



St Joseph's Catholic Primary School, Moorthorpe

September 2020 Full Reopening – **UPDATED 25.9.20** COVID-19 Parent Guidance

The following guidance has been produced to inform parents/carers on ways they can, and should, contribute to the safety of their child's school attendance, from Wednesday 2nd September, as well as the safety of staff and other members of our school family.

Following weekly reviews of our risk assessments, aspects of this guidance has been amended and is shown in blue, underlined font, for ease of reference.

As of September 1st, it is the expectation that all children return to school. *School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:*

- *parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;*
- *schools' responsibilities to record attendance and follow up absence*
- *the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct*



**If your child has:
a high temperature
a new, continuous cough, or
a loss of, or change in, sense of
smell or taste**

**This could be a sign of
coronavirus**

Book a test

**If your child has:
a runny nose, is sneezing or
feeling unwell
But they don't have:
a high temperature
a new, continuous cough, or
a loss of, or change in,
sense of smell or taste**

**These are
not normally symptoms of
coronavirus**

**Seek advice from a pharmacy, dial
111 or see your GP**

What do I need to do before school?

- Ensure your child is well enough to attend school. If in doubt, please call the office on 01977 651755 **BEFORE** bringing your child to school.
- If your child or anyone in your household is displaying symptoms of COVID 19, please inform school immediately. **DO NOT BRING YOUR CHILD TO SCHOOL.** Call 111 or visit www.nhs.co.uk for further advice.
- Children are to wear normal, full school uniform.
- Essential belongings, for example, reading books, bags, water bottles and lunchboxes, where applicable, can be brought into school.
 - PE Kits, in school, are not required.
 - PE DAYS - Children should come to school already wearing their PE kits, on this day.
 - Reception – Friday
 - Year 1 – Thursday
 - Year 2 – Wednesday
 - Year 3 – Thursday
 - Year 4 – Thursday
 - Year 5 – Wednesday
 - Year 6 - Friday
 - On this day, your child will be asked **to come to school in their PE kit**, which they will wear all day. Outdoor PE will take place so jogging bottoms, hooded jumpers, and trainers will be required.
 - Year 4 **are not** swimming currently and more information will be sent home, once further guidance has been received from Wakefield Local Authority.
 - Water Bottles must be clearly labelled and these should be cleaned at home, at the end of each day, or thrown in the bin, if disposable.
- During any warm weather, in September, each child will need a sun hat and should apply sun cream before school. Staff will be unable to assist children with applying further sun cream at lunchtime.
- Ensure everyone leaving the house washes their hands for 20 seconds using soap and warm water.
- Take the opportunity to remind your child about safe practice such as coughing into elbows, 'catch it, bin it, kill it', not touching their face etc.

Can my child wear a face mask to school?

Children **will not** be allowed to wear a face mask, as per Government Guidelines.

Public Health England does not (based on current evidence) recommend the use of face coverings in schools; primary school children will not need to wear a face covering. 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. There may also be negative effects on communication and thus education.

Personal protective equipment (PPE) including face coverings and face masks

*Wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings. **Schools and other education or childcare settings should therefore not require children and learners to wear face coverings.** Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.*

Staff - *In primary schools, where social distancing is not possible in areas outside of classrooms between members of staff or visitors, for example in staffrooms, headteachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances.*

[As of Friday 25th September, all staff and visitors will be required to wear facemasks and/or shields in, and around, school e.g. when in offices, corridors, meeting parents, communal spaces e.g. the Staff Room etc. However, they will not wear these in the classrooms, with their own class \(bubble\) during lesson time.](#)

Based on current evidence and the measures that schools are already putting in place, such as the system of controls and consistent bubbles, face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided.

What do I need to do for our journey to school?

- Plan your journey in good time; **it is vital that children arrive on time and at the correct gate.**
- **Only 1 parent should bring their child to school,** as per Government Guidelines.
- Where possible, we advise to continue to walk only with your own family - children will be excited to see one another but they must remain socially distant (1 metre plus or more) so please do not walk to school as different households.
- If you're able, avoid public transport; take the opportunity wherever possible to walk or cycle to school. If you use public transport, we appreciate you will need to wear a face mask but this should not be brought into school by your child.
- If you have to use the car, keep the number of people in the car to a minimum and ensure handwashing/sanitising occurs before leaving home. Do not car share with people from other households.
- Avoid popping to the shop on the way, do this on the way home if required.
- Please make a note of your child's start times and pick up times, as these are different for each year groups. We are asking all parents not to gather outside the gates. Any queueing must be done 2 metres apart.

What do I need to do when I arrive at school?

