



Tuesday, 05 January 2021

Limited Community Opening – School Place Confirmation

Dear Parent,

I am writing to confirm your child has secured a place within our limited community opening. In addition to this confirmation, there are some important aspects that you need to be aware of. All of which take effect from Wednesday 6th January. However, given the lateness of this letter we will be completely flexible tomorrow on arrival timings and gates – so don't worry!

This general letter is being sent to all families. We will send a specific personalised letter to all families eligible for limited community opening by the end of the week to confirm specific teacher names. We expect to have between 15-20 students available, however we are awaiting final confirmation. Once we have final confirmation from individual initial teacher training (ITT), we will finalise teaching arrangements.

There will be some adjustments to teaching arrangements as we now need to allocate some teachers to teach children attending school and some teachers to lead the online learning programme. We are extremely fortunate to have ITT students to support the school based teaching and learning programme. Chesswood Junior School benefits from supporting the initial teacher training programme in partnership with Brighton University throughout the year. Naturally the ITT students will conform to the same professional standards and COVID safe practice as school staff.

As a guide, we will link specific classes to create bubbles of 2-3 classes. Individual class size will be approximately 10 children. Wherever possible children will remain in their current classroom although this is dependent on the number of ITT students who will be available. The ITT student will be mentored by the partner teacher in the bubble, in effect this enables us to reduce class sizes by approximately 50%, reducing transmission and improving teaching and learning quality.

Attendance

We have been staggered by the community spirit and consideration by families stating they seek only certain days when they are working and are ready to keep children at home when they are not. This is such a selfless act and is appreciated. However, our strong preference would be children accepted for 'limited community opening' attend all day every day. The core reason for this is each child's learning programme. If children attend on some days and not others, their learning programme is likely to be significantly compromised. Home learning and learning in school will be notably different for a multitude of reasons therefore each child should be fully immersed in one or the other. Whilst we will leave the final decision to families regarding attendance, we would ask that every effort is made for children to commit fully to one or other of the home learning or school learning.



Uniform

Children are expected to wear full school uniform each day. We advise this is changed and washed regularly to avoid any transmission from clothing. Ties should not be worn by any child, as these typically cannot be easily washed. All children should attend school in footwear suitable for PE and sport e.g. trainers.

Children will not change for PE and they will bring their PE kits home in the coming days.

Communication

Wherever possible, please use email to communicate in the first instance with school staff. Unless there are exceptional circumstances there will not be any on site meetings with parents throughout this period of limited community opening. If there are aspects that require further discussion school staff will arrange either a phone call or video conference with a family.

Question, query or concern	Contact
General	office@chesswood.w-sussex.sch.uk
Wrap Around Care	kbrown@chesswood.w-sussex.sch.uk
Special Educational Needs	sen@chesswood.w-sussex.sch.uk
Child Protection and welfare	cplo@chesswood.w-sussex.sch.uk
Concerns	concern@chesswood.w-sussex.sch.uk
Complaints	complaint@chesswood.w-sussex.sch.uk
Academic e.g. learning related	Year 3 Leader ngilbert@chesswood.w-sussex.sch.uk Year 4 Leader zmonger@chesswood.w-sussex.sch.uk Year 5 Leader thicks@chesswood.w-sussex.sch.uk Year 6 Leader jpeace@chesswood.w-sussex.sch.uk

School Day Timings

Drop Off

All children will arrive between 8:30 a.m. and 9:00 a.m. Children MUST NOT arrive before 8:30 a.m. Parents and children MUST NOT form a queue at the school gate before 8:30 a.m. as this will increase potential transmission. If it looks busy, make every possible effort to move away to avoid any congestion, even if this means going for a short walk and returning in 5-10 minutes. It is better to be slightly later and avoid potential congestion or queues.

All children will enter school at the Chesswood road pedestrian entrance.

