



St Albert's Catholic  
Primary School  
A Guide for Parents and Families  
September 2020

The content of this booklet is designed to support parents and families as we plan to return to school in September 2020.

The content is based on the guidance received from DFE, our Health and Safety Advisors (Compliance) Knowsley LA and school staff unions, as well as being informed by our own vision, mission, ethos, practices, procedures and expectations. We have also liaised and worked together with local schools and colleagues.

Please note the booklet is correct as of the date of writing. In the interim, things may change and therefore the content is subject to review and updates.

As we are currently living from day to day with the COVID crisis it is important that we try and be as flexible as possible and open to new ways of working. writing

The aim of this booklet is to:

- Address the major concerns and queries our families may have
- Alleviate any stress and anxiety regarding a return to school
- State the procedures relevant to parents and children
- State our intentions towards teaching and learning for children Answer FAQs that our families may have

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## Introduction

You will have heard in the news that schools are expected to be **fully** open in September and all children are due to return.

As it stands, the government are confident that,

- with the reduction in COVID cases,
- the track and trace system
- and protective measures that will be in place in schools

it is safe for everyone to return.

I appreciate that some of you will be anxious, and this is perfectly normal under the circumstances, but, as the Headteacher, I do agree that we need to begin to move towards getting the children back into school in a safe manner so that their education is not damaged further by an even more sustained period of time off school.

As a school, we are confident that, with the support and co-operation of all of our parents, we will be able to provide as safe an environment as possible, 'catch our children up' and get them back on track. If time off school, however, was to be further prolonged, this would be increasingly difficult. We need to be able to support our children's mental health, give them routine and allow them the opportunity to re-connect with their friends and their learning as soon as possible. Hopefully, the time will be right in September for us to make these steps.

In preparation for this, I recently sent out a Newsletter dedicated to the highlights of the guidance so that you could begin to familiarise yourself with how school will look and feel when children return in September. This guidance is a follow up to that but includes more specific information for our school and our plans. In the following pages, we are attempting to answer as many of the frequently asked questions as possible as well as being transparent with our plans at this point.

We will have the "new normal" to contend with in terms of social distancing and the impact this will have on our practices and procedures around our schools. We will have to now, more than ever, be mindful of our community especially ourselves and our colleagues. We must be careful not to underestimate the impact this lockdown and virus has had on our community. Many will have first or second hand knowledge of the virus. Many will have suffered the illness or death of a loved one during this time and they will not have had the opportunity to grieve in the normal sense.

The success of our response to the pandemic and the re-opening of schools will entirely depend on our response to the challenges that lay before us. It is important that our parents recognise that we will not have all the answers but that we will continue to do all we can to safeguard our children. A partnership of mutual understanding is needed in order for a return to school to be as successful as possible.

Remember.....we are here to help and support and I have every faith that we will be able to achieve this together.

Remember... we still have a lot of time before September. Use this period of time to venture outside and build up your confidence if this is needed.

Remember .... SAFETY is paramount for us, as it has been throughout this period, and we will not do anything to compromise this. Full risk assessments will be in place and regularly reviewed and we will make sure that school is as safe a place as it can be. As it stands, until we hear further, the time is right for us to return to school in September and, ensuring you and your children (and our staff) feel safe, is our priority.

We are very much looking forward to seeing our children and families when we return.

We are keen to get our children into a routine in order to ease them back into school life and to make the transition as easy as possible. Parents can help by reading through some of this guidance with their children before coming to school.

Mrs McEvoy

### **Summer Plans**

The school will close for Summer holidays on Tuesday 21<sup>st</sup> July at 1.30pm and we are then due to re-open on Wednesday 2<sup>nd</sup> September

Remote learning and weekly telephone calls will cease as we expect, both teachers and families alike, to make the most of the summer holidays and hopefully some freedoms to relax and prepare for a busy Autumn term.

### **Free School Meals**

FSM, for those entitled will continue throughout the holidays and parents should receive a voucher for the 6 weeks before we finish school. This will be via a new system called Edenred and over the last couple of weeks we have been preparing for this. Please note that vouchers will be received by email and you should have already have informed school of your email so that this could be organised.