- [As of Monday 28th September, Parents/Carers are encouraged to wear their facemask and/or visor when arriving at or on the school grounds.](#)
- Ensure you arrive at your child's allocated gate, on time – **this is so important so we can keep a steady flow of parents.**
 - [Nursery, Reception, Year 1 and Year 2 – Parents will drop off at the Blundell Road gate at their specific time.](#)
 - [Years 3, 4, 5 & 6 – Parents will drop off on the KS2 Playground/at the KS2 Gate \(you will be allowed on site but must remain socially distant and stand in your child's allocated year group space.](#)
 - **Please note: no parents will be able to walk around or through the school grounds.**
- **Siblings can be dropped off, together, at one gate. This should be at the staggered time for whichever child needs to be in school the earliest.**
- Should you wish to contact a member of staff, please email your child's Class Teacher or contact the school office: 01977 651755.
- Remain at least 2 metres away from others at all times - markings and posters will be provided to help you maintain this distance and staff will be on hand to instruct parents/carers. Please ensure that you listen to their instructions and follow the 2 metre rule.
- Once children are dropped off, please leave the school gates immediately, continuing to abide by social distancing guidelines.
- Any children who arrive late should come to the Main Reception but **it is essential that children are dropped off or picked up, at the correct time. If your allocated gate is locked, and your child enters through the Main Reception, they will receive a late mark (L) on the register, which could affect their overall attendance. Mr Welsh and Miss Fisher will be monitoring this very closely.**

What will school be like for my child?

- Children will be placed into 'bubbles' (the whole class in their new year group) and will remain in these bubbles and will not mix or group with any other year groups.
- As per the staffing structure for September, staff members will be with their 'bubble' and will remain in this 'bubble' until further notice. The guidance does allow staff to move between small numbers of bubbles to facilitate the delivery of the curriculum and timetable.
- Each group will stay together during the entire school day; they will have playtimes and lunch together, stay in the same location outside and we will minimise their contact with other groups of children within school, as much as possible, for example, when visiting the toilet and using the corridor.
- **Breakfast Club** – This will resume like normal, and will be available from 7:45am, each morning, from the usual Blundell Road gate. During this time, the children will be separated into four 'bubble phased' zones to reduce social interaction of various bubbles, e.g. Year 1 and Year 6.
- **After School Clubs** - Minimal After School Clubs will begin, the second week back, with one club, in phased bubbles, across 3 nights – more details to follow shortly. These will run until

4:30pm and collection is from Blundell Road. If the minimal clubs work successfully, we will review this provision and look to add more as the term goes on.

- Normal lunch arrangements will resume but we have had to extend lunch from 11:30am until 1:15pm. Children will eat their lunch in the dining hall, remaining in their 'class bubble' but will be allowed to share the hall environment as 'bubble phases' e.g. Bubble Phase 1- Reception, Year 1 & Year 2, Bubble Phase 2 - Year 3 & 4 and Bubble Phase 3 - Years 5 & 6. Children in Reception, Year 1 and Year 2 will receive universal free school meals, as usual. Those children who are entitled to "means-tested" Free School Meals, in any year group, will receive a free meal at lunchtime, if they return to school.
- Staff will not be able to change children, for example, due to toileting accidents, and therefore if your child has an accident you will be contacted to come and change and/or collect your child.
- Children in Years 2, 3, 4, 5, & 6 will sit in rows (side by side and facing forwards), as per the suggestions of the guidance, rather than face to face. Nursery, Reception and Year 1 will access their classroom provision as usual e.g. the creative area, the role-play area which has been adapted to just include washable items.
- Cloakrooms will be used to store personal belongings, once more. Staggered start and finish times should allow enough time between bubbles to ensure these spaces and the corridors are kept clear. KS2 cloakrooms will be mixed e.g. Y3/Y5 to share, supporting staggered times.
- Peripatetic teachers – Our French, Music and Sports Teachers can resume weekly visits to school and move between other schools, as per the guidance. The hall will be used to allow for a bigger space and for the peripatetic teachers to remain in one location and not visit multiple classroom bubbles; social distancing can also be enhanced.
- Singing can take in small bubbles of 15 and this will be reviewed again, in September.
- No whole school assemblies or Collective Worships can take place so these will be done via Facebook and other platforms – more details to follow in September.
- Each child will be provided with their own stationery/equipment etc; this will not apply to Early Years and Year 1.
- Children will be able to take reading books home and bring them back into school, however once returned to school they will remain unused and out of reach for 48 hours as per the government guidance. [Please note: this is yet to commence until all risks have been assessed. Please bear with us.](#)

