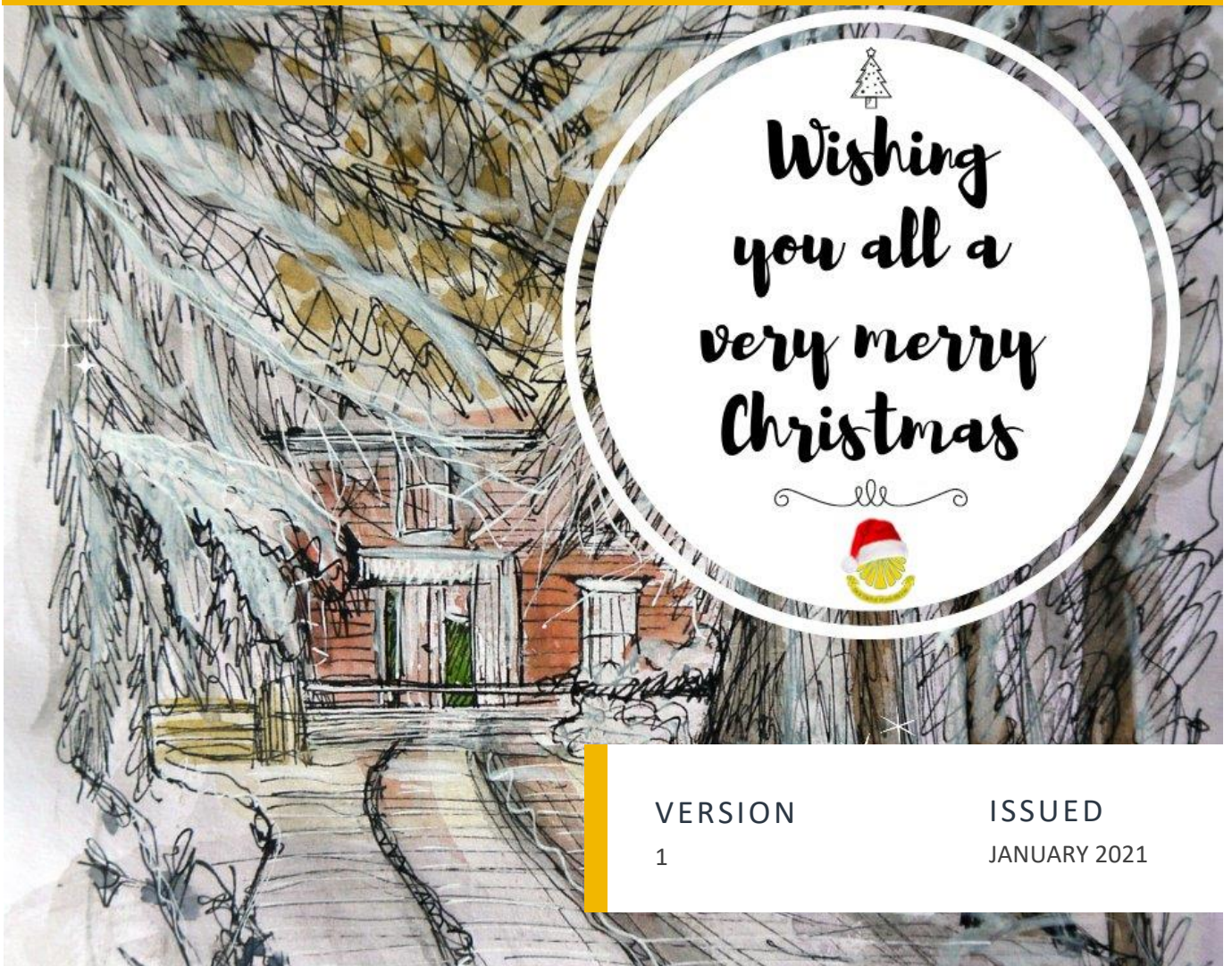




ST. JAMES' SCHOOL

LENT 2021

ESSENTIAL INFORMATION FOR
PARENTS



VERSION
1

ISSUED
JANUARY 2021

SUCCESS THROUGH PEOPLE



OUR PHILOSOPHY

St. James' School is built upon the tenet of family; caring, encouraging, supporting, and inspiring. Deliberately small, we passionately believe an extraordinary education is built upon strong, trusting relationships. At St. James', these are immediately obvious.