### **Magic Breakfast**

We will continue to get Magic Breakfast and we will be delivering this throughout the holidays, thanks to volunteers.

## **Summer Learning**

Reading books have been sent to all KS2 children for them to read over the summer holidays in preparation for study when we return. It is very important that children continue to read as much as they can throughout the holidays.

CPG have also been distributed to all children and these books will form a resource which children can complete independently during the school holidays.

Both of the above have been organised so that our children can keep in touch with their learning and prepare for school as it suits each family.

Library - We are delighted to be part of the new Knowsley library service e-book platform. This platform will give your child access to hundreds of high-quality reading books which they can access on a computer or tablet. Your child will soon be issued with log-in details so that they can make the most of this fabulous resource over the coming weeks and summer holidays. We would strongly recommend that you make use of this resource as it is free to you and has all the very best book titles ready to be accessed. Log ins will be sent shortly

## **SWAN Approach of Re-opening**

This is an approach we want to take for all our community as a whole, not just our children.

### **Safe**

We want staff, children and families to feel safe calm and re-assured and to know that it will be okay to come back to school when the time is deemed right. We need to work on creating an environment that is and feels physically and emotionally safe for all. We need to build up consistency around hygiene and other safety rules that school staff will role model noticeably and praise accordingly. We need to support children, families and each other through any misunderstanding and refer to the benefits of what we are doing.

We want to work in partnership with families and children and therefore children will need to be involved in co-creating rules surrounding playtimes. If we work with them, they will have a sense of ownership and the rules will have more meaning to the children. It is important that the children fully understand why the rules are in place.

### **Welcoming**

When the children return, we want them to feel excited and happy coming into school (despite all the restrictions in place) and we want them to know that we are genuinely delighted to have them back and be able to see them again. We want them to know that we have missed them. They will need to know that they belong and feel a part of things and we need to do everything we can to enable this. Our school vision of the 'child' will need to be ever present and this, along with our mission to learn, serve and love, are needed more now than ever.

## **All Together**

So, how can we create these warm, welcoming feelings of care and nurture when we can't touch and need to keep a safe distance? We need to create a truly inclusive environment in which the children feel surrounded by support and know that they can rely on all the adults around them and that we are all reinforcing the same messages and sense of togetherness.

The curriculum and our approaches and activities will play an important part. There are many inventive ways we can say hello or show our appreciation and love without giving someone a physical hug.

We also need to work with parents in partnership so your role, as parents is vital. We need to listen to one another and communicate effectively. We need to continue to build upon the excellent relationships that we have nurtured together during lockdown

## **Nurturing**

Recent research conducted at Reading University highlights the importance of allowing the children time and space to play and to re-connect socially with their peers. A key point is to play the long game here, and not to rush ahead with trying to make up for lost time or add intense academic pressure and stress to the children, some of whom are already in a high alert state.

We will focus primarily on settling children in, on meeting their social and emotional needs first and foremost, and on their readiness to learn skills. The general expert consensus is that we should be laying the foundation for them in terms of nurture first and foremost, not teaching them in the plain, traditional sense.

This COVID generation of children are going to be unique and we want to enable them to flourish which will not be an overnight job. We have the potential to do a lot of good and to repair the significant rupture that this virus has caused and to prepare our children to be strong adults in the future as well as happy and resilient children in their present.

## **Returning in September**

**All of this information formed part of our newsletter and, therefore, you should hopefully be familiar with it. For the purpose of this guidance, I will extend upon the information.**

## **Re-opening**

- We will open to all classes on Wednesday 2<sup>nd</sup> September 2020 and attendance is mandatory. This means that all children will be expected to be in school. Shielding will have lifted for a huge majority of children as it is now deemed that with the additional measure and the reduction in cases of COVID that it is safe to do so.
- Attendance will be high on our agenda.
- If parents feel that their child should still be shielding and they have new medical evidence to support this they should contact the school.