Year Group	Start Time	Finish Time	Drop Off Gate	Pick Up Gate	Year Group/ Bubble Staff
Nursery	8:40am	11:40am	Blundell Road Gate	Nursery Gate	Miss Stephenson, Miss Morris, Mrs J Picton & Mr Blackburn
Reception	9:00am	3:30pm	Blundell Road Gate	Nursery Gate	
Year 1	8:50am	3:30pm	Blundell Road Gate	Blundell Road Gate	Mrs Millard, Mrs Hayes & Mr Blackburn
Year 2	8:40am	3:20pm	Blundell Road Gate	Blundell Road Gate	Mrs Giles, Mrs Needham & Mr Blackburn
Year 3	8:50am	3:30pm	KS2 Gate	KS2 Playground	Mr Harvey & Mrs Gallichan
Year 4	8:50am	3:30pm	KS2 Gate	KS2 Playground	Miss Taylor, Mrs D'Arcy & Mrs White
Year 5	8:40am	3:20pm	KS2 Gate	KS2 Playground	Mr Weeks & Mrs Potaczek
Year 6	8:40am	3:20pm	KS2 Gate	KS2 Playground	Mrs Picton & Mrs Curry

The timings have been designed to try and minimise the number of parents and children coming into contact.

In order to ensure the safety of our whole community we have staggered the start times and pick up times.

Please help us to keep everyone safe by making a note of your child's gate and the times for drop off and pick up. We ask that parents do not gather outside the gates and follow the 2m rule whilst waiting to collect or drop off your child.

What do I need to do at home time?

- Ensure whoever is picking your child up is on time and collects your child from their allocated gate. **We will release siblings together from the gate where the child with the earliest time is being collected.**
 - Reception – Parents will collect from the Nursery Gate (behind Blundell Road)
 - Year 1 and Year 2 – Parents will collect from the Blundell Road gate at their specific time.
 - Years 3, 4, 5 & 6 – Parents will collect from the KS2 Playground (you will be allowed on site but must remain socially distant [and stand in your child's allocated year group space](#). Staff will send your child onto the KS2 Playground and once they have been collected, please leave the school premises straight away.
 - **Please note: no parents will be able to walk around or through the school grounds.**
- You should try to arrive as close to the pickup time as possible to minimise the numbers of people waiting around. Ensure that you inform school in advance if someone other than yourself is collecting your child – remember that another parent should not be collecting your child along with their own – **children should be collected by 1 adult**. Please be patient if staff and the school office need to contact parents/carers to clarify collection arrangements – this will take extra time, as staff will be outdoors at the school gates with their children.
- Remain at least 2 metres away from others at all times - markings and signage will be provided to help you follow the 2 metre rule. Please follow the instructions of staff too.
- Should you wish to contact a member of staff, please email your child's Class Teacher or contact the school office: 01977 651755.
- Depart from the school gates promptly and adhere to social distancing rules.

What do I need to do before the next day?

- It may become good practice for children to have showers/baths earlier than they normally would, decreasing the risk of transmission from school to the household. You may wish to wash your child's uniform more frequently.
- Talk to your child about anything that may be causing them to be stressed or anxious about school.
- Remind your child about safe practice such as coughing into elbows, 'catch it, bin it, kill it', not touching their face etc.

How do I let school know that my child is going to be absent?

- All children should return to school in September because the Government have clearly explained that it will be mandatory for parents to send their child to school, once more. The only exception should be if they are sick, or if they, or a family member is displaying symptoms of Covid-19.
- Please let us know, by 9:00am, if your child is going to be absent from school. All parents must ensure that school is informed of your child's absence, as would normally be the case. You need to call the School Office to do this – 01977 651755. If we do not hear from you, then this becomes a safeguarding concern and Senior Leaders will visit your home.
- If you need to speak to someone because you need extra help or are worried, please leave a message or ask to speak to Mr Welsh/Miss Fisher and we will contact you as soon as possible.

- If your child is absent, and we haven't heard anything from you, we will try to make contact with you, as would normally be the case. We will do this via Groupcall Xpressions, text message or phone call. We may also contact other named contacts provided by you, if we cannot reach you. Please keep us up to date with contact details. Let us know if your mobile number changes and make sure that, wherever possible, we have another named contact we can call if we cannot get hold of you. This is important if there is any kind of an emergency.
- **The Attendance Policy will resume once more. This means that all absences, unless they relate to illness/isolation, or exceptional circumstances, will not be authorised. Penalty fines will resume once more and will be issued.**

How will the 2m Social Distancing look?

- **We cannot guarantee social distancing between each child at all times.**
- **However tempting, as it might be to have a catch up with others at the school gates, please don't!**
- We need your help and cooperation to ensure the smooth running of this new timetable. Keeping everyone safe on their journey, to and from school, is everyone's responsibility.
- Please help us by following the instructions of our staff and respecting a 2 metre gap between all members of our community. This is in place to keep all members of our community safe.

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- *grouping children together*
- *avoiding contact between groups*
- *arranging classrooms with forward facing desks*
- *staff maintaining distance from pupils and other staff as much as possible*

We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.

Signs

Please look out for various signs around the building. They are there to keep our community safe. Please follow the instructions on them to help keep everyone safe and help us by talking to your children about the signs and what they mean.

SITE RULES

Parents Please Follow These Instructions

SYMPTOMS

STOP PLEASE **DO NOT** ENTER THE SCHOOL SITE IF YOU OR YOUR CHILD ARE DISPLAYING SYMPTOMS

High Temperature
New Continuous Cough
Loss Or Change To Your Sense Of Smell Or Taste

PLEASE KEEP 2M (6FT) DISTANCE

KEEP 2 METRES APART AT ALL TIMES

KEEP YOUR DISTANCE AS YOU WALK

DO NOT BREACH SOCIAL DISTANCING WITH STAFF OR PARENTS

PLEASE ADHERE TO THE STAGGERED START AND FINISH TIMES

DO NOT ENTER THE CLASSROOMS

PLEASE FOLLOW THE DIRECTIONAL ARROWS

HM Government

We must keep on protecting each other.

HANDS FACE SPACE

NHS

STAY ALERT CONTROL THE VIRUS SAVE LIVES

What happens if a child or member of staff becomes unwell whilst in school?

If anyone becomes unwell with a new, continuous cough, high temperature or loss of taste and smell in an education or childcare setting, they must be sent home and advised to follow the <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

What happens if there is a confirmed case of coronavirus in a setting?

When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home, asked to arrange a COVID-19 test and advised to self-isolate until the result is received. **School must be notified about this result as soon as possible.** Their fellow household members should also self-isolate until the result is confirmed as positive or negative. All staff and children who are attending an education setting will have access to a test if they display symptoms of coronavirus, and are encouraged to be tested in this scenario.

Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of their 'bubble' within their education setting will be sent home and advised to self-isolate for 14 days. The other household members of that wider 'bubble' do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

If a staff member begins to display symptoms during the school day, they will leave school immediately, will have a COVID test and self-isolate, following the Government's guidance.

If a child displays symptoms during the school day they will be placed in the Meeting Room and a staff member, wearing PPE (including a mask, face visor, gloves and apron), will sit with the child until a parent/carer collects them. Parents/Carers will need to collect their child immediately.

System of Controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

Prevention:

Prevention

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.*
- 2) Where recommended, use of face coverings in schools.*
- 3) Clean hands thoroughly more often than usual.*
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.*
- 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.*
- 6) Minimise contact between individuals and maintain social distancing wherever possible.*
- 7) Where necessary, wear appropriate personal protective equipment (PPE).*

Numbers 1 to 5 must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances.

Response to any infection:

8) Engage with the NHS Test and Trace process.

9) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.

10) Contain any outbreak by following local health protection team advice.

Numbers 8 to 10 must be followed in every case where they are relevant.

- *Numbers 7 to 9 must be followed in every case where they are relevant.*

What protective measures have school implemented?

- The entire school will be deep cleaned, once more, over the summer holidays.
- Door handles, toilets, desks and chairs will be cleaned regularly throughout the day.
- Resources have been minimised and will be cleaned/sterilised at the end of every day.
- Windows will be open at all times to allow ventilation.
- Children and staff will wash their hands on entry to school and regularly throughout the day.
- Paper towels, soap and hot water is available in every toilet. Hand dryers will not be used.
- Hand sanitiser continues to be available in all spaces across school.
- Disposable tissues continue to be located in all areas across school, to implement the 'catch it, bin it, kill it' approach. Lidded bins are in all spaces across school.
- All spaces have been provided with kits, including cleaning products, gloves, aprons, etc to ensure cleaning takes place throughout the day.

What can I do before my child comes back to school?

- <https://www.sjm.bkcat.co.uk/remote-learning/school-closure-information/> - Visit our webpage which includes useful stories and websites to help you with the following:
 - Talk to, and prepare, your child, explain that school will be a little different.
 - Explain to your child that they will not be with all of their friends, from other year groups.
 - Talk to them about trying to stay in their own space.

What will you be teaching in school?

- Our main focus will be the mental health and wellbeing of the children. School will be focusing on personal, social and emotional needs first. Embedding school routines and developing friendships. There will be lots of outdoor and creative activities.
- The curriculum will be a 'Recovery Curriculum'. We will share lots of information about this, with you in September.

If you have any questions or queries, over the holidays, please email
head@sjm.bkcat.co.uk or admin@sjm.bkcat.co.uk

Please note: these email addresses will not be monitored regularly and so we will endeavour to respond to you, as soon as possible.

The latest Government Guidance and Frequently asked Questions for Parents/Carers can be found here –

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak>