



St. Catherine's
RC Primary School

Covid-19: School Reopening Key Information for Parents and Carers

5th June 2020

Love

Faith

Respect

Perseverance

Compassion

Inspiration



Return Dates

Phase	Year group	Return date for children (earliest date)
1	Year 6	15 th June
	Year 1	17 th June
2	Reception	22 nd June
	Nursery	24 th June
3	Year 2, 3, 4 and 5	Return dates to be confirmed

We aspire to, and have plans to, bring back all year groups in a phased manner once the key year groups identified by the government have returned. We can only do so if our systems work well (which will be under constant review), our staffing is sufficient and if the government rules allow this to happen. We will inform parents and carers of children in other year groups if and when their year group will return as soon as we are able to.



Planned timetable for returning year groups

- Monday/Tuesday:** Bubble Group A to attend school
- Wednesday/Thursday:** Bubble Group B to attend school
- Friday:** planning and preparation time. No staff or children on site other than in key worker childcare provision.

This means children returning to school will do so on a part-time basis. The reason for this is to enable all year groups to return to school, again on a part-time basis, before summer, as the Government have planned.

Home learning will still continue to be planned so that children can access this on the days they are not in school. This home learning will then link to class activities and learning in bubble groups.



What is a 'bubble group'?

Each class will be split roughly in half to create small 'bubble groups', with smaller groups for Reception and Nursery, meaning returning children will be in groups of no more than 15 children. Due to some parents and carers making the decision for their child to not return this term, the groups are likely to be smaller than half class sizes, certainly initially.

Adults and children will stay in this bubble group all day in their designated area of school.

We will refer to bubble groups with class numbers and letters 'a' and 'b'. For example, the Monday/Tuesday bubble for Class 11 is 11a and the Wednesday/Thursday bubble is 11b.

A number of factors are taken into account when forming bubble groups from each class, including: friendship groups, children accessing key worker provision and sibling groups.

For each bubble group, there will be specific sinks and toilets for them to use.



What will learning look like?

When your child's year group is back in school, your child will be able to return to school on a part-time basis if you choose for them to return.

Home learning will continue five days a week for all year groups to cater for those who do not plan to return to school, those whose year groups will start later and for the days which children who are accessing part-time provision are working at home. Home learning will continue in the same format as it has previously.

Learning in school will primarily focus on personal, social and health education to support children in processing the difficult recent times. We will also support children in getting back into the routine of learning with curriculum subjects. Most curriculum learning content in school will reflect learning set for home learning.



Will there be anything to help prepare my child for their return?

A video personal to your child's year group will be created and shared with you a few days before their return. This will show children what their classroom will look like, what will be ready for them when they come back to school, how they will enter and exit school at the beginning and end of the school day, what play times and lunch times will look like.

The aim of this is to help children feel more confident in returning to school and to look forward to seeing their teachers and some of their friends again.

Children will also receive a booklet to talk them through the changes they can expect in school and, again, help them to feel more confident in returning.

We also ask that you talk this guidance through with your children to prepare them for their transition back into school.



Proposed start and finish times for each year group

Year group	Start time	Finish time
6	8.35-8.45am	2.50-3pm
1	8.25-8.35am	2.40-2.50pm
R	8.15-8.25am	2.30-2.40pm
N	9.15-9.25am	2.20-2.30pm
Key worker group	8.45-8.55am	3-3.10pm

Where families have more than one child in the school, they will be able to drop siblings off together at the latest drop-off time and the earliest pick-up time.

For example, a parent with siblings in Year 6 and Reception would drop both children off at the Year 6 drop-off time in the morning and Reception pick-up time in the afternoon.

Please note, these timings may be subject to change. They have been planned on the basis of all children returning to school before summer (on a part-time basis).



Drop-off: start of day procedures

- Each year group has been assigned a 10-minute time slot for one parent and child to briefly enter the school playground to drop off each child.
- There will be two queuing points outside the main gate to facilitate this: one will be for the year group whose time slot is currently in place and the second queue is for parents and children of the next time slot to begin queuing.
- Clear procedures and markings will be in place to ensure social distancing.
- Parents will accompany children part-way into the playground where children in Years 1 upwards will then walk to their designated hand-sanitising stations before entering the classroom.
- Staff will be on hand to greet the children and welcome them into school and their classroom.
- Parents and carers in Early Years will be able to walk their children further into the playground closer to their classrooms where they will be greeted by staff members.



Drop-off: start of day procedures

- In order to reduce the number of parents waiting to drop off their children, we ask that you do not arrive at school any earlier than 10 minutes before your child's drop-off time slot. For example, if your child's year group is 8.35-8.45am, you will not be able to queue until 8.25am. We ask you arrive as close to the beginning of your child's drop-off time as possible.
- We also ask that you are respectful off drop-off times and that this will be a lengthy procedure for staff to run once more year groups are back in school. Please therefore ensure that you drop off your children at school in a timely manner; any parents or carers who are late may be asked to wait with their child until the next available time to access the school. This is to ensure health and safety of all children, staff, parents and carers.
- As detailed above, parents with more than one child in school can drop both/all children off at the latest drop-off time of their children.
- We ask that only ONE parent, carer or childminder drops off each child. Where possible, we ask that you limit the number of other children you bring with you to school to drop off each child.

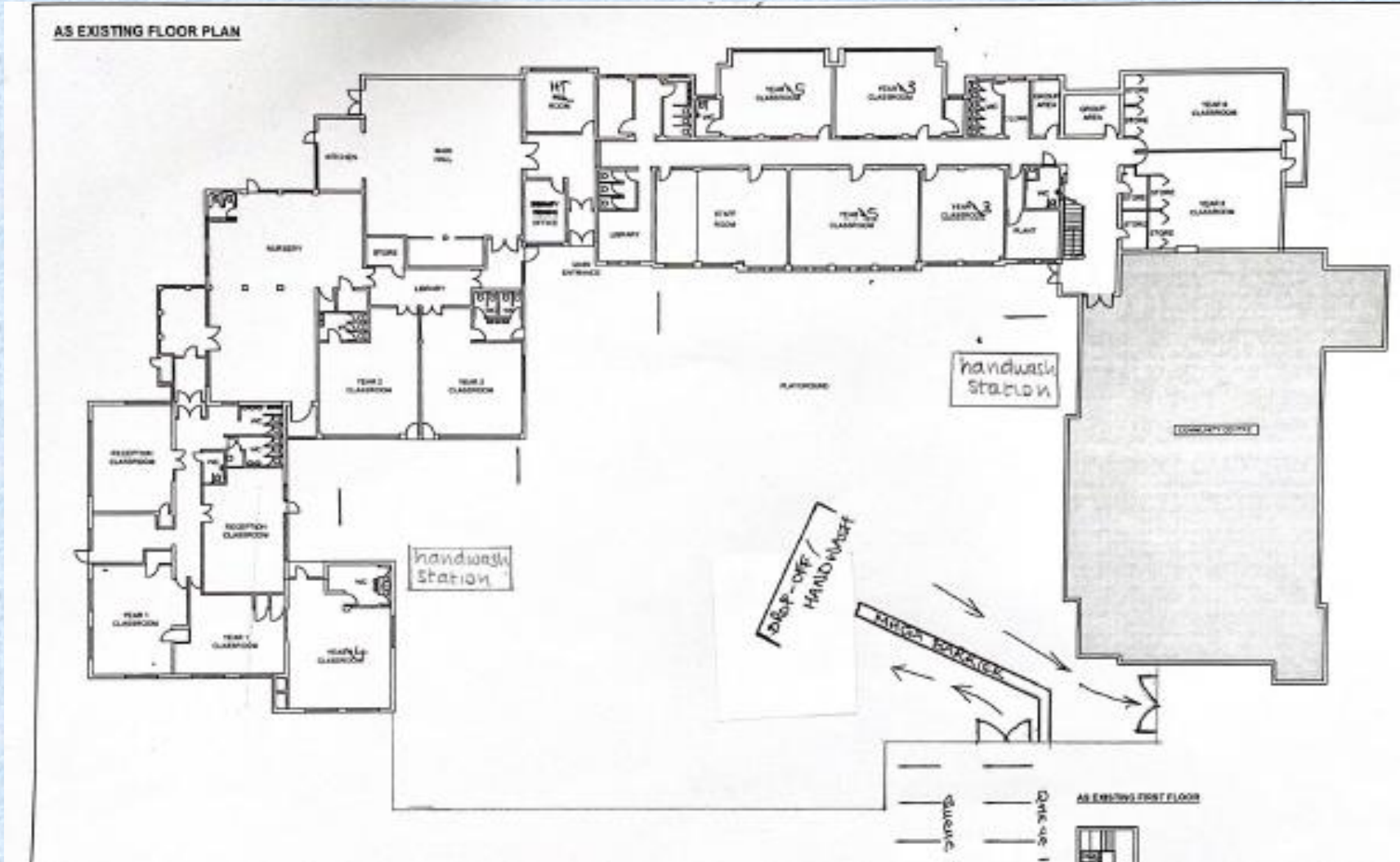


Pick-up: end of day procedures

- Each year group has again been assigned a 10-minute time slot for each parent to pick up their child.
- The children will already be lined up (socially distanced) in the playground, ready for the beginning of the allocated time slot, and staff will monitor the queue to quickly identify which parents are present and children will be sent straight over to leave the playground with their parent promptly through our one-way system.
- Staff and children will be positioned to be able to see parents queuing too to speed up this process.
- Again, we ask that only ONE parent, carer or childminder picks up each child. Where possible, we ask that you limit the number of other children you bring with you to school to pick up each child.



Drop-off and pick-up



Love

Faith

Respect

Perseverance

Compassion

Inspiration



What can children bring into school?

Children should/can bring in...	Children should not bring in...
Their lunch and a healthy snack in a disposable bag	A lunch box
Their coat (if needed, based on weather)	A school bag
Small pack of tissues (if they wish)	Pencil cases or any stationery
Labelled water bottle with still, unflavoured water in	Books
Sun hat (if needed, based on weather)	Toys
Hand sanitiser (if they wish)	Home learning books
Inhaler/epi-pen	Jewellery

School reading books that you still have at home will be collected in and your child will not receive another book to take home. Instead, we will focus on reading activities within school.



Managing Illness

- In the event a child or staff member becomes unwell, there is a designated isolation room on the main school corridor (KS2 intervention room). Any child who becomes unwell while in school will be escorted there immediately. A member of staff will supervise the child until their parent collects them.
- PPE equipment will be used by staff supervising children with Covid-19 symptoms.
- Please remember that if your child or anyone they live with experiences COVID-19 symptoms at any time, you must report this immediately to school. Testing will need to take place. Your child and their 'bubble' will go into self-isolation immediately if someone in their bubble tests positive for the virus.
- As every member of staff is deployed to support our wider opening, we have very little capacity to cover if a member of staff is off ill and we will not be able to cover in the way we usually would. Due to the new 'bubble' system and health and safety precautions, it may mean a 'bubble' cannot come into school if their bubble staff are not well enough to attend school. If this happens, we will let you know as soon as possible.



What infection control measures will we take?

In schools, preventing the spread of coronavirus involves dealing with:

- Direct transmission, for example, when in close contact with those sneezing and coughing.
- Indirect transmission, for example, touching contaminated surfaces.

We will use a range of approaches and actions will help us do this.:

- Minimising contact and mixing between 'bubbles'.
- Cleaning hands thoroughly, and regularly, throughout the day.
- Minimising contact with individuals who have coronavirus symptoms, or who have someone in their household who does .
- Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach; rooms will have lidded bins for tissues that are emptied during the day.
- Cleaning frequently touched surfaces regularly.
- Assigning set toilets and sinks to each bubble group.



What hygiene safety arrangements are in place?

Children and adults will be expected to wash their hands on leaving their house, on entry to school and at frequent key points during the day. Everyone will be discouraged from touching their mouth, eyes and nose.

Spaces will be well ventilated by propping doors open, where safe to do so, to limit use of door handles and aid ventilation

Cleaning will be increased with key areas cleaned at lunchtime, and touch points at regular intervals across the day.

A deeper clean will take place on Tuesday afternoon and on a Friday.

Staff have been briefed about spotting signs of COVID-19 and the procedures to follow.

If a child or a member of the household display symptoms they must not attend school. Parents and carers should notify school of the situation immediately.



Keeping Everyone Safe

School will look very different for all of the children.

We ask that all parents and carers to prepare their children prior to returning to school. It is crucial that children understand they must follow all instructions in order to keep everyone safe.

Our usual school expectations remain, however, in classrooms and around school there will also be reminders of behaviours that are expected to keep everyone safe. Examples of these are:

- I will listen carefully to all adults
- I will follow instructions immediately
- I will not invade another person's personal space
- I will not touch other people's belongings

Consequences will be in place for children who intentionally refuse to follow these rules and our core values.



What if my child becomes unwell?

If your child 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),

please alert school and do not send your child into school.

Follow the government guidance COVID-19: guidance for households with possible coronavirus infection guidance as outlined below.

Your child must stay at home for at least 7 days. All other household members who remain well must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the house became ill.



What will we do if there is a suspected case of COVID-19?

If anyone in an education or childcare setting becomes unwell with COVID-19 symptoms, they must be sent home and advised to follow the stay at home guidance.

In the case of a child becoming unwell, the parent or carer will be called to come and collect the child as soon as possible.

We have a separate, ventilated, isolation room which will only be used for suspected cases. The child will be supervised by an adult who will wear PPE equipment.

We will take out of action any toilet facilities that have been used by the child until they can be thoroughly cleaned, in line with government guidelines.

All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. To access testing parents will be able to use the NHS 111 online coronavirus service <https://111.nhs.uk/covid-19/> or call 119.



What happens if there is a confirmed case of COVID-19?

The child or staff member would self-isolate for 7 days, with rest of household isolating for 14 days.

If a child in your child's assigned group tests positive for COVID-19 you will be notified by the NHS Test and Trace service via text message, email or phone.

School will contact you and inform you of the next steps which are:

If you have been informed that your child is a contact of a person who has had a positive test result for coronavirus (COVID-19), medical advice is clear: your child must immediately self-isolate at home for 14 days from the date of their last contact with them.

Stay at home for 14 days and follow the Stay at Home: guidance for households with possible or confirmed coronavirus (COVID-19). Your child must not go to school.



Uniform, lunch and drinks

Uniform

Children will be asked to wear P.E. kits and trainers. Staff will be more casually dressed too. We expect that everyone is in clean clothes each day to support strict hygiene measures.

Lunch and drinks

- Children must, as usual, bring their own water bottle into school each day and take it home at the end of each day. They should bring this water bottle full of water at the start of each day.
- Children's lunches will be eaten in the classroom. No hot lunches will be available. Children will either bring in their own packed lunch or will have a grab lunch bag brought to the classroom for them if they have ordered one.
- Packed lunches must be brought in in a disposable bag and contain items the children can open unaided.
- Any children who usually have Free School Meals will still be able to do so, however, this will be a packed lunch 'grab bag' rather than a hot dinner.
- A healthy snack should still be brought into school – fruit or breadsticks



Behaviour Expectations

- Class bubble expectations will be in place for all children. This will be shared with children on their first day, as well as frequent reminders throughout their time in school.
- As always, we will be taking a positive approach to managing behaviour. We understand that some children will find the new routine and expectations in school a huge adjustment.
- Please be assured that we will do our best to help the children understand that these are essential due to health and safety implications for them and others in school.
- The staff team have planned lovely activities for your children to welcome them back to school. Despite all of the new and strict procedures in place to ensure the highest safety standard, we hope the children will enjoy the time they have back with their friends and staff in their bubble.



Classrooms

- Access to classrooms is solely restricted to children and staff from their respective bubbles throughout the duration of the school day. Each bubble will be strictly socially-distanced from other bubbles.
- Non-essential furnishings will be removed from classrooms.
- Tables and chairs will be spaced apart as much as practically possible.
- Good hygiene will be encouraged throughout the day with regular handwashing, cleaning of frequently touched items, e.g. toilets, door handles. There will be specific identified times for handwashing including on arrival each morning, before and after outdoor times, before and after lunch, and before the end of the school day.
- Children will be given frequent reminders to socially distance and the health and safety reasons for this.



Classrooms

- Children will be provided with their own resource packs so that stationery, exercise books, learning resources etc are not shared.
- Reading books will not be sent home.
- Lockers will not be used in order to avoid gathering in locker areas. All children's belongings will be taken into the classroom, including packed lunches in a disposable bag.
- There will be a timetable in place to maximise the use of outdoor space, alongside outdoor timetables for break time and lunch time. All bubble groups will have regular times outside at staggered intervals to ensure bubble groups do not mix.
- Windows will be open to provide good ventilation.



Social Distancing

- Children will receive frequent reminders about social distancing and will be reminded of the reasons behind this. This will be done in an age-appropriate and engaging way that children can understand.
- Social distancing will be in place in school as much as possible, particularly for older children. Please, however, be aware that this will be really difficult for children of all ages. We have taught them to share, collaborate, share space respectfully and social distancing goes against a lot of this teaching. We want school to be a happy place to return to, as well as safe. We will support children in achieving social distancing as much as possible in a way that is caring and age-appropriate.
- Although children in Early Years (Nursery and Reception) and Year 1 will have frequent reminders about social distancing, this will not be strictly enforced due to their age and the way in which they learn through play. Strategies will be put in place to support social distancing such as ensuring appropriate distances between carpet spaces for group time sessions, sending the children to the toilet one at a time with a member of staff supervising.



Use of the Playground

- The playground has been split into three zones so that three different bubble groups can be outside at one time, whilst strictly socially distancing from each other. This will ensure children have plenty of space within their bubble group to play.
- Staff will lead a range of structured playground games throughout the day that are both socially-distanced and enjoyable for children. We know that they will find social distancing difficult and this will help them to do so in an engaging and fun way when on the playground, as much as possible.



Key Worker Childcare Provision

- This will still continue five days a week for children of critical workers.
- We ask that you only enquire about access for this provision for your child or children if you have explored all other means of childcare first and found no alternative options.
- Both parents must be identified as critical key workers and evidence will be requested from work places.
- It is vital that key worker childcare provision is only used as a last resort so that we can endeavour to ensure the opening of all year groups on a part-time basis before summer. We have to not only staff year group bubbles, but also our key worker provision, which is very difficult to do with limited staff.



Wrap Around Care

Joanne Clark will be opening Wrap Around Care for the children who usually access the before and after school club. She will contact you to confirm your requirements.

The school risk assessment and documentation will be shared with Joanne so that she is aware of our procedures and expectations.



How can parents and carers help?

- By talking through this guidance with your child to help to prepare them before they return to school.
- Watching your child's year group video with your child and talking to them about it. This will be sent to you a few days before your child's year group is planned to return to school.
- Read through the children's booklet aimed for your child's year group and talk through changes, photos, any worries, etc. Again, this will be sent to you a few days before your child's year group is planned to return to school.
- Take your child's temperature before you come to school; we will only take temperatures if we have a concern.
- If your child is at all unwell, or has a temperature above 37.8°C, you must keep them at home.



How can parents and carers help?

- If your child or someone in your household displays symptoms, your child(ren) must stay at home.
- Ensure your child has washed their hands before coming to school.
- Be on time and stick to your time for the staggered start to the day.
- Maintain a social distance from the teacher, and other staff.
- Drop and go - please keep moving and do not stop and chat in the playground or outside school.
- At pick up time, please be prompt, but socially distance while waiting.
- Send any messages for teachers via the school office using the admin email.



How can I communicate with staff?

- We are asking you to drop off and leave the premises promptly therefore please communicate with your child's Bubble teacher via email to admin@st-catherines.manchester.sch.uk
- For the safety of our office staff, we ask you to communicate with the office via email or phone.
- All items required for the day should enter school with the child.



Where else can I obtain information for further questions I have?

- Firstly, please look at our 'Frequently Asked Questions for Parents and Carers' document as this should hopefully answer many of your questions.
- Secondly, please visit our school website where guidance and information will be available. Current Covid-19 guidance is also available on the UK Government website.
- Before your child's year group returns to school, you will also receive an information booklet for children, as well as a video made by their teachers and personalised for their year group.
- If you have further questions, please email the school office and a member of staff will get back to you as soon as they are able to. We ask that you still email rather than call to ensure your questions are answered efficiently and to reduce the volume of calls in the school office.



Where else can I obtain information for further questions I have?

Websites for further guidance:

- <https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>
- <https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers>
- <https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>