

St George and St Martin Catholic Academy



Guidance for Parents and Children to Promote and Maintain Safer Working Practice During Covid-19 – September 2020

This guidance booklet is intended as a source of guidance and reference for all parents and carers of the children of St George and St Martin Catholic Academy during the current Covid-19 pandemic. This is a working document and will be adapted in accordance with government guidelines. All parents are asked and encouraged to follow all procedures and guidance to protect themselves, and others, by promoting social distancing in and around the school site.

We cannot wait to welcome all of our wonderful children back to school in September. Attendance at school during the next academic year is going to be more important than ever. I can imagine that as parents you have many questions about your child returning to school. This guidance document will help you to understand how we are following all DFE guidance on the safe opening of our school to all children.

Please follow the link below for the DFE guidance – the information is really useful.

<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-in-the-autumn-term>

Should you have any questions regarding attendance and the safe opening of our school to all children, please do not hesitate to contact Mrs Farmer. Our risk assessment is also available on our website.

The DfE have provided extensive guidance for school in preparing for all pupils to return full time from the start of the autumn term. This guidance document is in full accordance with the DfE guidance.

We will comply with health and safety law. A risk assessment has been carried out and proportionate control measures have been put in place. Essential measures within the risk assessment include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

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

1. grouping children together
2. avoiding contact between groups
3. arranging classrooms with forward facing desks
4. staff maintaining distance from pupils and other staff as much as possible

A requirement that people who are ill stay at home

- Pupils, staff or any adults who have symptoms or have tested positive for COVID-19 must not come into school for at least 7 days. If they have a test that returns as negative they may return to school once they feel well.

- If anyone becomes unwell with symptoms of coronavirus (continuous cough, high temperatures or has a loss of, or change of sense of taste or smell) they should be sent home immediately and should remain home for at least 7 days. As soon as possible they should arrange to have a test. Other members of their household (including siblings in school) should then self-isolate for 14 days.
- Whilst your child is waiting to be collected there will be an adult from within their class supervising. This adult will observe social distancing remaining over 2 metres away from the child (ideally behind a closed door). PPE may be worn by the supervising adult if this is deemed necessary.

Robust hand and respiratory hygiene

- Children are asked to wear their full school uniform. Uniform does not need to be washed any more than normal.
- Children will be required to wash their hands when they arrive at school, before and after any break times, before and after eating and before the end of the day. All children will be encouraged to following safe handwashing guidance -washing their hands for 20 seconds with soap and warm water. Teachers will model this to help the younger children to support their hygiene. Please support them to regularly do this at home as well.
- All classrooms will have a lidded bin and a supply of tissues. Children will all be encouraged to 'catch it, bin it, kill it', disposing of their tissues in the lidded bin. Children will also be encouraged to avoid touching their mouth, nose and eyes with their hands.
- Children will be positively encouraged to use hand sanitizers whenever they pass them in the school.
- Face coverings are not permitted to be worn in school unless this is identified under any risk assessment (for example someone develops symptoms and the supervising member of staff can't maintain social distancing).

Enhanced cleaning arrangements

- A clear routine for frequent cleaning throughout the day will be in place. Regularly touched items such as door handles, toilets, sink etc will be cleaned at frequent intervals throughout the day.

Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

- All children will have up to four 10 minute sessions in their groups to have some fresh air/go to the toilet/eat. Social distancing must be observed between different classes.
- Contact between individuals will be kept to a minimum however, the aim is still to deliver a broad and balanced curriculum. Children in Key Stage 1 and above will be encouraged not to touch staff wherever possible.

Grouping Children

- All children will stay in their class groups. Throughout the school day these groups will not mix.
- Teachers and other staff can work across different year groups. Wherever possible our staff will observe 2 metres social distancing from the children.

Classrooms

- From year 2 to 6, all desks will be forward facing and children will sit side by side.
- For individual and very frequently used equipment, such as pencils and pens, staff and children will have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the class; these will be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes, such as sports, art and science equipment will be cleaned frequently and meticulously and always between use by different classes, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different classes.
- Outdoor playground equipment such as will be used by one-year group at a time (on a rota system) and cleaned in between use.
- We will encourage children to only bring to school lunch boxes, hats, coats, books, water bottles and sun cream (if necessary). Mobile phones are not permitted. Your child may bring in their bag or book bag to school.
- Your child may bring in a piece of fruit for their morning snack.
- Your child will be able to change their reading books on a Monday and a Thursday. All reading books brought back into school will be left in the book box within the class room for 72 hours and then sanitized before returning to the libraries.
- Online homework tasks will be developed through an area on the website. Your child will not need to return their homework book to school – you will be asked to take a photo and email this to the class e-mail.

