



**The Federation of Sacred Heart and St Mary's
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INFORMATION FOR ALL PARENTS

Friday 20th July 2020

Dear Parents/Carers,

This letter sets out the intended plans for the full re-opening of school to all pupils from September.

The prevalence of coronavirus (COVID-19) has decreased since schools restricted their opening to most pupils in March. The NHS Test and Trace system is up and running and the government has reassured schools that they understand more about the measures that need to be in place to create safer environments in schools. As a result, we have been asked to plan for all children to return from the start of the new academic year.

In order to effectively manage the risks that remain, things will be a bit different when children return to school for the new academic year. This letter sets out some of the changes and protective measures we will continue to have in place and what parents, carers, and children will need to do to help ensure we are as safe as possible for everyone.

The overarching principle schools have been asked to apply is to: **reduce the number of contacts between children and staff. This can be achieved through keeping groups separate (in bubbles) and through maintaining distance between individuals.**

Schools must follow and adopt a set of protective measures that reduce and prevent the risk of infection, whilst still delivering a broad and balanced curriculum.

PREVENTION:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach

5) minimise contact between individuals and maintain social distancing wherever possible

6) where necessary, wear appropriate personal protective equipment (PPE)

RESPONSE TO INFECTION:

7) engage with the NHS Test and Trace process

8) manage confirmed cases of coronavirus (COVID-19) amongst the school community

9) contain any outbreak by following local health protection team advice

STAGGERED START AND FINISH TIMES: Measures have been in place since June to prevent large numbers of people gathering at the school gates and to keep bubbles apart. We will continue to use the staggered start and finish time approach. There are new times for each year group below, so please read the table carefully. Remember to **socially distance** in lines and **maintain your distance with staff**.

We ask parents and children NOT to arrive before their allotted time. Parents MUST stand with their child until the temperature reading has been taken.

Year Group	Start Time	End Time	Gate
Nursery	8.50am	3.15pm	Nursery Gate
Reception	9.05am	3.30pm	Cabul Road
Year 1	8.55am	3.25pm	Cabul Road
Year 2	8.45am	3.20pm	Cabul Road
Year 3	9.00am	3.30pm	The pen/astro turf gate Este Road
Year 4	8.55am	3.30pm	Este Road
Year 5	8.50am	3.25pm	The pen/astro turf gate Este Road
Year 6	8.45am	3.20pm	Este Road
Hilary House	9.00am	3.30pm	Nursery Gate

Parents will not be permitted to enter the site (apart from EYFS pupils at drop off). **Please make sure to say your goodbyes, kisses and hugs in the line whilst waiting.** **We need to keep lines moving once the gates have been opened.**

Make sure to collect your child on time -prompt collection is even more important with all of these additional processes in place. **At the end of the day children will wait in their bubbles and be dismissed one at a time by class teachers at the nominated gates.**

If you have more than one child to be collected at different gates please rejoin the line for another gate. Only 1 parent should drop off and pick up per family. School staff will be at the gates to support you.

ATTENDANCE: School attendance will again be mandatory from the beginning of the new academic year. For parents and carers of children of compulsory school age, this means that the legal duty on you as a parent to send your child to school regularly will apply. Where children are not able to attend school as parents are following

clinical and/or public health advice, the absence will not be penalised. If you have concerns or worries regarding attendance, please call the office and a member of SLT will be happy to speak to you and answer any queries.

TEMPERATURE CHECKS: *We will continue to take temperatures of all children before they enter the site each morning and ask parents to remain with them until the reading is given.* This may help us to detect fever at an early stage, we realise that we cannot solely rely on this, but it is another part of our overall process which may help and give some reassurance. Any child with a temperature above 37.8 will not be admitted and will need to take a Covid 19 test. The result of the test must be given to school before a child can be readmitted.

