

# St Leo's and Southmead Catholic Nursery and Primary School



**Nurture, Inspire, Succeed**

## September 2020

The content of this booklet is designed to support parents and families as we plan to return to school in September 2020.

The content is based on the guidance received from DFE, our Health and Safety Advisors (Compliance) Knowsley LA and school staff unions, as well as being informed by our own vision, mission, ethos, practices, procedures and expectations. We have also liaised and worked together with local schools and colleagues.

Please note the booklet is correct as of the date of writing. In the interim, things may change and therefore the content is subject to review and updates.

As we are currently living from day to day with the COVID crisis it is important that we try and be as flexible as possible and open to new ways of working.

The aim of this booklet is to:

- Address the major concerns and queries our families may have
- Alleviate any stress and anxiety regarding a return to school
- State the procedures relevant to parents and children
- State our intentions towards teaching and learning for children
- Answer FAQs that our families may have

## Introduction

You will have heard in the news that schools are expected to be **fully** open in September and all children are due to return.

As it stands, the government are confident that,

- with the reduction in COVID cases,
- the track and trace system
- and protective measures that will be in place in schools

it is safe for everyone to return.

I appreciate that some of you will be anxious, and this is perfectly normal under the circumstances, but, as the Headteacher, I do agree that we need to begin to move towards getting the children back into school in a safe manner so that their education is not damaged further by an even more sustained period of time off school.

As a school, we are confident that, with the support and co-operation of all of our parents, we will be able to provide as safe an environment as possible, 'catch our children up' and get them back on track. If time off school, however, was to be further prolonged, this would be increasingly difficult. We need to be able to support our children's mental health, give them routine and allow them the opportunity to re-connect with their friends and their learning as soon as possible. Hopefully, the time will be right in September for us to make these steps.

This guidance includes specific information for our school and our plans. In the following pages, we are attempting to answer as many of the frequently asked questions that we have been receiving as possible, as well as being transparent with our plans at this point.

In September, we will have the "new normal" to contend with in terms of social distancing and the impact this will have on our practices and procedures around our schools. We will have to now, more than ever, be mindful of our community. We must be careful not to underestimate the impact this lockdown and virus has had on our community. Many will have first or second hand knowledge of the virus. Many will have suffered the illness or death of a loved one during this time and they will not have had the opportunity to grieve in the normal sense.

The success of our response to the pandemic and the re-opening of schools will entirely depend on our response to the challenges that lay before us. It is important that our parents recognise that we will not have all the answers but that we will continue to do all we can to safeguard our children. A partnership of mutual understanding is needed in order for our return to school to be as successful as possible.

Remember.....we are here to help and support and I have every faith that we will be able to achieve this together. We still have a lot of time before September, I am sure that by then you will feel a lot less anxious about your child returning to school.

SAFETY is paramount for us, as it has been throughout this period, and we will not do anything to compromise this. Full risk assessments will be in place and regularly reviewed and we will make sure that school is as safe a place as it can be. As it stands, until we hear further, the time is right for us to return to school in September and, ensuring you and your children (and our staff) feel safe, is our priority.

We are very much looking forward to seeing our children and families when we return. We really have missed them since we finished in March and are looking forward to welcoming them all back!

We are keen to get our children into a routine in order to ease them back into school life and to make the transition as easy as possible. Parents can help by reading through some of this guidance with their children before coming to school.

Mrs Tambourini

### **Summer Plans**

The school will close for Summer holidays on Thursday 23<sup>rd</sup> July, and we are then due to re-open on Monday 7<sup>th</sup> September.

Remote learning and regular telephone calls will cease as we expect both teachers and families alike to make the most of the summer holidays and hopefully enjoy some freedoms to relax and prepare for a busy Autumn term.

### **Free School Meals**

FSM, for those entitled will continue throughout the holidays and parents should receive a voucher for the 6 weeks before we finish school. This will be via a new system called Edenred and over the last couple of weeks we have been preparing for this. Please note that vouchers will be received by email and you should have already have informed school of your email so that this could be organised.

