

# Parent & Carer Guide for the Full Opening of St. Wilfrid's Catholic Primary School in September 2020



We are looking forward to the full opening of school in September and welcoming all children back to school. For some children it will be their first time in school since March for others it will be a return to a more normal school experience.

We appreciate that this has been an anxious time for all and we hope that by sharing our procedures for the full opening of school with you now we will lessen some of those anxieties.

In response to the **Government's Guidance for full opening of schools** published on the 2<sup>nd</sup> July 2020 we must comply with health and safety law, which requires us to assess risks and put in place proportionate control measures which can be found in our Full Opening Recovery Plan and Risk Assessment published on the school website.

*Essential measures include:*

- *a requirement that people who are ill stay at home*
- *robust hand and respiratory hygiene*
- *enhanced cleaning arrangements*
- *active engagement with NHS Test and Trace*
- *formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable*

*How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:*

- *grouping children together*
- *avoiding contact between groups*
- *arranging classrooms with forward facing desks*
- *staff maintaining distance from pupils and other staff as much as possible*

## **Attendance**

From September it is your duty as parents and carers to ensure that your child attends school regularly.

It is the school's responsibility to record attendance and follow up absence. Where there is no legitimate reason for an absence then it will be recorded as 'unauthorised.' Unauthorised absences may result in the issuing of sanctions, including fixed penalty notices in line with local authorities' codes of conduct.

We have a duty of care to inform Public Health England of any patterns of absence or absences for particular groups so please advise school if the reason for any absence is COVID 19 related. Please follow the latest NHS guidelines on symptoms to be aware of.

Ring the school office to report absences on 01606 288022

## **Travel to and from School**

**Walking & Cycling:** Where possible we encourage all families to walk or cycle to school. We have a large bike shelter at the far end of the staff car park. The gates are locked during school hours.

**St Nicholas School Bus:** A small group of pupils use the St Nicholas School Buses. If you are one of these families, then please get in touch with the designated transport provider and find out about any restrictions to travel in September. Staff will greet children from the buses as usual and walk them down to school in the morning. At the end of the day staff will walk children back up to the bus park. From September, St Wilfrid's

staff will **not** accompany your child on to the bus. It will be their responsibility to ensure that their seatbelt is fastened.

Car: If you collect your child by car at the end of the school day there are two options.

1. Park off campus and walk down to collect your child
2. Purchase tickets for access to the St Nicholas playground that we use as a short stay car park. We have to charge a small fee for this to cover the cost of staffing the car park which St Nicholas insist upon for Health and Safety reasons.

At the end of the school day there is **NO PARKING IN FRONT OF SCHOOL**. This area is reserved for Pre-School collections only.

### **Drop off at School**

Please may we remind you that there is a 10mph speed limit on the campus for the safety of all children and adults.

In the morning we will continue with a 'Drop and Go' system whereby parents or carers drive to the front of school and their child gets out of the car. We will no longer be able to assist by opening car doors and parents will be responsible for their child(ren) alighting the car. The window for Drop and Go will be **8.15am to 8.40am**. It would be helpful if children were able to get out of the car themselves on the pavement side so that parents do not have to get out of the car which slows the whole process down. We ask that you move off as quickly as is safe to do so.

When children arrive on site on foot, by bike or car they will access school via the gate at the front of the hall. They will use the path through the staff car park to the playgrounds where they will be supervised before school by EBNO staff outside in two groups, EYFS/KS1 and KS2. Children will make their way into class from 8.30am.

We will no longer use the wooden gate to the side of St Wilfrid's Pre-School.