UNIFORM: *Full school uniform is required from September.* Children will be having PE lessons outside, so please ensure your child has a PE kit on the appropriate days, and has a pair of navy jogging bottoms for when the weather becomes cooler. This is a reminder that children should only wear one pair of stud earrings to school (no hoops). These must be removed for PE. No other jewellery is allowed. The DFE guidance states that uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. We do recommend though that uniform is washed frequently in order to attain the highest levels of hygiene within the school.

CLASSROOMS: In line with DFE guidance children will be taught in class and year group bubbles. Children in Years 1-6 will be seated for the autumn term side by side and facing forward. Children will sit in a designated space and not change seats for different subjects. Children in EYFS will be following a free flow, play based curriculum with restrictions in place. To reduce contact, there will be limited numbers of children sat on the carpet with others seated in chairs around or at the back of the carpet area. Whole class teaching sessions will be no longer than 15 minutes and all classrooms will be well ventilated. It will not be possible, nor is it required, to enforce social distancing measures with children in EYFS. This means that children will come into contact with all the children in their class and they are likely to come into contact with all the children in the year group during outside free flow and lunchtimes. Staff will endeavour to maintain a 2 metre distance from each other, and from the children as the adults are statistically at higher risk. Year 1 will adopt a combined EYFS and KS1 approach, due to the age and stage of development of the pupils.

TRAVEL TO AND FROM SCHOOL: Where possible, children are encouraged to avoid public transport, particularly at peak times, and to walk or cycle to school. Where your child relies on public transport to get to school or college, and cannot walk or cycle, the [safer travel guidance for passengers](#) will apply.

FACE COVERINGS AND PPE: Public Health England does not recommend the use of face coverings in school. However, because of the risk of indoor transmission and some children's inability to social distance we have made PPE available to all staff. Your child's teacher or TA may well wear a visor or mask whilst working with your child. Your child is not required to wear face coverings in school, as it is likely that they will place themselves at greater risk by continually touching the mask during the day. Face coverings are required at all times on public transport (for children **over** the age of 11). If your child has been wearing a face covering before arriving at school, it will be important that they understand how to remove it.

Children will wash their hands immediately on arrival at school, dispose of any temporary face coverings they may have been wearing in a bin, or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again.

SITE SAFETY AND SECURITY: We will be limiting visitors to the site in the Autumn term. This will be reviewed in line with DFE guidance at half term. Parents will not be permitted to enter the site or school building (apart from Reception parents at drop off and Nursery parents at drop off/collection). Admission tours are postponed and will be reviewed for the second half of the autumn term.

LEARNING RESOURCES: For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items that are not shared. Other classroom based resources, such as books and games, can be used and shared within the class bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources with multiple small parts (e.g. Duplo in EYFS) can be used if they are frequently cleaned. In KS1 and KS2 resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. Individual year group bubbles will not share equipment at playtimes.

SCHOOL LUNCHES: Edwards and Ward will be resuming a hot lunch service from September. All children in KS1 and KS2 will eat lunch in the hall. Nursery, Reception and Hilary House will use one of the nursery classrooms. The hall and nursery classroom will only be used by one “bubble” at a time, with children sitting in a socially distanced arrangement. All tables and seats will be cleaned between sittings. The lunch break timings will be extended due to one bubble at a time only being able to use the hall. Some children may eat lunch up to half an hour later than usual. We are therefore encouraging children to bring a healthy or fruit snack to eat at playtime. Please avoid sending snacks containing nuts.

COMMUNICATING WITH SCHOOL/HOME: *Parents are not being admitted to the site or to the office in the Autumn term. We ask that all enquiries are made to the school office via telephone or email.* If the line is engaged, please leave a message and a member of the office team will get back to you. Help us to keep all children safe by ensuring that we have at least two, but ideally three working contact numbers. If a child becomes unwell or displays Covid symptoms, parents will be telephoned and expected to collect their child immediately.