## Social Distancing

Social distancing and increased health and safety measures will be here to stay for a long while and school will look different, especially in the early days. Although social distancing has been somewhat relaxed, in order to return safely to school, we must still do everything possible to minimise contacts between children and staff. Schools have been asked to minimise the number of contacts that a pupil has during the school day and to reduce movements around the school. Children will need to be encouraged and supported to maintain distance and not touch staff and their peers where possible.

The following approaches will help with social distancing,

- Forming Bubbles
- Staggered times for school to start and finish
- Introducing a one way system through school where possible
- Introducing a drop off system as we attempt to limit the number of people in the school
- Introducing restrictions on visitors

## Bubbles

- Normal class sizes will be in place
- Classes will form bubbles with their class teacher and Teaching assistants
- Schools have been asked to minimise the number of contacts that a pupil has during the school day so the same staff will remain with the children as far as possible and other staff will avoid entering the classroom unless it is absolutely necessary.
- We will also try to keep the class contained within their bubble throughout the day and avoid contact with other bubbles as this further supports us in avoiding cross contamination.
- Although children are predominately in class bubbles, these bubbles will be extended for lunch time into Rec, KS1, LKS2 and UKS2.
- Social distancing within the bubble will not be needed but children will need to maintain social distancing with teachers and adults and those in other bubbles whenever possible.
- A no touching rule will be in place as a pre-caution
- Older children will be expected to avoid contact but it is understood that this is not possible for younger children and now not considered to be dangerous as transmission is low

## Teachers and Adults

Advice remains that ideally, adults should maintain 2m distance from each other, and from children. Although this is not always possible, particularly when working with younger children, will need to adhere to this whenever possible.

Teachers will need to avoid close face to face contact and minimise time spent within 1m of anyone. They will need to stay at the front of the class as much as possible and children will need to be aware of this.

### **Displaying COVID Symptoms**

Those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, can not attend school.

Anyone who displays symptoms of coronavirus (COVID-19) can, and should, get a test and school will advise further.

If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and they will be sent to an isolation room in school

### **If there is a confirmed case of coronavirus:**

If school becomes aware that someone has tested positive, office staff will contact the local health protection team. This team will also contact school if they become aware that someone at our school has tested positive. The team will carry out a rapid risk assessment to confirm who has been in close contact with the person when they were infectious, and make sure they are asked to self-isolate.

Close contact means:

- Direct close contact - face-to-face contact with an infected person for any length of time, within 1 metre,
- Being coughed on; a face-to-face conversation, or unprotected physical contact (skin-to-skin)
- Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person

To help our local health protection team, senior staff will keep a record of pupils and staff in each group and any close contact that takes place between children and staff. School will not share the names or details of people with coronavirus unless it's essential for protecting others.

### **Staggered Morning Times (see below)**

Slightly staggered start times will be in place *temporarily*. It will be very important that parents support us with this – pupils cannot be late or they will disrupt someone else's safe slot. See below for allocated timings

Drop offs at the school gate will be encouraged so that adults do not need to enter the premises unnecessarily (teachers will be on hand to support this).

### **Home times Pick Ups (see below)**

Slightly staggered home time pick up times will also be in place *temporarily*. It will be very important that parents support us with this – parents cannot be late collecting children as we will not be able to send them to the office and we do not want them disrupt someone else's safe slot.

### **Lunch Time**

At the moment, we are planning for children to eat their lunch in dining hall. We will have 4 sittings with cleaning in between.

A hot meal will be available.

As part of the COVID regulations during lock down this changed and children had to eat in their classroom and were given a packed lunch. If needs be, we will revert back to this approach.

Access into school and toilets will be restricted as this needs to be closely monitored.

Children will go to the toilet before and after lunch.

### **Toilets**

Although groups do not need to be allocated their own toilet blocks, we have assigned classes specific toilets to use and the use of these toilets will be restricted to 2 classes at the most. All toilets will be cleaned regularly throughout the day and pupils will be encouraged to clean their hands thoroughly after using the toilet.

### **Play Time**

Play times will be staggered and children will be asked to avoid making contact with others.

### **Cleaning**

Additional cleaning will take place throughout the day.

### **Further Prevention**

Children will continue to be encouraged to wash their hands thoroughly and more often.

Good hygiene will be promoted (catch it, bin it, kill it)

PPE will not need to be worn by staff unless they are dealing with specific cases.

School will not routinely take the temperature of pupils but parents will be expected to be vigilant .

### **Environment/classrooms**

Small adaptations to the classroom will be needed to support distancing and pupils will sit side by side and facing forwards if appropriate but EYFS will not be as restrictive and will look similar to our usual set up.

Daily and frequently used resources will not be shared. Each child will have a set of stationery, pens, pencils etc on their desk. They will not be allowed to swap materials with each other or remove this equipment from their pod.

Other classroom resources that may need to be shared will be cleaned thoroughly between use. Resources that are shared between bubbles, such as sports, art and science equipment, will be cleaned frequently and meticulously and always between bubbles. Outdoor playground equipment will also be frequently cleaned.

Children will be asked to limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided.

### **Nurture Curriculum**

Given the length of time away from school, we will be working on nurturing our children, working on their well-being and making sure that they have a positive learning experience in school. Class teachers will speak with all children and reassure them that it is perfectly natural to be experiencing some anxiety/confusion at this time and that we are here to support them. All the activities that we will engage in will be focused primarily on their emotional well-being to begin with. We will need to re-establish routines, rules and expectations for our children so that they are welcomed and know that they will be nurtured as they get used to this new normal.

We will be spending the first month, at least, on nurture activities, under the umbrella of a whole school topic called 'Once in a Lifetime'. Within this topic we will focus on

- Reconnecting
- Reflecting
- Celebrating
- Ensuring we are Safe
- Exploring Adversity
- Building resilience
- And Moving Forwards

The 'Once in a Lifetime' topic will incorporate and link with Science, Geography, Citizenship and History and we will also look at the Oliver Jeffers' book 'Here We Are' as a whole school.

### **Curriculum**

A quick return to a full National Curriculum is not advisable under the current circumstances and we will not rush to carry out any assessment. We will, however, need to build a bridge between our pre and post COVID curriculums and ensure that the children catch up quickly. Literacy, Reading and maths will be taught everyday and the school will move towards a catch up programme with children as soon as it is appropriate. Plans for this catch up/gap

learning are already underway and the school are aware of the need to move forward with the current years learning alongside gap learning.

### **Outdoor Learning**

We will be promoting outdoor learning and taking the opportunity to bring learning outdoors as much as possible. This will have both physical health benefits and mental health benefits.

### **Remote Learning**

Schools will need to be prepared to go into lockdown if necessary, and parents will need to engage, and encourage their children to engage, with remote learning. This will be vital if we go into either local or national lockdown again. Unlike last time, when our focus was on reducing the amount of stress that families were under due to unexpectedness of the lockdown, for any future lockdowns families will be expected, and need to, support their child's learning. As a school, we will be working with you on this so that you are fully prepared.

### **Uniform**

School uniform **will** be worn in September.

PE Kit- children will need to have a FULL PE kit in school. Initially, we will look to undertaking activities which children do not need to get changed for (besides pumps and trainers) but this will be reviewed quickly as we need to get the children back into Full PE lessons.

### **General**

Wider gatherings will not be allowed i.e. assembly

No contact sport will be allowed but PE will take place regularly (especially as isolation has widely impacted upon children's fitness levels!)

### **Worries and Wishes**

Please return this to school so that we can begin to look at the support that we as a school will need to put in place to support your family and your child's return to school

### **Shielding**

If your child has a shielding letter (and this is still applicable in September) please contact school to discuss this further.

### **Holidays**

If you are due to go on holiday in the summer, to a country not part of the travel corridor, school will need to be informed as isolation will need to be declared.

### Breakfast Club

Breakfast Club will be closed initially but we will be opening this asap. This will be limited to children whose parents are working and parents have been asked to contact us if they need this support.

### Parents

Parents are not allowed onto the school premises unless they make a prior appointment and it is an emergency. All contact should be by telephone or email.

Only 1 parent per family is asked to come to our grounds with their children. They will be asked to drop the children off at the gate and the children will come into school independently. The children are all able to do this and they will be guided and supported by staff.

Whilst waiting to collect children we will expect parents to socially distance and we have put markers on the pathway to aid this.

Parents are asked not to congregate on our school grounds at all. Once children have been dropped off or collected, please leave promptly.

Parents need to strictly adhere to the drop off and pick up arrangements. It is important that children are dropped off and collected at the correct time otherwise you will go into another group's time slot

The drop off and pick up times need to run like clockwork if we are to ensure the safety of all and we ask for our parents support with this. It is not that we are being unwelcome or that we do not appreciate your anxiety but this is the safest way for all, especially in the early days.

I am sure that we will all get the hang of things and get into a rhythm. To begin with though, as stated earlier, we will need to be flexible, understanding and respectful of others and their needs.

### Visitors

There will be no visitors allowed on site unless pre-approved by the Senior Leadership team. Contractors visiting site will be restricted where possible to attend outside of school hours.

<b>Issue</b>		<b>Action</b>
General School Environment	Staff	<ul style="list-style-type: none"><li>• Signage placed around the school reminding staff, pupils and visitors of social distancing.</li><li>• Hand sanitizer will be in every classroom and located at the main reception.</li><li>• Signage placed around the school building reminding people to wash hands regularly.</li><li>• Children will stay primarily within their classrooms or areas.</li></ul>
	Pupils	
	Parents	
	Visitors	

		<ul style="list-style-type: none"> <li>• Each class will have the same member of staff where possible.</li> <li>• Each bubble will stay together and not mix with other bubbles.</li> <li>• Parents will be discouraged from entering the school building/grounds.</li> <li>• Children will need to follow instructions and understand and maintain social distancing</li> </ul>
<p>Start of the School Day</p>	<p>Staff</p> <p>Pupils</p> <p>Parents</p> <p>Visitors</p>	<ul style="list-style-type: none"> <li>• Times are temporarily staggered for the start of the day and this will continually be reviewed.</li> <li>• See the attachment below for the organisation chart</li> <li>• 3 entrances &amp; exits will be used: the main Steerscroft gate, Waterpark Drive gate St Albert's church Gate.</li> <li>• Parents and children will need to stick to allotted time &amp; gate.</li> <li>• Non siblings are staggered to come into school first- 8.30am or 8.40am (see allocation )</li> <li>• Siblings (i.e. brothers and sisters) then come in afterwards- 8.50am or 9.00am (see allocation).</li> <li>• A similar pattern is established at the end of the day- Non Siblings 2.45pm and 2.55pm and Siblings 3.05pm and 3.15pm</li> </ul> <p>There will be some cross over so everyone must be vigilant, patient and respectful to one another. There is no easy way to do this and the system will not be perfect but it goes some way to alleviating the numbers in school at one time. Despite parents wanting to gather and chat, we do have to abide by the rules, especially in the early days and parents must socially distance and not gather together.</p> <ul style="list-style-type: none"> <li>• Only one parent should bring children on to the school grounds.</li> <li>• Parents will be asked, wherever possible, to drop the children at the school gate. Only Reception parents should need to enter the grounds</li> <li>• Children will make their way to their pod independently, if possible</li> <li>• Staff will be positioned throughout the school to greet children</li> <li>• Social distancing markings will be displayed on the floor.</li> <li>• Children will be told to use the hand sanitizer before entering the classroom and will wash their hands regularly throughout the day.</li> </ul>

<p>End of the school day</p>	<p>Staff Pupils Parents Visitors</p>	<ul style="list-style-type: none"> <li>• A similar pattern is established at the end of the day for times: Non Siblings 2.45pm and 2.55pm and Siblings 3.05pm and 3.15pm</li> <li>• Do not come up to school earlier than your allotted time, as we do not have the space for parents to wait outside and we want to avoid congregating where possible.</li> <li>• At home time parents <b>will be allowed</b>, if necessary, to come into school at the pick up time to collect children.</li> <li>• They should wait outside the classroom and observe social distance rules.</li> <li>• Parents will need to avoid doubling back on them selves around the school abuilding and finding the safest and quickest route out</li> <li>• Again, we will need to be patient with each other and hopefully we will find a suitable rhythm</li> </ul>
<p>Resources</p>		<ul style="list-style-type: none"> <li>• Water bottles will need to be taken home and thoroughly cleaned and returned each day. Please label these carefully</li> <li>• In order to observe some form of social distancing, the classrooms have been redesigned and all soft furnishings and toys have been removed. This will continually be reviewed</li> <li>• Children will not be allowed to bring unnecessary things into school ie toys</li> </ul>
<p>General hygiene  Reduce the risk of virus spreading  Handwashing</p>	<p>Staff Pupils Parents Visitors</p>	<ul style="list-style-type: none"> <li>• All staff and pupils aim to maintain social distancing recommendations.</li> <li>• Limit the number of surfaces touched.</li> <li>• Keep hands away from face as much as possible.</li> <li>• Regularly perform appropriate handwashing for 20 seconds.</li> <li>• "Catch it, bin it, kill it" mantra used with children.</li> <li>• School will be fully cleaned at the start, finish and throughout the school day and .</li> <li>• Handwashing signage displayed around the school.</li> <li>• Reinforce handwashing routines.</li> <li>• Year groups given specific toilets to use.</li> <li>• Toilets to be monitored to ensure hands are being washed.</li> <li>• Children to use hand sanitizer on return to classroom.</li> <li>• Children to wash their hands before and after lunch</li> <li>• Children will be allowed to visit the toilet independently but they will be monitored staff.</li> </ul>

<p>If a child or adult who become symptomatic during the school day</p>		<ul style="list-style-type: none"> <li>• Children or adults should not enter the school if they or any member of their family has shown symptom of the virus.</li> <li>• Parents should be checking their children’s temperature each morning and be vigilant about this.</li> <li>• If a pupil or member of staff becomes symptomatic during the school day they will be isolated from the rest of their class into a <b>sick bay</b>.</li> <li>• Parents will be called to come and collect the child immediately.</li> <li>• Only those who are symptomatic are required to isolate.</li> <li>• Members of staff dealing with a symptomatic person are required to wear PPE, including a fluid resistant face mask, apron and gloves.</li> <li>• These will be disposed of once the person has left the premises.</li> <li>• Where possible, the symptomatic person will avoid walking through the school to be collected.</li> <li>• Any areas, items and surfaces the pupil or member of staff have come in contact with will be cleaned thoroughly as soon as possible.</li> <li>• Any signs of symptoms in your child or the family and everyone in the family must isolate for 14 days immediately and school must be informed.</li> <li>• If a child or adult shows symptoms and tests <b>positive</b> for CoVid-19, then the <b>bubble</b> that the children was in must be sent home and they must self-isolate for 14 days.</li> <li>• We expect children to be observing social distancing rules outside of school</li> </ul>
<p>Entry to the office/speaking to staff</p>		<ul style="list-style-type: none"> <li>• Entry to the office would have to be for exceptional circumstances only and is therefore restricted. Please contact the school by telephone or email until further notice</li> <li>• Social distancing markings will be outside the office.</li> <li>• Only one person into the foyer at a time.</li> <li>• Hand sanitizer should be used when entering the foyer.</li> <li>• Face to face meetings with parents will not take place to minimise adult to adult contact including 2m social distancing until further notice.</li> <li>• If parents need to contact members of staff it will need to be by telephone.</li> </ul>
<p>Behaviour</p>		<p>Children who intentionally break our social distancing rules may be sent home for their own and others safety if this</p>

		behaviour does not improve.
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*In conclusion, there are significant number of changes and restrictions which need to be in place in school to keep everyone safe. Our main priority is safety, safety for all our children, our staff/workforce, our parent and our families and community.*

*It is important to stress that parents must be aware and understand that, despite restrictions and changes to the way we work and changes to the school environment, we cannot guarantee that both children and adults will not be exposed to the virus at some point in our setting.*

*I am confident, however, that if we work alongside each other, the children returning to school will have a very positive experience and we will quickly get our rhythm and begin to feel more confident.*

*We are all excited to be back in school and look forward to seeing you and your children. We have worked extremely well together during this period and this is all credit to you as parents. Together we will overcome! Mrs L McEvoy*