



# BCJS Newsletter

Summer Term 2020

Email: [info@banstead-junior.surrey.sch.uk](mailto:info@banstead-junior.surrey.sch.uk)  
Website: [www.bcjs.org.uk](http://www.bcjs.org.uk)

Dear Parent/Carers

Today, the school will close to pupils for the first time since the February half term. For all of us this has been quite a challenging time, with many ups and downs. I would like to thank you all for your patience and support during this time; to the parents who have often juggled working from home with the demands of home learning and for the children who have worked so diligently when at times it must have been hard to self-motivate. We are all very proud of the work you have done. I'm sure we are all ready for a break to recharge our batteries in readiness for the year to come.

It was really good to see all the children in school last week, even if only for a short amount of time. Hopefully, after a restful summer holiday, the school and pupils' education can return to some measure of normality. Following Government guidance we are currently planning to have all the children back to school in September and below I have written some information regarding the re-opening for all pupils in September. **However, the government have a habit of changing their guidance at very short notice. Should anything major change prior to the pupils returning, we will inform you as soon as possible. Any changes will be sent via Parentmail.**

The new academic year will start on **Monday 7<sup>th</sup> September**. This will give the school a few days prior to the children returning to finalise the planning for the new academic year, to adapt the procedures (should this be required) and to train the staff in these new procedures and policies. Although we have started to plan for a period of 'catch up' we are awaiting information from the Department of Education which will provide specific details of their extra resource allocation to our school. In addition we are planning a parallel pupil wellbeing programme which will be on offer to all pupils on their return. There will also be some specific targeted support for pupils with more advanced needs.

## Monday 7<sup>th</sup> September – plans and procedures

We understand that some parents and pupils will be anxious about returning to school. However, we will ensure that we make the school as welcoming as possible. To minimise the risk associated with Covid we will have to make a few changes to the normal pre-Covid routines.

### First day

In order to reduce the amount of contact between the pupils, they will be organised into Year Group "Bubbles". The pupils in each bubble will not be able to interact with pupils in other bubbles. However, unlike current guidance staff will be able to move between the bubbles. Each bubble will:

- Enter the school at different times and via different entrances
- Have staggered and separated break times and lunch times

Year Group	Arrival	where		Departure	From
6	08:40	Small car park		3:20	Small car park
5	08:40	Base		3:20	Base
4	08:55	Small car park		3:30	Small car park
3	08:55	Base		3:30	Base



### **Small car park arrivals/departures**

- The car park will be closed to all vehicles from 08:30 to 15:40 (apart from deliveries, outside of drop off and departure times). The area will be cordoned off and sign posted.
- On arrival, the pupils should use the hand sanitiser stations in the car park before lining up. Parents should not enter the car park with their child.
- The pupils will line up in their classes and be escorted directly to their classrooms by their class teachers. There will be no early morning play.
- The pupils will leave the same way. There will be a coned off area for the parents inside the car park, as we appreciate it would be very busy on The Horseshoe.
- **It is important that the pupils arrive on time** and that as far as possible, the parents' social distance from each other. If a pupil is late, they should not enter the school by the car park but by the pathway to the office.

### **Base arrivals/departures**

- On arrival the pupils should use the hand sanitizer stations prior to entering The Base.
- They will line up in their classes and will be escorted by their teachers to class. There will be no early playtime
- Parents are not allowed to enter The Base.
- The pupils will leave the same way.
- **It is important that the pupils arrive on time** and that as far as possible, the parents' social distance from each other. If a pupil is late, they should not enter the school by The Base but by the pathway to the office.

**If it is particularly wet, the pupils will be asked to go straight into school where they will be directed straight to the classroom.**

### **School uniform**

Uniform from September must be worn. For PE the pupils should wear their PE kits.

### **Classroom organisation**

Most of the time, the pupils will be taught in their classroom by their class teacher(s) supported by their Teaching Assistants. The following measures have been introduced to reduce the risk of infection from Covid:

- Each individual table will face the front and will be separated from the other tables.
- Pupils will only sit side by side.
- They should bring in their own stationery in a small pencil case. They must not share their pencils etc with other pupils.
- Water bottles need to be named.
- Pupils should bring in their own tissues.

### **School office**

Following government guidelines, the office will be open for phone calls and emails but is closed to parents and visitors. Should you need to contact the school please do on:

01737 351788 or email [office@bcjs.org.uk](mailto:office@bcjs.org.uk)

Please inform the school if your contact details have changed in case we need to contact you in an emergency.



### **Infection control**

Once in school, the pupils will be encouraged to wash their hands regularly and to use the hand sanitisers after breaks, visiting the toilet and before lunch etc.

We will be continuing with our increased cleaning programme which has been in practice since late March. For example, tables and chairs will continued to be washed and disinfected at the end of every day.