## **Returning in September**

### **Re-opening**

- We will open to all children from Years 1 to 6 on Monday 7<sup>th</sup> September 2020 and attendance is mandatory. This means that all children will be expected to be in school. Shielding will have lifted for a huge majority of children as it is now deemed that with the additional measure and the reduction in cases of COVID that it is safe to do so.
- Reception will return to school on Thursday 10<sup>th</sup> September 2020.
- Nursery will return to school on Monday 14<sup>th</sup> September 2020.
- Attendance will be high on our agenda.
- If parents feel that their child should still be shielding and they have new medical evidence to support this they should contact the school.

### **Social Distancing**

Social distancing and increased health and safety measures will be here to stay for a long while and school will look different, especially in the early days. Although social distancing has been somewhat relaxed, in order to return safely to school, we must still do everything possible to minimise contacts between children and staff. Schools have been asked to minimise the number of contacts that a pupil has during the school day and to reduce movements around the school. Children will need to be encouraged and supported to maintain distance and not touch staff and their peers where possible.

The following approaches will help with social distancing,

- Forming Bubbles
- Staggered times for school to start and finish
- Introducing a drop off and collection system as we attempt to limit the number of people in the school
- Introducing restrictions on visitors

### **Bubbles**

- Normal class sizes will be in place
- Classes will form bubbles with their Class Teacher and Teaching Assistants as well as with one other class – our bubbles are:

Foundation Stage – Nursery and Reception

Key Stage 1 – Years 1 and 2

Key Stage 2 A – Years 3 and 6

Key Stage 2 B – Years 4 and 5

- Schools have been asked to minimise the number of contacts that a pupil has during the school day so the same staff will remain with the children as far as possible and other staff will avoid entering the classroom unless it is absolutely necessary.
- We will also try to keep the classes contained within their bubble throughout the day and avoid contact with other bubbles as this further supports us in avoiding cross contamination.
- Social distancing within the bubble will not be needed but children will need to maintain social distancing with teachers and adults and those in other bubbles whenever possible.
- A no touching rule will be in place as a precaution.
- Older children will be expected to avoid contact but it is understood that this is not possible for younger children and now not considered to be dangerous as transmission is low.

### **Teachers and Adults**

Advice remains that ideally, adults should maintain 2m distance from each other, and from children. Although this is not always possible, particularly when working with younger children, we will need to adhere to this whenever possible.

Teachers will need to avoid close face to face contact and minimise time spent within 1m of anyone. They will need to stay at the front of the class as much as possible and children will need to be aware of this.

### **Displaying COVID Symptoms**

Those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, must NOT attend school.

Anyone who displays symptoms of coronavirus (COVID-19) can, and should, get a test; school will advise further instructions on how to do this if needed.

If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and they will be sent to an isolation room in school whilst waiting to be collected.

### **If there is a confirmed case of coronavirus:**

If school becomes aware that someone has tested positive, office staff will contact the local health protection team. This team will also contact school if they become aware that someone at our school has tested positive. The team will carry out a rapid risk assessment to confirm who has been in close contact with the person when they were infectious, and make sure they are asked to self-isolate.

Close contact means:

- Direct close contact - face-to-face contact with an infected person for any length of time, within 1 metre,
- Being coughed on; a face-to-face conversation, or unprotected physical contact (skin-to-skin)
- Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person

To help our local health protection team, senior staff will keep a record of pupils and staff in each group and any close contact that takes place between children and staff. School will not share the names or details of people with coronavirus unless it's essential for protecting others.

### **Staggered Morning Times (see below)**

Slightly staggered start times will be in place *temporarily*. It will be very important that parents (one per family) support us with this – pupils cannot be late or they will disrupt someone else's safe slot. See below for allocated timings and place to drop off:

#### **Nursery**

8.30am start, children to be taken to the Nursery door where they will be met by a staff member. No parents to enter the classroom.

#### **Reception Class and Year 1**

8.45am start, children to be taken to the infant playground and to wait with parents on their allocated side. Parents are expected to socially distance with their child until a member of staff collects all children...parents should then immediately leave the premises or go to their next drop-off point if they have more than one child.

#### **Year 2**

8.45am start, children to be taken to the junior playground and to wait with parents on their allocated side. Parents are expected to socially distance with their child until a member of staff collects all children...parents should then immediately leave the premises or go to their next drop-off point if they have more than one child.