RECOVERY CURRICULUM: The DFE guidance stresses the importance of providing a broad and balanced curriculum. School intends to continue with the normal ambitious and broad curriculum across all subjects from the start of the autumn term. We will make use of existing flexibilities to begin at appropriate starting points for all our children and this may mean that not all subjects are taught every term although as we return to normal working this is our aspiration. Whilst we are confident that many children will quickly ‘bounce back’ after the lockdown, we are aware that there will be some children returning who have experienced bereavements amongst friends or family or who have experienced anxiety or stress during this time. There will be a potential disproportionate effect of the pandemic on some communities and individuals and we will do all that we can to support where

appropriate - using our Up Unlocking Potential therapy service and where appropriate signposting to other organisations who might provide support.

SCHOOL TRIPS, VISITS AND SWIMMING: There will be no trips or visits during the Autumn term. We will keep this under review. We have not yet received advice regarding swimming lessons.

ASSEMBLIES: There will be no large group or whole school assemblies during the autumn term. This will be replaced by a virtual assembly watched by children from their classrooms on interactive white boards. Children will continue to hold daily collective worship in their classrooms. It is unlikely that school masses and nativities will happen later in the autumn term, but we will keep this under review.

GROUP WORK AND INTERVENTIONS. Teaching Assistants should work in classrooms wherever possible rather than withdrawing children and if they need to talk with an individual child this should take place outside to avoid the need to walk through spaces allocated to other 'bubbles'. Children working in learning spaces outside the classroom should take all equipment they require with them to the specific area. The area will be cleaned, before pupils from another bubble use the same area – i.e. a single group using the space in the morning and a single group in the afternoon.

BREAKFAST AND AFTER SCHOOL CLUBS. Breakfast Club will run in the autumn term. Children attending Breakfast Club may be brought to the front entrance from 8am by an adult. The adult must wait with their child whilst they have their temperature taken. There is a temporary limit on the number of places available. This will be reviewed regularly. Children may only attend Breakfast Club if they have been offered a confirmed place. Strict routines will be in place to keep children from different year group bubbles apart, but we cannot guarantee this. Children are likely to mix with a limited number of children outside their 'bubble' and parents should be aware that this will heighten the risk. We have made the decision that this was justifiable given that the alternative is no provision at all for working parents. After School Fruity Club is a separate provision run by Mr Cronin. Please contact Mr Cronin directly for information regarding after school care.

AFTER SCHOOL CLUBS: *There will be no before or after school clubs during the Autumn term.* This will be reviewed regularly. This means there will be no orchestra or choir as there are restrictions around large group gatherings, singing and the playing of certain instruments.

ENHANCED CLEANING REGIMES: Since some children returned on 2nd June school has been subject to enhanced cleaning. We have appointed an additional cleaner to be on site during the day – with particular attention paid to cleaning those surfaces that are frequently touched like door handles. Each classroom has an individual cleaning box. We anticipate these arrangements will stay in place until further notice.

COATS AND BAGS: *Children can bring a bag, water bottle, packed lunch, sun hat and a coat to school.* 5 children maximum will be allowed to use cloakroom at any one time supervised by an adult.

THE IMPORTANCE OF FRESH AIR: Windows and doors should be left open in most cases even as the weather gets cooler. Children may be allowed to wear coats in class with permission from their class teacher if needed. Where possible teachers

may take the opportunity to move some subject teaching or groups outside with the agreement of the Headteacher and still adhering to social distancing measures.

BEHAVIOUR: An addendum to our behaviour policy was formulated in June 2020 when the first groups of children returned to school. This remains in place. The policy can be found on the school website. We have had to change some of our expectations around pupils' behaviour and make these clear to all. In these times of heightened risk to our health, it is important that children and staff are aware that unhygienic behaviour is taken very seriously. In addition, and in order to keep ourselves 'safe, healthy and happy' children must be aware of the new requirements:

