



CHESSWOOD JUNIOR SCHOOL

Home of Bright Sparks

Chesswood Road Worthing West Sussex BN11 2AA

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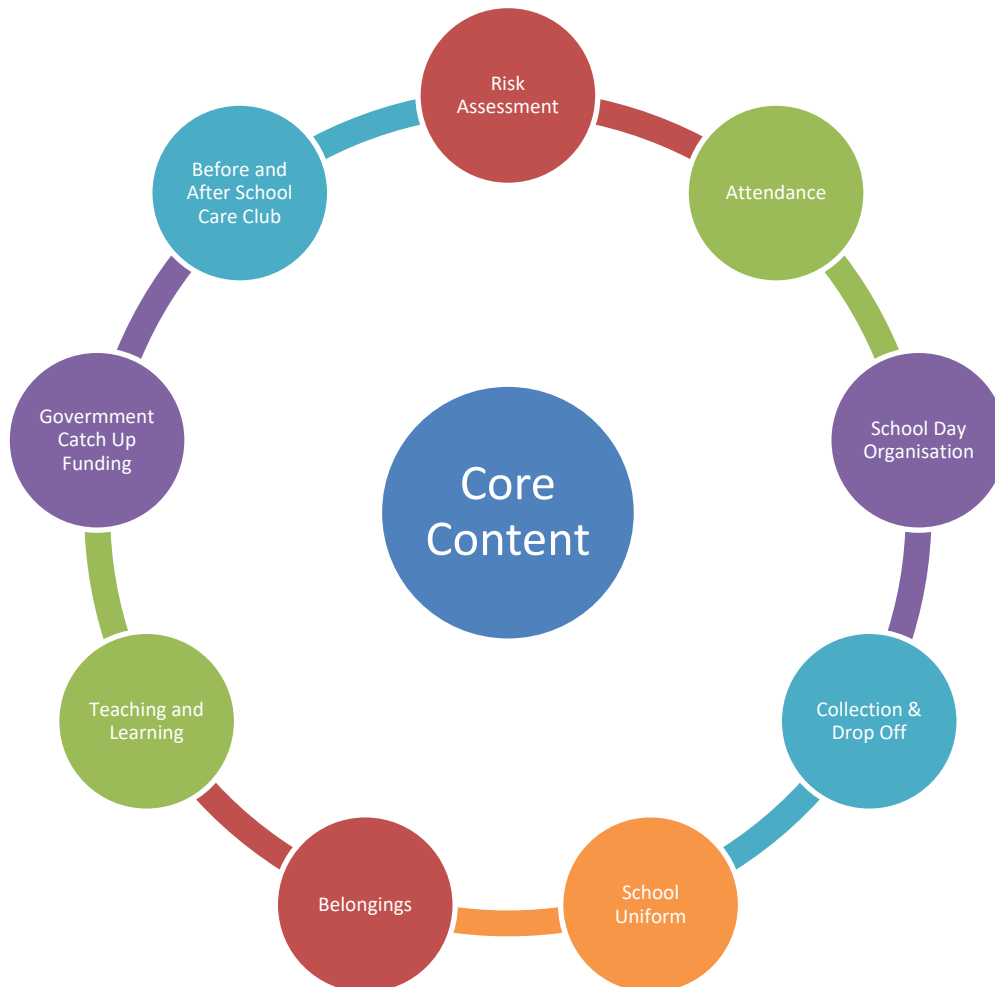


Tuesday, 07 July 2020

Autumn Term 2020-21 Arrangements

Dear Parent,

In response to new government guidance published recently, I am writing to parents regarding the arrangements for the autumn term. This letter is long and detailed but nowhere near as long and detailed as government guidance! I hope that the decisions and organisation set out in this letter will enable all families to be clear and confident in arrangements next term. We have taken many difficult decisions and we know that there will be very different perspectives on individual aspects, however my role is to ensure that all individual decisions come together to form one coherent and effective school. I believe the decisions taken allow us to concentrate on our core role and meet arising challenges in the autumn term without causing wider disruption to families. This letter details arrangements in the following areas:





Risk Assessment

School leaders and governors at Chesswood are currently developing a new set of controls in response to the changed government guidance:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

The system of control focuses on two aspects, PREVENTION and RESPONSE to infection. In relation to prevention there are five key aspects:

1. Minimising contact with individuals who are unwell
2. Practising good hand hygiene
3. Practising good respiratory hygiene
4. Sustaining enhanced cleaning practices
5. Minimising contact between individuals and social distancing wherever possible

School have been directed by government to:

“do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum”. We are therefore tasked with balancing risk and managing an effective school environment and learning programme. That balance will rely on professional judgements on organising and separating groups; and social distancing. These aspects will vary depending on local risks i.e. any confirmed cases. Our risk assessment process will be dynamic and will adjust on the basis of perceived risk. We will use a threshold guide to support our professional thinking and judgement in the coming months and until the virus has been eradicated.

