be using google classroom for homework to ensure that children develop familiarity and independence in its use. Parents/carers and children in Years 3 and 4 will already be familiar with this from Trinity term and we will be ensuring that access is provided to other year groups in due course. Please do contact the school if you need support with accessing this at home.

I would like to thank all parents/carers for their understanding and support during the challenges of the ongoing pandemic. Please be assured that staff will be working hard to ensure that learning gets rapidly back on track and that school is an enjoyable and safe experience for all children. We very much look forward to welcoming you back.



The Revd. Daniel Norris and the Team at St Jérôme C E Bilingual School