

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 September 2020

Before you read:

Dear St. Anne's Community,

The Government's plan is that all pupils, in all year groups, will return to school full-time from the beginning of the Autumn Term 2020. We look forward to welcoming back all the children to St Anne's from Wednesday 2nd September. Returning to school will be a positive step for children's education and well-being, and will be an important move back towards normal life for many children and families.

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 Guidance for full opening of schools 2nd July 2020
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- 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.

Staff may well not have all the answers for you so I urge you to direct them to 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 Rainbow (KS2) Miss Bisset (KS1) Mrs Lewthwaite (EYFS)
and for safeguarding or special needs Mrs Simpson**

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

Please see below some questions you may have regarding your child coming back to school in September.

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 initial focus at St Anne's 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.

We will be supporting personal, social health and emotional aspects of learning to support children's well-being. They have all gone through an incredible period of change and may have experienced loss on a number of different levels so we have 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.

If you communicate to us at any time that your child is very anxious or worried about returning, 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 need 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?

The guidance states '*it is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible*'.

We will do our best to support social distancing where possible however, 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.

We are working on current Government guidance of 1 metre.

From September:

- EYFS and Year 1 will be in their own bubbles.
- All other Years will be in bubbles of 30 as recommended by the DfE but where required, staff can move between bubbles.
- There will be limited use of school corridors.
- Children will not be allowed to share resources/toys with other bubbles.
- Class bubbles will only be able to socialise with other children in their bubble, even at playtimes.

NB: The number of people in the bubble will be reviewed after two weeks and then the class bubbles may become year group bubbles.

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 by the MAT which can be accessed on the COVID-19 tab under 'information' on the website and is updated regularly. This ensures 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.
- 2 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)
- Break time and lunchtimes staggered and **zones** for eating. (More details on map attached). Children will only eat with others in their bubble either in their allocated outdoor area or in their classroom.
- Packed lunches for all pupils until October half term and will then be reviewed.
- Specific entrances and exits to classrooms to limit the amount of children at any one time.
- Within bubbles, pupils will be reminded and it will become part of the daily ritual and routines that we must try to stay 1 metre apart.
- Tape to identify a queue for toilets.

- 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 where safe to do so taking into account fire safety and safeguarding regulations, to limit the use of door handles and aid ventilation.
- All soft furnishings have been removed and any surplus resources removed into art areas.
- New pencils will be supplied and allocated to children but some resources will need to be shared.
- All windows will be open to ensure spaces are well ventilated with outdoor learning taking place where appropriate.
- Each classroom will have an additional tissue bin which will be cleared throughout the day.
- Staff to be vigilant in identifying children with symptoms, isolate them and parents contacted.
- Tables will be cleaned every lunchtime.

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.

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.

Drop off and pick up (see map)

The school will organise a staggered drop off and collection time for pupils. It is imperative that you come at your allotted time and leave immediately.

- The drop off area will now be available in the mornings only.
- 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.

- Please observe the marked out areas in the playground.
- If possible only one parent or carer should accompany their child to school to minimise risk.
- We would prefer to minimise additional adults coming in and out of school so ask parents to refrain from entering the building unless absolutely necessary.

NB: There will be lots of staff on hand for the first week to support any child struggling to come in. Parents will be permitted to enter through the main gates but no further. At the end of the day, please come at your allotted time and you may stand around the inner green fence by the front playground.

Lunches and snacks

Lunch will be either your own packed lunch or packed lunch provided by the school. This will be reviewed by October half term.

From September we will be continuing with the cold deli bag for those having school lunch and parents will be able to order their choice of sandwich fillings online via Tucasi. Please see link for menu: https://www.stannes-chertsey.surrey.sch.uk/web/school_meals/435554. More details about ordering to follow.

If weather permits lunches will be eaten outside, otherwise in their classrooms.

We ask that you provide your child with a healthy snack for break time. We will inform you once the Government start providing fruit again.

Curriculum

We will continue to work from the National Curriculum with adaptations where needed.

Maths may have gaps in knowledge and we can expect our current maths scheme 'maths hub' to deliver an updated curriculum to assist pupils in this area. In addition, there will be an extra maths session daily in all classes. The duration will be age appropriate.

We will not be rushing through a curriculum but ensuring that we 'go deeper'. Therefore, you do not need to worry if your child has not engaged in a lot of learning in this period away from school. The teachers will very quickly adapt to all needs as they do normally. Likewise, do not be concerned if your child has consistently engaged during their time away as the teachers are very skilled in moving learning forward accordingly.

How will you assess where my child is?

Our priority over the first few weeks is to settle the children into our new routines. We will be informally assessing the children throughout this time.

EYFS transition to Year 1

The EYFS curriculum will be followed until October with a combination of meeting needs for children who are ready for the Year 1 curriculum. The EYFS staff have already planned and co-ordinated with the Year 1 team about what their curriculum may look like in September. The staff will be on hand for support during the first few weeks.

Class Set Up

Children will be kept in their own classrooms with outdoor learning when appropriate, desks will be as far apart as the rooms allow.

Resources will be confined to rooms to minimise sharing and when sharing is essential (laptops), these will be cleaned before transference.

Moving around school

Markers have been placed around the school to remind children to social distance.

Please see maps for entry and exit points for different year groups.

School Uniform

Full regulation school uniform must be worn by all pupils from September. St Anne's prides itself on the children looking smart and well presented at school.

The advice is that uniforms do not need to be cleaned more than usual.

NB:

Children should wear their PE kits to school on the days they have PE and all activities on this day will be carried out in this attire to avoid the need for changing.

Please avoid having your child's hair shaved in preparation for the start of school in September. A smart even cut is much more in keeping with the high standards of St. Anne's children.

Attendance

Attendance is mandatory from the beginning of the Autumn Term. It is parents' duty to ensure their child attends school regularly to risk falling further behind. Sanctions may be issued for repeated non-attendance.

Contact the school office or send a message via My Ed by 8.45 am if your child is absent and the reason. If your child is ill please leave details/symptoms.

Children with special educational needs

Teaching assistants who work with pupils on a 1 to 1 basis will help them prepare for the changes to the normal routine and support them with any concerns or anxieties they may have.

Online Home Learning

With school reopening for everyone the teaching staff will no longer provide online home learning for pupils. If a pupil is unable to attend school because they are complying with clinical or public health advice they will be able to access remote education.

Discussions are being held with the Xavier Trust to ensure we have a plan if another lockdown happens.

What to bring in

Your child will be given a plastic wallet for their reading book and reading record along with a note outlining the routine for their year group regarding changing reading books. Books will be quarantined for a week when they are returned before going back into circulation.

Children should wear their PE kits to school on the days they have PE and all activities on this day will be carried out in this attire to avoid the need for changing.

Children can bring in a lunch box if you are not choosing to have the school deli bag and a pre-filled water bottle, which must be taken home and washed every day.

All resources the pupils need will be provided by the school. They should not bring in any equipment from home - pencil cases, book bags or ruck sacks will not be needed. Any shared resources like laptops will be disinfected after use.

If sun protection is required, we ask parents to apply long lasting sun-cream before coming to school.

School Office

The school office will be open as usual, however, until the situation improves we would prefer to minimise visitors and volunteers into the school. Therefore, we ask that parents could ring or email rather than come into the school reception area unless this has been previously agreed or they have an appointment.

Late Arrivals

With the staggered drop off and collection times we ask parents to be as prompt as possible, however, if your child is late for any reason they will have to come through reception before joining their class bubble.

Contacting the Class Teacher

You can contact your child's class teacher by email. All email addresses are on the website. If you are unable to do this, you can phone or email the office who will then pass the message on. Staff will not respond to emails in the evenings and weekends.

Will extra-curricular clubs run (dodgeball, football, choir, dance)

Extra-curricular clubs will only be able to resume if regulations relating to 'bubbles' and social distancing permits this. As soon as we know it is safe for these to restart we will contact you with information relating to this.

Assemblies and acts of worship

Class bubbles will have the opportunity for daily prayers and reflection as part of their school day but there will be no mass gatherings as a school for the time being.

Wrap Around Care

Our Breakfast Club and After School Club provisions will resume at the start of the Autumn Term.

School Trips/Outings

There are no plans for any children to leave the school grounds until further notice. This will be reviewed again at the start of term.

I hope this answers any questions you have about a full return to school. All of the information will be reviewed constantly and I will be writing to you approximately every two weeks with any updates/changes that are necessary.

Please be assured that we will work with you all for a smooth transition back to school.