Gatherings

- All gatherings of more than one class such as assemblies will continue to take place via platforms such as Teams.
- Children will eat their lunch in their classroom with their own classes. They will then have a short break time outside (weather permitting).
- There will staggered school start between classes. A safe place will be set up outside if siblings arrive together for them to wait at a 2m distance from others and away from entrances etc.
- We ask that parents do not to congregate at any point in the school day on or near the school grounds and ALL parents MUST observe social distancing.
- Unfortunately, we are unable to permit parents to enter the school building other than the school's office area. The school offices will keep the hatches shut when speaking to parents. If you are able to telephone or e-mail, please do so.

- Face to face meetings with parents will not be possible during the autumn term. Any conversations will take place via a phone call. Other than for drop off and collection parents should not come on to the school site without appointment.
- We understand that parents may wish to pass a message on to their child's class teacher. Where possible this should be through e-mail. However, parents may speak to a teacher outside at a distance of at least 2m if the teacher is able to do so.
- Any children arriving to school with a face covering will need to remove these when entering the school premises unless this is worn for religious reasoning. They must wash their hands immediately. The face coverings should be placed in a plastic bag to take home and not used again until they are well away from school.

NHS Test Track and Trace

All parents/carers need to understand that they will need to be ready and willing to:

- [book a test](#) if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit (schools will have a limited supply of home testing kits)
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace
- [self-isolate](#) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

Parents/carers should inform the school immediately of the results of a test:

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if someone tests positive, they should follow the [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#) and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia (smell blindness) can last for several weeks once the infection has gone. The 7-day period starts from the day

when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

Buses

- We will only use bus companies when absolutely necessary and if we are entirely satisfied that the same procedures for school minibuses is followed by the coach company.

Other staff

- We will welcome visitors to the school such as peripatetic teachers, PE teachers and other curriculum subject visitors within the school day. All visitors will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils.
- We will ensure that peripatetic teachers such sports coaches, and those engaged to deliver before and after school clubs understand our procedures and follow them.
- Volunteers will be welcomed in school providing all safeguarding procedures have been followed. Volunteers will not be able to mix with different groups and must follow all school procedures.

School safety

- Break times will be staggered.
- Although there is no requirement for a one-way system, the established system that supports social distancing will remain.
- All areas of the school should be well ventilated wherever possible. Fans and hand driers will not be used.

Educational Visits

- During the autumn term, we will not have any overnight visits or residential stays. We will, however, resume trips to support our broad and balanced curriculum where possible.

School Uniform

- Uniform for children will be in line with normal policy. These do not need to be washed any more than normal.

Extra-Curricular including wrap-around care

- Extra-curricular opportunities will continue for all pupils wherever possible however they will only have 1 class in them at a time. Groups for more than 1-year group will not take place. A time table of extracurricular clubs will be sent at the beginning of the autumn term as usual.

Wraparound care

- There will be a maximum number of places of 25 at both breakfast club and after-school club. Places will be allocated on a first come-first served basis and must be booked in advance by the Friday of the week before. If you require places at breakfast club or after-school club during the first week back in school (2nd, 3rd, 4th September), please e mail the school office on sgsmcp@sgsmnewman.co.uk. We will not be able to offer any 'on the day' places.
- Children within wrap around care will only be allowed to mix with children within their year group. There will be different year group stations set up within the hall. Resources that are shared between class groups, such as games and art equipment will be cleaned frequently and meticulously and always between use by different classes, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different classes.
- Breakfast club will operate from 7:45am no admittance after 8:30am. The charge for breakfast club will be £2.50 per day. Places will be limited to 25. All places must be booked by the Friday of the week before you would like places. To ensure that we are able to offer wrap around care consistently, we will not be able to provide flexibility on the booking system.
- After school Care Club will operate until 5:30pm, in order to ensure cleaning can take place. The charge is £7 per day. Places will be limited to 25. All places must be booked by the Friday of the week before you would like places. To ensure that we are able to offer wrap around care consistently, we will not be able to provide flexibility on the booking system.
- We will provide breakfast and snack as usual. All food will be served on disposable plates using disposable cutlery if required.