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WORDS FROM THE HEAD



My congratulations and thanks to all the pupils and staff of St. James' School for helping us navigate the Michaelmas term with relatively little disruption.

Sadly, COVID-19 has no plans to disappear just yet, in fact, the recent mutations suggest it is digging in for a little longer. We are, unfortunately, set for more of the same in the Lent term...

You may have already seen in the media that the government wish schools to implement mass testing of (senior) pupils and staff. In the hope this will reduce disruption and keep us all safer, we will *opt-in* to this programme and strive to be ready to begin testing on Tuesday 5th January 2021.

The Lent term is always the shortest and most intense term. For our Year 11 and 13 pupils it is vital that we complete their GCSE and A-Level courses

by Easter, and for the other years, that the pace of learning remains high.

I hope you enjoyed a restful Christmas with the family you were able to see and are suitably recharged; we have a lot to do.

Have a great term everyone!

Richard Murray

WHAT DATE IS MY CHILD ALLOWED TO RETURN TO ST. JAMES'?

ALL children in Nursery, Pre-Prep, and Prep can return on Tuesday 5th January 2021 as normal. Drop off and collection times are *unchanged* and are detailed later in this document.

Students in Years 11 and 13 can return on Tuesday 5th January from 8.30am

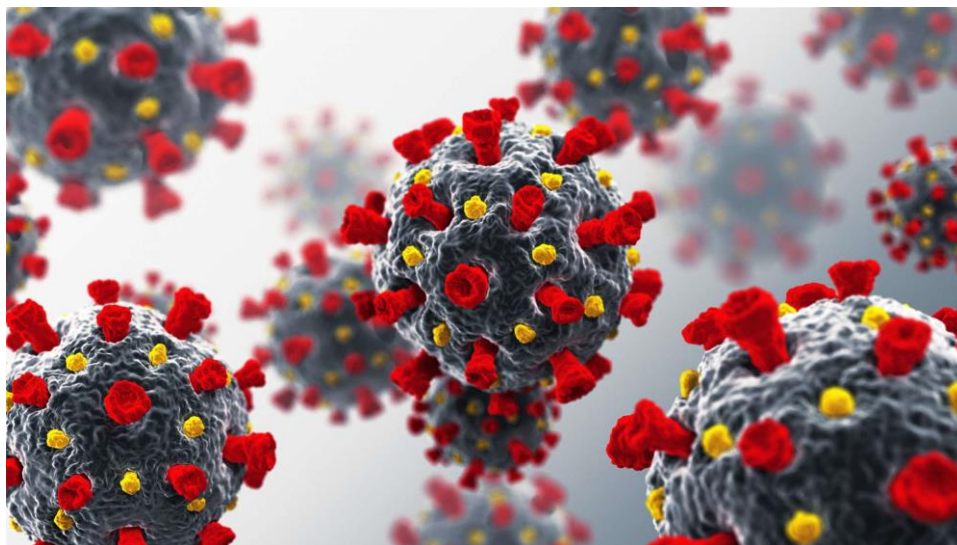
Students in Years 7, 8, 9, 10, and 12 cannot return to St. James' before Monday 11th January 2021 ***unless one of their parents is a critical worker.***

If you require your child(ren) to attend please could you let the Headmaster know by Monday 4th January 2021. He can be contacted via his email address:

headmaster@saintjameschool.co.uk

Online lessons will begin for Years 7, 8, 9, 10, and 12 on Tuesday 5th January 2021 following the usual lesson timings.

COVID-19 ADJUSTMENTS



UPDATES FOR JANUARY 2021

As we broke for Christmas the government released details of a significant change to schools' approach to COVID-19 – **optional mass testing**.

It is not mandatory that schools implement mass testing in their setting, but as I believe regular testing will help protect us all, we shall seek to do so at St. James'.

Detailed information is in short supply at present, but some FAQs are answered by the DfE here:

<https://dfemedia.blog.gov.uk/2020/12/15/mass-testing-in-schools-your-questions-answered/>

Or the following information has been created for parents:

<https://dfemedia.blog.gov.uk/2020/12/17/coronavirus-screening-for-secondary-and-college-students-in-the-first-week-of-the-spring-term-your-questions-answered/>

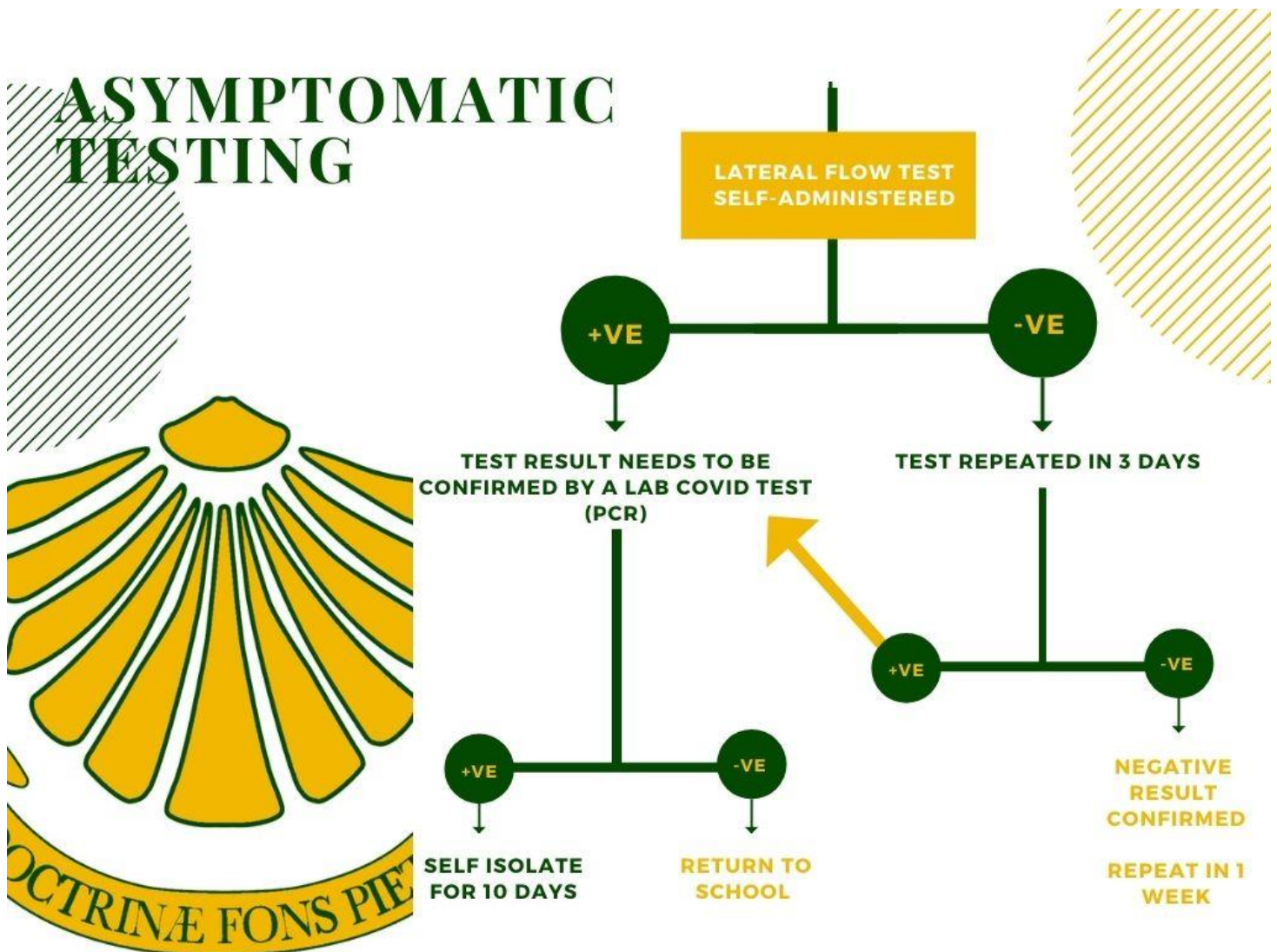
ALL OTHER MITIGATIONS AND PROCESSES REMAIN UNCHANGED FROM THE MICHAELMAS TERM. TESTING DOES NOT REMOVE THE NEED FOR THESE.

ASYMPTOMATIC TESTING

From January, schools and parents will have the option of having their children tested for COVID, whether or not, they are showing any symptoms.

These tests can be/are then repeated weekly after an initial pair of tests.

Senior department pupils will self-administer these tests, but staff oversight and processing will be required.



PROCESS – Week commencing 4th January 2021

- Year 11 and Year 13 will be tested on the morning of Tuesday 5th January 2021*
- Years 7, 8, 9, 10, and 12 will be given specific time slots during the remainder of the week
- Staff can collect tests and self-administer at their convenience
- Pupils will be tested in a marquee placed on the Senior playground
- They will access it via the pedestrian gate of College Street
- They are then required to wait for their result in the Masters' Room, which will be setup as a socially distant waiting area. Approx 30 mins
- Pupils in Years 7, 8, 9, 10, and 12 will return home once their result is known

*provided testing and PPE equipment have arrived

PROCESS – after initial pair of tests

- Pupils in Years 7, 8, and 9 will be tested during their PSHE lessons each week
- Sixth Form Pupils will be tested on Monday lunchtimes
- Years 10 and 11 will be tested on Friday lunchtimes
- Absent pupils will be swept up individually on their return to school

NHS
Test and Trace

HOW TO DO YOUR TEST

WHILE THIS IS A SELF-SWAB TEST, THERE WILL BE A TESTING HELPER WHO WILL OVERSEE THINGS AND PROVIDE HELP IF YOU NEED

- 1** YOUR COVID-19 TEST WILL BE SCHEDULED. IF YOU ARE UNDER 16, YOUR PARENT / CARER WILL HAVE CONSENTED
- 2** YOUR TEST WILL BE FAST AND WHILE IT MIGHT FEEL A LITTLE UNCOMFORTABLE, IT WON'T HURT YOU
- 3** BLOW YOUR NOSE IF NEEDED. WASH AND DRY/SANITISE YOUR HANDS. REMOVE THE SWAB BEING CAREFUL NOT TO TOUCH THE SOFT PART
- 4** OPEN YOUR MOUTH WIDE AND USE A MIRROR TO LOOK AT THE BACK OF YOUR THROAT, THEN USE THE SWAB TO RUB FIRMLY 4 TIMES ON EACH SIDE

10 SECS

- 5** REMOVE THE SWAB CAREFULLY WITHOUT TOUCHING YOUR TEETH, TONGUE OR GUMS
- 6** GENTLY PLACE IT ABOUT 2-2.5 CM INSIDE ONE OF YOUR NOSTRILS. ROLL THE SWAB 4-5 TIMES ALONG THE LINING OF THE NOSTRIL, THIS WILL TAKE 10-15 SECONDS
- 7** AFTER THIS, YOU'RE DONE, GENTLY REMOVE THE SWAB BEING CAREFUL NOT TO LET ANYTHING TOUCH THE TIP
- 8** YOUR SWAB CAN THEN BE PLACED IN A TUBE FOR TESTING, THIS TAKES ABOUT 30 MINUTES
- 9** YOUR SCHOOL / COLLEGE WILL CONTACT YOU OR YOUR PARENT / CARER WITH THE RESULTS AND LET YOU KNOW WHAT HAPPENS NEXT

FURTHER INFORMATION & CONSENT

We require parental consent in be able to administer these tests – **they are optional, not compulsory.**

If you wish to read more about these tests, further information can be found on our website in the News section:

<https://www.saintjameschool.co.uk/news/?pid=46&nid=11&storyid=42>

If you wish your child to be tested*, we require you to complete a consent form, which needs to be returned to kirsty.jennings@saintjameschool.co.uk by 9.00am on Tuesday 5th January 2021. The consent form can be downloaded here:

[Consent Form](#)

**PLEASE NOTE THIS IS ONLY AVAILABLE TO PUPILS IN THE SENIOR DEPARTMENT CURRENTLY*

TESTING ACCURACY?

Negative Lateral Flow test results are not as accurate as PCR tests and recent studies suggest they *can* deliver false negative results.

It is vital that in conjunction with testing social distancing, hand sanitising, use of face coverings etc., are all maintained.

SOCIAL DISTANCING, BUBBLES & HYGIENE

For the full government guidance for the full reopening of schools in January – [click here](#)

SOCIAL DISTANCING

Within schools there is **no requirement** to enforce a *specific* social distance, either 1m or 2m.

We **must**, however, **minimise contact** between individuals and remove contact between certain bubbles.

Staff may interact with any/all bubbles without restriction.

HYGIENE

- Upon arrival to the school all pupils will sanitise their hands with Zoono.
- Additional hand sanitiser will be readily available.
- Pupils will wash hands **regularly**. For example: after break, before and after lunch, or when transitioning between activities.
- Between classes desks/tables/toys/resources will be disinfected and wiped down.

STAFF SHIELDING

On current evidence, PHE and DHSC advise that schools are **not** currently considered high risk settings when compared to other workplace environments. All staff, including those who are clinically extremely vulnerable, are required to attend St. James' School to teach.

BUBBLES

The purpose of **bubbles** is to support the *track and trace* system and quickly identify the people a confirmed carrier of COVID has been in contact with.

If bubbles are too small, our ability to operate to ensure that both **enrichment and academic** activities are possible is greatly restricted.

The School will divide into **four main bubbles**, by department: **Nursery & Reception, Prep ½, Prep 3/4, Prep 5/6, Years 7/8/9 and Years 10-13.**

The Prep and Senior bubbles will **subdivide** as follows:

Years 3/4 and Years 5/6
Years 7/8/9 and Years 10/11/12/13

Additional **mini bubbles** can be formed by:

- Boarders
- Pupils who use the school buses
- Extra-curricular clubs with fixed membership

And these bubbles **can** interact with the other bubbles. In this way, we can operate enrichment activities across year groups.

FIRE / EVACUATION

In the event of a fire, or the fire alarm sounding as a drill, the **usual procedures will be followed.**

[Fire Procedures – click here](#)

For the full ST. JAMES' SCHOOL COVID-19 Reopening Policy and Risk Assessment – [click here](#)



ST. JAMES' SCHOOL

COVID; A GUIDE FOR PUPILS

1 KNOW THE COVID SYMPTOMS

- A new continuous cough
- High temperature
- A loss of, or change in your usual sense of taste or smell

2 BUBBLES

St. James' is divided into the following six bubbles:

Nursery & Reception	Prep 1 & Prep 2	Prep 3 & Prep 4
Prep 5 & Prep 6	Years 7-9	Years 10-13

3 SOCIAL DISTANCING

Whenever possible try to maintain at least a 1m distance from other people.

We are aiming to *minimise* contact between individuals

4 FACE COVERINGS

Face coverings should be worn when:

- transitioning between lessons
- when indoors during wet break/lunch
- using School Minibuses

Pupils may wear face coverings at any other time they wish to.

5 HYGIENE

You **must** sanitise your hands on arrival at school.

Wash your hands regularly, and re-sanitise between each lesson, after break, and both before and after lunch.

6 TRAVEL & QUARANTINE

All pupils and visitors arriving at St. James' will be screened regarding any recent travelling.

Where necessary, pupils will be required to self-isolate before being allowed to integrate with the other boarders and the school community. This can only be accommodated at St. James' at the beginning of an academic term.