Year 3 and 4 children will walk straight to the sports hall to be registered – they must not go anywhere else in school until they have been registered. Once registered they will go straight to their



allocated classroom following the established one way system.

Year 5 and 6 children will walk straight to the new hall to be registered – they must not go anywhere else in school until they have been registered. Once registered they will go straight to their allocated classroom following the established one way system.

Scooters and Bicycles

Children may continue to travel and store their bicycles and scooters on the school site. It is important they are taken home every day as they are more at risk from theft over night now the streets are much quieter. As ever, children must not ride scooters or bicycles at any time on school site.

Collection

One adult and children of primary school age

- Only one family member should arrive at school with their child or children
 1. It is unnecessary for two adults to accompany children from any household and it increases the number of people in or around school premises, therefore increases the risk of transmission and potential closure.
 2. One adult may enter with children of primary school age.
 3. Children that are secondary school age should not enter school premises unless there are exceptional circumstances e.g. special educational needs or disability.

Arrangements

School finishes at 3:15 p.m. We expect year 3 and 4 children to be immediately available for collection at 3:15. We would ask all parents are ready to collect children between 3:15 and 3:20 p.m., any child not collected by 3:25 p.m. will return to the main school reception area.

Year 5 and 6 children will be released at 3:15 and will be at the Ladydell Road gate by 3:20. We ask all parents to be available to collect children between 3:15 and 3:25 p.m. Any child not collected by 3:30 p.m. will return to the main school reception area.

Year	Gate	Arrangements
Year 3	Chesswood Road Pedestrian entrance	Parents enter through the pedestrian entrance. Face masks MUST be worn at ALL times. If exempt, you cannot enter school premises we will arrange for your child to arrive at the Chesswood Car Park Entrance. Wait outside the classroom doors, socially distanced, on the Year 3 playground. Individual children will be released by each teacher once they are aware of the parent's presence. Leave school premises through the car park double gates and car park entrance.
Year 4	Chesswood Road Pedestrian entrance	Parents enter through the pedestrian entrance. Face masks MUST be worn at ALL times. If exempt, you cannot enter school premises we will arrange for your child to arrive at the Chesswood Car Park Entrance. Wait outside, socially distanced, on the Year 4 (front) playground. All classes will walk to an allocated space on the playground and children



		will be released when the teacher is aware of the parent's presence. Leave school premises through the car park double gates and car park entrance.
Year 5 & 6	Ladydell Road Entrance	Each class will walk, with their teacher, to the Ladydell road entrance. It is vitally important that parents provide express guidance to their child whether they are to walk home without an adult or whether they will be collected by an adult. This is a family responsibility to organise and for each child to follow their parent's expectations. Children travelling home without an adult will leave independently when they reach the gate. Children to be collected by an adult will be released when they and the teacher see the adult. Children will wait with a senior staff member until collected.
Siblings	Chesswood Road Pedestrian Entrance	All siblings with a sibling in their same phase (Year 3 and 4 or Year 5 and 6) will exit using the guidance for the specific year groups set out above. All siblings from Year 5 and 6 with younger siblings in either 3 or 4 will either: Proceed to the front playground and wait for their adult to collect them before collecting their sibling Or, will collect their sibling and follow the route to the Chesswood car park entrance and leave independently.

Breakfast and After School Care Club

Breakfast and after school care club are open. At this time, bookings are taken in the normal way. Until we receive confirmation that wrap around care will be funded by the government, we will continue to charge as normal. We will continue to collect siblings from infant schools where this is essential. If you haven't previously used our wrap around care and require it now, please visit:

HOME > PARENTS > BEFORE AND AFTER SCHOOL CARE

- <https://www.chesswood.w-sussex.sch.uk/page/?title=Before+and+After+School+Care&pid=193>
- If you require any specific information please email Kate Brown, kbrown@chesswood.w-sussex.sch.uk

In school arrangements

Homework

We will continue with the normal homework routine that you and your child have experienced throughout this year. It will continue to be set on a Wednesday, from 13th January. No homework will be set this week.

