

Information for Parents: Returning to School



Introduction

We are very much looking forward to welcoming back all the children to school on the 8th March. We've missed them and want to get back on track with their learning as soon as we can. We've been working hard to ensure our school is a safe and positive place to be and hope that all we have done will help allay any concerns you might have as parents.

This pack has been created to help parents prepare for their children to return to school. Some of the arrangements might be tricky for some families, but try as we might, we cannot please everybody! Our plans are based on the physical and emotional needs of our pupils and staff, with health & safety and safeguarding being paramount. It is not a simple task to co-ordinate arrangements for this many children and remain inline with all the Government Guidance, so we will need your patience and flexibility as we work through the first few days (and beyond!).

Each school has to consider the national guidance and advice within their own school situation – this means that schools will all be doing similar things, but small details may be different in order to meet the individual needs and circumstances of the school. Please read the information below carefully. Following our procedures and requests will help keep everyone safe – your child, your family, our staff and their families. There is a lot to digest, so read it several times!

If you have any questions, you can get in touch with us in the usual ways – 01279 836006, admin@allsaints.herts.sch.uk or through the Contact Page on our website.

Thank you.

Mr Philip Asher
Headteacher

Teachers, TAs and Year Groups

Your children will be returning to their normal class groups with the usual class staff. Of course since the Autumn Term we've welcomed Mr Cooper to Year 4, and Mrs D'Agostino to Nursery.

For classes where there are necessary changes to staffing I will write to you separately (if I haven't already) to share these.

Childcare (Wrap Around)

- **Breakfast Club** will operate as normal for children in Reception and older. From Monday 8th March, opening from 7.45am with last drop off at 8.30am – drop off at the Main Entrance (as normal). Children must be registered in advance, and places booked in advance - cut off for booking a place is 4pm the school day before. Please contact the school office to book/register. Payment is due at time of booking.
- Breakfast Club social distancing measures (alongside standard measures of regular hand washing, cleaning of equipment between use, and distancing adults/children as far as possible):
 - Children will be kept in small, consistent groups, based on age – R/1/2/3, and 4/5/6.
 - Each group will have their own resources/equipment and be kept apart as far as possible.
 - Staff will wear gloves when serving food. All staff wear masks outside of their bubble rooms.
 - Handwashing stations will be available for children and staff, and sanitiser provided.
- **Littleladybirds** and **Night Owls** are re-opening and have prepared their own Risk Assessments and procedures. If your child will be attending these sessions, please refer to their information for how they will keep children safe. Please note, following a positive case of COVID-19 being identified, they may also be required to close their setting at short notice. Public Health England advice will be followed. Close contact tracing will be completed.

If all social distancing measures are maintained strictly and the rules followed, then it remains generally safe to use childcare in this way. However, if your child or a member of their household develops symptoms, you must inform **all** the settings and people your child comes into contact with. If they then test positive for COVID-19, all settings may be required to take action and close that child's bubble group. **We strongly urge parents to consider the potential to spread the virus when using multiple settings/people to care for your child(ren) and how you will ensure this risk is as low as possible. Thank you!**

Attendance

All children are expected to attend school, and attendance becomes compulsory from 8th March. The Secretary of State for Education has confirmed this to schools earlier in the week.

There are specific circumstances where a child may need to stay at home related to Covid-19, but the vast majority of children will be expected to attend:

- a small number of pupils will still be unable to attend for a short time in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)
- shielding letters will be provided to individuals for whom this is relevant – very few children will receive these. However, if a parent has such a letter they should contact us at school to talk through how we can support your child attending school. Read the [current advice on shielding](#)

Should my child attend school? Yes. Unless any of the following apply:

- **Child OR adult in household is unwell with Covid-19 symptoms** (please see the box below) – **your child must NOT attend school, and your household must follow the self-isolation guidance. You MUST inform school of any symptoms so that we can follow NHS Test and Trace protocols and keep all our school community safe.**
- **Child is unwell (not Covid-19 related)** – your child should stay at home until well. The usual procedures apply (contact school by 9.30am and email or message through the SchoolComms Gateway App to confirm the reason for absence). If your child is unwell for more than 3 days, please consider arranging a GP consultation (possibly over the phone, if not in person).
- **Medical Appointment** – please try to make appointments outside of school time wherever possible. If this isn't possible, please ensure absence is for the least amount of time possible and provide evidence of the appointment (card or letter) so we can authorise the absence.
- **Other reason** – if you have another reason not listed above for your child to not attend, you must complete a Leave of Absence request form - http://www.allsaints.herts.sch.uk/website/school_policies/148594. This should be sent in advance of the absence.

