

St Mary's CE Primary School



Coronavirus (COVID-19)

School Guidance

November 2020

Handbook for Parents/Carers

Introduction

We are so pleased to welcome you back and to thank you all for your support and understanding during the coronavirus (COVID19) pandemic.

The government announced that educational settings can open to all pupils from September, provided that additional safety measures are put in place to minimise the risk of coronavirus transmission. In line with the government's direction, and following a robust risk assessment process, we have welcomed back all pupils.

We have put together this handbook to provide you with all the details of the measures that are being put in place to ensure the safety of our school community as we fully open. We hope that this will address any of your concerns and reassure you that we have taken all the necessary precautions in preparing to welcome all our pupils back to school. Guidance is changing frequently however we will keep you updated.

Please feel free to call our office on: 0208 690 2613 if you have any questions or concerns as you will not be permitted to come onto the school site without prior permission.

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In order to keep our school safe, we would like you to help us by:

- Adhering to your child's pick-up and drop-off times – ensuring that you maintain social distancing with staff and other adults
- Only communicating with the school via telephone or email
- Remaining vigilant for the symptoms of coronavirus
- Keeping your child at home if they develop symptoms or if any members of the household develop symptoms
- Ensuring that your child washes their hands before they leave for school and after they return home
- Helping your child to understand the importance of infection control, good hygiene and social distancing

1. Risk Assessment

The school has undertaken a robust risk assessment to identify and manage risks and we have implemented control measures in line with the Government Guidance.

2. Symptoms

If you or anyone in your household become unwell with a new and persistent cough, a high temperature, has a loss of or change in, their normal sense of taste or smell (anosmia), you must not come to the school and you should stay at home. Please follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out guidance for everyone in the household to self-isolate for at least 10 days. A test should be [arranged](#) to see if they have coronavirus (COVID-19).

Please notify the school office via telephone as soon as possible if your child, or somebody in your household, is showing symptoms of coronavirus and your child cannot come into school.

3. Testing

All pupils, and members of their households, will be able to access a test if they are displaying symptoms of coronavirus. If your child is displaying symptoms they should access the test.

There is information about how you can access a test on the NHS website: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>.

You can also call NHS 119.

Where possible, we will provide a home testing kit for you to ensure that your child and other members of your household can easily access a test.

If your child is sent home from school with symptoms and subsequently takes a test, you must inform the school of the results as soon as possible. If the test is negative, your child can return to school when they feel better. If the test is positive, your household will need to continue the self-isolation period.

We encourage you to inform the school immediately of test results.

You may also need to engage with the NHS [Test and Trace](#) programme, meaning that you need to be ready and willing to:

- Book a test if your child or another member of your household displays symptoms
- Provide details of anyone your child has been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace
- Allow your child to self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive

4. Procedure for Pupils Displaying Symptoms of Covid 19

It is extremely important that all parents and pupils remain vigilant regarding preventing, identifying and minimising the spread of coronavirus.

We ask that you do not send your child to school if they have any of the following symptoms:

- A high temperature – this means they feel hot to touch on their chest or back
- A new, continuous cough – this means coughing a lot for more than an hour, or three or more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual)

- A loss of or change in, their normal sense of smell or taste – this means they cannot smell or taste anything, or things smell or taste different to normal

It is also important that you do not send your child to school if somebody in your household has tested positive or has symptoms of coronavirus.

If your child becomes unwell at school and shows symptoms of coronavirus, the school will take the following immediate actions:

- Your child will self-isolate in school using a designated area
- Your child will be supervised whilst waiting for collection
- You must collect your child as soon as possible
- You must have your child tested for coronavirus
- You will be encouraged to engage with the NHS Test and Trace programme

If an individual in your child's class **tests positive for coronavirus**, the school will send the individual's close contacts home to self-isolate for 14 days.

Close contacts include:

- Direct close contacts – anyone in face-to-face contact with the individual for any length of time, within 1 metre – this includes face-to-face conversation, unprotected (skin-to-skin) physical contact or being coughed/sneezed on
- Proximity contacts – anyone in extended close contact with the individual, within 1 to 2 metres for over 15 minutes
- Travelling in a small vehicle, e.g. a car, with the individual

We will notify you if this is the case and ask that you pick your child up from school as soon as possible. While pupils are awaiting collection, they will remain in their classroom and be able to access one toilet.