### **Pick up from School**

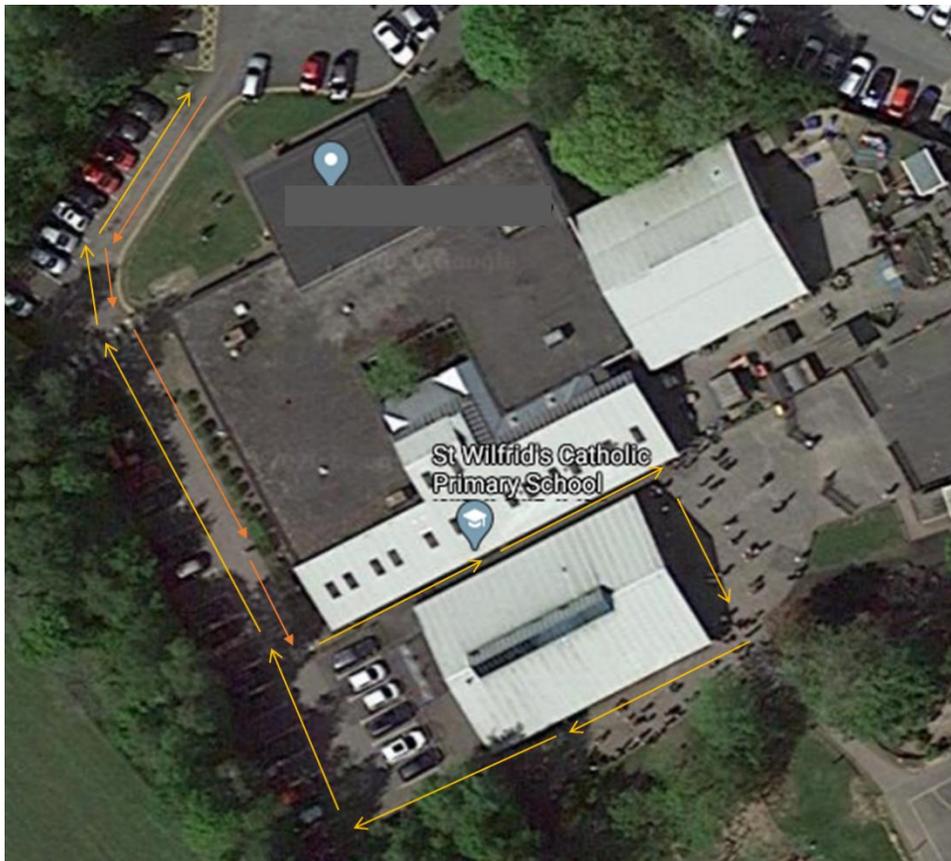
This will be very different in September and we ask for your cooperation. It is vital that groups of parents do not gather around or within the school grounds.

All children will be outside their classrooms or on the playground lined up with their teacher for 3pm.

Parents will be asked to follow a one way marked route through the staff car park (not the path) and around the Verlade building and to collect their child(ren) as they pass. It is vital that social distancing is adhered to at this time.

There will be staff around to help everyone to get used to this new system.

See map and arrow directions on the next page.....



**Wrap around care - Early Birds and Night Owls (EBNOC)**

For the first half term it will be necessary to alter the way in which we operate our wrap around care so that we are in line with government guidelines.

We issued a survey to parents in July to gauge the level of provision that would be required.

We are able to offer three groups; one for EYFS and KS1, a separate bubble for KS2 and a separate group for the 'half hour line.'

It will be necessary to book in advance for the half term so that we can plan the number of staff required to supervise.

We are no longer able to use the Pre School for EBNOC as there is insufficient time to thoroughly clean it between groups of children. Therefore, we will no longer be able to provide breakfast so children will need to bring their own.

<b>EBNOC</b>	<b>EYFS &amp; KS1</b>	<b>KS2</b>	<b>Half Hour Line</b>
<b>7.30am - 8.30am</b>	Upper Playground	Lower Playground	Not applicable
<b>3pm - 3.30pm</b>	Upper Playground	Lower Playground	Hall (in 2 groups)
<b>3.30pm - 6pm</b>	Outside or Library	Outside or Hall	Not applicable

## Snack

For the first two days of school (Thursday 3<sup>rd</sup> and Friday 4<sup>th</sup> September) children will need to bring their own healthy snack.

From Monday 7<sup>th</sup> September children will be able to bring their own healthy snack or order toast for playtime which will be delivered to classes. We cannot accept cash as this would increase the risk of virus transmission. Instead, parents will be able to pay for snack using the school lunch payment system.

## Lunches

The school kitchen will be providing 'grab bag' style lunches. These need to be ordered online from Dolce's, Schoolgrid. The grab bags will be collected by staff from the kitchen and brought to the classrooms where the children will eat their lunch before going out to play. All EYFS and KS1 children are entitled to universal free school meals.

Eating in classrooms will be necessary to avoid the mixing of bubbles of children and large groups congregating in one place.

## Uniform

Children will be expected to return to school wearing full uniform including sensible, safe, black school shoes, not trainers.

No jewellery is allowed other than a watch.

No earrings are to be worn in school.

Long hair must be tied back at all times. bobbles, hairbands or bows must be small and in school colours only.

<b>Summer Uniform - Easter to October half term</b>	
<b>Reception</b>	White Polo Shirt (school supplier) Navy blue cardigan or jumper (school supplier) Grey skirt, shorts or trousers Blue and white checked summer dress Safe, black school shoes (not trainers)
<b>Years 1 to 6</b>	White shirt and plain red tie Blue polo Shirt (school supplier) Navy blue cardigan or jumper (school supplier) Grey skirt, shorts or trousers Blue and white checked summer dress Safe, black school shoes (not trainers)
<b>PE Kit</b>	Red T shirt and blue shorts (available from the school supplier) Plain (no logo or design) navy joggers or tracksuit bottoms PE pumps and trainers *leggings and cycling type shorts are not allowed as part of PE kits*

On their PE days children must come to school in their PE kits which in colder weather should include plain (no logo), navy jogging/tracksuit bottoms. No leggings or cycling shorts are allowed. School jumpers and cardigans are to be worn over PE T-shirts on PE days. Sensible trainers may be worn. They will stay in their kits all day.

