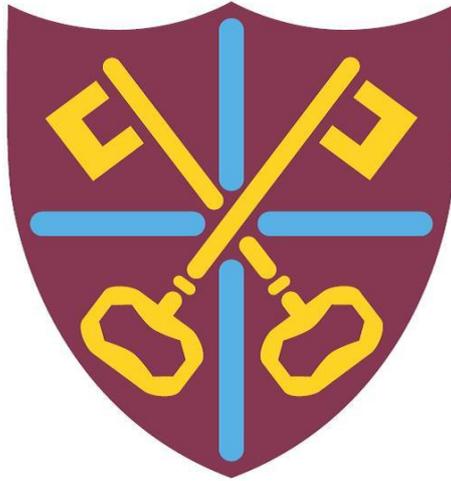


# St Peter's Catholic Primary School



## Handbook for Parents March 2021 - Full reopening (Post Covid-19 Lockdown)

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

Some details have changed since the September re-opening handbook. These are highlighted in **red**.



# Day to day arrangements

## Drop off and collection:

Our priority for drop off and collection is that we enable parents to abide by any current restrictions around social distancing and mixing of households. Our one way system will still be in operation and when queuing to enter the playground it is essential that children and adults observe social distancing. Children should remain with their parent 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.

## Drop off arrangements:

- 8.45am - gates open for all children (please say goodbye in the line)
- 9.00am prompt - gates locked

Although we have a staggered start to allow parents to spread their arrival over a period of time, we also want children to be in school **by 9am** ready to learn. Please try to arrive a few minutes before 9am if possible. If you arrive after 9am you will need to take your child to the office and they will be marked as late.

## Collection arrangements:

- 3.05pm - Playground gates open
- 3.10pm - siblings from all year groups will be dismissed from their usual place.
- 3.20pm - single children and childminder groups will be dismissed from their usual place.
- 3.25pm - playground gates locked

We have changed our collection procedures to limit the amount of time that parents with siblings need to wait on site. We know that younger children get bored when waiting for their older siblings and are then tempted to run around making it hard to socially distance. Therefore, formal learning will end at 3.10pm and **children will be dismissed in 2 waves. Children from any year group with a sibling at St Peter's will be dismissed in one wave, with single children and childminder groups dismissed at the next time slot.**

## Uniform

Our aim is for children to be in full school uniform **as soon as practically possible** and by the start of the Summer Term at the latest. Children should still wear PE kit to school on their PE days.

If children have outgrown their school clothes or shoes, then plain grey or navy trousers, joggers or leggings can be worn as a temporary alternative. Likewise, if school shoes no longer fit, then plain trainers can be worn until parents are able to visit shoe shops for a replacement. The FOSP have a stock of 2<sup>nd</sup> hand uniform which may be helpful for parents, you can contact them on [fosp.stpeters@gmail.com](mailto:fosp.stpeters@gmail.com). If parents are in financial need, please contact us as we may be able to support you with the cost of replacing outgrown uniform.

## Punctuality & Attendance

From 8th March 2021, 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.

### **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 pair of trainers to change into for running/ games
- Labelled hand cream (optional) as stringent handwashing may irritate their skin

And for when it gets hotter:

- A sun hat
- Labelled Sun lotion

### **Lunch**

The kitchen team will continue to prepare hot, take-away lunches for any child who wants them. These will be eaten in class for years 2-6 as part of our staggered lunch provision. Any child attending school in YR, Y1 & Y2 will have lunch provided under the 'Universal School Meal' entitlement. If you would rather send a packed lunch, you are welcome to. All other children will need to pay and book for school dinners.

### **Wrap around care and clubs**

The government are giving schools the flexibility to re-open wrap-around care, including breakfast clubs and after school clubs. Please contact SKEATS or KidsExtra directly if you would like your child to attend. We hope that external club providers will begin to resume as restrictions ease further and we will keep parents updated about this.

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 10 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.

### **Medicines in school**

If your child requires emergency medication (inhaler, epi pen etc.) and they collected their school supply when lockdown began, please return it before they come back to school. The office is open all this week for this.

### **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.

## Recovery Curriculum and ‘Catch up’

### Supporting Learners

Our teachers will use what they know from the period of remote learning, along with low pressure, everyday tasks to assess where children are in their learning. 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. The period between re-opening and the end of term will be used to revisit, revise and consolidate learning that has taken place during remote learning. 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

We will also be starting some of the government tutoring programmes in school for children that we feel will most benefit from this. These programs are designed to support children across a range of year groups in key English and maths skills. More information on the tutoring program will be shared with parents shortly.

When the children re-join school, our first focus will be on our core subjects of Maths, English, RE and Science as well as ensuring that children have lots of time to be physically active, rebuild friendships and social skills and share any worries or concerns they may have.

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 effected their child, please let Mrs Shabankareh know: [senco@stpeters-leatherhead.surrey.sch.uk](mailto:senco@stpeters-leatherhead.surrey.sch.uk)

### Behaviour and Inclusion

Please be positive with your children about returning to school - we have missed them and are looking forward to seeing them again. Things in school will be very similar to how they were at the end of the Autumn term so children will know what to expect and how things work.

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.

## **Behaviour expectations:**

The current 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 safety measures in place that should be followed.
- All adults will explain routines sensitively and help pupils to feel safe and reassured by the rules in place.
- The routines and expectations will be regularly explained and repeated by the pupils' teacher. This will reassure all pupils and particularly those who are anxious.
- All adults will explain hygiene rules sensitively and provide regular reminders.

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 is 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.

## **Reducing and responding to cases of Covid-19**

### **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 will 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 (by 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 school, **including twice weekly asymptomatic testing for all staff.**
- cleaning hands more often than usual (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 y promoting the 'catch it, bin it, kill it' approach and frequent

emptying of bins

- cleaning frequently (including cleaning of regularly touched surfaces using standard products, such as detergents and bleach)
- deep cleaning of the school every Friday evening
- minimising contact and mixing by organising children into bubbles, altering the environment (such as classroom layout) and timetables (such as staggered break times and lunch in separate spaces) and escorting children to the toilet to prevent mixing with other bubbles

### **Social Distancing**

Our one way system will still be in operation. 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 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.

### **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. Children should not wear PPE.

### **Your child's bubble**

The children will return to their year group 'bubbles' which allow the children to experience school in as normal way as possible with both classes within their year bubble. 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 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 where possible. 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.

### **If your child, or anyone in your household displays symptoms of Covid-19**

- 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 10 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. 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 10 days. This will include any other groups they have taken part in, for example SKEATS or after-school clubs.

If your child tests positive over a weekend or during a school holiday, please inform the school as soon as possible via email [office@stpeters-leatherhead.surrey.sch.uk](mailto:office@stpeters-leatherhead.surrey.sch.uk) to so that we can take appropriate steps to prevent spread.

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

With best wishes,

A handwritten signature in black ink, appearing to read 'Richard McKenzie', written in a cursive style.

Richard McKenzie  
Headteacher