- Stay at least 1+ metres apart from each other wherever possible (with a common sense approach taken to EYFS pupils)
- Use their own specific equipment (including resources) and not share any of these
- Not share any food, drinks, cups or water bottles;
- Work, eat and play in the designated group, and minimise contact with children from other groups
- Move around school as instructed by our teacher/adult and avoiding other people
- Never cough, sneeze or spit towards another person; catch all coughs and sneezes in a tissue and throw it away (catch it, bin it, kill it), then wash hands
- Wash hands frequently (including whenever we are asked to), with soap and water for 20 seconds (e.g. by singing happy birthday twice) or with hand sanitiser if soap and water are not available

PLANNING, PREPARATION & ASSESSMENT RELEASE TIME. The government advice makes it clear that staff members can now work across groups of pupils as they are able to regulate their behaviour and maintain an appropriate, safe distance from pupils. PPA and class cover arrangements may bring additional adults into contact with groups of pupils, this will continue. In these cases, staff will maintain appropriate distance from the children for their own and the children's safety. This means that on occasions other teaching staff are permitted to teach class bubbles. Supply teachers are also permitted to work across groups to allow a broad and balanced curriculum to be taught and maintain the safe running of the school.

MUSIC: The DFE guidance says 'Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting'. Therefore we are revising our music curriculum for the autumn term 2020 so that children do not participate in any of these activities. Fortunately the school has many other possibilities for music teaching and Mr K will work with children using these alternatives.

YEAR 1&2 PHONICS CATCH UP: Children in Year 1 & 2 in September 2020 will have additional phonics sessions in the autumn term to support catch-up. Some children in Year 3 may also require additional phonics teaching.

READING BOOKS FOR HOME: *School reading books will begin to be sent home again during the Autumn term.* Any books borrowed must be 'quarantined' upon return for 48 hours before being used again. This may cause some logistical issues which we would like to explore in more detail. We also have a range of online resources available to support reading. If KS2 children want to bring a book form

home to read this will be encouraged. This book cannot be shared with any other pupils. As soon as we have greater clarity on using books in school we will make these changes.

PUPILS WITH ADDITIONAL NEEDS: We are aware that for some children with additional needs, returning to school after lockdown may cause additional anxiety or stress. Children with additional needs will be supported by the school to ensure a smooth transition. To ensure a shared understanding of pupils' pastoral needs, staff will share information prior to transition and appropriate plans will be put in place where required. In some cases, children with additional needs may require a risk assessment to be completed. This will be completed with input from the class teacher, child, parent/ carer and the SENDCo or Head Teacher. Staff will continue to be responsive to the needs of individual pupils and additional support will be provided where necessary. Small group or 1:1 support may take a different form in the autumn term so that adults and children remain safe, for example, sitting side by side, staff and pupils working at a greater distance from each other, and working in different parts of the school building. Staff who are in close contact with individual children may wear PPE. Physical contact, such as guiding a child or hand-over-hand support will be kept to a minimum and all staff working with children requiring such support are familiar with the use of preventative hygiene, including regular hand washing. Referrals to external agencies such as Speech and Language, CAMHS and the Educational Psychologists will continue. We will also support families by signposting them to organisations who may be able to provide support during this time.

CONTINGENCY PLANNING: Having learned a lot from the initial nationwide lockdown the School is well prepared should further a lockdown be imposed. *In the event of a future lockdown school would revert to an enhanced version of the arrangements which were in place during the nationwide lockdown.* Changes would include: A return to the delivery of home school learning through the online platform Class Dojo and apps such as Spelling Shed, Lexia, Mathletics and Numbots. A higher expectation is that all our children would log in to the set work and upload completed tasks to individual portfolios. We anticipate a daily contact with class teachers. If children are absent or work set is not forthcoming phone calls would be made home.

Congratulations for reaching the end of the letter. I hope it has answered many of the queries or concerns you may have had. Thank you for your continued support of our school. It is very much appreciated. We hope that you have a safe and restful break. We look forward to seeing you all in September.

Mr Brading

Executive Headteacher

Mrs Byrne

Associate Headteacher