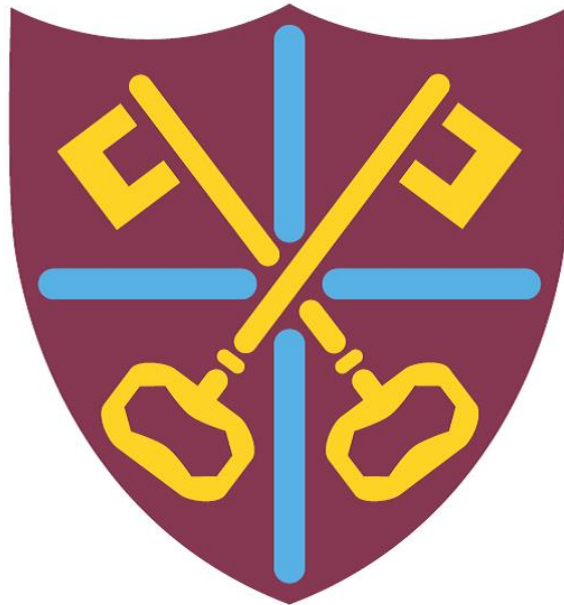


# St Peter's Catholic Primary School



## Handbook for Parents

**September 2020 - Full Reopening**  
(Post Covid-19 Lockdown)

**This handbook contains information about  
our new arrangements; please read it  
carefully.**



# Section 1 - Our Recovery Curriculum

## Mental Health & Well being

When the children re-join school in September, our first focus will be on transition and emotional wellbeing alongside our core subjects of Maths, English, RE and Science. The first few days in school will be about getting to know each other, finding out about how their time away has been, and addressing any worries or concerns the children may have. Our experience of children returning in the summer term has been that they are delighted to be back in school with their friends and we are sure that this will be the same for all our returning groups.

Should your child's teacher identify any additional pastoral or emotional support needs, we have a variety of options to help them. Similarly, if families have experienced significant events during lockdown (bereavement, loss of employment) which parents think may have affected their child, please let Mrs Shabankareh know: [senco@stpeters-leatherhead.surrey.sch.uk](mailto:senco@stpeters-leatherhead.surrey.sch.uk)

## Supporting Transition

We will support children moving into their new year groups in a variety of ways before the end of term by, for example, teachers joining in with class 'GoogleMeet' with their current teacher, hosting 'Meet the Teacher' online sessions or Zoom meetings. Where children are in school for celebrations days, new teachers will join in and introduce themselves to the children. All teachers have met with the member of staff that their class is moving to, to share information about children's strengths and how they learn best.

Each child has also been given a 'Chatty Bag' or 'Happy Bag' which is an adaptation of a transition tool used with younger years. Children are encouraged to fill their bag with items of significance to them, which will be the basis of some 'getting to know you' work in September.

## Physical Activity

Physical activity will be an important part of our new daily routine and teachers will build opportunities into each day to be physically active, for example completing the daily mile or taking part in dance activities.

Formal PE lessons will resume from the start of term. **Children should wear PE kit to school on these days.** Your teacher will let know when this will be in their 'Meet the teacher' video call on 2<sup>nd</sup> September. Children from Y1-6 should also have a pair of trainers in their bag each day so that they can change for games sessions outside. Mrs Hartfield will be launching the 'Healthy Habit Challenge' in September which will form most of our homework for the first few weeks back and will encourage children to be as active as they can be in their daily lives.

## **Behaviour and Inclusion**

### **What happens if my child becomes upset at school?**

- Please be positive with your children about returning to school - we have missed them and are looking forward to seeing them again. Although things may look different, our staff will be as welcoming as ever.
- We cannot cuddle or hold children by the hand but we will of course offer verbal comfort.
- If your child becomes upset when they come to school in the morning and will not separate from you to come in, you should try to stay calm and continue to encourage them to come into class. If they really will not separate, you could take them home and try again a little later or the next day.
- If your child is upset but comes into school, we will update you later in the morning as to how they are doing. Most children will settle well once they have been distracted by the activities on offer and a warm welcome from staff.
- If your child comes into school but really can't settle and is very distressed, we will contact you and ask you to collect them.

### **Behaviour Expectations:**

The very different circumstances at school at the moment mean that additional rules are needed and these will be explored with the children on their return. Unacceptable behaviour such as deliberately coughing at another person, repeated refusal to distance themselves from an adult, another child or another bubble will be treated as very serious incidents.