## Bubbles

The temporary restriction on the maximum number of children in a class being 15 has been lifted by the government for September. Children will be in their normal class groups. In order to reduce the potential spread of virus in school we will create three 'bubbles' or groups within school. There will be an expectation

that the bubbles do not mix during the school day. In the event of an outbreak of the virus in school, having bubbles means that we would potentially only have to send one group home rather than close the whole school. Any closure of part or of the whole school would be taken by Public Health England.

Reception and KS1 (Year 1 and Year 2) will be Bubble A

Year 3 and Year 4 will be Bubble B

Year 5 and Year 6 will be Bubble C

Each bubble will be allocated a set of toilets to use as well as having specific areas of the playground to use.

For our wrap around care (EBNOC) it is only possible to staff two bubbles without increasing staffing numbers and therefore costs.

Government guidance says that where specialist teaching is taking place children from different bubbles can be taught together. This will apply to our Milky Way group which will be made up of children from Bubbles B and C.

Teaching staff will stay with their bubbles. Higher Level Teaching Assistants and Teaching Assistants will be allowed to work across bubbles to provide cover and interventions.

### **Wellbeing and Pastoral Support**

The wellbeing of all our staff and pupils is of the upmost importance at this time. Staff have been trained in Trauma Recovery and how to plan a 'Recovery Curriculum.' The first few weeks in school will concentrate on re-orientating the children with school procedures, discussing worries and concerns, sharing experiences and re-building relationships between pupils and between pupils and staff. We are fortunate in school to have a wealth of experience in pastoral support and our ELSA trained staff will be on hand to support pupils.

### **Behaviour**

The school Behaviour Policy has been amended in light of the current crisis and is available on the website. We would expect all our children, parents and staff to follow the amendments to the policy and to maintain the standards of behaviour that we value so highly.

We expect that our kind, caring, respectful and supportive ethos will be as strong as ever despite the challenging situation we have found ourselves in.

### **Learning Outdoors and Fresh Air**

There will be an increased emphasis on children learning outside on the playground or on the field. We know that the virus is less likely to spread outdoors and the effects of sunlight, wind and rain mean it won't live for so long on surfaces.

Children will need to have sun cream applied each morning and have a sun hat for protection when the forecast is for good weather. It is important that children bring a jumper or cardigan **and** a coat to school **every day**. When learning in the classroom all windows and doors will be open to improve ventilation.

### **What children will need:**

- A water bottle filled with water only, **not** juice or squash. This will be taken home each day to be cleaned and filled
- A healthy snack for playtime - no chocolate, sweets, sugary snacks or crisps
- A packed lunch if they are not having a school lunch in a box which will be taken home each day for emptying and cleaning
- A small packet of tissues
- Hand cream or moisturiser if they are prone to dry skin

- Children with eczema may use aqueous cream instead of soap
- KS1 children will have their own stationery which they will keep in school
- KS2 children will have their own pack (Years 4 to 6 - please return to school with your pack from last year)
- If a bag is brought to school it **must** be a PE bag or drawstring bag. This will enable children to put them easily on the backs of their chairs. **No** large bags or rucksacks/backpacks will be allowed.
- Inhaler and / or spacer if your child has been prescribed one - all were sent home in March 2020

### **Enhanced Hygiene**

As well as soap and paper towels in each classroom we have installed two, 5 tap hand washing troughs on the playground to increase provision. Children and staff will wash their hands:

- When they enter school in the morning or from the playground
- Before and after eating
- Before and after using the outdoor gym
- Before and after using any shared equipment
- After going to the toilet

Good respiratory hygiene is essential and so the 'catch it, bin it, kill it' approach continues to be very important.

School will be cleaned more frequently through the day with particular attention being paid to contact points around school.

### **Illness**

Please do not send your child to school if they are unwell.

Children displaying symptoms of COVID 19 (please see NHS information regarding symptoms) will be isolated and parents will be asked to collect them immediately. Please see the government guidelines in our full Risk Assessment for details of how long and when self-isolation is necessary.

Please inform school immediately if you or anyone in your household has symptoms of COVID 19 or if they have been told to self-isolate.

### **Broad and Balanced Curriculum**

From September there will be a greater emphasis on PSHE (Personal, Social and Health Education) within a broad and balanced curriculum. There will be no formal 'testing' of children in the first half term but through bench marking activities and high quality teaching, gaps in learning will be identified and interventions put in place where necessary. We envisage that this next academic year will be a 'Catch Up Year'. Some children will have continued to make progress in their learning, some will have stood still and others may have regressed in their learning. As professional educators we will ensure that all children are given the tools they need to reach their potential.

### **Contacting School**

For the wellbeing of staff in school we ask that you do not enter the school building but ring or email the office should you need anything. For the first half of the autumn term we envisage that all contact will be via email or phone and all meetings will be virtual, including the Welcome Meetings and the first Parents' Evening.

July 2020