



## Protocols for St Mary's Catholic Primary School Safety information for all parents and carers

**September 2020** updated 20.9.20

### Safety Measures to Reduce the Risk of Transmission and Based on Government Advice

#### Travel to and from school

- If possible, we are asking parents and children to walk to school.
- If driving, we recommend that the car park at the bottom of the allotments is to be used. This will support social distancing.
- Only one adult from each family to bring or collect each child/ or children from school please, unless dropping children off in separate bubbles.
- Parents and Carers will escort their children around to their child's classroom door. **Families will enter the school site via 2 separate gateways:**
  - Class 3 children will enter via the usual gate.
  - Children in Class 1 and Class 2 will enter through a gate in the staff car park. Signage will be clear and staff will be present to welcome the children.
- Whilst waiting to be invited into the classroom, children will need to stand next to their adult, who is dropping them off, until they are called by name into the classroom.
- Unfortunately, during this period we will be unable to welcome any parents into school. If you have any queries, please ring or e-mail the School Office as we have been doing.
- The staff car park will be closed to parent's vehicles and the entrance gate will need to be kept clear, because the car park is being used to access the school site by foot.
- **No children** will enter school via the reception lobby.
- **All children will need to arrive promptly** to school.

#### Drop off and Pick up

- Resulting from the school being so small and us having a car park (at the bottom of the allotments) that can be accessed for drop-offs and pick-ups, all pupils can

#### Uniform

- Drinking water is available in each classroom, so a water bottle is not required. We will provide individual cups which will be washed each evening.
- Children will **not** bring anything else from home as everything will be provided – i.e. no school bags, stationery, mobile phones.
- Please send children to school in their uniform each day.
- As children will be outdoors a good deal, a coat will be required.
- Please ensure that all long hair is tied up, plaits or "buns" are particularly suitable to reduce risk of viral transmission.
- In case of sunny weather, please apply sun-cream to your child prior to dropping them off. (the Once-a-day type is recommended)
- Children will not be permitted to wear face masks or coverings **whilst in school**, if masks are worn for the journey to school we politely request that parents keep the mask at drop off time and that it is **not** brought into school with the child.

#### PE kits

##### Classes 1 and 2:

- Please send your child to school with their PE kit as usual.

##### Class 3:

- On the day of their PE lessons, they will come to school dressed for PE. Children will be able to wear jogging bottoms to school on these days only. Preferably navy or black.

<p>be dropped off and picked-up at the same time. There will be no staggered start times for St Mary's unless we find that it is necessary.</p> <ul style="list-style-type: none"> <li>• Please follow the social distancing guidelines and signage.</li> <li>• Staff will be positioned near classroom doors ready to greet the children.</li> <li>• Children will be dismissed directly from their classrooms. Parents will stand outside their child's classroom and children will be sent out intermittently to allow families to leave the school site whilst socially distancing.</li> <li>• Parents who come to collect children please observe the social distancing guidelines.</li> <li>• If your child is walking home alone, please inform school beforehand.</li> <li>• If you arrive late, your child will stay in their classroom.</li> <li>• Please do not congregate on the school grounds at all. Please leave promptly once you have collected your child using the correct exit.</li> </ul>	
<p><b>Bubbles:</b></p> <ul style="list-style-type: none"> <li>• School will be divided into 2 bubbles: <ul style="list-style-type: none"> <li>○ Children in Class 1 &amp; 2 will form 1 bubble.</li> <li>○ Children in Class 3 will form the second bubble.</li> </ul> </li> <li>• Children will work in their classes.</li> <li>• The bubble structure will help <b>to reduce</b> the number of people children and staff have contact with each day.</li> <li>• Each classroom Bubble Group will have time slots for lunch &amp; play.</li> <li>• Each classroom has their own toilets and handwashing facilities.</li> <li>• All children will be taught by their own class teacher.</li> <li>• Outside agencies – following government guidance, we will be reducing the amount of external visitors in school and seeking other ways for our children to receive the support that they need from external professionals.</li> </ul>	<p><b>Hygiene and cleanliness</b></p> <ul style="list-style-type: none"> <li>• Children will wash their hands on entry to their classroom bubble and will be reminded to wash their hands and/or sanitise frequently during the day.</li> <li>• Tissues will be available in each classroom.</li> <li>• Classrooms, toilets and doors will be cleaned regularly, throughout the day.</li> <li>• Classroom doors and windows will be kept open to aid ventilation.</li> <li>• Visual reminders, such as songs and videos, will be used too, to reinforce the hand washing message and method.</li> </ul> <p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>• Commonly touched areas will be cleaned/disinfected at the start and end of the day and throughout the day as well. These will include toilet areas, handrails, handles for example.</li> <li>• All table tops used for lunch will be disinfected after use.</li> <li>• Where appropriate, equipment used in the Early years setting will be deeply cleaned mid-week in addition to other daily cleaning routines.</li> <li>• There will be enhanced cleaning routines across the school in all areas.</li> </ul>
<p><b>Social Distancing - In the Classroom</b></p> <ul style="list-style-type: none"> <li>• There will be no social distancing imposed between children within each classroom, but children must remain at a 2 metre distance from adults.</li> <li>• This means that each classroom is a small "Bubble" of staff and children, who have minimal contact with other people throughout the day.</li> <li>• Children will be allocated their own table and chair within the classroom, within age appropriate classes. This will not include children accessing continuous provision within Reception and Year 1, and initially for some Year 2 pupils too.</li> </ul>	<p><b>Lunch Time</b></p> <ul style="list-style-type: none"> <li>• Lunch will be served within two sittings. Our aim is to have lunch in the hall, but there will be a space in between each sitting so that the hall can be cleaned down and disinfected before the second bubble comes in.</li> <li>• Additional staffing is in place to support the additional supervision and cleaning that is needed.</li> <li>• Children have an option of a have hot lunch each day.</li> </ul>

