



September opening of St. Mary's Primary Academy

Parent/Pupil Information

The key DfE guidance documents that should be read alongside the parent information are:

DfE Guidance: Guidance for full opening - schools

<https://www.gov.uk/government/publications/actions-for-schoolsduring-the-coronavirus-outbreak/guidance-for-full-opening-schools>

DfE Guidance: What parents and carers need to know about early years providers, schools and colleges in the autumn term

<https://www.gov.uk/government/publications/what-parents-andcarers-need-to-know-about-early-years-providers-schools-andcolleges-during-the-coronavirus-covid-19-outbreak/what-parents-andcarers-need-to-know-about-early-years-providers-schools-andcolleges-in-the-autumn-term>

COVID-19: guidance for households with possible coronavirus infection

<https://www.gov.uk/government/publications/covid-19-stay-at-homeguidance/stay-at-home-guidance-for-households-with-possiblecoronavirus-covid-19-infection>

COVID-19: Guidance on getting tested for coronavirus (COVID-19)

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

The parent information contained within this document refers only to the period of time immediately following 17th August 2020.

General Points

St. Mary's Primary Academy reopens for all pupils in Key Stage One and Two on Thursday 3rd September. Pupils joining our EYFS begin their staggered induction on Monday 7th September 2020. We are expecting ALL children to return to school and proceed to attend on a regular basis. All information and guidance in this document is subject to change depending upon DfE advice.

Control Measures

DfE guidance states that schools should attempt to reduce Covid-19 transmission by:

- avoiding contact with anyone with symptoms
- frequent hand cleaning and good hygiene practices
- regular cleaning of settings
- and minimising contact and mixing

It is the school's expectation that all parents will not only make themselves fully aware of the parent information contained in this document but that they will also adhere to the strict guidance that is clearly laid out within.

Reducing Covid-19 Transmission: at the start and end of the school day

To minimise the numbers of people accessing the school site at any one time we will have a staggered start and finish times to the school day. These will be in 5 minute slots beginning from 8:30 – 9am for drop off and 2:45-3:15pm for pick up.

EYFS will have 4 weeks of part time schooling (7th September -2nd October 2020). They will also have 5 minutes slots beginning from 8:30 – 9am for drop off and 11:30am-12pm for pick up.

The week beginning 28th September, the children will stay for lunchtimes. They will enter school at the same time but their pick up times will be between 12:30-1:30pm.

We ask that only one adult accompanies the children to school and for Key Stage 2 pupils (Years 3-6) to enter alone.

There will be 2 entrances with one way systems in place to manage the flow of people on the school site:

- Car park entrance – EYFS and Key Stage One only
- Latimer Close entrance – Key Stage 2 and accompanied younger siblings.

There will be a one way system for both entrances that will exit onto the High Street Gate. Please ensure that if you use the Key Stage 2 entrance, you walk around the outside of the building to the High Street gate.