All pupils will be supported to understand the new behaviour expectations in the following ways:

- Throughout the school there will be signs/posters/visual prompts to remind pupils and staff of the new safety measures in place that should be followed.
- All adults will explain new routines sensitively and help pupils to feel safe and reassured by the rules in place.
- The new routines and expectations will be explained and repeated by the pupils' teacher every day and throughout the day. This will reassure all pupils and particularly those who are anxious.
- All adults will explain hygiene rules sensitively every day and provide reminders throughout the day.
- Whilst new expectations are established, we will focus on routines, safety and well-being rather than academic challenge.
- An age-appropriate strategy for pupils to share their concerns e.g. a worry box, will be available in every bubble so that pupils' concerns can be heard and responded to every day.
- School staff will pay particular regard to families and pupils who are classified as clinically vulnerable so that appropriate additional support is put in place to reduce anxiety as appropriate to the circumstance.
- For pupils who are not managing for any reason to follow our school expectations we will follow the process outlined in our existing [Behaviour Management Policy](#) and the Surrey Model Covid-19 policy addendum, which will shortly be available on the school website
- If, despite all appropriate support and guidance, a pupil repeatedly breaks our current safety rules, the headteacher may, as a last resort, consider alternative arrangements or exclude a pupil either for a fixed period or permanently.

## **Supporting Learners**

Our teachers will use low pressure, everyday tasks to assess where children are in their learning in September. Our teachers are highly skilled at identifying areas of need and will ensure that this is done as smoothly as possible with minimal stress to the children. Children will not come back to school and be asked to sit formal tests.

Once the teachers have assessed where the children are in their learning, they will be able to plan to revise any 'gaps' in their knowledge over the course of the academic year. We might find that the whole class is unsure about a particular area, or just one or two children, and will plan our response accordingly. This may take a variety of different forms, such as:

- whole class revision of a key area
- small group interventions with an adult
- catch up time on a particular topic
- government tutoring programme

We have not yet received any details from the government around what additional funding we may receive in September or how the proposed tutoring program will work, however, we will ensure that children receive the support they need, in whichever form is most appropriate.

## **Homework**

For the first few weeks of term, homework in all year groups will be based on:

- Completing the Healthy Habit Challenge
- Reading
- Key number skills (Numbots/ Times Table Rockstars)

Once the children have settled back into school, classes will begin to introduce homework schedules. More information on this will be given in the 'Meet the Teacher' session in September.

## **Section 2 - Practical Considerations**

### **Your Child's Bubble**

We have organised the children into 'bubbles' which allow the children to experience school in as normal a way as possible. We have created year group bubbles of 2 classes within their year group. We will maintain stringent hygiene and health and safety measures in all groups. Bubbles will be kept as separate as possible; to accommodate this we will have staggered start/finish times, breaks and lunchtimes.

The teachers working with the bubbles will be consistent, though staff may move between bubbles maintaining a distance of 2m from the children if necessary. If a teacher is absent or unwell for non-COVID reasons, your child's class will remain open and we have the flexibility to book a supply teacher if needed.

## **What the Classroom Looks Like:**

### **In Reception and Key Stage One:**

We are very proud of our provision based approach to learning across the Early Years and Key Stage One. Continuous Provision (learning through play) is an essential part of the curriculum and healthy child development and we are glad that with some minor adaptations, children can return to these vibrant learning environments. Since we do not have to socially distance in the classroom, we can still use carpet time sessions in class although children will be more spread out than before. The children will still have access to a range of resources to support their learning. These will be rotated and cleaned frequently.

### **In Key Stage Two:**

Our curriculum is more formal and involves more desk based work. Where children need to work at desks, they will be arranged in forward facing rows and will each have their own space to sit and their own allocated writing equipment. Any shared equipment will be cleaned after use.

## **Drop Off and Collection Arrangements**

We have organised staggered drop off and collection times to minimise contact between bubbles and movement around the building. **It is essential that you arrive during your allocated time and depart promptly after collecting children.** Only one parent may accompany their child to school, and social distancing outside school must be observed at all times.

Our **drop off arrangements** in September will be:

- 8.45am - Children in Y3-6 (please say goodbye at the Playground gate)
- 8.55am - Siblings from different key stages (e.g. Y1& Y5 please say goodbye at gate )
- 9.05am - YR - Y2 (parents can accompany to the door for the first week only)

Our **collection arrangements** in September will be:

- 3.10pm - Children Year Reception
- 3.15pm - Children in Y1&2
- 3.20pm - Children in Y3-6

(If you have to wait for siblings from different year groups/ key stages, please move to the end of the playground and maintain social distancing from other families)

Our one way system will still be in operation in school in September. When queuing to enter the playground it is essential that children and adults observe social distancing. While some families may have formed support bubbles, or be more relaxed about government guidelines, others may not. The strength of our community is based on our love and respect for each other, and observing social distancing is an important sign of our respect for others.