Term Time Holidays

We're all looking forward to the possibility of getting away for a while! Though we understand this desire, unfortunately we will not be able to provide home/remote learning for any families taking holiday in term time, and in line with national policy, all requests for family holiday in term time will be unauthorised.

Penalty Notices for unauthorised absence – fines

The Government has reinstated the regulations for Penalty Notices being issued to parents of children who do not attend school regularly from 8th March. School's monitor attendance closely and are obliged to report to the Local Authority if any child has unauthorised absence. The Local Authority may then issue a Penalty Notice depending on the circumstances.

More information about how this applies in Hertfordshire can be found here:

<https://www.hertfordshire.gov.uk/services/schools-and-education/at-school/penalty-notices-for-unauthorised-absence/penalty-notices-for-unauthorised-absence.aspx>

Covid-19 information

COVID-19 SYMPTOMS: Children or adults (including parents dropping off) displaying symptoms of Covid-19 **MUST NOT** come to school. Please tell us if you or your child develops symptoms – we have a responsibility to follow the NHS Test and Trace process, inform Public Health England (PHE) and may need to complete extra cleaning on site. We may also need to inform other members of your child's group (PHE advice will be followed on this matter), though in keeping with our data protection policies, we will not share the names of children/families with symptoms with other families.

The person with the symptoms AND their household must self-isolate for at least **10 days**. They should arrange to get a test for the person with symptoms and all the members of the household. The outcome will tell you if you can return to school/work (if negative) or must continue to self-isolate (positive).

We may also have to 'close' a group if advised to do so. This may happen at very short notice. If this does happen, we will send a letter outlining any action that you may need to take.

Please see this website for more information: <https://www.nhs.uk/conditions/coronavirus-covid-19/>

Dropping Off / Picking Up

These are the most difficult arrangements to manage, since in a short period of time lots of people (adults and children) must come to the school site. It is VITAL that ALL parents support us by following the drop-off and pick-up instructions. Please look at your child's arrangements and familiarise yourself with them. Thank you.



- We have staggered drop off and pick up times – please stick to your allocated slot as closely as possible – don't arrive before your slot to avoid creating queues.
- If you have more than one child in school:
 - Drop Off: please follow the arrangements for the YOUNGEST child. Drop all the children together at the Youngest child's point and we will ensure they all get to where they need to go.
 - Pick Up: please follow the arrangements for the OLDEST child. Collect all the children together at the Oldest child's point. We will look after the younger siblings until it's time for the eldest sibling to be collected.
- Only one adult from your household can drop off/collect your child – this is to reduce the numbers on site as far as possible. If you must also bring young siblings, ensure you hold their hand at all times.
- Y6 and Y5 children are encouraged to come in and go home by themselves (to reduce adults on site). Please email the school office to let us know if your child will do this.
- PLEASE DO NOT GATHER AND CHAT AT THE SCHOOL GATES – it is not a wide enough space for social distancing. Please turn up for your child's allocated slot and leave promptly afterwards. Don't wait and wave at the roadside gates– if you want to wave, bring them through the gate and follow the system.
- Follow the one-way signage and observe any markings to remain 2m distance from others.
- Email or telephone messages for the school office – it's closed at drop-off and pick-up times to allow the Main Entrance to be used for children arriving/leaving.
- If you might be late, please ring as soon as you can to let us know. Full details of what to do are on the Drop Off/Collection Times Information Sheet.



Medication and First Aid

Please be vigilant, don't send your child in to school if they are unwell – this prevents spreading any illness (including amongst staff). Unwell/hurt children will be dealt with in the classroom, or on the playground at playtimes. If a child is too unwell/injured to remain in class, we will telephone parents and ask them to collect their child. Please ensure we have up to date contact details, and at least one of your emergency contacts is within the locality in case your child urgently needs collecting.

If a child is unwell with Covid symptoms, we have a procedure in place. Please see the section on 'Infection Control Measures' below.