5. Social Distancing

To reduce the risk of transmission, social distancing measures will be implemented. However, we understand that some pupils may be unable to fully understand social distancing principles, e.g. because of their age or needs. Staff will work with all pupils to ensure their safety and positively reinforce good social distancing behaviour.

We have implemented:

- One-way systems
- Desks and chairs in classrooms arranged to maintain space and face forward
- Staggered entry to school, lunch and break times
- Assigned toilets to "groups"
- Signage and floor markings to encourage social distancing

6. Arrangements

To increase the effectiveness of social distancing with all staff and pupils attending school, we have made the decision to organise children into groups of two classes with the exception of Reception, Year 1 & 2.

Children will still work in their individual classes as much as possible but will be in groups during transition times and when in the playground, at lunch or worship. They will also share some group resources.

- We will endeavour to ensure that individuals within a group do not mix with members of another group.

- Some staff may have to move between groups to deliver a full curriculum, assist classroom staff, deal with an emergency situation, to provide cover etc. however they will endeavour to maintain social distance rules and hygiene procedures.
- Each group will have their own classroom and outdoor resources which will not be shared with other groups. These resources will be frequently cleaned.
- Desks and chairs will be forward facing and as far apart as possible. Furniture has been removed from certain classes to provide extra space.
- Most classes will be issued with their own stationery sets and will not be shared.
- Any equipment or resources that is shared with other groups will be thoroughly cleaned or taken out of use (for 72 hours) before being used by another group.
- We request that pupils do not bring in non-essential items from home.
- Pupils will be able to take home books and resources from their class to aid with their education. When returned they will be taken out of circulation for 72 hours before they can be used by others in the group.
- Each group will be allocated specific toilets which will be cleaned regularly during the day.
- Tissues and hand sanitisers will be available in each class.
- Contact points and surfaces will be cleaned and sanitised regularly during the school day.

We request that your child only brings into school:

- A water bottle – which can be refilled in school
- Packed lunches – where required
- Essential medication and medical equipment
- Coats and other essential outdoor wear
- PE kit
- School bag

7. Travelling to School

Pupils should walk or cycle to school or be dropped off by only 1 member of their household where possible.

Public transport should be avoided; however, if you need to use public transport to get to school, follow guidelines on social distancing and wearing protective clothing, e.g. face masks / face coverings.

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

8. Face Coverings / Masks

Public Health England does not (based on current evidence) recommend the use of face coverings in primary schools. This evidence will be kept under review. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission.

If your child wears a mask / face covering to school, please provide a plastic bag for them to contain it in their school bag during the school day.

9. **Drop off and Pick Up**

Drop off and pick up points will be separate for each group in order for us to adhere to social distancing guidelines as much as possible. We ask that pupils are dropped off or picked up by only one accompanying adult. Please aim to be early and line up using the footprints that have been painted on the pavement at 2 metre intervals.

Parents / Carers will not be permitted to enter the school building or gather in groups within or outside of the school premises.

The table below

Group	Classes	School Timings		Entry & Exit
EYFS	Reception	8:45 am	3:15 pm	Nursery Entrance - Romborough Way
	Nursery Morning	8:30 am	11:30 am	
	Nursery Afternoon	12:30 pm	3:30 pm	
	Nursery Fulltime	8:30 am	3:30 pm	
KS1	Year 1	8:45 am	3:15 pm	Main school Entrance – Lewisham High Street
	Year 2			
Lower KS2	Year 3	8:45 am	3:15 pm	Side Entrance gate - Romborough Way
	Year 4			
Upper KS2	Year 5	8:45 am	3:15 pm	(ENTRY) Side Entrance gate -Romborough Way (EXIT) Far Entrance gate – Guyscliffe Road
	Year 6			

10. **Uniform**

We expect all our pupils to attend school in full uniform in the Autumn term. Uniform does not need to be washed or cleaned any more than normal.