Stage	Description	Example Actions
1	There are no cases in school or in the local area i.e. end of Pandemic	School life returns to pre-pandemic normal – all activities are fully open and sustained
2	There have been no positive cases within school in the previous 14 days. There may be a small number of children <5 requiring a COVID-19 test due to symptoms displayed. The prevalence in the local area remains low.	Core school business is undertaken. The organisation of the school allows for greater freedoms for children and staff e.g. class bubbles may combine at play and lunch time in the outdoor environment. Assemblies may be undertaken with class bubble distancing.
3	There has been <u>one</u> positive case of a child or member of staff attending Chesswood Junior School within the past 14 days. The individual is required to isolate for at least 7 days and close contacts in school are required to isolate for 14 days and undertake test.	A risk assessment review will be undertaken, control measures will be considered again whether they remain fit for purpose. Further advice will be sought from the local Public Health England team. Considerations for playground management, school assemblies, specialist teaching and cleaning rotas will be reviewed, amongst other things.
4	There have been multiple positive cases that result in one or more class bubbles or year groups closing for a period of time on the advice of Public Health England.	Strict class bubbles will be reinstated, other control measures in relation to separating and distancing will be undertaken under the guidance of Public Health England.
5	Public Health England or National Government direct the school to close due to cases at the school or within a local area ‘lock-down’	The school may close entirely or return to limited opening for key workers and vulnerable children.



The new risk assessment will be communicated to all members of the school community and there will be a period of consultation on the contents, hopefully before the end of term. We will adjust the risk assessment based on the questions, queries or concern raised in relation to it – our priorities are to ensure:

- the school community holds significant faith in the control measures set out.
- core educational experience may be undertaken and sustained in the medium to long term without unnecessary disruption effectively balancing risk and control through informed professional judgement.

School Attendance

It is the government’s decision that “pupils, in all year groups, will return to school full-time from the beginning of the autumn term”. We are fully supportive of that decision and the absolute need to ensure all children return to a full-time curriculum, even though that return will not be Covid-19 risk free. It will however, be managed risk, especially as the prevalence of Covid-19 has decreased and we have specific control measures in place. It is therefore expected that children can return to a safe school environment in September. On that basis, ALL parents would be expected to ensure their child attends school full time from that point.

We recognise that a small number of families may have exceptional medical reasons that would underlie a significant concern about their child returning. We would ask families in such circumstances to seek advice from their GP or medical consultant in the case where your child or a member of the household is extremely clinically vulnerable. We understand that guidance would still be that a child would still attend school with an individual risk assessment so all are aware of the risks and control measures.

We also know that a small number of families are genuinely worried about the return as the perceived threat is constantly streamed across the media. We will work alongside families to build confidence in their children attending school. We do not propose to manage school attendance with fixed penalty notices at this time, we hope to manage this in a positive partnership with parents and there are various ways we can secure and build school attendance. However, if it is the school’s professional judgement that an individual child is likely to suffer significant academic harm or there is an underlying safeguarding concern for the child and progress is not being made on school attendance then it is likely we will proceed with a fixed penalty notice when it is appropriate to do so.

Normal rules will apply to school absence in the event that a family does not have a genuine exceptional reason for their child to remain at home i.e. a family holiday of more than 5 days will almost certainly incur a fixed penalty notice, unless there is an exceptional reason.