**Children should remain with their parent/carer at all times**, please do not allow them to run ahead of you or play on the grassed areas, playground or banks. Our staff will be asked to speak to any children or parents who are not observing social distancing, please don't put them in this awkward position.

### **Punctuality & Attendance**

Since May 2020, parents had the option to send their child back to school with no consequences for non-attendance. From September 2020, the expectation is that all children who can do so safely **must** return to school. The government has been clear that it will be very strict on school attendance and punctuality.

In order for the children to get maximum benefit from their education, they must be at school. Home Learning will only be provided in exceptional circumstances for children who genuinely cannot attend, for example they are shielding due to a medical condition (in line with current guidance). This will only be granted after a discussion between the parent and a member of the Senior Leadership Team.

### **Uniform**

Mindful of the impact of the Covid-19 lockdown on both clothing supply chains and family finances and considering the increase in PE sessions in school, the Governors have agreed a temporary uniform for the first part of the Autumn term. This uniform allows parents to use a mix & match approach.

**Between 1<sup>st</sup> September 2020 and 23<sup>rd</sup> October 2020, boys and girls may wear their choice of:**

- **GREY** school trousers, school shorts, school skirts or pinafore style dress **or NAVY** jogging bottoms, leggings or PE type shorts **or SCHOOL** striped summer dress.
- **PALE BLUE** short or long sleeved school shirt **or PALE BLUE** short sleeved polo shirt **or SCHOOL YELLOW** PE polo shirt.
- **SCHOOL MAROON** v neck jumper or cardigan **or any other PLAIN** cardigan, jumper or hoodie in **MAROON, NAVY or BLACK**
- **BLACK** shoes with plain, non-patterned socks or tights
- **PLAIN** warm, **waterproof** coat with a hood. Preferably **NAVY** but any dark colour is acceptable.
- The wearing of all badged uniform items is **OPTIONAL** until at least the end of October.
- Ties are not required until the end of October

### **What to Bring to School?**

Please ensure that your child uses the **smallest bag possible** for any items brought to school. Bags will be kept by desks and children may be asked to stop bringing unnecessarily large bags to school.

Children should bring:

- A **named** water bottle
- A packed lunch if they are having one
- A coat if it is cold/ wet
- A sun hat
- A pair of trainers to change into for running/ games
- Labelled Sun lotion (we will not be able to apply this)
- Labelled hand cream (optional) as stringent handwashing may irritate their skin

**Do not bring anything else to school.** This includes toys from home or comfort items.

### **General Illness in School**

Usual rules around vomiting and diarrhoea will apply; children must stay away from school for 48 hours. If your child is sent home with non-COVID symptoms, follow our normal guidelines. If your child needs to be absent from school, please leave a message giving the reason for absence, stating clearly if they are showing symptoms of COVID-19 or not.

### **Medicines in School**

If your child requires emergency medication (inhaler, epi pen etc.) please make sure that this is brought to the school office before the end of term or on 2<sup>nd</sup> September. We ask that children have 2 sets of emergency medication in school, one is kept in the classroom safe and a spare is kept in the office.

### **Lunch**

In September, the kitchen team will prepare hot, take-away lunches for any child who wants them. To begin with these will be eaten in class as part of our staggered lunch provision. The government have reinstated the 'Universal School Meal' entitlement, so any child attending school in YR, Y1 & Y2 will have lunch provided. If you would rather send a packed lunch, you are welcome to. All other children will need to pay and book for school dinners. More information about this will be sent shortly.

### **Wrap Around Care and Clubs**

The government is giving schools the flexibility to re-open wrap-around care, including breakfast clubs and after school clubs. SKEATS will be operating in school for the following sessions:

- Breakfast Club - drop off between 7.45am- 7.55am ONLY
- After school Club - collection between 4.45pm - 5.00pm ONLY

There will be no option to drop off or collect children from SKEATS outside of these times.

Other external club providers will begin to resume once school has settled back into a routine; we expect that this will be around October half term. Teacher led clubs will resume in the Spring term, but if teachers are able to, they may choose to offer 'short course' after school clubs in the second half of the Autumn term.

Please be aware that if you use clubs, your child is increasing their number of contacts in school. This means that if another child in the club tests positive for COVID, your child will have to self-isolate for 14 days, even if they are not in the same class.

### **Visitors**

Visitors into school will be strictly limited and by prior appointment only, adhering to safety protocols. Most appointments will need to be conducted via telephone. Please do not come to the school office. If you need to contact us, please call or email first.

## Section 3 - Covid-19 Specific Issues

### What measures have been put in place to minimise risk?

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced.

These include:

- **minimising contact with individuals who are unwell**
  - issuing guidance on who should / should not be in school
  - ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend schools.
- **cleaning hands more often than usual**
  - There will be frequent supervised handwashing with soap. Children will be asked to wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- **ensuring good respiratory hygiene**
  - By promoting the 'catch it, bin it, kill it' approach and frequent emptying of bins
- **cleaning frequently**
  - Our cleaning team will be on-site to clean toilets etc. at lunchtime and throughout the day
  - We have removed any soft furnishings or toys which cannot be easily cleaned from the classrooms
  - Frequent cleaning in the classroom, including cleaning of regularly touched surfaces using standard products, such as detergents and bleach
  - Daily sterilisation of equipment used
  - Deep cleaning of the school every Friday evening
- **minimising contact** and mixing by altering the environment (such as classroom layout) and timetables (such as staggered break times)
  - Children organised into bubbles.
  - Staggered start and finish times at different entrances - one way system in school
  - Staggered break times to prevent mixing with other bubbles - lunch in separate spaces
  - Where learning is desk based, these will be arranged to limit direct face to face contact
  - Individual stationery packs for older children to prevent sharing, sterilisation of resources shared within bubble
  - Escorting children to the toilet to prevent mixing with other bubbles



## **Social Distancing**

Our one way system will still be in operation in school in September. When queuing to enter the playground it is essential that children and adults observe social distancing. While some families may have formed support bubbles, or be more relaxed about government guidelines, others may not. The strength of our community is based on our love and respect for each other, and observing social distancing is an important sign of our respect for others.

**Children should remain with their parent/carer at all times**, please do not allow them to run ahead of you or play on the grassed areas, playground or banks. Our staff will be asked to speak to any children or parents who are not observing social distancing, please don't put them in this awkward position.

## **Symptoms of Covid-19**

The main symptoms of Covid 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 (or 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

**If your child, or anyone in your household displays these symptoms:**

- Do not come to school
- Ring us and let us know that you have symptoms
- Arrange to be tested - let us know the result
- If the test is positive - everyone in the household must isolate for 14 days.

## **Suspected case of Covid-19 in school**

- Guidance is that any child or member of staff showing symptoms should be sent home immediately and self-isolate for 7 days, while their household self-isolates for 14 days. This includes showing a temperature, or presenting with a persistent cough while they are at school.
- If symptoms are recorded at school, and a child is subsequently sent home, the decision of the school is final and non-negotiable. Anyone with symptoms can and should get a test for COVID-19.
- If a child tests negative, they can return to school. Remote learning will be provided for children who are self-isolating and well enough to access it.

## **Confirmed case of Covid-19 in school**

- If a child or member of staff tests positive for COVID-19, all children and adults from their bubble will have to self-isolate for 14 days. This will include any other groups they have taken part in, for example SKEATS or after-school clubs.
- From September, if your child tests positive over a weekend or during October half term, please inform the school as soon as possible via email to [office@stpeters-leatherhead.surrey.sch.uk](mailto:office@stpeters-leatherhead.surrey.sch.uk) so that we can take appropriate steps to close the relevant bubbles and prevent spread.

- If the school has more than one confirmed case within 2 weeks, Public Health England may treat this as an outbreak. This may include complete school closure for a particular year group or for all children and staff for a set period. Should this happen, we will be guided by Public Health England and the Local Authority.

### **The Use of PPE in School**

- All staff will wear masks and gloves when dealing with general first aid issues.
- If a child is displaying symptoms of Covid-19 then the staff supervising them will wear full PPE, including aprons, masks and gloves. This will protect both the staff member and your child.
- All staff will be trained in how to put on and remove PPE safely.
  - **Children should not wear PPE.** The government has advised this since they are often unable to put it on or remove it safely. Masks are only effective for up to one hour, and should a child leave their discarded mask in the wrong place, another child may pick this up, hugely increasing the risk of transmitting the virus.

### **Localised Lockdown Arrangements**

Should a local lockdown be enforced, it is highly likely that all children other than critical workers and priority groups (such as those children with an EHCP or a social worker) will need to return to accessing home learning for the duration of the lockdown.

### **Critical Workers and Other Priority Groups**

Depending on the circumstances of any further school closure due to a local lockdown or an outbreak of COVID-19 at school, we will be guided by Public Health England and the Local Authority on which, if any, children should continue to attend.

### **Home Learning**

We will continue to use the Virtual School page on our website as the main method of communication if we need to provide home learning for groups of children who are self-isolating or during local lockdowns. As they do now, children in Years 3-6 will access Google Classroom to support learning in school and at home. Parents of children in Year Reception, One and Two will continue to use Tapestry to share learning experiences between home and school.

Thank you for the ongoing support you have given to the school and staff during this difficult period. Please do get in touch if you have any questions. I look forward to welcoming your child back to school.

With best wishes,



**Richard McKenzie**

Headteacher