11. **Infection Control**

Strict infection control measures are an important aspect of keeping all staff and pupils safe and healthy in our school. This means that we will be enforcing new rules to ensure that good hand and respiratory hygiene is consistently maintained.

We expect pupils to follow these rules; however, we understand that some pupils may be unable to fully understand infection control principles, e.g. if they are very young or have special educational needs.

Staff will work with all pupils to ensure their safety and positively reinforce good infection control behaviour where necessary.

Pupils will be instructed to wash their hands at various times during the day including

- On arrival
- After removal of their face mask / covering
- Before and after playtime
- Before and after lunch
- After using the toilet
- After coughing or sneezing
- If they change rooms (IT Suite, Art Room etc)

Pupils will wash their hands for at least 20 seconds using soap and water or use the sanitiser. We have invested in additional outdoor hand-washing stations (with warm water) to make the process as efficient as possible. Young pupils and pupils with educational needs will be supervised when doing this.

We have also enhanced our cleaning regimes to include additional cleaning / sanitising of classrooms, toilets, surfaces, contact points (door handles, switches, handrails, phones etc). Staff and visitors will also be required to follow stringent infection control measures.

We have disconnected all our water fountains but pupils will have access to drinking water in their classroom.

12. Food and Drink

Arrangements will be put in place to ensure mixing between groups is avoided during lunchtime.

Pupils having packed lunches will eat in their groups. There will be social distancing measures for pupils waiting to have lunch. The cutlery, will be placed on trays in advance of the children entering the lunch hall. There will be a cleaning schedule in-between sittings.

13. Visitors

Visitors are not permitted to come onto our school site without a prior appointment or if it is absolutely necessary, e.g. for essential building works or to provide essential support to a pupil – this also applies to parents. Parents that need to come into school will need to make an appointment first. Please call the school office if you wish to meet with a member of staff.

Meetings will only be held where absolutely necessary and ensuring social distancing.

14. Breakfast and After School Clubs

There will be social distancing during breakfast clubs. There will be a limited number of places for children that regularly attend breakfast club. Breakfast club will start at 7:30am and end at 8:45am.

15. First Aid / Intimate Care

There have been significant changes to our first aid and intimate care procedures to ensure we have effective hygiene controls in place.

Additional personal protective equipment has been issued to staff and where possible social distancing will be maintained.

The accident / incident reporting procedure will remain unchanged.

If you are called to collect your child after an accident you will arrive at the main school gates.

16. School Trips

The government has advised that school trips abroad and other overnight trips do not go ahead until further notice. Our school is not currently planning or arranging any new school trips at this time.

17. Worship / Gatherings / Events

The government has advised that school do not hold full school worship at this time. We may hold year group / group worship, but no parents / carers will be invited. We will not be organising any events or gatherings for the foreseeable future this includes Friends of St Mary's events.

18. Curriculum

It is a school priority that we support pupils "health and wellbeing" and help them back into school life successfully.

We will:

- Increase outdoor learning, where possible
- Continue with PE lessons – non-contact sport and in groups from their group
- Music – ensure we follow guidance on music lessons
- IT – will be delivered in class or where the children use the ICT suite or shared equipment, it will be thoroughly cleaned between groups.

19. Behaviour

For our school to remain safe for pupils and staff, we have implemented additional rules with regards to social distancing and infection control.

Pupils will be expected to follow these rules however we understand that they may be difficult for the young pupils or those with additional educational / behavioural needs, so each situation will be considered individually.

We will expect pupils to:

- Partake in additional hand washing
- Not to behave in a way that puts others at risk
- Maintain social distancing where possible
- Not mix with other pupils from different groups
- Adhere to all the classroom / group hygiene rules

20. Clinically Vulnerable

If your child is considered clinically vulnerable, clinically extremely vulnerable, was previously 'shielding', or lives with somebody who was shielding, they are **now** able to return to school.

If your child is considered clinically vulnerable or clinically extremely vulnerable, you may wish to contact your child's GP to discuss whether additional safety measures need to be put in place to ensure it is safe for them to attend school. The school will carry out individual risk assessments for children in these categories.

If, after speaking with your GP, you decide that your child will need additional safety measures in place to attend school safely, e.g. wearing a face covering, please contact the Headteacher via the school office.