If your child needs medicine:

- Fill in the form from our [website](#) (this must be signed).
- Email the school office to alert us to the need for medicine for your child.
- Send in the medicine **with the** form in a **named**, clear plastic bag with your child.
- We will wipe down the bag and medicine and place it in a cool area of the classroom. It will NOT be able to go in the fridge.

If your child has an **inhaler** in school, please provide an in-date inhaler for your child on their first day (or as soon after as possible). This will stay in school (if you must have it at home, we advise you to arrange for a school one as soon as possible through your GP). We will contact you to update the health care plan as needed.

Morning Snacks

The School Fruit and Veg scheme is restarting for children in Nursery, Reception, Year 1 and Year 2. These children should not bring a snack in.

Children in older year groups may bring a snack in to school to eat during their morning play – this should be a fruit or vegetable – not chocolate, sweets or cake/ biscuits please.

Lunch

- The school kitchens will be fully open and providing meals. The menu may be slightly different to the published menu, but we will let parents know if this is the case by Friday of the week before.
- Children in Reception, Y1 and Y2, and any Free School Meal children will be provided with a free meal, as normal. All other children will be charged for a meal as normal. Pay online only.
- Children will also be able to bring in a packed lunch. They can bring this in a re-usable container (wash daily at home). ALL CONTAINERS MUST BE NAMED. Any not named risk being thrown away.
- Classes will eat together – some in their classroom, others in the hall spaces. Timings have been staggered and eating areas will be cleaned between sittings.

Free School Meal Vouchers – vouchers will not be provided during term time while school is open to all pupils. Eligible families who are required to self-isolate will be offered a food parcel which we will deliver to them.

Learning Equipment & Reading Books

- The children will be provided with their own named pack of stationary at their desk.
- Sharing resources within groups is permitted, but will be limited as far as possible, with hands washed or sanitised before/after use and the shared resources cleaned at least daily.
- Equipment shared between groups will be thoroughly cleaned or quarantined (48/72 hours as appropriate) between use.
- We will be using Google Classroom to set any home learning activities (homework, tasks etc.)
- Nursery, Reception and Year 1: they will have daily access to their outside areas. They will be playing/working in small groups, and resources cleaned as often as possible. Sand pits and water trays will be available outside. Water in trays (outside) will contain a small amount of child-friendly detergent to break down any bacteria/virus in the water (similar to washing hands with soap and water).
- Hand washing between shared/group activities will be implemented rigorously.
- All children will be given a Reading Book and we will resume the system in place last term for changing books. It may take a week or two for this to get set up and started. Please be patient!
- Each class will be timetabled to use our computers or iPad to support their learning. Devices will be wiped before each use.
- **If you have borrowed a school provided device, this must be brought back to school on the first day, and no later than Wednesday 10th March with all leads, cases and boxes so that we can begin using them in class again. Thank you.**

Playtime

- At playtime and lunch time children will only play with friends in their Class, and times will be staggered.
- They will have access to some play equipment, for their class use only, but touching games such as catch/tag, football tackling etc. will be limited.
- The climbing frames and play structures etc. will not be available (including in the EYFS area) since we are unable to clean them between groups.
- We will be on the field for as much of the time as possible, though we have contingency to use the playground when the weather is poor or field too wet.



What to wear (Uniform)

- The children should wear full school uniform as normal
- Please ensure footwear is suitable for active learning/movement – no heels, no plimsols etc.
- **PE Kit – you will be informed of your child’s day for PE:**
 - We have decided to ask all children to wear their kit all day on their PE day.
 - PE kit is: plain navy shorts, dark tracksuit bottoms and tops (no hoods), sky blue t-shirt/polo shirt, trainers. ALL NAMED!
 - Children will still have active, outdoor lessons on other days, but will not need to change for those lessons.
 - Ear studs MUST be removed before coming to school. Staff are not able to help or provide tape.
- **Forest School:**
 - Lessons will continue for Reception (Tuesdays) and Nursery, Y1 and Y2 (Fridays).
 - School will provide trousers (thanks to the PTA!) for children to wear
 - Please provide wellies and a coat ALL NAMED. The wellies should only come in when needed.
 - We have decided to temporarily pause Forest School for other year groups to allow the extra time needed for cleaning resources staggering lunch and break times through the day.

When they return home, the children should change into clean clothes from home. You may also want to consider if you would prefer for your child to also have a shower/bath. School staff have also been advised to change when they return home.

What to bring

Please only bring into school what is absolutely necessary, as listed below. We must limit what is brought in and taken home to reduce cross-infection. **If your child must bring in a bag, please ensure it is as small as possible.**

- Named water bottle (clean it daily at home).
- Named sun hat – required for outside.
- Named coat (if weather requires it).
- Named lunchbox/container – if your child needs one
- **Nursery/Reception/Year 1:** Please provide a spare set of clothing to change into if needed. Must be named, clean, and in a plastic bag. This will stay in school until needed. Please include a pair of shoes if possible!

Children in Nursery, Reception, Y1 and Y2 will be using their cloakrooms to hang coats. KS2 children will keep everything at their desk as far as possible. This is to reduce close proximity and contact.

We will not be able to provide spare clothing (for any age). If your child might need this, please provide it (see above).

Mobile Phones

Only children in Y5 or Y6 who are travelling home by themselves at the end of the school day may bring in a personal mobile phone. It must be handed to the teacher on arrival (switched off) and will be stored in a central location in

class until the end of the day. No other children may bring a mobile or other communication device with them to school. Mobiles (as with all personal items) are brought into school at your own risk.

ALL PERSONAL ITEMS MUST BE NAMED TO AVOID DISAPPOINTMENT!!

Lost Property – we are not able to have a ‘Lost Property’ box. Any items not clearly named or otherwise identifiably belonging to a child, will be stored until the following Monday and then disposed of. Parents should email the office as soon as possible if their child loses something and we will endeavour to locate it as best we can – we cannot guarantee that we will find it. School cannot be held liable for items lost, and all items are brought into school at the individual’s own risk.

Curriculum and Learning

As before, we will provide the full curriculum as far as we can, being flexible with our plans to accommodate necessary changes in how school is organised. Our key focus for the first few weeks will be the social and emotional aspects of the children’s needs – they have had a prolonged period away from each other and will need time to adjust and re-establish friendships. We will focus on the essential skills in Reading, Writing and Maths, coupled with engaging themes from stories, topics and other subject areas.

There will be lots of independent learning, supported by teaching and resources. As before, staff will not be able to sit alongside children to support them in the way they would normally – working from a distance as far as possible.

Collective Worship

This is important to us, since it helps to create a sense of community, belonging and togetherness for the whole school. We love our celebrations together and singing! However, we are not allowed to gather in groups in the hall like this, so we will be creative! This will ensure we continue to learn about our values, culture and spirituality.

Remote Learning – in case of self-isolation/local lockdown

We will continue to use our Tier system for remote learning if needed. Please see information published on the school website.

Behaviour

The children will need time to settle back into the routine of coming in to school. However, we expect all children to show the high levels of behaviour we would normally. Our behaviour policy has been adapted slightly to include expectations for Social Distancing measures. The children will find this hard at times – and will require regular reminders from staff and at home. A revised statement is available on our [website](#).

Communication

Please use email or the phone to share information. It may be possible to have a very brief (no more than 1 minute) conversation with a teacher at collection times, but it is easiest and safest to make a mutually convenient telephone appointment through the school office. Email: admin@allsaints.herts.sch.uk or telephone 01279 836006 to get in touch.

We will continue to use email, Gateway, texts and the telephone to talk to parents.

The Main Office will be open to parents from 9am – 2.45pm, and 3.30pm – 4.30pm each day (It is closed while being used as an entrance for pupils – please don’t try to sneak in, you’ll only be embarrassed when we ask you to leave). One person is permitted in the Main Entrance area at a time. The glass window will remain closed. A waiting area in the car park outside will be in operation – please observe social distancing.

General Infection Control Measures:

Personal Protective Equipment (PPE)

- All adults on school site are required to wear a face covering unless they are otherwise exempt. The covering should be large enough to cover the mouth and nose fully. Please don't be offended if you're reminded of this when on site.
- The advice from Government is that children do not need a face mask or other PPE. This is unchanged for Primary School aged children, and all children under the age of 11 are exempt.
- If you wish your child to wear a mask, they must also be able to put it on and off themselves – staff won't be able to help. They must also adhere to the guidelines on this [website](#).
- Research shows that when children wear a mask they touch their faces more often which can significantly increase the risk of catching and spreading Covid-19.
- **For this reason we strongly recommend that children do not need one in school.**
- School staff will wear a mask when not in their bubble room – this is to prevent spreading infection between staff teams. They will not be required to wear a mask in their class while teaching, but they may choose to do so if they feel it necessary for their own safety.
- School staff will wear PPE when they are administering First Aid or Intimate Care. The school has provided staff with fluid resistant face masks, nitrile gloves and plastic aprons for this purpose. They may also need to wear visors in certain circumstances.
- School staff will also wear PPE while supervising children who have suspected COVID-19 symptoms.
- School staff working in multiple groups may also wear face coverings and gloves in class to reduce the risk of cross-infection.