#### **Years 3 and 6**

8.55am start, children to be taken to the junior playground and to wait with parents on their allocated side. Parents are expected to socially distance with their child until a member of staff collects all children...parents should then immediately leave the premises or go to their next drop-off point if they have more than one child. There will be a member of staff on the yard for any older children who are not brought to school by their parents.

## **Years 4 and 5**

8.55am start, children to be taken to the infant playground and to wait with parents on their allocated side. Parents are expected to socially distance with their child until a member of staff collects all children...parents should then immediately leave the premises or go to their next drop-off point if they have more than one child. There will be a member of staff on the yard for any older children who are not brought to school by their parents.

## **Parking**

During lockdown, the George Howard Centre has been closed...therefore the car park has been out of use. We do not know if this will be open again in September. We are therefore asking that parents get into the habit of either walking to school or parking in a nearby street and walking from there. We WILL NOT allow parents to drop off or park in the layby or road leading to the school gates, we will ask you to move if you park there! To park on this road is dangerous and risks the safety of our children. I appreciate that this is inconvenient, but the safety of our children comes first.

## **Home time Pick Ups (see below)**

School will finish at the new times which we put in place for this academic year – KS1 (reception, year 1 and year 2) at 3pm and KS2 (year 3, year 4, year 5, year 6) at 3.15pm. These times are no longer optional as they were this year, you must collect your child at the correct time even if they have siblings who finish at a different time. Teachers will be punctual seeing all children out so that you are not waiting any longer than needed.

## **Lunch Time**

At the moment, we are planning for children to eat their lunch in the dining hall. We will have 4 sittings with cleaning in between.

A hot meal will be available as well as some 'school packed lunch' days.

As part of the COVID regulations during lock down this changed and children had to eat in their classroom and were given a packed lunch. If needs be, we will revert back to this approach.

Access into school and toilets will be restricted as this needs to be closely monitored.

Children will go to the toilet before and after lunch.

## **Toilets**

Although groups do not need to be allocated their own toilet blocks, we have assigned classes specific toilets to use and the use of these toilets will be restricted to 4 classes at the most. All toilets will be cleaned regularly throughout the day and pupils will be encouraged to clean their hands thoroughly after using the toilet. Please talk to your child about washing their hands after using the toilet before they return in September.

## **Play Time**

Play times will be staggered and children will be asked to avoid making contact with others.

## **Cleaning**

Additional cleaning will take place throughout the day.

## **Further Prevention**

Children will continue to be encouraged to wash their hands thoroughly and more often.

Good hygiene will be promoted (catch it, bin it, kill it)

PPE will not need to be worn by staff unless they are dealing with specific cases.

School will not routinely take the temperature of pupils but parents will be expected to be vigilant.

We have hand sanitizers in all class rooms for the children to use.

## **Environment/classrooms**

Small adaptations to the classroom will be needed to support distancing and pupils will sit side by side and facing forwards if appropriate but EYFS and KS1 will not be as restrictive and will look similar to our usual set up.

Daily and frequently used resources will not be shared. Each child will have a set of stationery, pens, pencils etc on their desk. They will not be allowed to swap materials with each other or remove this equipment from their bubble.

Other classroom resources that may need to be shared will be cleaned thoroughly between use. Resources that are shared between bubbles, such as sports, art and science equipment, will be cleaned frequently and meticulously and always between use. Outdoor playground equipment will also be frequently cleaned.

Children will be asked to limit the amount of equipment they bring into school each day to essentials such as lunch boxes, hats, coats, water bottles and books. Only Book Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided.

## **Curriculum**

A quick return to a full National Curriculum is not advisable under the current circumstances and we will not rush to carry out any assessment. We will, however, need to build a bridge between our pre and post COVID curriculums and ensure that the children catch up quickly. Literacy, Reading and Maths will be taught every day and the school will move towards a catch up programme with children as soon as it is appropriate. Plans for this catch up/gap

learning are already underway and the school are aware of the need to move forward with the current years learning alongside gap learning.

### **Remote Learning**

Schools will need to be prepared to go into lockdown if necessary, and parents will need to engage, and encourage their children to engage, with remote learning. This will be vital if we go into either local or national lockdown again. Unlike last time, when our focus was on reducing the amount of stress that families were under due to unexpectedness of the lockdown, for any future lockdowns families will be expected, and need to, support their child's learning. As a school, we will be working with you on this so that you are fully prepared.