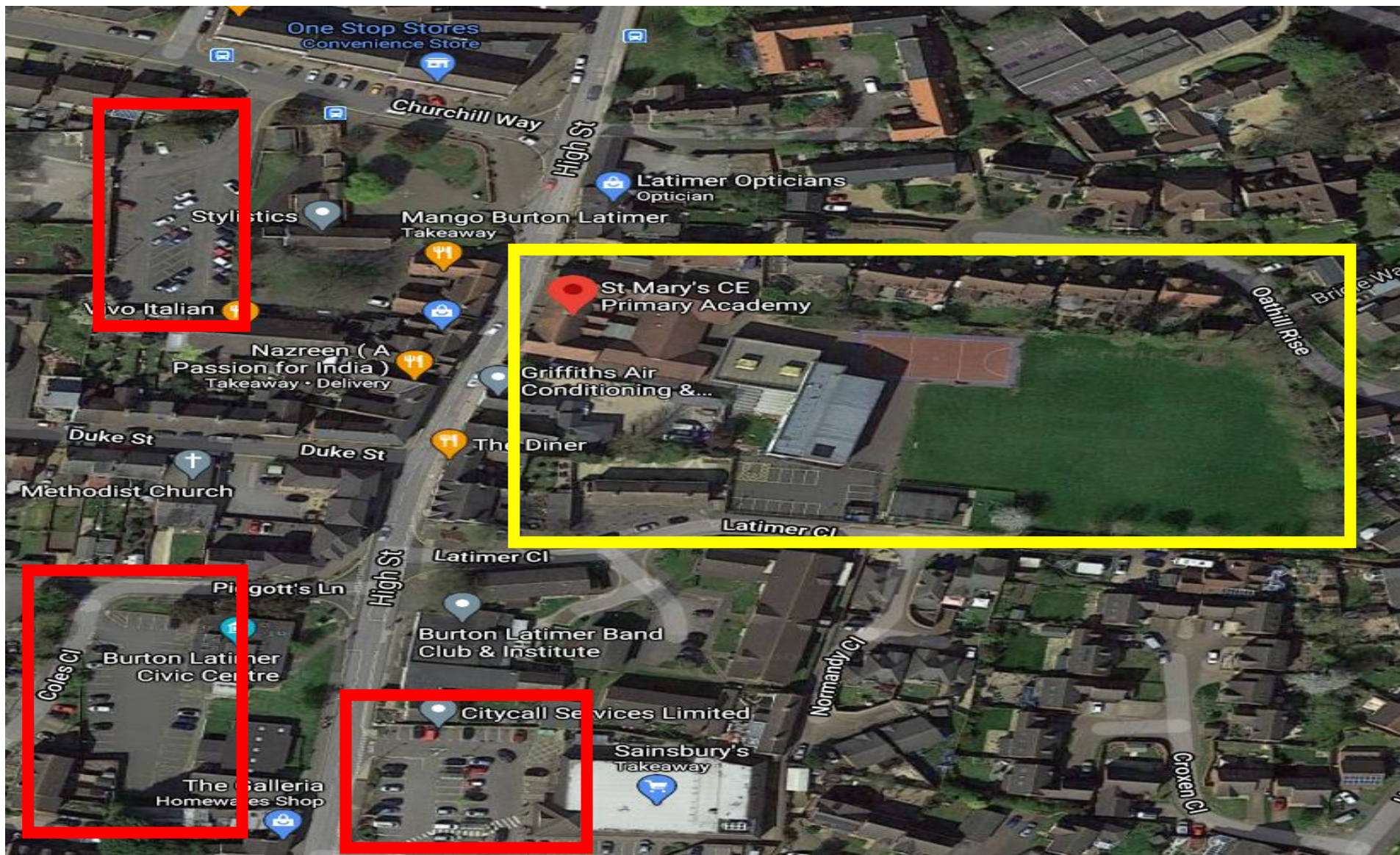
If you have more than one child, then please use the entrance for the oldest child/children, then walk the younger child/children around the outside of the building to their class entrance following the one way system Please ensure any pre-school siblings are supervised and stay with their adult whilst on school site.

If you arriving by bicycle or scooter please ensure you walk it to the cycle store – **riding on school grounds is not permitted.**

Children are NOT permitted to use any of the outdoor play equipment.

Please avoid contact with others and spend minimal time at both arrival and pick up times. Your co-operation will help to alleviate congestion and make these times much easier for everyone.

Please also be mindful of parking. There are several car parks that you can use around the school site (please see the diagram below). Parking on Latimer Close is not permitted and causes congestion and a risk for our children.



Children will be guided to sanitise their hands as they enter the school building. We would ask that they wash/sanitise their hands before leaving home also. Please contact the school office receptionist@stmarysceb1.info if your child is **NOT** able to use hand sanitiser for medical/allergy reasons.

A member of staff will be present at all entrances/exits to welcome the children, however they will not be able to talk to you at length at this point. If you need to speak to a class teacher, please arrange to do so via receptionist@stmaryscebl.info or 01536 722757.