COVID-19 Symptoms & Testing

- If a child shows symptoms of Covid-19 in school (a high temperature, continuous cough, loss of sense of smell/taste), they will be taken to an isolation room and remotely supervised by an adult wearing PPE until you collect them. This room will be deep cleaned when they have left.
- If a child develops symptoms at home after being at school, parents MUST inform us straight away – telephone 01279 836006 or email dsl@allsaints.herts.sch.uk
- Parents will also need to inform any other settings the child has attended or come into contact with (such as Night Owls).
- A child or adult displaying symptoms must isolate for at least **10** days, along with the rest of their household. This is the current law. They should seek a test as soon as possible and should inform school of the result.
- We will follow advice from Public Health England (PHE) about what actions we may need to take in school – for example, they may require us to close the class bubble (or several bubbles) for self-isolation.
- Any child sent home showing Covid-19 symptoms will not be allowed back in school until 10 days have passed OR a negative test result can be demonstrated (sending us a screen shot of the test result with your child's name detailed will suffice).
- We will also not be able to re-open a class group until after the 10-day isolation period has passed and all staff for that group have returned.
- The class bubble room will be thoroughly cleaned before the group returns.

Closing a Bubble/Class

Please see the information on our website about actions we may need to take if a bubble has to close.

Washing Hands – including skin care

Children will wash their hands regularly through the day. We have invested in additional resources to support hand washing in locations we do not have sinks (such as the EYFS outside area).

Hand sanitiser will be available in the main entrance, and areas where hand washing isn't immediately possible/practical. Staff will also be provided with small containers of hand sanitiser to use when required.

We have purchased soap that is designed to care for skin and effectively kill bugs, but the increased hand washing may cause skin irritation. You may wish to have emollient cream ready at home. If your child brings this in, it must be NAMED and they must be able to apply it themselves, including opening and sealing the container.

Cleaning

We have introduced increased cleaning through the day and across the week.

- Tables, sides and frequent touch surfaces (taps, door handles/panels, cupboard doors) will be wiped and disinfected at least twice per day
- Dining hall surfaces will be cleaned between sittings
- Floors and toilets will be thoroughly cleaned at the end of each day
- Shared equipment will be wiped (by staff/child as appropriate) before every use
- Toys/equipment that can be washed, will be daily or before use (whichever is appropriate). We will use Milton for most equipment in our EYFS rooms.

Our new lighting system means all lights in classrooms now operate on sensors and there is no need to touch switches! Additionally, we aim to wedge open as many internal doors open as possible (having judged the risk of fire to be significantly lower than the risk of infection) so contact with door handles/panels is significantly reduced.

We are using our standard cleaning materials for most cleaning jobs and have provided antiviral disinfectant spray for frequent touch surfaces. These have been determined to be school-safe and suitable for human contact by our suppliers. As always, we are vigilant for any adverse reaction cleaning products may have (such as an allergic reaction).

Any questions?

Please get in touch if you have any questions about the measures in place or actions you have to take as a family. There is so much information available, it can be confusing! We are happy to help and advise where we can.

School Contacts

Keep in touch – ways to contact school:

There are many ways to get in touch with us – please use these to ensure your message gets to the right person:

Email:

- General enquiries, attendance & absence, messages & information, and to contact Mr Asher: admin@allsaints.herts.sch.uk
- School meals, clubs, breakfast club and payments: finance@allsaints.herts.sch.uk
- Special Educational Needs: senco@allsaints.herts.sch.uk
- COVID Symptoms/Test Results, Safeguarding, home support/welfare/emotional support: dsl@allsaints.herts.sch.uk

Telephone: 01279 836006 (for any enquiry).

In person: with the member of staff at the gate at drop off, or ring above to ask to speak to your child's class teacher at the end of the day (if they're able to!). With certain precautions, it is possible to arrange a face to face meeting/conversation.

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