Curriculum

- We have worked so hard to develop an exciting curriculum that engages our children. Due to this we will ensure that children have the same exposure to a full broad and balanced curriculum and the national curriculum in full. Swimming will resume in accordance with government guidance
- Should we go into a local lockdown, we will be ready to deliver the full national curriculum using remote learning methods (TEAMS) Pupils in year 1 and above will be taught to use TEAMS effectively.

PE

- PE is an essential part of our curriculum. Sports equipment will be thoroughly cleaned between each use by different individual groups, and contact sports avoided.
- Outdoor sports will be prioritised where possible.
- We will resume work with external coaches, clubs and organisations for curricular and extra-curricular activities where we are satisfied that this is safe to do so.

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Behaviour Policy – Appendix A – COVID 19 – phased reopening of schools.

The items in this appendix override any procedures in the main behaviour policy.

At St George and St Martin Catholic Academy, we understand what an unprecedented time this is for our children to be returning to school. Our primary aim is to provide a nurturing, safe and wherever possible normal environment. However, there are new procedures and routines that our children will need to become accustomed to in order to maintain our primary priority of keeping all of our children and staff safe, by following all government guidance.

We aim to prepare and support our children in following any new procedures and routines in a nurturing and supportive way. Positive reward systems will remain in place and will be used frequently to praise and support the positive behaviour of all out pupils. However, any behaviours which are purposefully chosen that do not follow any procedures and routines that could potentially put the health and safety of others at risk will be taken very seriously. Due to this the school reserves the right to send pupils home and not allow them to attend school without the need to carry out an authorised exclusion. Whilst this is a last resort it is necessary to ensure we can maintain health and safety procedures during these unprecedented times. Parents will have no right of appeal against such an exclusion.

The new procedures and routines are as follows:

- There will be a staggered start and end of the day for all year groups. Children will enter the school from specified entrances and exits for their teaching groups.
- Children will be required to wash their hands when they arrive at school, before and after any break times, before and after eating and before the end of the day. All children will be encouraged to following safe handwashing guidance -washing their hands for 20 seconds with soap and warm water. Younger children will be supervised to encourage and guide them. Children will be positively encouraged to use hand sanitizers whenever they pass them in the school.
- Children will only be allowed to socialise with children within their year group (usually no more than 30 children). Social distancing within this year group will need to be observed.

This will be supported in a number of ways from year 1 upwards

- All the resources that children will need such as a pencil, a ruler, a pair of scissors, a rubber, a glue stick and colouring equipment will be in a name labelled pencil case on their desks along with their exercise books and current reading book.
- Children will only be allowed to move around the classroom with the teacher's/teaching assistant's permission and where it is safe to observe social distances.
- Children will use the toilet facilities, again with permission and one at a time.

Within the foundation stage;

- Children will be actively encouraged to observe social distancing throughout the day.
 - Where possible, children will access the toilets one at a time.
 - If children need assistance to be changed following a toileting accident, standard procedures of wearing an apron and gloves must be adhered to.
 - Outdoor provision will be timetabled and areas will be designated to specific groups of children.
- There will be a one-way system around the school which is clearly marked. All children and staff need to follow the one-way system at all times. (This system will come into force once all children are in the building).
 - Staggered break times for all year groups will be in place ensuring that children from different year groups do not mix.
 - The large outdoor equipment will be used by one-year group per day. This will be done on a rota system. These areas must not be used by any children before or after the school day.
 - All classrooms will have a lidded bin and a supply of tissues. Children will all be encouraging to 'catch it, bin it, kill it', disposing their tissues in the lidded bin. Children will also be encouraged to avoid touching their mouth, nose and eyes with their hands.
 - If children become ill with symptoms of coronavirus they must inform an adult.
 - All children will need to bring in their own filled water bottles. If these run out during the day, they will be able to fill up at the school water dispensers. Water bottles need to be taken home each night so they can be filled up at home for the next day.
 - Coughing at or spitting at or towards any other person will not be tolerated.
 - Children will be positively rewarded for following these new procedures with merit stickers, head teacher's awards and other classroom rewards.
 - We do recognise that children who have specific needs, may find these procedures and routines difficult to understand or follow. A risk assessment will be carried out to establish how these pupil's needs can be best met within the safety parameters set out by the government guidance. Due to the need of this risk assessments initially some children will not be permitted to start from the first day of opening.
 - Where Teachers/Teaching assistants deem that despite positive support and encouragement a child's behaviour is putting the safety of others at risk will use the classroom communication systems to report this to the senior leader who will decide on the most appropriate action.