

5<sup>th</sup> October 2020

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Dear Parent/Carer,

*Believe and Achieve*

**Update: COVID-19**

As you know, we had an external review last week of our COVID-19 risk assessment and its implementation within the school. I am pleased to report that the reviewer stated that we were consistently implementing the measures outlined in our risk assessment. This is a reflection of how well both pupils and staff have adapted to new routines so we are grateful to both for their continued efforts to ensure the safety of all.



The reviewer identified several additional measures that we could take to enhance our risk assessment. These are outlined below with details of the actions we intend to take.



1. **Consider signage reminding people of the COVID-19 symptoms and if they are experiencing any of these, to not enter the reception area and instead phone the school and rearrange their appointment.**

We will create and add this signage to the outer reception doors.



2. **Consider duty staff being visible during lesson change over to reinforce the face covering expectation and reinforce during tutor time.**

We have asked staff to 'threshold', meaning that they will stand in the doorways of their classroom during transition to monitor face coverings and use of the one way system. Other staff will monitor the atrium and stairwells. We will also issue weekly reminders in tutor time assemblies.



3. **Consider leaving a greater contact time for the D10 disinfectant to be effective on classroom desks.** This week, we will trial teachers spraying tables down at the end of the lesson and then students of the following class wipe down the desks on entry.



4. **Consider sending staff with individual risk assessments the Trust Wellbeing details to enable them to get additional support should they feel it is needed between risk assessment reviews.**

We will share these details with our staff who have individual risk assessments.



5. **Consider reminding parents/carers that visits to reception should be by appointment only.**

We ask that you do not visit reception without an appointment unless it is an emergency (e.g. there is risk of significant harm). If you cannot get through to the school on the telephone, email our receptionist on [TAL@stjamesexeter.co.uk](mailto:TAL@stjamesexeter.co.uk).



Attendance notifications can be sent to [attendance@stjamesexeter.co.uk](mailto:attendance@stjamesexeter.co.uk).



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**6. Consider removing the pre-ordering of food and implementing staggered access to the canteen for each year group/bubble to avoid pupils entitled to FSM not ordering and receiving their lunch.**

From Wednesday 7<sup>th</sup> October, we will trial opening the canteen at lunch time to pupils in years 7-10. These pupils will not need to pre-order. Each bubble will have its own slot to avoid contact with other groups and cleaning will take place between groups. Due to timings and limited capacity in the catering area, year 11 pupils will need to continue to order and collect their food from the agreed collection points.

We hope that these changes will further improve the safety of our pupils and staff. We are reviewing our risk assessment weekly and will continue to inform you of any significant changes.

We would also like to take this chance to remind you of the need for your child to bring a warm and waterproof coat to school as well as to wear an under-top if they are likely to get cold during the school day. Recently, the weather has been notorious, suddenly pouring with rain at the end of the school day! We noticed that several pupils walked to school in the awful weather last week without a jacket to protect them. If you do not have a coat or jacket for your child and would like support with this, please contact [TWJ@stjamesexeter.co.uk](mailto:TWJ@stjamesexeter.co.uk).

If you have any questions regarding our COVID-19 strategy, please contact me as the school's health and safety lead on [CDN@stjamesexeter.co.uk](mailto:CDN@stjamesexeter.co.uk).

Best wishes,



Clive Nevill  
*Head of Business Support & PA to the Headteacher*  
*Health and Safety Officer*