



FAKENHAM  
JUNIOR SCHOOL

# Back To School

## Information Booklet

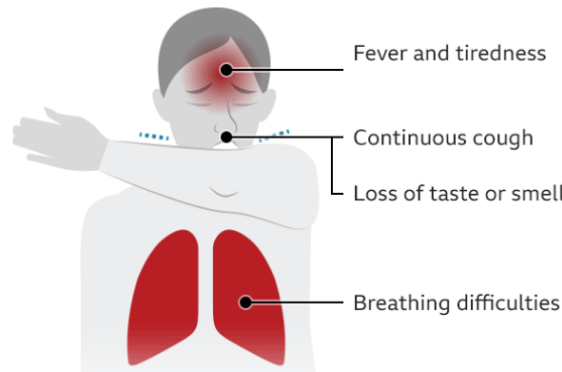



As you know, the Government has taking the decision that **all school children** are to **return to school**, on Monday 7<sup>th</sup> September.

This booklet has been written for you, with the aim of **informing you** for the new routines, new expectations, new safety procedures, new layout and new classes - in fact, our **new 'normal'**.





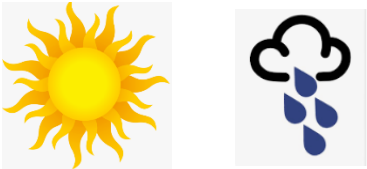
Please sit down and **take time to read this booklet very carefully, with your child**, to ensure you understand how school will be different and, also, realise the **responsibility we each have** – pupils, parents, carers and staff – to make the school **as safe as possible**.

**We are looking forward to welcoming you all back,  
to Fakenham Junior School.**





# School – IMPORTANT INFORMATION

	Key Information	Further information
<b>Symptoms of Coronavirus</b>	<p>If you suspect your child or someone in your family has <b>symptoms of Coronavirus</b>, <b>DO NOT</b> bring your child to school.</p> <p><b>You and your family must book a test and report your results</b> to school, as soon as possible, so we can take necessary action, if needed.</p> <p><b>If positive for coronavirus, the person with a positive test isolates for 10 days and your family must isolate for 14 days.</b> The school will work with the local health body and follow the advice for the rest of the class/bubble/school.</p>	<p><b>Ensure your <b>contact</b> phone numbers and emails are up-to-date.</b></p> 
<b>School Contact</b>	<p><b>All messages to school must now be by email or phone call, only.</b></p> <p>Do not enter the school building to speak to the office or staff. <b>The office will be closed to visitors for safety</b> and to <b>avoid face-to-face</b> conversations.</p> <p>Also, please <b>do not approach gate staff</b> for a face-to-face conversation, so as to maintain safety.</p> <p><b>Email, Seesaw or phone - to contact staff, including the Headteacher.</b></p>	<p>If you have a letter, you can post it in the <b>new secure post box</b> situated outside the main entrance. Only post during office hours.</p>  <p><b>Email Phone Seesaw</b></p>
<b>Money Payments</b>	<p>From the 14<sup>th</sup> September, we will no longer be accepting cash at school. All <b>payments will be made electronically</b>, to help keep staff as safe as possible.</p> <p>This will include lunches, trips and music tuition.</p> <p>You will be sent further details on how to make payments, online or by phone.</p>	 


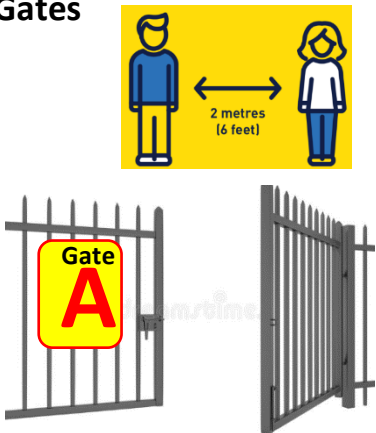
# Before School – Preparation & Checks

	Key Information	Further information
<b>Before Leaving</b>	<p>Wash hands before leaving home.  <b>20 seconds</b> with <b>hot, soapy water</b>.</p> <p>Check items to bring.</p> 	<p><b>Must Bring Items – Every Day</b></p> <ul style="list-style-type: none"> <li>• Packed lunch (or prepay school lunch)</li> <li>• Filled water bottle – water only</li> <li>• Fruit snack</li> </ul>  <p><b>Do not bring a bag</b> or any other items from home.</p>
<b>School Uniform</b> 	<p><b>Normal school uniform:</b> black or grey trousers or skirt, white school t-shirt, school sweatshirt and black shoes. Not trainers. Coat, if required.</p> <p>On <b>PE days</b> pupils wear PE kit to school.          Black jogging bottoms/leggings or black shorts (if it is hot), plain t-shirt (white or house colours), school jumper and trainers. No skins/leggings under shorts. There will be <b>no changing</b> at school.</p>	<p>Please note that <b>black shoes</b> are required.          Trainers are <b>not permitted</b> on non-PE days.          Read the items you have to wear, carefully, so you know what is the required uniform.</p> <p>All school clothes should be <b>clearly labelled</b> with name and class. This enables us to return any items, to the correct pupil. It will also save you money.</p>
<b>Lunches</b> 	<p>School packed lunches will be available to order.  <b>No hot</b> lunches will be available.  <b>Packed lunches cost £2.30. Week cost: £11.50</b></p> <p><b>From 14th September we will be moving to a cashless system until then please send the correct money.</b></p>	<p>A <b>menu</b> of packed lunches will be shared, when available, from Norse catering.  <b>Check you are supplying healthy packed lunches if bringing from home:</b>          E.g. Sandwich or pasta, fruit snack, yoghurt, cereal bar, water.  <b>No chocolate or sweets. No nuts due to allergies.</b></p>
<b>Extreme Weather</b> 	<p>You might want to bring a <b>cap or sun hat</b>, if the weather forecast is for hot sunshine.  <b>Sun tan cream</b> can also be applied before school and at lunch time – obviously, by the pupil.</p> <p>If wet, bring a light waterproof jacket.</p>	<p>Please check the weather forecast to make sure your child is prepared for any weather.</p> <p>If rain is forecast, check they bring a jacket, as we intend to spend time outdoors, whatever the weather.</p>

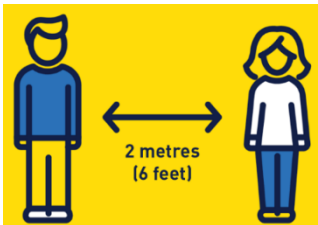



# Travelling to School

	Key Information	Further information
<b>Walking to school</b>  <b>1 adult</b>  <b>Adults only</b>	<p>Only <b>one adult member</b> should walk the child/children to school and home from school.</p> <p>Drop off at the allocated gate, where a member of staff will be at distance.</p> <p>At home time, <b>wait just outside</b> the gate area, keeping social distancing with other people.</p> <p><b>Year 3 parents</b> will be allowed on the playground at the end of day, in an allocated zone.</p>	<p><b>Social distancing</b> must be maintained to and from school:            Adult to Adult            Pupil to Pupil            Adult to Pupil (not same family)</p> <p>Year 3 parents <b>must not congregate</b> on the playground. Please <b>space out and keep social distancing</b>, whilst waiting for your child.</p> <p><b>We are asking all adults, who are dropping off or picking up children, to wear a mask at the school site.</b></p>
<b>Driving to school</b> 	<p>Only <b>one adult member</b> from the should drive the child to school and home from school.</p>	<p>The <b>guidance</b> on car use strongly recommends:</p> <ol style="list-style-type: none"> <li><b>1. Windows</b> should be open for <b>air flow</b> in the car, when travelling.</li> <li><b>2. Side by side</b> travel is better, if your child is old enough.</li> <li><b>3. Touch points</b> e.g. car doors and handles should be <b>wiped down daily</b>, after travelling with a child who has attended school.</li> </ol>
<b>Public Transport</b> 	<p>The guidance expectation for using public transport e.g. bus, states that a <b>face mask should be worn</b>.</p> <p>Staff have been asked to consider wearing masks in communal areas of school.</p>	<p>Wash hands for 20 seconds with hot water and soap after your journey, on arrival to home or school.</p> <p>Children are not required to wear face masks in school. If they bring a mask it should be of plain or a simple pattern. <b>They will not be allowed in the classroom.</b></p>
<b>Bikes and Scooters</b>	<p><b>Bikes and scooters</b> are allowed to be left <b>on the school site again</b>.</p>	<p>If you want your child to still cycle or scooter, you will have to <b>ensure that they have a helmet</b>.</p>

# School Drop Off & Pick Up



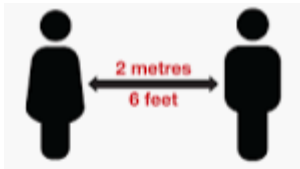


	Key Information	Further information
<b>Staggered School Hours</b> 	<p>There are <b>staggered start times and finish times</b> for each year group bubble.</p> <p>You will be allocated a time to drop off and a time to pick up, your child.</p> <p>The staggered start and finish times, along with different gate use, help us <b>keep lower numbers gathering</b>.</p> <p>These times <b>need to be adhered to</b> for us to <b>ensure safety of all pupils, families and staff</b>.</p>	<p>Note:</p> <p>There is a <b>10 minute window</b> for your <b>arrival</b>, which allows pupils time to walk into school and settle, in a drip-drip fashion, rather than in a large group.</p> <p>This also allows flexibility, in case families have a drop off at Fakenham Infant School.</p> <p><b>End of day times, are fixed.</b></p>
<b>Pick-up and Drop-off Gates</b> 	<p>There are <b>3 gates</b> in use.</p> <p>This will help <b>reduce the number of adults and children</b> in one place, at any one time.</p> <p>Please note that the drop-off and pick-up gate might be different for you child.</p> <p><b>You must use the gate, which your child has been allocated.</b></p> <p><b>Space out at gate area to maintain social distancing.</b></p> <p><b>Do not gather or stop to chat.</b></p> <p>You can help by <b>vacating the area quickly</b> so the next groups can socially distance.</p> <p><b>Please do not try to talk to staff on duty face-to-face.</b></p> <p>Any messages must now be by <b>phone, email or Seesaw</b>.</p>	<p><b>Gate A</b> Queens Road – main middle gate</p> <p><b>Gate B</b> Queens Road – top gate at the higher end, by the field</p> <p><b>Gate C</b> Queens Road – bottom gate at lower end of fence</p> <p>We will <b>not be using</b> the garden gate in the alley way, as it is too narrow to allow safe social distancing.</p>
<b>Above Rules</b>  <b>Working Together</b>	<p>We need <b>everyone to follow the times and gate rules</b>, to ensure safety of all pupils, families and staff.</p>	<p>Work out how long it takes you to walk to school, to get the timing right.</p> <p>We don't want a child waiting to be picked up or an adult waiting to pick up a child.</p> <p>If you have any difficulties please contact school.</p> <p><b>Punctual timing is key to the success of this system!</b></p>

# In School – Safety Routines & Organisation





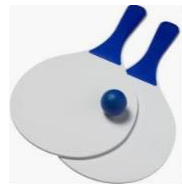
	Key Information	Further information
<b>Social Distancing</b> 	<p>In school we will be <b>maintaining social distancing</b> the <b>best we possibly can</b>.</p> <p>The children will have <b>expectations explained</b>, so they understand the importance of this rule.</p> <p>Hopefully, as you are out in the community for daily exercise or essential journeys, you can also demonstrate this and remind your child.</p>	<p>Classrooms have organised with desks facing the front. Children will be seated in pairs.</p> <p>One way systems have been created to aid social distancing when moving around school.</p> <p>Markings on the floor or playground, are laid to show 1m or 2m distance and the one-way direction.</p> <p>Posters are displayed around school, as reminders.</p>
<b>Class Bubbles</b> 	<p>Class year groups have been organised into <b>'bubbles'</b>, to ensure the <b>least amount of contact</b> possible, with other children.</p> <p>They will spend lesson time, playtime and lunch play with the year group bubble.</p>	<p>Staff lead the same bubbles, unless there is absence.</p> <p>Children stay in the same bubble group.</p> <p>Bubble groups stay in the same classroom.</p> <p>Allocated toilet stays the same.</p>
<b>Hand washing</b> 	<p>There are <b>strict routines</b> in place for all children.</p> <p><b>Handwashing will take place:</b></p> <p>At home before leaving – on arrival to school – before play + snack – after play – before lunch – after lunch – before leaving for home – back at home. And obviously, if visiting the toilet.</p>	<p>Poster are displayed at every water point, to show the routine:</p> <p><b>20 seconds – soap and water</b></p> <p>See poster for details on how.</p> <p>Please also model this expectation at home.</p>
<b>Toilets</b> 	<p>Each bubble has been allocated their own toilet, in their area.</p> <p>This toilet is <b>unisex in Y3 and Y4</b> - for use by boys and girls. In <b>Y5 and Y6</b> they have boys and girls toilets.</p>	<p>Urinals will not be in use during this time.</p> <p>Only lockable toilets will be in use.</p> <p>Only <b>one child</b> can use the toilet at any time.</p> <p>Please be reassured this has worked successfully for the past months of lockdown.</p>



# In School – Classroom & Lessons

	Key Information	Further information
<b>Resources</b> 	<p>Each pupil will have a <b>tray</b>, where <b>all their resources</b> will be kept, in their bubble area.</p> <p>Pupils <b>do not bring any items from home</b>.</p>	<p>Labelled pen, pencil, ruler and glue stick. A set of colours between two pupils.</p> <p>Other resources will be handed out and wiped, as needed.</p>
<b>Computers</b> 	<p>Computers will be a <b>shared resource</b>.</p> <p>For this reason, they will be <b>wiped down and cleaned before and after use</b>.</p>	<p>All staff will follow the guidance and be responsible for <b>wiping this equipment</b>, before and after use.</p>
<b>Walking order</b> 	<p>All teachers will create a <b>line-up order</b> on the first day, which must be <b>used at all times</b>, when moving around school.</p> <p>Children will follow on, at a <b>1m distance, 2m where possible</b>.</p>	<p>This will be practised, to help them be confident.</p> <p>We understand some children will take time for these rules to be embedded.</p>
<b>Timetable</b> 	<p>The aim of our curriculum will be that it is <b>‘broad and balanced’</b>, to teach subjects as we normally would. Although, please understand there are going to be some restrictions, especially with use of resources and where children might work cooperatively.</p> <p>We will carry out some <b>informal</b> assessments to check where pupils are at, and to build on their learning needs.</p>	<p>Initially, there will be some restrictions e.g. singing in class is not allowed and outside PE is recommended. We will follow new guidance, as it is shared with us.</p> <p><b>Formal assessment</b> will take place at the end of Autumn term for all pupils, except Year 3, who will complete a baseline assessment, once they have settled in to their classes, this half term.</p>
<b>Home Learning</b> 	<p>In the case of a <b>wider lockdown</b>, a <b>year group bubble closure</b>, or an <b>individual self-isolation</b> we will provide a weekly plan – as we did in the Summer term – to explain the tasks for home learning.</p> <p>As before, plans and resources will be <b>sent out by email</b>. We will <b>need your support</b> to try to ensure that the work is carried out, as this will help your child continue smoothly with their planned education.</p>	<p><b>The home learning activities will consist of:</b></p> <ul style="list-style-type: none"> <li>5 Maths lessons</li> <li>5 English lessons</li> <li>Daily reading and times table practice</li> <li>2 activities from other subject areas e.g. science, history, French etc.</li> </ul>

# School Break & Lunch

	Key Information	Further information
<b>Zones</b> 	<p>School has been sectioned into <b>outdoor zones</b>, using the field, playground and garden area.</p> <p>Only <b>one bubble</b> group will be <b>timetabled in that zone</b>, at any time.</p>	<p>These zones will be used for playtime, lunch play, specific outdoor lessons and garden time.</p> <p>On <b>week one</b>, lunch and <b>play zones</b> will <b>be the same</b>. They will change on alternate weeks.</p>
<b>Lunch time</b> 	<p>Lunch time will be <b>one hour</b>, as normal. But again, it will be staggered into 3 groups.</p> <p>The pupils will spend <b>half an hour indoors</b>, in their bubble classroom, to <b>eat</b> their packed lunch.</p> <p>After half an hour eating lunch and desk activities, the pupils will be led out, for <b>half an hour playtime with their bubble group only</b>.</p>	<p>If bringing a packed lunch from home, it is brought into class in the morning (not the hall), and stored in their class bubble area.</p> <p>Pupils <b>cannot play with just any friends</b> – please make this clear. They must <b>stay with their bubble group</b>.</p>
<b>Playtime</b> 	<p>Playtime are also <b>staggered</b> and a <b>zone allocated</b>, as above.</p> <p>Also, <b>with bubble group only</b>. <b>Non-contact play</b> will be enforced.</p>	<p>Same as before, <b>playtime</b> will be in the <b>same zone</b> on one week, then change to a new zone in week 2.</p> <p>This will ensure pupils get <b>equal chances</b> to have playtime on the <b>field or playground</b> surface.</p>
<b>Play equipment</b> 	<p>Each class bubble will have their <b>own box of play equipment</b>, which <b>stays with that bubble</b>.</p> <p>Pupils wash hands before playtime, have snack and then select play equipment.</p> <p>After play, pupils wash hands and equipment will be wiped by a member of staff.</p>	<p>Again, playtime will be <b>spent with their bubble group</b> and they must stay in their <b>designated zone</b>.</p> 



## Parent/Carer Information: Drop-off & Pick-up Times + Gates to Use

Year	Arrival		End of Day			
	Start Time	Drop-off Gate	Finish Time	Pick-up Gate		
Year 3	8.25 – 8.35am	<b>Gate C</b> Queens Road Bottom end of school	3.05pm		<b>Tawny Owls Gate B</b> Queens Road Top end of school by field	<b>Barn Owls Gate C</b> Queens Road Bottom end of school
		Parents drop off <u>outside Gate C</u> (Except for first week)			Parents use <b>Gate B</b> , then wait in playground, socially distanced.	Parents use <b>Gate C</b> , then wait in playground, socially distanced.
Year 4	8.35 – 8.45am	<b>Gate B</b> Queens Road Top end of school by field	3.15pm	<b>Hobby Gate A</b> Queens Road Main middle gate	<b>Sparrowhawk Gate B</b> Queens Road Top end of school by field	<b>Peregrine Gate C</b> Queens Road Bottom end of school
		Parents drop off <u>outside Gate B</u>		Parents wait outside <b>Gate A</b>	Parents wait at <b>Gate B</b>	Parents wait outside <b>Gate C</b>
Year 5	8.45 – 8.55am	<b>Gate A</b> Queens Road Main middle gate. Pupils then walk round to Year 5 door.	3.20pm	<b>Goshawk Gate A</b> Queens Road Main middle gate	<b>Merlin Gate B</b> Queens Road Top end of school by field	<b>Kestrel Gate C</b> Queens Road Bottom end of school
		Parents drop off <u>outside Gate A</u>		Parents wait outside <b>Gate A</b>	Parents wait at <b>Gate B</b>	Parents wait outside <b>Gate C</b>
Year 6	8.50 – 9.00am	<b>Gate B</b> Queens Road Top end of school by field	3.25pm	<b>Buzzard Gate A</b> Queens Road Main middle gate	<b>Marsh Harrier Gate B</b> Queens Road Top end of school by field	<b>Red Kite Gate C</b> Queens Road Bottom end of school
		Parents drop off <u>outside Gate B</u>		Parents wait outside <b>Gate A</b>	Parents wait outside <b>Gate B</b>	Parents wait outside <b>Gate C</b>



## Uniform

### Full school uniform:

- Green school sweatshirt/cardigan.
- grey or black trousers, skirt or pinafore.
- White shirt or polo shirt.
- Black shoes.

### On PE days wear school PE kit:

- Black jogging bottoms leggings or black shorts (if it is hot) –
- **NO leggings/ skins over shorts.**
- Plain white or house colour t-shirt.
- School jumper **must** still be worn.
- Black trainers.

## Must Bring Items



### Every day

Packed lunch box or money for school packed lunch (**no hot dinners**).

Water bottle – Fruit snack

**Hot wash** all home items every day.

## Lunch

### Correct money only.

Pupil brings money to class or parent posts in new school post box.

## No Bags Wash Hands



**No addition items** or schoolbags.

Cloakrooms not in use.



**Before leaving** for school, **wash** your **hands** using soap - 20 seconds.

## Daily Routines at FJS



## Be Ready for School

### Hometime Safety

wash hands – wash water bottle - change and wash school clothes frequently

## One Adult



Only **one** parent/ family member or adult must walk you to and from school.

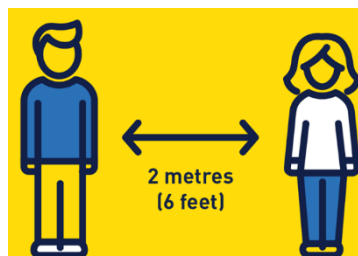
**All adults picking up or collecting children, please wear a mask.**

## Enter/Exit



Enter and Exit school at you **allocated entrance gate, only**. Must be adhered to.

## Social Distancing



**Social distancing** must be followed.

Adult to adult  
Pupil to pupil

Space out at allocated gate.

**Do not gather.**

## Time Keeping



**Arrival and pick up times need to be adhered to.**

Do not arrive too early.  
Do not arrive late.

## Messages



Adult contact to school is by **email, Seesaw or telephone only**.

Please do not come into Reception or talk to teachers face-to-face on the playground.

**BE A 20 SECOND**

# **HAND WASHING**



Use soap



Palm to palm



Back to hands



Fingers interlaced



Base of thumbs



Fingernails



Wrist



Rinse hands



Dry hands

# **CHAMPION**

# Welcome Back, Fakenham Junior School!



Let's be  
*'the best that we can be',*  
together.