The 'Safe List' of travel corridors changes regularly. Boarders should plan ahead for half-terms and holidays, considering that remaining in the UK may be safer. Host Families can be arranged with sufficient notice.

7 SUPPORT & WELLBEING

We are here to support you if you are anxious or unsure of anything COVID related. Speak to your Form Tutor, Head of Section or the School Nurse.

IF YOU FEEL UNWELL

Report to the School Nurse immediately

If you believe it to be COVID:

- use outdoor routes to the Medical Room if possible
- wear your mask
- keep 2m from other people, or if this is not possible, MAXIMISE separation



WHAT HAPPENS IF COVID COMES TO ST. JAMES'?

SHOWING SYMPTOMS? WHAT SHOULD I DO?

When a pupil or staff member develops symptoms of coronavirus (COVID-19): **a high temperature, new and persistent cough or a loss of, or change in, normal sense of taste or smell (anosmia), however mild**, they should self-isolate for at least 10 days from when the symptoms started.

If your child develops these symptoms at home, **please keep them at home** and inform the school as soon as you are able. Pupils and staff members exhibiting these symptoms will be sent home immediately.

BUT MY SYMPTOMS ARE NOT COVID...

Please err on the side of caution when assessing possible COVID symptoms. Whilst colds and flu are common at this time of year, COVID is seemingly more prevalent, and easily confused with these less dangerous infections. If in doubt, please keep your child at home.

We strongly recommend any children displaying possible COVID symptoms are tested.

WHAT IF SOMEONE TESTS POSITIVE?


Where the pupil or staff member tests positive, the **rest of their year group or bubble will be sent home and advised to self-isolate for 10 days**. The other household members of that bubble do not need to self-isolate unless the pupil or staff member they live with subsequently develops symptoms.












[How Long To Self Isolate Advice](#)

For any/all bubbles in self-isolation, our Home Learning programme will be immediately reinitiated.


RECOGNISING COVID; COMPARISON WITH COLD & FLU



Recognising Coronavirus (COVID-19) Symptoms 

Symptoms	Covid-19 Symptoms range from mild to severe	Flu Rapid onset of symptoms	Cold Gradual onset of symptoms
 Fever (37.8C or above)	Common	Common	Rare
 Fatigue	Sometimes	Common	Sometimes
 Cough	Common (usually dry)	Common (usually dry)	Mild
 Sneezing	No	No	Common
 Aches and pains	Sometimes	Common	Common
 Runny or stuffy nose	Rare	Sometimes	Common
 Sore throat	Sometimes	Sometimes	Common
 Diarrhea	Rare	Sometimes (for children)	No
 Headaches	Sometimes	Common	Rare
 Shortness of breath	Sometimes	No	No
 Loss of taste or smell	Common	No	Sometimes

Common symptoms are highlighted in green as a comparison. For more information visit: www.nhs.uk/conditions/coronavirus-covid-19/symptoms

 **Lincolnshire**
COUNTY COUNCIL
Working for a better future



DROP OFF & COLLECTIONS

ENTRANCES, EXITS & STAGGERING

We will continue to implement staggered drop-offs* and collections, utilising different entrances and exits to the School site.

- **Nursery – enter/exit via the Pre-Prep Building**
 Drop off: from 8.00am Collection: upto 6.00pm*
 *depending upon your child's sessions
- **Reception - enter/exit via the Pre-Prep Building**
 Drop off: from 8.30am Collection: from 3.30pm-3.40pm
- **Prep 1 & Prep 2 – enter/exit via Main Reception**
 Drop off: from 8.30am Collection: from 3.30pm-3.40pm
- **Prep 3, 4, 5 & 6 – enter/exit via Pelham Road entrance**
Prep 3 & 4
 Drop off: 8.40am-8.50am Departure: 3.40pm-3.50pm
Prep 5 & 6
 Drop off: 8.30am-8.40am Departure: 3.50pm-4.00pm
- **Senior – enter/exit via the Markham Hall Entrance**
Years 10 – Year 13
 Drop off: 8.30am-8.40am Departure: 3.50pm-4.00pm
Years 7 – Year 9
 Drop off: 8.40am-8.50am Departure: 3.40pm-3.50pm

**Siblings can arrive/leave together but should use the correct entrance/exit.*

REPORT DEADLINES & PARENT MEETINGS

Reports need to be entered in the correct format into Engage by the following dates*:

LENT 1ST HALF

- Senior Interim Reports due Friday 5th February 2021 12.00pm

LENT 2ND HALF

- Senior End-of-Term reports due Friday 12th March 2021 12.00pm (Interim Format)
- Parental Consultations for Pre-Prep TBC

TRINITY 1ST HALF

- Senior Interim Reports due Friday 21st May 2021 12.00pm

TRINITY 2ND HALF

- Pre-Prep, Prep* and Senior* End-of-Term reports due Friday 25th June 2021 12.00pm
- Pre-Prep and Prep Parents Meetings on Tuesday 29th and Wednesday 30th June 2021 (times TBC)
- Senior: Year 7/8 Parents meetings Tuesday 29th June 2021, Year 9/10 Wednesday 30th June 2021 and Years 11/12/13 Thursday 1st July 2021 (times TBC)

** all deadlines subject to change with sufficient notice.*

LINKS TO IMPORTANT DOCUMENTS

The links below are to the school policies we are required to publish to parents, which are always available on the school website. Please familiarise yourself with them:

- [Staff Code of Conduct](#)

- [Safeguarding Policy](#)

- [Equality and Diversity Policy](#)

- [Anti-Bullying Policy](#)

- [Complaints Policy](#)

- [Whistleblowing Policy](#)

TIMETABLE

LENT 2021

DUE TO SMALL CHANGES IN STAFFING AT CHRISTMAS, IT HAS BEEN NECESSARY TO ALTER THE SENIORSCHOOL TIMETABLE.

From Tuesday 5th January 2021 Senior department lessons will follow a new schedule, which can be accessed via the link



LIVE TIMETABLE

Our timetable is created online with Prime Timetable and always available for you to view via the link:

[LENT 2021 LIVE](#)
[timetable](#)

How to find a Year Group / Pupil Timetable

TO FIND A CLASS

St James' School

2020

Year Group	Class	Teacher
Reception	R EFH	R EFH
Sparrows	R EFH	R EFH
Lower Sixth	L SC	L SC
Upper Sixth	U SC	U SC
Prep 1	P1 SC	P1 SC
Prep 2	P2 SC	P2 SC
Prep 3	P3 SC	P3 SC
Prep 4	P4 SC	P4 SC
Prep 5	P5 SC	P5 SC

- Click on the link [LENT 2021 LIVE timetable](#)
- Click on the required CLASS on the left-hand side of the screen

TO FIND A PUPIL

St James' School - Lower Sixth

2020

Time	Class	Teacher
09:00	Shamsa Dean BARNBY	WIF BROUGHTON
09:40	Erfan GHAROUNI ESFAHANI	Ho (Anthony) LAI
09:45	[Redacted]	[Redacted]
10:25	[Redacted]	[Redacted]
10:50	History Dave Ross	Geography Eve Darwood
11:00	Business SharleneYT	Chemistry Dr Ian Theakel
11:05	Business Tudy Harris	Chemistry Dr Ian Theakel
11:15	Business SharleneYT	Chemistry Dr Ian Theakel
12:20	Business Tudy Harris	Mathematics Elizabeth
12:30	Business SharleneYT	Mathematics Elizabeth
01:00	Physics Dr Ian Theakel	Spanish Nancy
02:00	Physics Dr Ian Theakel	Spanish Nancy
02:15	Physics Dr Ian Theakel	Spanish Nancy

- Click on the link [LENT 2021 LIVE timetable](#)
- Click on the required CLASS on the left-hand side of the screen (as before)
- Hover the pointer over the circled icon and a list of pupils will appear (only in Years 10 and upward)
- Click on your child's name

Printed copies will be provided to students on their return to St. James' in the first Form Period.



ST. JAMES' SCHOOL



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