### **Uniform**

School uniform **will** be worn in September. If you need to buy a school tie, please contact the office and we will have it ready for you for September. The cost of this is £4, please place this in an envelope with the correct amount – your child's name and class should be on the front of the envelope. Reception children will get their first tie for free when they meet with Mrs Smith at their meeting during the first week back.

PE Kit- children will need to have a FULL PE kit and come to school wearing it on the day that they have PE. They can wear track suit bottoms (black or dark grey) with their PE top and school jumper on the colder days!

### **General**

Wider gatherings will not be allowed i.e. assembly or hymn practice.

There will be no after school clubs for the first term (IE sports or guitars)

No contact sport will be allowed but PE will take place regularly (especially as isolation has widely impacted upon children's fitness levels!)

### **Shielding**

If your child has a shielding letter (and this is still applicable in September) please contact school to discuss this further.

### **Holidays**

If you are due to go on holiday in the summer, to a country not part of the travel corridor, school will need to be informed as isolation will need to be declared.

### **Breakfast Club**

There will be a change to Breakfast club this year, this is so that we can maintain our bubbles safely. Breakfast club will commence on Monday 14<sup>th</sup> September once we have put full training in place for staff and ensured social distancing can be adhered to. Unlike with

previous years, we are limiting spaces for working parents only. The cost will now be £7 per child per week, this should be paid on the Monday morning of each week. We are requesting that children attend every day as this will enable us to plan effectively for social distancing. The doors for breakfast club will open at 8am and close at 8.10am, we will not accept any children once the doors are closed. We will have limited spaces and are unable to be flexible with this at the moment, however we will have a waiting list and will review it regularly if demand is high. If you would like to book a place, please email the school office before Friday 24<sup>th</sup> July - [stleo@knowsley.gov.uk](mailto:stleo@knowsley.gov.uk)

### **Parent Pay**

We need to be as contactless as we can with regards to money, please use parent pay for all dinner money. You can contact the school office if you have lost your details.

### **Parents**

Parents are not allowed onto the school premises unless they make a prior appointment and it is an emergency. All contact should be by telephone or email.

Only 1 parent per family is asked to come to our grounds with their children. We will ask adults to leave if children are accompanied by more than 1 person. Whilst waiting to collect children we will expect parents to socially distance on the playground that they dropped their child off at, parents are asked not to congregate on our school grounds at all. Once children have been dropped off or collected, please leave promptly.

Parents need to strictly adhere to the drop off and pick up arrangements. It is important that children are dropped off and collected at the correct time otherwise you will go into another group's time slot

The drop off and pick up times need to run like clockwork if we are to ensure the safety of all and we ask for our parents support with this. It is not that we are being unwelcome or that we do not appreciate your anxiety but this is the safest way for all, especially in the early days.

I am sure that we will all get the hang of things and get into a rhythm. To begin with though, as stated earlier, we will need to be flexible, understanding and respectful of others and their needs.

Please do not 'pop in' to the office at drop off or collection times, if you need to speak to the office staff you will have to phone 0151 477 8410. Messages for teachers should be done through Dojo, phone call or email.

If you have to collect your child for an appointment or you need to drop something off, parents should ring the buzzer at the pedestrian gate and a member of office staff will come to you, we will not be allowing parents on site unless pre-arranged by a member of SLT. We are not being rude by enforcing this rule, however we must impose strict social distancing rules at all times in order to keep everybody safe!

### **Visitors**

There will be no visitors allowed on site unless pre-approved by the Senior Leadership team. Contractors visiting site will be restricted where possible to attend outside of school hours.

*In conclusion, there are significant number of changes and restrictions which need to be in place in school to keep everyone safe. Our main priority is safety; safety for all our children, our staff/workforce, our parents and our families and community.*

*It is important to stress that parents must be aware and understand that, despite restrictions and changes to the way we work and changes to the school environment, we cannot guarantee that both children and adults will not be exposed to the virus at some point in our setting.*

*I am confident, however, that if we work alongside each other, the children returning to school will have a very positive experience and we will quickly get our rhythm and begin to feel more confident.*

*We are all excited to be back in school and look forward to seeing you and your children. We have worked extremely well together during this period and this is all credit to you as parents.*

*Mrs A Tambourini*

*Headteacher*

*17<sup>th</sup> July 2020*