- All tables will face forward and children will sit side by side. The tables will therefore be in rows facing forward, rather than being placed in groups. This is within pupils in year 2 upwards.
- They will not share any frequently used equipment or resources with other children. This means that children will have their own equipment where possible eg pens, pencils, scissors, glue, mathematical equipment etc
- Children will only move from their table when asked by the teacher, in age appropriate classes eg year 2 upwards.
- Lining -up times, will still be carefully managed to allow for good hygiene practices to be maintained.
- Children will remain in their allocated classroom for the day, only leaving for breaks and physical activity, with the children from their classroom.
- Whole school activities, such as assemblies, **will not** take place.
- In the classrooms, there will also be visual reminders for the staff and children about the importance of maintaining social distancing and messages regarding good hygiene practise.

- Children in Class 3 are seated in the first sitting because they eat more quickly. Staff can therefore clean and set the room up more efficiently for the next sitting.
- Children in KS 2 can bring in packed lunches, but as the children in KS1 receive Universal Free School Meals, they will all be having a school lunch unless special arrangements have been made.

**Using outside areas**

- We are keen that the children have regular time outdoors, with their classroom "Bubble Group." This is good for their physical and mental wellbeing at this time.
- There will be timetabled outdoor time both as part of their daily routine and also for break and lunchtimes.
- Separate playgrounds will be used for each bubble.
- When outdoors, children will only mix with children from their own class / bubble.
- This means children in Classes 1 and 2 will not have contact with children from the children in Class 3 at all when outside.
- Children will wash their hands prior to going outside and on entry back into the classroom.
- They will be reminded of the importance of social distancing whilst outdoors too.

**Use of toilets**

- Each classroom bubble group will use the toilets within their room.
- They will wash hands after use of the toilet and be supervised in doing so.
- Children will use sensible distancing when waiting to use the toilet.
- Only one / two children will be allowed in the toilets at one time.
- Enhanced cleaning will take place in the toilets.

**First Aid**

- Each bubble will have a first aider they can call upon.
- If children feel unwell, they must let their teacher know.
- The teacher will follow the appropriate protocol to isolate the student in order to reduce risk to others if displaying symptoms of COVID.
- A separate isolation room will be designated and equipped for the event of a member of the school falling ill. This will be the PPA room. It will be evacuated if needed, and deep cleaned following its use.
- Children falling ill during the school day will need to be collected by a parent immediately.

**Attendance**

- All children are now expected to attend full-time.
- Children who are shielding or live with someone who is shielding, are now able to return to school.

**Covid19 Symptoms**

**If you have symptoms of COVID, self-isolate for 10 days from when your symptoms started.**

- Some children who remain under the care of a health care professional may need to discuss their care with their health professional before returning to school in September.
- If, on the advice of those professionals, a child remains unable to attend school they will have access to remote education. Their absence will not be penalised.
- Usual attendance policies and procedures will be resumed.

### **Breakfast Club**

- Breakfast club will be for essential use only and children will have to be booked in with at **least 48 hours** notice, preferably booking in for the whole week ahead, to support preparation needed.
- It will not start until the week beginning 14<sup>th</sup> September.
- Children will not have the same freedom as usual. We appreciate that this will be a challenge, but they will be required to stay within their bubbles. This includes siblings.
- The hall will be divided into two zones to keep the two bubbles apart. Children will be given allocated tables and 1 adult will be allocated a bubble, so that they can serve the children their breakfast. Children will be waited upon with their breakfast and be asked to take part in table-based activities. They will not be free to roam in the hall.

The most important symptoms of coronavirus (COVID-19) are recent onset of any of the following:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)

For most people, COVID-19 will be a mild illness. However, if you have any of the symptoms above, stay at home and arrange to have a test to see if you have COVID-19 – go to [testing](#) to arrange.

- If your child is displaying Covid symptoms, please keep them at home for ten days, whilst the rest of the household self-isolates for 14 days.
- It is parents' responsibility to seek a test within 3-5 days of symptoms appearing.
- If a positive case is confirmed, then we will contact the local health protection team who will assess the situation. Individuals who have been in close contact with a confirmed case will be asked to self-isolate for 14 days.
- If there appears to be an outbreak of the virus within school, then the Bubble, or potentially the school, will likely close and deep cleaning will follow.
- Please do not send any child to school who is at all unwell.

**All staff and families will be expected to engage with the NHS Test and Trace process (please see separate sheet)**

### **Home-Learning**

- If a child is unable to return to school in September, then they will be given immediate access to remote home learning.
- Home learning will no longer be an optional activity; children not attending school will be required to follow work set.
- Teachers will continue to use Seesaw as our home learning platform, and this will be mirrored in the work completed at school.
- Work will focus on consolidating, reinforcing and reviewing key knowledge and skills, in order to ensure that this learning is not lost.
- Work will also continue to prioritise pupil emotional wellbeing.
- We are always happy to be given constructive feedback regarding home-learning, from parents and carers.
- As teachers will be teaching in class all day, responses to home learning queries may not be as frequent. Please be patient as they will respond.

### **Safeguarding**

If you have any safeguarding concerns please contact: Mrs Hill, Executive Headteacher or Mrs Walton, Deputy Headteacher **phone number 01429838294 or by email [wingatestmary@durhamlearning.net](mailto:wingatestmary@durhamlearning.net)** .

## **NHS Test and Trace**

Staff and parents/carers will need to be ready and willing to:

- [book a test](#) if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace
- [self-isolate](#) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. By the autumn term, the Academy will have a small number of home testing kits to give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.

Parents and staff to inform school immediately of the results of a test:

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if someone tests positive, they should follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.