



# CHESSWOOD JUNIOR SCHOOL

## *Home of Bright Sparks*

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## **School Capacity & Keeping In Contact**

Dear Parent,

I am writing to provide families with an update on the school expansion programme. Firstly, I would like to thank the whole Chesswood community for the incredible team effort that has made this week as successful as it has been. All children and families have supported the school guidance in spirit and in deed, we are genuinely thankful. That has made our job so much easier and has allowed school staff to undertake other priorities such as some very exciting curriculum developments, for instance, new online games created for our curriculum by our staff. Take a look at the games linked to our knowledge organisers at the web page below:

<https://www.chesswood.w-sussex.sch.uk/page/?title=Science+Knowledge+Organisers&pid=885>

Curriculum leaders are using any spare capacity to build the knowledge organisers and the games and we will also be building online quizzes in the near future. This exciting work will ensure ALL children whether at home or in school for the foreseeable future will have a crystal-clear guide on the knowledge they need. Best of all, it is being developed by our staff for our bespoke curriculum so we can adjust and adapt it to suit children at all points in the future.

There have been and will be some areas for improvement and we will continue to keep our risk assessment and school arrangements under constant review for three priority reasons:

- Reducing risks of infection for everyone on school site and their families at home.
- Providing pastoral support for those at home and in school with greatest need.
- Sustaining a coherent learning programme for children at home and in school.

### ***School Capacity***

For transparency, I have included the current school admission and capacity table at the end of this letter.

We have the maximum number of paid staff available beyond the shielding and vulnerable group. We currently have four unused classrooms (we are currently using 20 class bases – we have a maximum of 24 appropriate rooms, including dismantling the school library).

Within that space we notionally have a maximum capacity for 261 children. There are currently 174 places taken; leaving 87 unfilled places. Allocating these places will not be straightforward, as we will typically place children in their year group.

With regard to Year 6 admission we have 47 unfilled places, we will limit general Year 6 entry to ensure we keep 5 priority spaces available (all priority spaces are within one half of a class bubble), therefore there are essentially 42 spaces remaining for general Year 6 admission.

Given the increasingly limited capacity, we would strongly encourage parents of year 6 children, considering returning their children at some point in the summer term, to make that decision and complete the admission form at the earliest opportunity. We would like to be as clear as possible that places are now limited. The limits result from risk assessment control measures, maximum capacity of physical space and staffing.

**Year 6 places will be awarded on the following basis:**

1. Highest priority children – when considering academic and pastoral risks known by school.



2. Earliest start date requested (i.e. places cannot be blocked out and not used for starting in 3-4 weeks time).
3. Earliest completed form.

*We currently have 80 priority children with confirmed spaces in Year 3-5. There are a further 28 in Year 6. This is an increase of 46 priority children from the first half term. It would take a further five classes to accommodate this increase again, therefore capacity remains finite.*

## **Opening to the whole school**

### *Current DFE Guidance:*

Our ambition is to bring all primary year groups back to school before the summer holidays, for a month if feasible, though this will be kept under review. Schools will only welcome back additional year groups if the most up-to-date assessment of the risk posed by the virus indicates it is appropriate to have larger numbers of children within schools. The safety of children and staff is our utmost priority.

Any setting that cannot achieve these increases at any point because:

- there are not enough classrooms or spaces available in the setting
- they do not have enough available teachers or staff to supervise the groups

**have flexibility but must first focus on continuing to provide places for priority groups (vulnerable children and the children of critical workers).**

Unless the social distancing or expected integrity of class bubbles guidance changes our maximum capacity will remain 261 children. This will prevent any suggestion that we could open for any further year groups before the end of the summer. Indeed, parents should be aware this may impact autumn term admission unless Government guidance is adjusted.

## **Admission Confirmation**

Whilst there are many families and children managing this lock down period positively, we are acutely aware that is far from all. We are aware of hundreds of families facing significant challenges and a substantial minority of families facing severe difficulties in terms of welfare, well-being and/or financial stability. The majority of families would like their children to return to school. Many families have contacted us for a school place outside of the current admission restrictions and all have genuine reasons to do so e.g. child mental health; competing demands of work and home learning. However, as difficult as it is for us to turn down reasonable requests and for parents to continue to keep children at home, the integrity of the control measures must remain the priority. We certainly acknowledge that a great deal is being asked, particularly of non key-worker working parents managing such difficult competing demands.

As such, I wanted to confirm with parents the scope of school admission at this time so that all families are aware of the opportunities and limitations for school admission we are currently working within.

Priority Admissions	<p>DFE Guidance</p> <ul style="list-style-type: none"> <li>• Children of critical workers, and vulnerable children who are already eligible, will continue to be offered a place, regardless of the year group they are in.</li> <li>• The DFE are encouraging all eligible children to attend settings (where there are no shielding concerns for the child or their household), <b>even if parents are able to keep their children at home.</b></li> </ul> <p>To book a priority admission place parents must book by Wednesday 12:00p.m of any given week for a start no earlier than the following Monday. For all new admissions parents will receive a letter on Thursday to confirm the place or we will contact you should there be difficulties with the admission.</p> <ul style="list-style-type: none"> <li>• Online form:  <a href="https://www.chesswood.w-sussex.sch.uk/page/?title=Key+Worker+and+Vulnerable+Child+Booking&amp;pid=970">https://www.chesswood.w-sussex.sch.uk/page/?title=Key+Worker+and+Vulnerable+Child+Booking&amp;pid=970</a>            If you experience any difficulties contact the school office:  <a href="mailto:Office@chesswood.w-sussex.sch.uk">Office@chesswood.w-sussex.sch.uk</a> or call 01903 204141</li> </ul>
Critical Key	<ul style="list-style-type: none"> <li>• The definition of critical workers remains unchanged.</li> </ul>



Workers	<a href="https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision">https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision</a>
Vulnerable Children	<ul style="list-style-type: none"> <li>• are assessed as being in need under section 17 of the Children Act 1989, including children who have a child in need plan, a child protection plan or who are a looked-after child</li> <li>• have an education, health and care (EHC) plan and it is determined, following risk assessment, that their needs can be as safely or more safely met in the educational environment</li> <li>• have been assessed as otherwise vulnerable by educational providers or local authorities (including children’s social care services), and who are therefore in need of continued education provision - this might include children on the edge of receiving support from services external to the school.</li> </ul> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people</a></p>
Year 6 General Admissions	<p>All children are encouraged to attend from year 6. In line with the guidance above, places are, however, now limited (31 general places remain). To book a Year 6 general admission, parents must book by Wednesday 12:00p.m of any given week for a start no earlier than the following Monday (<b>the next start date is Monday 15<sup>th</sup> June</b>). For all new admissions parents will receive a letter from the school on Thursday to confirm the place or we will contact you should there be difficulties with the admission. To book a place, parents MUST complete the online form:</p> <p><a href="https://www.chesswood.w-sussex.sch.uk/page/?title=Year+6+Summer+Term+Booking&amp;pid=969">https://www.chesswood.w-sussex.sch.uk/page/?title=Year+6+Summer+Term+Booking&amp;pid=969</a></p> <p>If you experience any difficulties contact the school office:  <a href="mailto:Office@chesswood.w-sussex.sch.uk">Office@chesswood.w-sussex.sch.uk</a> or call 01903 204141</p>

If parents have requested a place, they are strongly encouraged to read the guidance documents on the following web page, particularly the child friendly guide, expanding capacity – frequently asked questions and our school risk assessment:

<https://www.chesswood.w-sussex.sch.uk/page/?title=Expanding+School+Attendance+%2D+Summer+2020&pid=947>

## Keeping in Contact

To meet the demands of children on site, we have had to significantly increase the number of staff here. Whilst we are able to maintain the full online learning curriculum, we need to make changes to our ‘keeping in contact’ process.

The changes are as follows:

- Only children who remain at home and do not have any regular on-site contact will now receive phone calls.
- The staff member making the calls is likely to change for many families – we apologise for this as it has not been sufficiently consistent but it is a result of circumstance.

There will be a handover of information from one member of staff to another to ensure the service families receive at home is as consistent as possible. We will continue to prioritise children and families with highest need. Where need is low, a call will be made bi-weekly; where need is higher, calls will be made weekly and potentially with greater frequency.

Thank you again for working with us in such a positive way, it really has made our job so much easier. Your very kind messages of support and recognition for the work staff have undertaken has really fuelled our determination to continue to go the ‘extra mile’ and overcome the challenges wherever they arise – THANKYOU! 😊.

Yours sincerely,



# Chesswood Junior School



Year	Joint Bubble	Bubble	Average of Max Capacity	Count of UPN	Unfilled Places
Year 3	3AB	Year 3 A	11	8	3
Year 3	3AB	Year 3 B	10	8	2
Year 3	3CD	Year 3 C	10	10	0
Year 3	3CD	Year 3 D	10	0	10
Year 3 Total			41	26	15
Year 4	4AB	Year 4 A	9	9	0
Year 4	4AB	Year 4 B	8	8	0
Year 4	4CD	Year 4 C	11	11	0
Year 4	4CD	Year 4 D	9	7	2
Year 4	4E	Year 4 E	11	0	11
Year 4 Total			48	35	13
Year 5	5AB	Year 5 A	9	8	1
Year 5	5AB	Year 5 B	11	10	1
Year 5	5C	Year 5 C	10	0	10
Year 5 Total			30	18	12
Year 6	6BP	6BP 1	12	9	3
Year 6	6BP	6BP 2	12	10	2
Year 6	6EP	6EP 1	11	9	2
Year 6	6EP	6EP 2	11	0	11
Year 6	6OP	6OP 1	12	10	2
Year 6	6OP	6OP 2	12	9	3
Year 6	6RW	6RW 1	12	6	6
Year 6	6RW	6RW 2	12	7	5
Year 6	6SJ	6SJ 1	12	9	3
Year 6	6SJ	6SJ 2	12	10	2
Year 6	6TH	6TH 1	12	9	3
Year 6	6TH	6TH 2	12	7	5
Year 6 Total			142	95	47
Grand Total			261	174	87