Reducing Covid-19 Transmission: between home and school

- Any pupil displaying Coronavirus symptoms at home must not come to school as per government guidance.
- All pupils will sanitise or wash their hands whenever exiting and entering the school building/classroom.
- Children should only bring essentials such as lunch boxes and coats etc.
- We plan to allow children to take home reading books once assessments have been completed. **In the meantime, please send in ALL school reading books that are at home.** These will then be quarantined and re-shelved.
- Please ensure any bags (including PE bags) are named and remember backpacks are not allowed in school. (Book bags and draw string bags only).
- PE kits should stay in school for the term and only be taken home if they are very dirty (unwearable).
- PPE will be available in school as an emergency precaution for suspected cases, to administer first aid or provide intimate care.
- Staff will get in close proximity of pupils if their duty of care demands it and so staff will have access to relevant PPE when appropriate.
- As always, please ensure all items of clothing, bags and lunch boxes etc are named.
- Staff will be expected to **NOT** car share with one another and we would ask that this is the case for all children and parents/carers. Where possible, walking and cycling would be encouraged. Children are more than welcome to bring their bicycles and scooters to school. *It will be the child/parent/carers responsibility to ensure locks are provided.*

Reducing Covid-19 Transmission: at other times of the school day

- All rooms/areas used in school will be thoroughly cleaned every night and regularly used surfaces/items will be cleaned between uses during the school day. A clean of toilets and other commonly used areas will also be undertaken throughout the day
- Our pupils will be in bubbles.
- Pupils will wash or sanitise their hands upon arrival to and before departing school and before and after activities, including eating. This will also happen when children attend interventions, music lessons, etc.
- Children will be regularly reminded not to touch their face and to 'catch, bin and kill' sneezes and coughs.
- Children will be provided with their own resources including stationery and workspace. (No pencil cases are permitted in school).
- Where possible, learning will be organised to use all available space to reduce child to child contact although it is accepted by the government that social distancing within the primary setting is not always possible.
- Windows will be open wherever possible to aid ventilation, and internal doors will remain open wherever possible to minimise repeated contact with door handles.
- Outdoor learning will be promoted at every opportunity, consistent with government guidance with transmission rates of Covid-19 reduced in the open air. PE will take place both in and outdoors as appropriate. (Coats will be required as children will take breaks in all-weather conditions!)

Interventions/Boosters

- Interventions within bubbles will take place according to specific needs.
- Pupils who attend an intervention or booster session will sanitise their hands as they join/leave the intervention.
- Chairs and workstations will be sanitised after use and before any further children attend.

- Staff members will try to keep socially distanced from children, where possible, and sanitise their hands between groups.

School equipment

- Children will need to sanitise their hands before and after using shared school equipment.
- iPads and Laptops will need to be wiped with antibacterial wipes after use and will be quarantined for 72 hours before use by another bubble.
- Play Equipment will be allocated to a class to use during the term and will remain for their use only.
- PE units/focues will be non-contact, wherever possible, and will take place in/outdoors as appropriate.
- Where PE equipment is used, this will fully sanitised and quarantined for 72 hours before use by another bubble.

Breaktimes and Lunchtime

- Breaks/lunchtimes will be separated/staggered for each bubble.
- All lunch boxes/drink bottles must be clearly named and taken home every day.
- The playground will be split into three zones and children will have break times in their allocated zone.
- Staff will encourage children to play/work at a safe distance away from each other.
- First aid will be administered to children on the playground wherever possible. (As always, parents/carers will be notified of bumped heads/obvious marks to skin etc)
- Children will sanitise their hands before and after eating.
- Lunchtime Staff will be designated to bubbles where possible.

School uniform

- School uniform including school shoes should be worn everyday.
- Ensure your child/children bring a coat to school daily.
- If the weather is sunny, please provide a sun hat and named sun cream.

- Please make sure all school clothing is clearly named.

Other guidelines

- Children and staff will sanitise their hands at the beginning and end of the session where equipment is used.
- Staff will keep a 2m distance, where possible, from the children.
- Music lessons will take place as per other lessons where there is good ventilation and adequate space.
- Details of private/individual lessons will follow in due course and are expected to resume.
- No singing/choir will take place until further notice as per government guidance.
- No swimming will take place until further notice as per government guidance.
- Daily acts of worship will take place within the classroom rather than whole school.
- Friday special worship will also be class based with children receiving 'Values' awards, 'Head teacher' awards and reading, writing and maths awards. Certificates/awards from home are **NOT** to be brought into school in the usual way but the details can still be shared in class worship time. (Parents/carers will **NOT** be invited into school.)