### **Lunch**

Pupils will again be able to order a hot lunch which will be eaten in the hall. Lunches will be staggered and the hall re-organised so that each Year Group will be able to eat their lunch together whilst not coming into contact with other Year Groups. Packed lunches will be eaten in the pupils' classrooms.

### **Breaks**

The breaks will be staggered with the pupils having access to their own playground and a specific area of the field, as long as the weather permits. There will be no contact between the Year Groups

### **The Curriculum**

We are planning to deliver as full a curriculum as we can from the start of the term. However, there will be some adaptations in the first few weeks to aid the pupils back into school and to informally assess for gaps in their learning.

Additionally, as soon as we get specific information from the Government regarding 'catch-up' finances/guidance, we will contact you again regarding our additional programme. The Government expectations are that schools should return to the normal curriculum by the summer term 2021.

### **SATs 2021**

The Government have indicated that they will be reintroducing SATs for our Year 6 in May 2021.

### **Medication**

Should your child require new or different medication from September would you please email the office so that all necessary requirements can be put in place.

### **Assemblies**

There will be no whole school assemblies until the guidance changes.

### **Behaviour expectations**

We will be applying our Behaviour Policy as normal. However, we have amended it to take into account the current situation and the specific rules relating to Social Distancing. Any child who is willingly and persistently breaking these rules may be sent home where their education will be provided remotely.

### **Remote Learning**

Thank you for your feedback in relation to the learning we have provided since lockdown. We have looked into all of your suggestions and will have a different approach to this should we need to reintroduce this again. We all hope this will not happen but we may need to if:

- A class or a 'bubble' had to isolate.
- There was a local lockdown requiring pupils to stay at home.
- Individual pupils were unable to attend school due to them having to comply with clinical/Public Health requirements.
- Disciplinary reasons.



### **Breakfast Clubs and After School Clubs**

We are working on plans that would enable the parents from the Junior School and their siblings from the Infant School to attend. There would be stringent separation by Year Groups and infection control measures.

Jancett After School Club will contact families directly.

**The Breakfast Club will contact registered parents via email shortly. Our aim is to return to normal as soon as the guidance allows. We will review the situation at the end of September or earlier should the guidance change.**

### **Extra-curricular Clubs**

We understand how important extra-curricular clubs are for the pupils. However, we are unable to offer clubs at the moment. We will revisit this on a monthly basis should the current guidelines alter.

### **Additional information – for early September**

As guidance can change at short notice, we will send specific information in relation to Test and Trace guidance, and up-to-date information on what you/we should do if your child displays Covid-symptoms at home or in school, as well as how we will manage any confirmed cases of Covid in school.

We will be reviewing the above during the summer break and we will write to you again should the above change significantly.

Once again thank you for your support, have a restful summer holiday and fingers crossed for a smooth start to the new academic year.

**We all look forward to seeing you on the 7<sup>th</sup> September.**

Keep safe.

Kind regards.

**Mr Scott, Mrs Shooter and all the staff and Governors at Banstead Community Junior School**



## *Staffing*

Further to Mr Scott's letter of 23 June, extract below. We would also like to welcome the following people to our Learning Support Team.

Mr Turk

Mrs Adams

Miss Prangnell

Ms Coelho

'We would like to say good luck to Mrs Humphrey who will be leaving the school at the end of the term. Her hard work and dedication to the pupils in her care has been a pleasure to see. She will now take up a new role as a SEND consultant for West Sussex County Council. Fortunately, Miss Wood, a very experienced SENCo and former Deputy Head, will replace her. We all wish Mrs Humphrey good luck in her new role.

Mrs O'Brien's contract has come to an end and she too will be leaving. We would like to wish her well for the future.

Therefore we have recruited two new experienced teachers, Miss Weale and Mrs Phillips, who will start in September.'



## *Fond farewell from staff leaving*



Mrs O'Brien (click above to access her video)



Miss Turpin (click above to access her video)

*A massive welcome to:*



Miss Weale (click above to access her video)



July 2020

Dear Parents and Carers,

### **Letter from the Board of Governors of Banstead Community Junior School**

As the academic year draws to a close it is important that the School Governors take the opportunity to reflect on the activities of the school over the past year. Celebrate the school's many successes while preparing for the ongoing challenges and/or opportunities Autumn 2020 may present, not least due the Covid-19 global pandemic and its ongoing impact on us all.

#### **About the Governing Body**

The Governing Body is responsible for overseeing the management side of a school: strategy, policy, budgeting, and staffing. Its members give their time freely to support the school leadership whilst, at the same time, holding them to account for the results achieved.

The school's objectives are to provide an outstanding level of educational performance alongside enabling all students to excel in sports and the arts. In short, "developing pupils to become lifelong learners." To reach these goals the governing body supports the Head Teacher, the schools' leadership team and all staff in maintaining a high level of engagement, behaviour management and teaching excellence in the school. This educational offer is made available to all children, whether they are disadvantaged, have disabilities or special/unique needs.

To achieve this, the Governing Body has two main sub-committees:

1. *The School Resources Committee.* This is responsible for providing the facilities required to enable our children to have the best possible experience in their education. Committee members are concerned with the non-teaching aspects of our operations such as finance, staffing, premises, maintenance, safety and safeguarding.
2. *The Teaching and Learning Committee.* This is responsible for the content of our educational offer (the curriculum) and committee members work closely with our staff and school managers to ensure that all children achieve highly and make excellent progress from their starting points.

In 2017 the Board of Governors also agreed three priorities for the school that we continue to work towards:

1. Consistency in Teaching Quality (and high academic results)
2. Sound Financial Management
3. Improved Communication

#### **Response to Covid-19**

It is fair to say this has been an exceedingly difficult academic year with all the distress and disruption caused by the Covid-19 global pandemic. In such unprecedented times, it has not been easy to plan and find way to enable students to continue their education. However, throughout all this the school's priority has always been the safety of all pupils, staff, and connected families.



Since the lock down was announced almost four months ago, on 23<sup>rd</sup> March, the governors have continued to support the school's leadership in all the difficult decisions that had to be made regarding things like provision for children of key workers, those deemed vulnerable or those with special educational needs. Where possible, governor meetings were held over Zoom so matters such as school finances, premises, Health & Safety, safeguarding, staffing etc., could still be discussed and moved forward.

Right up to the 28 May 2020 when, according to government guidelines, year 6 students were allowed to return to school, the governors convened an extraordinary meeting to review the school's preparations for this. The aim was to build on the existing provisions while still ensuring parents were confident their child could return to BCJS in a safe and structured way.

We appreciate this is not the ideal way for our year 6 students to end their time at BCJS. However, Covid-19 aside, we hope they will still look back at their 4 years at BCJS and remember their time here with the same fondness with which we will remember them. We wish them all the very best for the next stage of their education.

Behind the scenes there was also the hard work of non-teaching staff, such as the office staff and premises manager to make the required adjustments to facilitate these student's safe return to school. Things like purchase PPE, wipes, liquid soap, 200 litres of hand sanitiser had to be purchased and distributed across the school. The physical re-arranging of all the classroom tables so pupils were 2m apart, making sure all pupils had their own sanitised tray, etc. was also required.

Despite the recent disruption, the Governors of BCJS remain committed to ensuring that every child leaves our school ready for the next stage of their academic development. Our aim is that all the children are ready academically, emotionally and socially for the next stage of their education. This could not be achieved without the commitment of a team of professional and experienced teaching staff who have all worked especially hard to deliver this year.

Although the uncertainty around what things will look like in September continues, the board is committed to supporting the school in making the right decisions for all involved. Like you, we await the next set of Government advice & guidelines. Following these, further guidance will be issued before the start of term so parents and carers remain confident their child will return to BCJS in a safe and structured way.

Some good news for the children returning in September is that the renovation project of the swimming pool area is now complete. The pool has been filled in and a new surface has been laid. We also have the amazing addition of a wooden castle which will be finished and painted over the summer holidays by our talented Premises Manager.

The PTA have worked hard to raise some funds to go towards the castle materials and they will be looking for further contributions to go to Phase 2 of the project. Phase 2 will enable the school to purchase exercise machines, table tennis tables and picnic benches to go into this area. Although financial times are difficult, if anyone knows of any companies that would contribute to this project please email the PTA [pta@bcjs.org.uk](mailto:pta@bcjs.org.uk).

The Governors would like to extend their thanks to Mrs Humphrey for all her hard work as the school's Inclusion Manager and wish her well in her new role. We would like to welcome the new staff who will be joining us and hope they enjoy their time at BCJS.



On behalf of the Board I would like to say a huge heartfelt thank you again for your ongoing support of the children, staff and running of the school over the last year. It certainly hasn't been easy for anyone. However, as the lock down restrictions ease, I hope you can all find a way to enjoy a well-earned summer break.

Kind regards,

David R Parker  
Chair of Governors  
On behalf of the Board of Governors of Banstead Community Junior School



## Congratulations

Congratulations to Mr Spencer and his partner who are expecting a little girl towards the end of the Summer holidays, we have presented them with a hamper of goodies to help them along.





## **A message from Mrs Humphrey**

Dear Pupils, Parents, Carers, Families and Staff of BCJS

Under 'normal' circumstances, I would have had a better opportunity to say goodbye to you all, though I'm hoping that you will all find this message a fair compromise!

I have been at BCJS for seven academic years, but have now accepted a new opportunity to work with many different West Sussex schools as an adviser. I take with me many fond memories and a wealth of experience from BCJS.

### **To the pupils:**

I wish you all good luck and happiness in your futures. Most of you already know what wonderful young people you are: but to those of you who don't yet see it, I truly hope that one day you will see what I (and your teachers) see. You are all amazing and your resilience during the recent lock down has been incredible.

### **To Year 6:**

I wish you an amazing onward adventure into your next schools. I have every faith that you'll flourish and become a wonderful group of young adults. Keep trying, keep going, keep believing in yourselves.

### **To parents, guardians, carers and families:**

Thank you for the trust you have invested in my team and I to support your children. Thank you for being open and sharing (sometimes sensitive) information with me in order to support your families.

I probably don't need to tell you how amazing your children are, but wanted to say so any way! Please don't worry: Miss Wood will take good care of 'inclusion' here at BCJS – I truly am leaving my past seven years of hard work in excellent hands.

### **To my team and all the staff at BCJS:**

It has been a privilege working with you. I couldn't ask to be part of a more dedicated team. You have all worked tirelessly to support our pupils both throughout Covid-19 and in 'normal' times. I will miss you all a great deal. Moving on to a new post has been one of the most difficult professional decisions that I have ever had to make.

I wish you all every happiness in the future.

Mrs Gemma Humphrey



### TERM DATES

TERM DATES	
1 <sup>st</sup> & 2 <sup>nd</sup> Sept 2020	INSET DAY school closed for pupils *
3 <sup>rd</sup> & 4 <sup>th</sup> Sept 2020	Planning Days school closed for pupils
7 <sup>th</sup> Sept 2020	Autumn Term Begins
26 <sup>th</sup> – 30 <sup>th</sup> Oct 2020	Half Term
18 <sup>th</sup> Dec 2020	Autumn Term Ends (1.20pm. <i>EARLY CLOSURE</i> )
4 <sup>th</sup> Jan 2021	INSET DAY school closed for pupils*
5 <sup>th</sup> Jan 2021	Spring Term Begins
15 <sup>th</sup> – 19 <sup>th</sup> Feb 2021	Half Term
1 <sup>st</sup> April 2021	Spring Term Ends (1.20pm. <i>EARLY CLOSURE</i> )
19 <sup>th</sup> April 2021	Summer Term Begins
28 <sup>th</sup> May	INSET DAY school closed for pupils*
31 <sup>st</sup> May – 4 <sup>th</sup> Jun	Half Term
7 <sup>th</sup> June 2021	INSET DAY school closed for pupils*
21 <sup>st</sup> July 2021	Summer Term Ends (1.20pm. <i>EARLY CLOSURE</i> )

We have worked alongside Mr Burbidge at Banstead Infants to ensure that as many dates as possible correlate between the two schools including INSET days. These are shown with the \*. Thank you for your understanding that this cannot be possible for all dates.



# Parent Information

Please be reminded of the School's policy in relation to taking pupils out of school without authority. This Policy is available on the school's website for you to read, but we have included the salient paragraphs for you below.

**Just to reiterate it is no longer possible for the Headteacher to approve holidays within term time.** If you have exceptional circumstances as to why a pupil needs to be taken out of school you must, **before** you do so, get the approval of the Headteacher.

## **Circumstances when a Penalty Notice may be issued:**

- A Penalty Notice may be issued to parents/guardians who are failing to ensure their child's regular school attendance and are failing to engage with supportive measures to improve attendance proposed by the school or Education Welfare Officer.
- Where a pupil is taken out of school (e.g. for a holiday) during term time for 10 sessions or more without the authority of the Headteacher, **each parent** is liable to receive a Penalty Notice for each child. In these circumstances, a warning will not be given where it can be shown that parents had previously been warned that such absences would not be authorised.
- Pupils identified by Policy and Education Welfare Officers engaged on Truancy Patrols and who have incurred unauthorised absences.
- Late arrivals after the close of registration, on 5 occasions during a half-term. The lateness will be recorded in accordance with the Punctuality/Lateness section of our School Attendance Policy.
- **With the exception of unauthorised holidays taken in term time, parents/guardians will be sent a formal warning of their liability to receive such a Notice before it is issued.**



## Lost Property

Please make sure that all of your child's possessions are clearly labelled with their name as this will make it easier for us to return an item if it is lost. Any that cannot be reunited with its owner can be found in the lost property box situated between the two buildings.



## Press and Media

We've had lots of positive articles in the local press this term. These can be seen displayed outside the hall or you can go online to either Surrey Mirror or Epsom Guardian and use their search facility. We have included some photographs of previous events on the last page.



## Parking

Unless prior permission has been sought, please do not park in the school car parks as they are for staff and visitors only. We would expect all parents to park considerately and in a way that would not risk the safety of other road and path users, especially at the entrance to either of the school car parks or the Youth Club car park.