School Day Organisation

Year Groups	Gates Open	Last Entry	Break Time	Lunch	End of School
Year 3 & 5	08:45	09:00	11:00 – 11:15	12:15-12:45 Eat 12:45-13:15 Play	15:25
Year 4 & 6	08:25	08:40	10:30 – 10:45	12:15-12:45 Play 12:45-13:15 Eat	15:05

Arrival

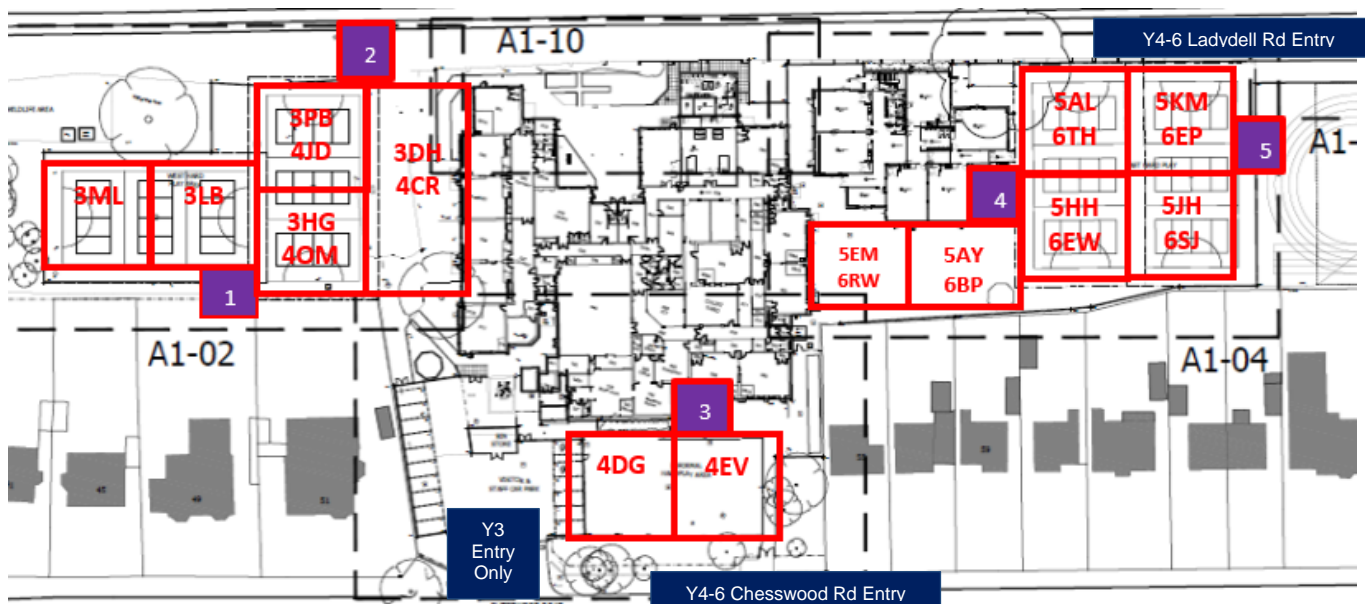
On arrival, all children will move directly to their allocated zone – see school plan below. At this time, children will remain in individual class bubbles. At playtime and lunchtime these bubbles are adjusted to provide more free play space.



Year 3 children will enter and exit through the school car park – there will be no vehicular access at the time this temporary entrance is open to children. Y3 parents will drop children off within the car park; children will follow the one-way system to the Y3 playground.

Year 4-6 children may use the entrance at Chesswood Road or Ladydell Road that is most convenient to them.

- Masks will not be worn on the school premises unless by staff treating a child with a medical need. Children arriving with a mask may enter through the school gate, remove it and either:
 - Dispose in the PPE bin provided at the gate
 - Place in a sealed plastic bag (sandwich bag) within their own bag.



Leaving – at the end of the school day

Year 3

Year 3 children will be collected from the area outside of their classroom by parents at the end of the school day. There will be a one-way system that parents must respect and follow. Only ONE parent from each family will be permitted on the school site. To ease congestion, bottle necks on pavements around the school entrance areas any additional parents, friends or family members are asked to avoid the area. Y3 parents will enter via the Chesswood Road entrance only (even if the Ladydell Road entrance is more convenient). Y3 parents will then leave by the car park entrance/exit to minimise congestion at the narrow pedestrian entrance area.

If a younger child is to be collected by an older sibling. The older sibling will meet their brother or sister following the same process as the adults. They must then leave the school premises via the car park entrance/exit. If the older sibling's day ends before the younger sibling, they will remain in their own classroom completing a task of their choosing until it is time to collect.

Year 4

Year 4 children may be collected from the front playground by a parent. Only ONE parent from each family will be permitted on the school site. To ease congestion, bottle necks on pavements around the school entrance areas any additional parents, friends or family members are asked to avoid the area. Parents must remain on the front playground leaving an appropriate



1m+ distance between themselves and others. Year 4 children will walk to the front playground. All Y4 children will leave by the school car park entrance/exit using the one-way system.

If a younger child is to be collected by an older sibling. The older sibling will meet their brother or sister following the same process as the adults. They must then leave the school premises via the car park entrance/exit. If the older sibling's day ends after the younger sibling; the younger sibling will remain in their own classroom completing a task of their choosing until they can be collected.

Year 5 and 6

Year 5 and 6 children will leave the school premises independently using the Ladydell Road entrance and exit only. Parents of Year 5 and 6 children are asked not to enter the school site unless they have an appointment to do so. For children who would typically exit via Chesswood Road there is additional distance to walk, however there are no roads to cross using this route back to their normal way home.

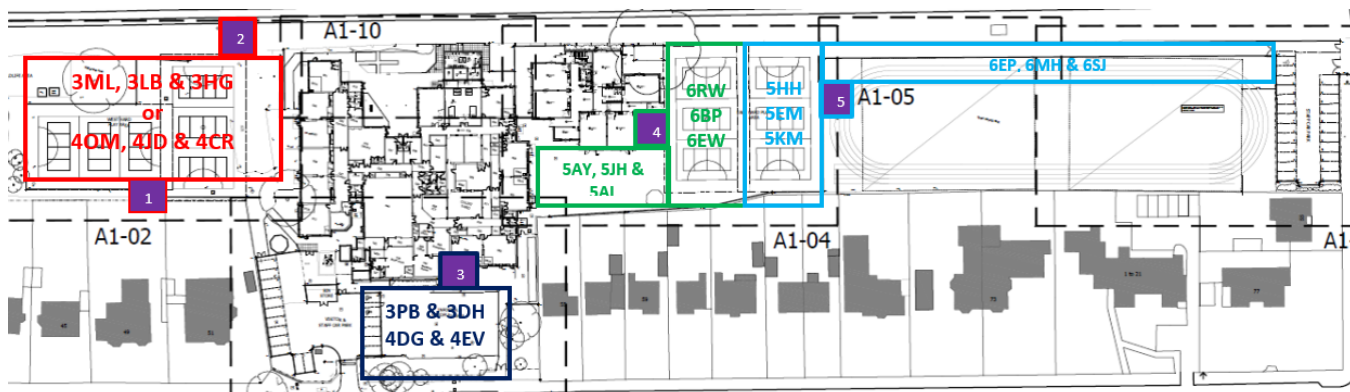
The only exception to this will be older siblings collecting younger brothers and sisters. If the younger sibling finishes later than their sibling, the eldest child will wait in their own class until the collection time for their younger brother or sister.

Morning & Lunch Play

Class bubbles will mix at play and lunchtime. These mixed bubbles are consistent with the class mixes for afternoon PE. As children are outside, the risk of transmission is significantly reduced. Playgrounds will be monitored to ensure children are playing reasonably and responsibly. However, the significant gain in arranging playground space in this way is:

Children have large areas to run around in – which many really need!

To maintain class bubbles would lead to significantly later lunch for some children and would make school staff organisation, particularly for specialist teaching almost impossible.



Lunchtimes

All children will eat in their classroom with the exception of Y6 who will all (hot school lunch and sandwiches) eat in the school hall. Year 6 children will sit in allocated spaces in the school hall each day to ensure we are able to trace their close contacts should a child become ill. Children will remain in their class for 30 minutes eating their lunch then will go outside for 30 minutes (or vice versa). Children will not be permitted to spend anytime inside the school building unless they need to go to the toilet. Toilet numbers will be restricted and there will be a queuing system we will do our very best to manage this so there are no accidents however that will also rely on children seeking to go to the toilet before they are desperate to go – we hope parents will help school staff remind their children that there will be a longer than normal wait to get into the



toilet.

Children will be playing outside in a range of weathers including light drizzle and when it is cold. It is vital that all families ensure their child is dressed appropriately for the weather conditions as we enter the autumn period. All children should attend school with a warm waterproof coat when the conditions require it.

School Uniform

From September the basic expectation will be for all children to wear school uniform as set out in the school brochure:

<https://www.chesswood.w-sussex.sch.uk/page/?title=School+Brochure&pid=188>

However, we recognise there may well be some frustrations in sourcing some items of school uniform in correct sizes and colours. As such, we will be flexible in the first half of the autumn term to allow all families a little more time to get all items of clothing and shoes. This flexibility is shared in good faith and on the understanding that every reasonable effort is made to purchase all necessary school uniform for the start of the new academic year.