Reducing Covid-19 Transmission: for a child becoming unwell at school

- If a pupil displays Coronavirus symptoms, they will be isolated in our spare classroom and sent home as soon as the child can be collected from the Latimer Close entrance, with parents directed to follow Government and NHS guidance. **Please ensure that all contact details are up to date.**
- Whilst in the spare classroom, a child will be supervised at all times, will be reassured, and looked after whilst awaiting collection.
- A staff member working with the group containing a symptomatic child will use PPE if required (facemask, apron and gloves) and supervise the child in the isolation room at distance of 2m where possible until they can safely leave school.

- Government guidance will be followed to ensure the adequate cleaning of the room by the member of staff involved in the case. This will include disinfecting surfaces, double bagging PPE used and washing hands.
- Unless the member of staff or pupils in that 'bubble,' develop coronavirus symptoms they do not need to go home.
- Parents/carers will be reminded of the need to engage with NHS Test and Trace.
- We will consult with the local health protection team regarding whether other pupils/staff, who have been in 'close contact' with the child/staff member, need to self-isolate at home.

- Staff and pupils will be reminded to avoid/minimise the need for close contact whilst at school. Current guidance as to what counts as 'close contact,' is as follows:
 - Direct close contacts – face-to-face contact with an infected individual for any length of time, within one metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin).
 - Proximity contacts – extended close contact (within one or two metres for more than 15 minutes) with an infected individual.
 - Travelling in a small vehicle, like a car, with an infected person.

Reducing Covid-19 Transmission: Staff and Children – in and out of school

- We will ensure pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and we will ensure that anyone developing those symptoms during the school day is sent home. This action is essential to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19).
- 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 will be sent home and advised to follow 'Stay

at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at *least* 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

- Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test & Trace.
- Please refer to the 'What to do if,' guide below regarding attendance. As always school-home communication is important. Working together and being honest and aware will be key.

<i>What to do if...</i>	<i>Action needed</i>	<i>Return to school when...</i>
...my child has coronavirus symptoms	<ul style="list-style-type: none"> • Do not come to school • Contact school daily • Self-isolate at least 10 days Book a test https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name <ul style="list-style-type: none"> • Inform school immediately about test result 	...the test comes back negative.
...my child tests positive for coronavirus	<ul style="list-style-type: none"> • Do not come to school • Contact school daily • Self-isolate for at least 10 days • Inform school immediately about test result 	...they feel better. They can return to school after 10 days even if they have a cough or loss of smell/taste. These symptoms can last for several

		weeks once the infection is gone.
...somebody in my household, including a sibling, has coronavirus symptoms	<ul style="list-style-type: none"> •Do not come to school •Contact school daily •Self-isolate for 14 days •Household member to get a test •Inform school immediately about test result 	...the household member test is negative.
...somebody in my household has tested positive for coronavirus	<ul style="list-style-type: none"> •Do not come to school •Contact school daily •Self-isolate for 14 days 	...the child has completed 14 days of self-isolation
... NHS test and trace have identified my child as a 'close contact' of somebody with symptoms or confirmed coronavirus	<ul style="list-style-type: none"> •Do not come to school •Contact school daily •Self-isolate for 14 days 	...the child has completed 14 days of self-isolation
...we/my child travelled and has to self-isolate a part of a period of quarantine	<ul style="list-style-type: none"> •Do not take unauthorised leave in term time •Consider quarantine requirements and FCO advice when booking travel •Provide information to school as per attendance policy <p><u>Returning from a destination where quarantine is needed:</u></p> <ul style="list-style-type: none"> •Do not come to school •Contact school daily •Self-isolate for 14 days 	...the quarantine period of 14 days has been completed

<p>...we have received medical advice that my child must resume shielding.</p>	<ul style="list-style-type: none"> • Do not come to school • Contact school as agreed with the school • Shield until you are informed that restrictions are lifted and shielding is paused again 	<p>...school inform you that restrictions have been lifted and your child can return to school again.</p>
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Reducing Covid-19 Transmission: Visitors Information *(also available as a separate document)*

