

## St. Anne's Catholic Primary School



**With Christ at the centre of our lives, we live out our call to serve the young -  
It is not enough to love children, they must know that they are loved.**

**Don Bosco**

**Procedures for partial re-opening from June 1<sup>st</sup> 2020**

### **Before you read:**

Dear St. Anne's community,

Below, I have listed questions that have gone through my head as a mother of a reception child and as a teacher with 22 years experience. The aim is to make things a little clearer for everyone in our community, reduce some possible anxieties and help to start a new way of working. The answers will be rooted in:

- a) Government guidelines
- b) Safety and well-being for pupils and staff
- c) My experience as a mother and teacher
- d) Thoughtful planning, discussions, reading and advice taken

I have no medical background and I am learning about latest guidelines as the rest of the country do. We aim to lead the school, along with the support of a fantastic team, in this difficult time. Adjustments will be made according to one of the 4 areas listed above and as and when they are required.

**The staff have been fully briefed on the plan during our INSET day but the decisions lay with me and the senior team. Staff may well not have all the answers for you so I urge you to direct them to me or a member of the senior leadership team.**

If after reading this, you have any further questions, I would ask that you check back that I haven't covered it or email me. On the first day and for the first few weeks, I am sure you can understand that the priority is for me to be available for the staff and children and my time will be better used doing this than answering lots of questions face to face. I will always endeavour to get back to you when it is possible or a member of the office team will reply on my behalf.

The Senior Team (where questions can be directed):-

**Mrs Murphy, Mrs Rainbow, Miss Bisset and for safeguarding Mrs Simpson**

**If you cannot get in touch with one of us, please contact:-**

**Mrs Lewthwaite, Ms Dimech or Mr Dowling**

As a community, we must face these wide range of challenges together which will continue to test our patience, trust, flexibility and importantly faith.

### **What are the key principles/vision for moving forward?**

This has been agreed by the MAT Head Teachers as a collective.

1. Do our utmost to ensure everyone attending our schools is kept safe
2. Focus on the emotional, spiritual and physical well-being of our children
3. Support the well-being of our staff and our community
4. Be aware of, and adapt to, the challenges each family face
5. Prioritise any gaps in learning whilst ensuring all children make progress.  
Ensure proper transition arrangements are in place for each year group

### **What emotional support has and will be available?**

The first key principle within the MAT is the priority of emotional well-being. This is fundamental to enable everyone within the community to become use to the 'new norm' that is school life for the foreseeable future.

Every afternoon for the initial period of re-opening will be dedicated to PSHE (Personal, Social, Health Education) and well-being. A scheme has been created by Miss Cowell who is our lead in this area and has a wealth of experience and resources for this. She too, has been working in conjunction with the MAT Educational Psychologist to ensure we are covering what the children may require.

The staff have received videos, readings, ppts from the MAT Educational Psychologists, on how they prepare themselves and support pupils. Please note that staff have had limited training and are not fully qualified in these areas.

An INSET day was held on Friday 22<sup>nd</sup> May for staff to discuss/explore feelings, worries and questions around lockdown and the future re-opening of schools.

If you communicate to us at any time that your child is very anxious or worried about the return, please let the class teacher know as soon as possible so that we can keep an eye on your child. ***Please be aware that we do not have the capacity for every child to have support.*** The teachers at St. Anne's are highly skilled at dealing with children's worries and anxieties on a day to day basis prior to lockdown. Many children will come back to school seamlessly. Class teachers have been asked to contact all parents with a questionnaire to ascertain this information already.

### **How can you socially distance at school and in classes?**

We categorically cannot guarantee this. As parents, we know that young children will find this virtually impossible. We are putting in as many measures as possible to aim for this but it cannot be 100% guaranteed.

### What safety measures are in place?

We have spent a very long time, planning for how we can make the environment safe for children and adults.

A full risk assessment has been completed to ensure we are covering everything possible and that we have identified where measure will be trickier to meet than others. I have walked around the building several times and had discussions with the senior leadership team, the school site manager and parents who are Doctors. Please see as follows:

- Staggered starts and end to the day, as well as playtimes and lunchtimes
- 3 different gates for entry and exit (specific year groups will have allocated gates)
- Parents urged to drop and go (please drop off at the green gates)
- Class teachers, will be at the gate every morning to take the children through to the hall for registration. All other groups will be greeted by their teacher or an LSA and shown to the class they are in.
- Break time and lunchtimes staggered and **zones** for eating. (More details on map attached)
- Packed lunches for all pupils and adults to eliminate the lunch hall
- Specific entrances and exits to classrooms to limit the amount of children at any one time.
- Staff and pupils will be in 'bubbles' and stay within them.
- No more than 15 children in a class at any time.
- Bubbles will have lunch, break and lessons together.
- Within bubbles, pupils will be reminded and it will become part of the daily ritual and routines that we must try to stay 2 M apart.
- Tape to identify a queue for toilets.
- A PowerPoint in all classes as a reminder of key facts for safety and social distancing daily. (see attached)
- In all EYFS and KS1 classes, special spot mats have been removed to avoid young children automatically sitting on them and therefore near to one another.
- Hand sanitisers in as many places around school as possible. Parents will be encouraged to bring in their own if they can.
- The MAT have provided hand sanitisers and thermometers for all schools. Visors have been purchased for when a child needs intimate care.
- Signs up around the school to remind pupils of good handwashing routines.
- All internal doors will be propped open to avoid as little contact with door handles as possible.
- In classes where there are tables, these have been spaced apart as much as possible.
- All soft furnishings have been removed and any surplus resources removed into art areas.
- New pencils have been bought for all other pupils and these will be allocated to children.
- All windows will be open as much as possible and outdoor learning will take place where appropriate.
- Each classroom will have an additional tissue bin which will be cleared throughout the day.

### **PPE equipment**

We continue to follow all government guidance which states that PPE is not a necessity at this point. Therefore this will be supplied for those working in intimate care situations, need to be close or have one to one support. Where people would like to wear protective face coverings, they are free to do so.

### **What happens if someone shows symptoms?**

They will be immediately isolated. For a child, a parent will be contacted and they will be directed to have a test. We would ask that we are told as soon as the result is back. If the result is clear, they may return. All the children and staff within that bubble will be informed.

### **What if my child does not come in due to illness?**

The same procedures apply and you must let the school office know by 9.30 am.

### **Safeguarding**

As always, there will be at least one member of the DSL team in school at any one time as well as Mrs Simpson who is contactable at any time.

### **What if my child has a Medical Care Plan?**

This will be directed to the teacher in charge of your child once we know you are attending. A member of staff has been allocated to do this on Friday 22<sup>nd</sup> May.

### **Drop off and pick up**

- It is imperative that you come at your allotted time and leave immediately.
- If possible drop off in a car through the drop off system.
- Where there are a few classes who come out at the same time - the staff will have allocated areas to move to, which will move along, once the group before have been collected.

### **If the children are in bubbles of 15, who might be teaching my child?**

The government guidance states that children and adults remain in a bubble. Therefore your child may not be taught by their class teacher. You will be informed of which member of staff will be in charge of your child.

### **Lunches and snacks**

We ask that you provide your child with a snack for break.

Lunch will be either your own packed lunch or packed lunch provided by the school.

Lunches will be eaten outside weather permitting or in class rooms if it rains.

### **Home Learning**

This will continue to be provided for pupils not attending school. Increasingly, if it is needed, staff will put resources up from the BBC or Oak academy to support learning. I need to balance my staff working in school and have time to prepare home learning. This is why the school will be closed on a Friday afternoon to enable staff to continue providing high quality home learning.

Most work carried out in school will be based on the home learning but it is undeniable that extra things will take place for pupils attending, such as PE and music sessions, individualised well-being sessions and aspects that would happen in a typical school day.

### **School Uniform**

Does not need to be worn. We appreciate that uniforms will be too small now for many children and that you may want them washed after each day. Therefore, the children are permitted to wear jogging/ sportswear into school. Please do not deviate from this attire so that we can keep some semblance of order and standards at this time.

### **What if my child does not come in?**

There is no guidance stating that attendance is statutory and there will be no fines for non-attendance.

### **Attendance**

#### **Who do I inform if I was not going to send my child but have now decided to?**

Contact the school office

**My child has been in the key worker group and now their year group is in school- which bubble do they attend?**

They will now transfer to their year group.

**My child has been in the key worker group, will this continue?**

It will be exactly the same routine as it has been. If you believe you are now on the key worker list, please let the school know as soon as possible so that we can have the correct staffing in place.