Pre-loved Uniform

We know many children will have grown out of school uniform and much of it will have been in good condition. If you have any uniform that is no longer to be used by your child please donate it to our pre-loved uniform shop. If you are in a position to donate uniform in good condition please email: uniform@chesswood.w-sussex.sch.uk. The office team will make arrangements for you to drop it off at school.

Equally, if you would like to purchase pre-loved uniform (we make a small profit on uniform sales which is given to the PTA – as many events have been cancelled this year, this income provides essential support) please contact the email above.

Belongings

Children are asked to bring in their own pencil case with their own stationery. **Children will not be permitted to share their stationery with other children in class.**

Essential

- Small Pencil Case
- Handwriting Pen – **Blue only**
- Rubber – please use a white rubber to avoid creating coloured marks on child's work
- Water Bottle – approximately 0.5l bottle with sealable top. This should be taken home and cleaned daily. We would advise having more than one bottle available in case of loss or damage. The water bottle will be on your child's desk throughout the day and they are encouraged to drink throughout the day.
- **Only plain water may be given to your child to drink.** Fizzy drinks or flavoured drinks are not allowed.
- HB pencils (2)
- Pencil Sharpener
- 15 or 30 cm ruler



Optional



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- Colouring pencils (not felt tips)
- Glue Stick – e.g. Pritt stick style

Toys and personal belongings

From September children are not permitted to bring in any toy, trading card or personal belonging into school unless there are exceptional circumstances and it has been agreed as part of a therapeutic programme e.g. advised by a doctor following significant childhood trauma. We would ask all parents to regularly check their own child's bag to ensure there are no additional toys or personal belonging being brought onto the school site.

Teaching & Learning

Everyone is agreed that this period of time has been extremely challenging for all. For many, perhaps the large majority, there are now significant gaps in learning and possibly damage to learning habits e.g. resilience and perseverance; which could pose one of the most significant issues to overcome. As children return in September, we will need the support and attention of all families to ensure that we rebuild children's resilience and perseverance, and return to sustained good learning habits. Parents, having done so much already, are asked to ensure their child -

- has the equipment they need to learn during the school day
- completes the homework tasks set by the year group each week to consolidate their learning in school or prepare for future learning
- recognises the need now more than ever to
 - "be the best they can be"
 - "demonstrate courtesy, care and kindness"

We will take care of the rest 😊

Curriculum

To mitigate for the loss of learning time and quality of learning for the vast majority of children over Summer Term we will prioritise reading, writing and maths to a greater extent than is normal. The table below details the additional time to be spent on English and maths until February half term.

	Current Average Per Week	September to February
English	7 Hours	9 Hours
Maths	6 Hours 20 Minutes	7 Hours 30 Minutes

The strategy will be slightly different for English and maths in terms of delivering the missed content from Summer Term. However, we will be using additional time between September and February as one aspect to help children cover the actual content thoroughly. Although, even with this additional time, it cannot all be covered by February. We will continue to teach the actual curriculum content for the next academic year until October 2021. We expect that the additional extra time and the consolidation space to be used in the first half of



Autumn Term 2021 is our best option to mitigate for the losses sustained during the lock down period.

There is 25 hours learning time within a typical week. With the additional time devoted to English and maths, other decisions have also been required to ensure we align with those hours. September to February

- Science time will reduce by 30 minutes – all content can be covered with improved efficiencies.
- Music time will reduce from 90 mins to 30 mins per week (the proportion, over time, of music in our curriculum is far higher than is typical for a primary school)
- Personal, Social & Health Education will increase by 30 mins, we intend to link a weekly, socially distanced assembly, with a further class session each week.
- Physical Education will continue at 2 hours, in support of building children's health and fitness levels again.
- All other foundation subjects will be taught in the period until Easter 2021. However, we will need to remove some units to ensure the curriculum content will fit within the time available. During this period of lock down, all subject leaders have worked on knowledge organisers - these may be found on our school website e.g. Science <https://www.chesswood.w-sussex.sch.uk/page/?title=Science+Knowledge+Organisers&pid=885>
- Wherever we suspend a unit from the school curriculum in this temporary period, we will specify the knowledge organiser that would have been covered and communicate that to families. This will enable families to cover the knowledge content at home, in a flexible way and meeting their individual circumstances and interests, as appropriate.
- The timings and proportions for all subjects are expected to return to current planned levels in February 2021. Our curriculum is highly structured in terms of the time allocated to subjects and the content fitting within the time available. We are acutely aware of the importance of children experiencing a broad and balanced curriculum but must also balance that with the absolutely essential expectation that children can start their secondary school with age appropriate knowledge, skills and understanding in reading, writing and maths. We believe this strategic plan provides the best balance of those two aspects.

Assemblies

There will be 'socially-distanced' assemblies. All children will sit facing the front of the hall. Each class will be seated a minimum of 1.5m from the next class. There will be three assemblies per week. There are three foci for assemblies:

1. People, places and events – this is unchanged and focuses on important or inspirational people, places and events.
2. Curriculum based – this remains unchanged and will focus on a specific unit from the curriculum that can be taught to a large group.
3. Pastoral – personal, social and health education. This is taking the place of our weekly singing assembly as large singing events are not appropriate at this time. The pastoral assembly will lead on a subject rooted in mental health and wellbeing and a further class-based session will be undertaken after the assembly. This will be our key vehicle to support children process their thoughts, feelings and experiences in general terms and in relation to their experience and worries regarding the current pandemic. We seek to build their confidence, positive response to challenges and resilience in a school environment and in response to the learning demands that will be placed on them once again.

Assessment and Reporting



Class teachers are currently writing annual reports for all children. It is expected that these reports will be placed in children's portal for parents to access. We will send parents a letter with their login details for the report on Wednesday 15th July. There will be an opportunity for parents to respond to their child's report with their class teacher until Monday 20th July. Whilst every effort has been made to ensure the reports this year are valid and reliable, class teachers are typically reporting on attainment and progress secured before the lock down period. As such, for years 3-5 we will be very focussed on establishing a baseline position for all children in the first half of the autumn term so we can:

- support accelerated progress from where children are actually at in September – we are aware there will be significant difference depending multiple factors including the child's experience in lock down.
- return to the valid and reliable reporting system that was well established in previous years – our first detailed report will be sent to parents at the end of the autumn term.

Home Learning (homework)

Home learning forms an important part of a child's educational experience. We will continue to set year group specific core-skills work every Wednesday. This will be placed on the school website under **Learning > Home-Learning**. In the autumn term, we will seek to review home-learning provision in light of the lessons learnt over the lock down period, e.g. additional focus on foundation subject areas.

Extra-Curricular Clubs

A significant feature of any term for the vast majority of children is the wide array of clubs before, during and after school. Unfortunately, we will not be arranging any clubs during the autumn term unless guidance changes significantly i.e. we return to the Blue Zone within the risk assessment. We understand that many children and families will be disappointed and even annoyed by this decision, however we believe it is right at this time to ensure -

- reduced risk of transmission
- the essential core service has sufficient capacity and can be sustained throughout the term

We will review the extra-curricular club organisation for the spring term in December when we will have had sufficient experience of the new school arrangements and our capacity to manage additional demand sustainably in the autumn term.

Day Visits

We do not plan to undertake day visits that require a coach trip in the coming academic year. In the main, this is about efficient use of time in the curriculum. However, we also recognise that reducing costs for many families is an important factor at this most difficult of times. We are confident that we can maintain an enjoyable engaging curriculum experience without such visits and visitors but hope, in time, when the curriculum is under less pressure we will return to these experiences.

Local visits may go ahead if it supports genuinely efficient and effective learning e.g. Worthing Museum visits. Parents will be notified, well in advance, of any trip in the local area.

Residential Visits

We typically have two residential visits each year. Both are planned for the autumn term in Year 4 and Year 6.

The Year 4 residential has now been cancelled in line with government guidance. We do not intend to arrange a further trip for Year 4 in September 2021. Less than half of the year



group had signed up to attend the residential and that is not a sufficient proportion to support its viability. As this trip was focussed on outdoor adventurous activities (OAA) we will review opportunities in the curriculum to provide additional OAA. Further issues affecting the 2021 visit would also be affordability for parents and potential losses the school could be exposed to – this year the school was in a difficult position with refund deposits for all parents (approximately £9000) – we cannot knowingly place ourselves in that position again as the school already has a deficit budget.

The Year 6 Bristol residential has been moved to the final full week of term in July. We have recently sent a communication to all Year 5 parents advising them of this and seeking to ascertain whether further families would like their children to attend and whether families would like to remove their child from the residential visit. We expect to place the next Bristol residential visit after July 2021 back to its original position in September/ October 2021 (current Year 4 children would be the group attending that trip).

Christmas

In keeping with the current guidance regarding large indoor gatherings and singing we do not plan to undertake the normal Christmas Carol Concert at St George's Church. Again, given the significant lead time for learning the Christmas carol songs (starting after the October half-term) and the need to reduce music time to ensure all subject can be taught whilst prioritising reading, writing and maths; we do not see a realistic way to undertake this event.

Likewise, the Christmas Fayre at the start of December, cannot go ahead under current guidance. Planning for this event is undertaken from October onwards. Whilst the event is fantastically enjoyable for all, and raises essential funds for the Chesswood Friends (PTA), we believe it is important to remain highly focussed on maximising efficient, effective and high quality learning time all the way to the end of the term.

We will certainly undertake Christmas related learning activities, we will seek to reflect the importance of this Christian festival and children will have fun in the lead up to the Christmas holiday but this will be necessarily different this year. Of course, we would hope and expect to return to our full programme for December 2021.

Peripatetic Music

Peripatetic music will be welcomed back under controlled conditions. Parents may continue to book as they would normally. Should you have any questions regarding peripatetic music please contact Claire Cossins: ccossins@chesswood.w-sussex.sch.

Government Catch Up Funding

At this time, we do not know how much funding the school will receive from government for the school catch up programme or the tutor programme. However, we have an estimate and have built an initial plan based on approximately £20,000. We intend to use the funding in three phases.

Summer School

We have made arrangements to open a summer school for three weeks during the summer holidays. In the past few days we have identified, prioritised and invited a number of children from each of Year 3, 4 and 5 for the summer school opportunity. Children have been selected on the basis of -

- accessing or broadly meeting age related expectations in one or more of reading, writing and maths



- priority is given to children currently in receipt of pupil premium funding given the academic risks for this group are significantly greater generally
- behaviour of the individual child is broadly good and is not likely to cause any significant disruption to the effectiveness of teaching and learning within the summer school
- there are no severe and complex special educational needs as support will be provided in the form of teaching assistants from the autumn term within our SEN support programme.

Additional School Day Support

Once class teams have established a good understanding of the starting position for all individual children, they will use additional curriculum time in English and maths to start our catch-up programme. At the end of the autumn term we will use our assessment information to identify children who would benefit from further focussed support. We intend to provide additional group teaching through the spring and summer term during the school day when curriculum time returns to normal. Detailed arrangements for this programme will be developed in the autumn term.

Tutorial Support

We will continue to use our tutorial support programme to support accelerated progress and address gaps in learning. The tutorial groups will be expanded, as appropriate, to maximise the support for children. The focus will be for children accessing and just meeting age related expectations in reading, writing or maths. Children accessing this support may miss music and or one lesson of PE per week. We will inform parents if their child requires this additional support.

Before and after school care

Although extra-curricular clubs will not go ahead in the autumn term, we will have a fully operational breakfast club and after school care club. Both clubs will now be run directly by Chesswood Junior School staff, as we have throughout this period of lock down.

The planned charges are as follows:

Club	Timings	Cost
Breakfast Club	7:30 – 8:30 a.m.	£4:00
After School Care Club	3:15 – 4:15- 4:30 p.m.	£6:00
	3:15 – 4:45- 5:00 p.m.	£8:00
	3:15 – 6:00 p.m.	£10:50

Guidance on how to book and pay for both clubs will be communicated to parents in the coming days. We are currently finalising our capacity and control measures for September and will confirm these at the same time. In the event that there is more demand than we have capacity for we will prioritise -

1. Fee paying children who attended breakfast or after school club prior to school lock down
2. Children of key workers
3. Children with younger siblings at either Springfield or Lyndhurst Infant School
4. Children requiring the longest periods in the after-school care club



Chesswood Junior School



Thank you for taking the time to read this important communication. I hope that it has answered all of your questions. As part of the risk assessment process, we will be sharing an online form that parents may use to share any outstanding questions, queries or concerns that they may have.

Yours sincerely,

Government Guidance	Hyperlink
Guidance for schools	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools
Guidance for parents	https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak?utm_source=a4f2c389-4567-489e-bfe9-f60d374c0313&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily