

# COVID-19 GUIDANCE FOR PARENTS/CARERS SEPTEMBER 2020

**St. Modwen's  
Catholic  
Primary  
School**

**Ms A Duffy**  
Acting Headteacher

## **Covid 19 Guidance for Parents/Carers**

All pupils will be welcomed back to school on Thursday 3<sup>rd</sup> September 2020, following the revised guidance issued to schools by the Government last week.

We can't wait to see everyone back in school in September. That said, final confirmation from the Government is due on 11<sup>th</sup> August 2020 and, as you can see from what is happening in Leicester, nothing is certain in this uncertain world.

I do just want to reassure parents that I feel very confident that we can provide a great education for your children next academic year. I have been utterly heartened by the way our children have returned to school these past few weeks - full of positivity and sparkle! They have clearly enjoyed meeting back up with their friends and class teachers, settling back into the 'routine' of school and resuming their learning exceptionally well.

### **Well Done to Everyone!**

Although the plan is to keep everything as 'normal' as possible, there are some things which will need to change:

- Children will be placed into Year Group 'Bubbles' - Some staff will be allowed to move between 'bubbles' but children won't, with the exception of those that are also a member of the 'Wraparound Care Club Bubble'.
- Year Groups will have staggered starts to the start and ends of the school day. Please reference *Frequently Asked Questions: Drop-Off and Collection arrangements for my child/ren*.
- There will be a strict one-way system for moving around the school grounds.
- Break times will be staggered. The playground will be divided into Year Group 'play areas' for use by different 'Year Group Bubbles'.
- Lunchtimes will be staggered - All children will eat their lunches in the school hall, which will be zoned according to their 'Year Group Bubbles'.
- There will be no cash handling in school - Please ensure that your ParentMail account is working before September.
- There is some flexibility about how classrooms can be set out. However, the Government guidelines recommend that pupils sit 'forward facing' and 'side by side'.
- Children will be expected to wear school uniform. On PE days, they will be encouraged to come to school in their school PE kit.

The first two weeks at school will be all about the children getting to know their new teacher and their teachers getting to know them. Routines and expectations will be shared and the staff will assess where the children are and identify any 'gaps' in their learning so that they can plan the way forward.

We will still be offering our full, broad and balanced curriculum. I attach a list of Frequently Asked Questions and their answers regarding our planned return in September - If you have any other questions, please do contact us.

Kind Regards and Best Wishes

Ms A Duffy  
Acting Head Teacher

## Frequently Asked Questions:

### **How will you keep my child as safe as possible when they return to school?**

We will be following the twin strategy of limiting contact between pupils and implementing hygiene measures.

**Limiting the contact between pupils:** Until further notice classes will operate in 'Year Group Bubbles.' This will mean that although children will predominately remain in their 'Class Bubble' for most of the day, there will be times when they are grouped together in Year Groups, although school anticipates these will be kept to a minimum to reduce contact amongst children/staff. Your child will be based in their classroom, but will be able to use specific outdoor areas based on their 'Year Group Bubbles'.

Breakfast and After School Club will also open as from Thursday 3<sup>rd</sup> September 2020. Children attending these clubs will also be grouped into 'Bubbles' of one member of staff to 15 children, as per current Government Guidance for reducing the risk of transmission. Please note that if you use our Breakfast and After School Club Provision then your child will be part of two 'Bubble Groups' within school, i.e. their 'Year Group Bubble' and their 'Wraparound Care Bubble.' More information on Breakfast and After School Club re-opening and booking can be found in attached - *School Wraparound Care Provision*.

Movement around the school building will be limited and one-way systems will be put in place where possible. Each year group will have their own set of toilets which will be cleaned twice a day. A one-way system is in place around the school grounds and MUST be adhered to - Anyone not adhering to the one-way system will no longer be permitted to enter the school grounds.

**Hygiene measures:** Your child will be encouraged to wash their hands regularly throughout the day and will be reminded of personal hygiene routines. They will also be encouraged to use the hand sanitizers that are placed around school.

Staff will remind pupils of good respiratory hygiene 'catch it, bin it, kill it' and promote good hygiene practices. School has placed additional, enclosed bins in all classrooms and throughout school labelled, 'Catch it, bin it, kill it' for pupils to dispose of tissues.

Masks will be worn by staff for the administering of First Aid where face-to-face contact cannot be avoided, or if they have to deal with the disposal/cleaning up of bodily fluids. The Government guideline is not suggesting that masks are to be worn in school, however staff will continue to use aprons and gloves for all personal care. Staff may also choose to wear face masks/face shields in school if they feel it will help keep them safe and/or they have been shielding during the lock-down period due to them being classified as being a member of a 'shielded or vulnerable group'.

Nappies will be doubled bagged and changing beds will be sanitised after each child.

School desks will be sanitised at lunchtimes and end of school day. Classrooms will be cleaned and sanitised at the end of every day.

## **What do I need to do if my child has prescribed medication/medical needs?**

Medication should be sent into school in a named carrier bag on return to school Thursday 3<sup>rd</sup> September.

A copy of all children's care plans will be sent home during the first week of term for parents to review, amend and sign. These need to be returned to school by no later than Friday 11<sup>th</sup> September 2020.

The medication policy still stands. If your child comes into school without their medication or rescue medication, then you will be expected to bring it into school or your child will need to go home.

## **What additional arrangements need to be in place for my child's return to school if he/she has a Special Educational Need/Disability?**

Our school SENDCO will be working in collaboration with parents of children who have a Special Educational Need/Disability as we will need to complete an individual risk assessment to ensure we have appropriate control measures in place for their return to school. This individual risk assessment will be regularly reviewed with parents throughout the school year and in conjunction to changes to our overall school risk assessment.

## **What do I do if my child displays symptoms of COVID-19 or is unwell?**

- If your child, or anyone in the household, shows any symptoms of COVID-19 then they must not come into school and self-isolation as a family should begin whilst awaiting a test. Guidance about this can be found on the 111 website. Speak to a medical professional/111 about testing.
- We will need to know, as soon as possible if your child has tested positive or negative so that appropriate action can be taken. Evidence of the positive or negative test result should be provided to school.
- Swift action will be taken if we become aware that someone who has attended school has tested positive for COVID-19.
- We will be guided by Public Health, who will assist in risk assessing to confirm who has been in close contact and who will need to self-isolate. This may be the class, Year Group Bubble, Wraparound Care Bubble or the whole school.
- If your child becomes ill with COVID-19 symptoms then please let the school know immediately.
- If your child is showing signs of any other illness then please do not send them to school. This is more important than ever before to keep both pupils and staff fit and healthy.
- We need to be able to contact you if your child does become unwell when at school. The expectation is for you to collect your child immediately, especially if they are showing signs of COVID-19. School will continue to operate an 'isolation room' for pupils who show symptoms of COVID-19 to wait for collection by parents/carers. Please ensure school has at least 2 Emergency contact numbers for your child.

## What will our children do at school?

We will aim to keep things as 'normal' as possible. Routines and expectations will be established early on. The children will access our usual full, broad and balanced curriculum. Normal lessons will resume. Pupils will be re-assessed and baselined within the first few weeks of term. Regular homework will be sent by the class teacher as normal.

Visiting professionals will be following their own risk assessments and will be seeing pupils on an individual basis.

There will be **no**:

- access to swimming lessons in the Autumn Term 2020. This will be reviewed for Spring and Summer terms.
- trips during the Autumn Term 2020. This will be reviewed for Spring and Summer terms.

## What will classrooms look like?

Classrooms will be very similar to how they were pre-Coronavirus, with some slight changes to general layout. Children will sit side-by-side in rows. There will still be displays of work around the classroom.


## What can children bring into school?

We ask that pupils limit the amount of equipment they bring into school each day to essentials, such as lunch boxes, hand sanitiser, water bottle, coats and reading books. Small bags are allowed.

Please ensure all items sent into school are clearly labelled with your child's name.

Please do not send in pencil cases and stationery - Each child will be given their own personal equipment to use in school.

Children will be expected to wear school uniform. On PE days, they will be encouraged to come to school in their school PE kit. For games activities, children need a white t-shirt, black shorts and trainers. Track suits, preferably red, and/or fleeces may be worn for games, most of which will take place outdoors.

 Items **not** allowed to be brought into school: No toys, transitional objects, pencil cases (*school will provide your child with a pencil case and equipment to use in school*), books or personal items to be brought into school.

## Do children have to wear school uniform?

There is an expectation that all children will wear the correct school uniform. In line with Government advice, we will do everything possible to increase ventilation in the room - doors and windows may be left open, so children are advised to always wear a school jumper/cardigan.

On days when the children have PE, they will be expected to come to school in their correct school PE kit. For PE, children require a white t-shirt, black shorts and trainers. Track suits, preferably red, and/or fleeces may be worn for games, most of which will take place outdoors.

## What are the times of School Day/Drop-off and Collection arrangements?

It is very important that parents/carers who are bringing their children to school adhere to the drop-off and collection times stated in the table below. This will enable school to reduce the number of people and vehicles entering school site, therefore reducing the risk of transmission and potential spread of COVID-19. Times must be strictly adhered to as, if parents/carers are early/late dropping off or collecting, this will impact on the other Year Groups' drop off and collection times.

Year Group	Drop Off Time	Collection Time	Drop Off	Collection point
Year 6	8:30am	3:30pm	At Gates (Car Park)	Classroom
Year 5	8:40am	3:20pm		
Year 4	8:50am	3:10pm		
Year 3	8:50am	3:10pm		
Year 2	8:40am	3:20pm		
Year 1	8:30am	3:30pm		
Reception	9:00am	3:00pm		<b>3<sup>rd</sup> &amp; 4<sup>th</sup> September</b> – Collection at 1.00pm from Nursery Gates <b>7<sup>th</sup> September onwards</b> – Top Gate – parents to enter and proceed to classroom door for collection of children
<b>Wraparound Care Club</b>	<b>Breakfast Club:</b> 7.45am-8.30am Monday-Friday	<b>After School Club:</b> 4.30-5.30pm Monday – Thursday 4.30pm-5.00pm Friday	<b>Breakfast Club:</b> Hall Entrance	<b>After School Club:</b> Library Entrance

**End of Day procedures: Please ensure that school has an up-to-date End of Day Procedure completed for your child and that we retain at least 2 emergency contact numbers for your child in school.**

Please stick to your designated time for collection of your child/ren.

- Drop-Off - Park in the car park and wait in your car.
- Collection – Please park in the car park, enter the school gates and wait outside your child's classroom for a staff member to discharge your child.
- If you have more than one child at school in different year groups you can pick all your children up at the **latest** collection time.
- Children who are more independent will be directed to your car.
- Please be mindful of other children getting into cars when leaving the car park.
- If you wish to speak to the teacher then you must ring the school.
- Best practice is that your child will have a full body wash and hair wash when they return home. Clothes should also be kept clean. This will help minimise the risk of infection.

## What arrangements does school have in place for the wearing of PPE and face coverings?

Current Government advice to schools and other education settings is that face coverings or face masks are not recommended. However, the Government state that schools will need to consider their policy on wearing of face coverings by staff and pupils.

**Pupils wearing of face coverings:** If your child chooses to wear a face covering/ face mask for their journey to and from school, on arrival parents need to ensure that they remove these safely. The safe removal of face coverings/face masks requires:

- reminding children not to touch the front of the face covering when using or removing it and
- effective disposal of the face covering prior to entering school – parents must ensure they take the face covering home and not dispose of it on school premises.
- if your child requires a face covering/ face mask for their journey home parents can either bring that face covering/face mask and fit that to their child's face on leaving the school premises or if their child makes their own way home from school they can either send a new or reusable face covering/mask into school in a sealed plastic bag, labelled with their child's name into school. The face covering/face mask will remain in the child's bag until the end of school day.

**Staff wearing face coverings:** There will be a circumstances when staff will need to wear face masks and face visors in school. Examples of those are:

- Administering First Aid.
- Where an individual child, young person or learner already has a routine intimate care need that involves the use of PPE as defined in their care plan.
- Where an individual child, young person or learner becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 metres cannot be maintained.
- Where current Government social distancing measures cannot be adhered to.
- To protect staff who have are categorised as 'Shielding/vulnerable groups' or who may belong to other at risk groups i.e. 'BAME or Pregnant Women'

## Will 'snack' be available?

- Our kitchens will **not** be offering a mid-morning snack in order to avoid cross contamination. Children are encouraged to bring their own (healthy) snack if required.

## What will happen at lunchtime?

- Lunchtimes will be staggered. School meals will resume and free school meals vouchers will stop. If your child is not in school in September, there will be no free school meal vouchers as this was a Government lock-down initiative.
- Universal Infant Free School Meals will resume for children in Reception, Year 1 and Year 2. If your child is due to enter Year 3 in September and you think you may be eligible for Free School Meals, you can either complete the Free School Meal Proforma attached or apply direct at <https://www.cloudforedu.org.uk/ofsm/link2ict>

- The dining hall will be organised with ‘Year Group Bubble Zones.’ Mealtimes slots for lunch sittings have been allocated to each Year Group. Tables will be sanitised between sittings and cutlery buckets, water jugs and cups replaced on tables. A selection of hot and cold meals will be available from St Martha’s Garden Kitchen. See attached St Martha’s Garden Kitchen Menu for Autumn Term 2020.
- There will be a strict one-way system for moving around the school hall at lunchtimes during dining service, with current social distancing guidelines from Government being followed.
- Children in Nursery and Reception will choose their meals in the morning at registration and their meals will be served to them at their dining tables by staff, Family Service style, during the Autumn Term 2020.
- Children can also bring their own sandwiches into school. These can come into school in a lunch box - the box and any waste must be taken home each day. Children will be expected to eat their packed lunch with their class friends in the ‘Year Group Bubble’ in the Hall.

### **Will school’s Wraparound Care Club provision be open from September?**

We will be opening our Breakfast Club and After School Club from Thursday 3<sup>rd</sup> September 2020. There will be some changes to the service, so that school can continue to provide this valuable service to families within the current Government Guidelines and capacity within school. **Please reference our Wraparound Care Club Autumn Term 2020 - What’s on Guide.**

### **Will parents be able to come into school?**

- There can be no large gatherings bringing different groups together, so whole-school gatherings i.e. Mass, Whole-school Movie Nights, and parent events cannot be held.
- We ask that parents do not enter the school reception/office area unless absolutely necessary. The school will **not** be accepting any cash payments for lunches, etc -Please ensure that your ParentMail account is activated before we break up to ensure that you are able to access ParentMail.
- If you need to speak to any member staff then you must ring the office on 01283 247560.
- Parents/carers must leave the school grounds promptly to minimise contact with other adults and to ensure that the drop off and collection for the rest of the day runs smoothly. If you are late, then please ring the school office and wait in your car. A staff member will advise you of the arrangements to collect your child.

### **What will happen in the event of school closure due to outbreak of COVID-19 (within school or local lockdown)?**

- Homework packs/remote learning will be sent home.
- Weekly ‘phone calls from the class teacher will resume.
- Government Guidance will be followed.

If you need any further help and advice, then please ring the school office before the 17<sup>th</sup> July on 01283 247560, where office staff will be able to direct your call, or you can e-mail: [office@st-modwens.staffs.sch.uk](mailto:office@st-modwens.staffs.sch.uk)



## **NHS advice reminder : Coronavirus symptoms in children**

**Check if you or your child has coronavirus symptoms** - If you have any of the main symptoms of coronavirus (COVID-19), you must stay at home (self-isolate) and get a test.

### **Main symptoms**

The main symptoms of coronavirus are:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
- Most people with coronavirus have at least 1 of these symptoms.

### **What to do if you have symptoms**

If you have any of the main symptoms of coronavirus:

- Stay at home (self-isolate) – do not leave your home or have visitors. Anyone you live with, and anyone in your support bubble, must also self-isolate.
- Get a test – get a test to check if you have coronavirus as soon as possible. Anyone you live with, and anyone in your support bubble, should also get a test if they have symptoms.
- Get a test to check if you have coronavirus

### **Get advice from NHS 111 if you're worried about your child or not sure what to do.**

- For children aged 5 or over – use the NHS 111 online coronavirus service.
- For children under 5 – call 111.

### **What to do if your child seems very unwell**

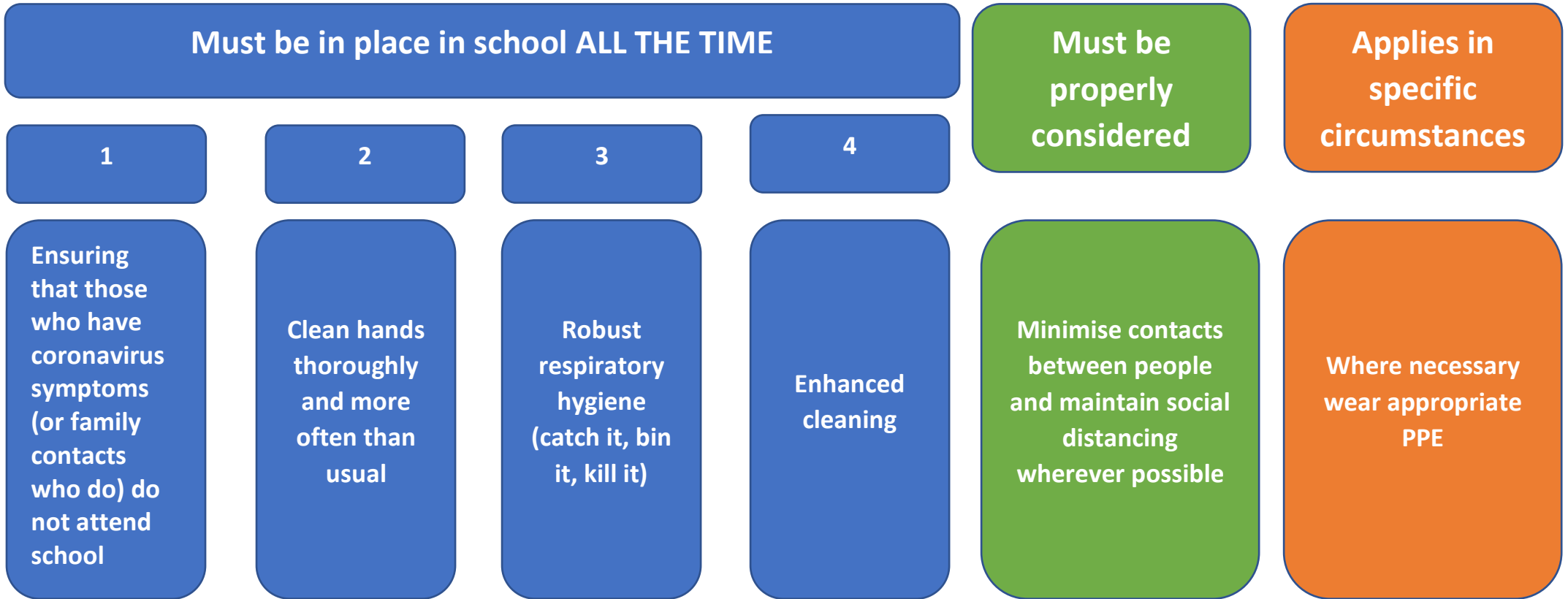
Children and babies will still get illnesses that can make them very unwell quickly. It's important to get medical help if you need it.

### **Urgent advice: Call 111 or your GP surgery if your child:**

- is under 3 months old and has a temperature of 38C or higher, or you think they have a fever
- is 3 to 6 months old and has a temperature of 39C or higher, or you think they have a fever
- has other signs of illness, such as a rash, as well as a high temperature (fever)
- has a high temperature that's lasted for 5 days or more
- does not want to eat, or is not their usual self and you're worried
- has a high temperature that does not come down with paracetamol
- is dehydrated – for example, nappies are not very wet, sunken eyes, and no tears when they're crying

## Summary of School COVID-19 Recovery Action Plan:

School has adopted the 5 Point Action Plan circulated to schools from SCC in 1 June 2020 Guidance v4.



Thank you for taking the time to read our COVID-19 Guidance for returning to school in September. Should you have any queries please do not hesitate to contact the school office at [office@st-modwens.staffs.sch.uk](mailto:office@st-modwens.staffs.sch.uk).

Ms A Duffy  
Acting Head Teacher