Behaviour

We will continue to rely on children following existing guidance, especially if they have had reminders from staff about their actions e.g. continuing to play a close contact game despite reminders not to. We would ask all families to chat through the need for children to follow adult guidance at all times in school to keep themselves and others well.



We have included our five-step behaviour guide that has been in place since the summer term. Where children move into stage 3 or above, the year leader will contact parents as soon as possible to chat through opportunities to reduce continued risks. With parent support and expectations that their child will follow school guidance this will minimise risks to all.

If there is no contact from the year leader, families may be satisfied their child continues to follow age appropriate expectations i.e. the older the child the greater the expectation they follow Covid safety guidance without additional reminders from adults.

It is essential that all children who are in school keep themselves and others safe within the school environment. To do this, they must follow the COVID-19 rules. They are non-negotiable and set out to comply with Government advice.	
1	<ul style="list-style-type: none"> The pupil keeps themselves and others safe by exceptionally good compliance to C-19 rules in school. They show others courtesy, care and kindness and are a good friend to others.
2	<ul style="list-style-type: none"> The pupil keeps themselves and others safe by generally good compliance to the C-19 rules in school. They may need an occasional reminder, which they respond to quickly. They are respectful to other children and don't cause others emotional distress.
3	<ul style="list-style-type: none"> The pupil needs regular reminders about the C-19 rules to keep themselves and others safe. They may also need reminders to show kindness to others. They respond positively to those reminders. Teachers may contact parents to support the safety message.
4	<ul style="list-style-type: none"> Despite reminders, the pupil is regularly acting in a way which is putting themselves or others at risk by not keeping to the C-19 rules. Their behaviour may also cause others emotional distress. They have needed to spend time in a separate safe room to ensure other children and adults in their class feel safe physically and emotionally. A Year Leader has spoken with them and their parents to consider whether it is safe for them to continue to attend school. If the child is the child of a key worker or in a vulnerable group i.e. with an EHCP or has a social worker, a Support Plan will be produced between the SENCO, Yr Leader and parents with specific strategies to address their needs. This Support Plan would be reviewed each week along with the appropriateness of continuing the pupil's place in school. If they are not in this group, they will not get any further warnings and would move to Stage 5 if their risky behaviours continued.
5	<ul style="list-style-type: none"> Despite involvement from the Leadership team and consultation with parents, the pupil continues to risk their and other people's safety by not being able, for whatever reason, to keep to the C-19 rules in school and/or enable other children to feel emotionally safe. They are a risk to themselves and others and cannot continue to attend school.

School Lunches

- Children eligible for free school meal will continue to have a free school meal each day.
- Children not eligible for free school meals that had ordered free school meals will receive the meals ordered. Even if the meals had not been ordered for every day, they may have a meal every day as we know there will be some spare meals in the next two weeks.
- Children not eligible for free school meals and have not had an order placed for this week or next must continue to bring packed lunches.

We will write to parents further regarding school meals in the coming days when we now move from Chartwells, the local authority and government but the arrangements above will remain in place until at least Friday 15th January.

- Children with packed lunches will remain in the classroom to eat their lunch.



- Children receiving a school meal will eat in the school hall.

Parents' Evening

Parents' Evenings planned for week commencing 18th January will go ahead. Class teachers will contact parents by phone at the time slots that have been booked. A booking is only successful once you have received a confirmation email. Parents must be ready to receive the call at the allotted time. We will only call one parent – this will typically be the parent designated as priority 1. It is important that only one booking is made per child. Appointments will be strictly limited to 8 mins to ensure teachers can keep to the schedule.

Finally, my staff and I are very proud to support all of our critical worker families and families with vulnerable children at this most challenging of times. Day 1 has been really enjoyable with lots of smiling faces 😊 Long may it continue (the smiley faces not lock down!).

Yours sincerely,