At St. Mary's Primary Academy, we ask for the support and understanding of our visitors in helping us to minimise the risk of Covid-19. Our main focus is for the safety and welfare of our pupils, their families and our staff. We continue to take guidance from the Department for Education and Public Health England. Taking this into account, we are now limiting access to the site to essential visitors only by appointment. If you are unsure as to whether your proposed visit to the school is essential, please email office@stmaryscebl.info

If your visit to our school is an essential one, we would nevertheless ask that you refrain from visiting if you:

- Have travelled from or transited through any of the countries or areas that are currently on 'lockdown' in the past 14 days.
- Have symptoms of Covid-19.

- *High temperature*
- *New consistent cough*
- *Loss of/change of taste/smell*
- *Stomach upsets*
- Anyone in your household is required to self-isolate in accordance with Government guidelines.

Visitors should not enter school if they or a member of their household has symptoms of coronavirus.

The family should all self-isolate at home and arrange for a coronavirus test.



Do not leave home if you or someone you live with has any of the following:

- a high temperature
- a new, continuous cough
- a loss of, or change to, your sense of smell or taste

[Check the NHS website if you have symptoms](#)

Along with all members of the St. Mary's Primary Academy community, any visitors to the school should wash their hands with soap and water before leaving home and once they arrive at school, use the hand sanitiser provided.

Once signed in by a member of staff, we would ask and expect that you repeat good hand hygiene during your visit:

- You are requested to visit the nearest handwashing facility once signed in.
- Wash your hands often with soap and water throughout the day, especially prior to eating, for the recommended 20 seconds. Hand sanitiser will also be located around the building for you to use.

- In the event of coughing/sneezing – please use tissues, disposing of them immediately and then washing your hands.
- Avoid touching your eyes, nose and mouth with unwashed hands.

When you are met by one of our members of staff, they will not offer a handshake as a greeting – please do not be offended by this.

Our Risk Assessment for Covid-19 does not encourage the use of masks or coverings. If you intend to wear a mask or face covering during your visit to the school, please make this known when you arrange your appointment.

Where possible, visitors are to remain 2m apart from all other staff and pupils, when moving around the site and, if taking a seat during your visit, you should be positioned 2m apart from those in the same room.

During your visit, unfortunately we are unable to offer our usual hospitality however you are welcome to bring a bottle of water, snack with you.

If you wish to use the toilet facilities while on site, a member of staff will direct to where you need to go.

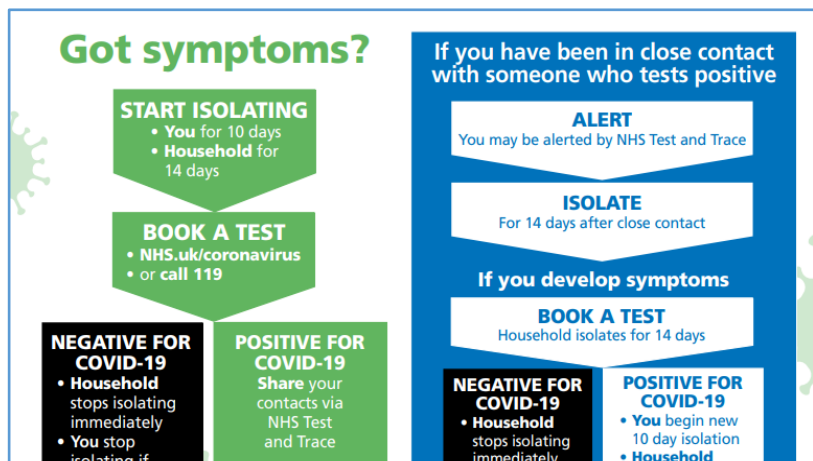
If you start to present Covid-19 symptoms or feel unwell on site, please advise the member of staff you are visiting and go home immediately. A member of staff will sign you out at reception. You should seek a test and we ask that you contact the school to let us know, if you have a positive or negative result.

HELP & ADVICE

Online

<http://nhs.uk/coronavirus>

or call 119



'Everything is possible for one who believes.'

Dream, Believe, Achieve.