

## St Martin de Porres Catholic Primary School

### Updated guidance for parents/carers: 5<sup>th</sup> November 2020

### Responding to Covid -19

#### Introduction

Following the announcement from the government, all children were expected to return to school on 3rd September 2020. Following the introduction of additional restriction that came into effect from today, 5.11.2020, the school have made some adjustments to some of the procedures that need to take place.

Changes that have been made to the original guidance are highlighted in yellow.

<https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020>

#### Clinically extremely vulnerable children

*'More evidence has emerged that shows there is a very low risk of children becoming very unwell from coronavirus (COVID-19), even for children with existing health conditions. Most children originally identified as clinically extremely vulnerable no longer need to follow original shielding advice. Parents should be advised to speak to their child's GP or specialist clinician if they have not already done so, to understand whether their child should still be classed as clinically extremely vulnerable.'*

*Those children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend education whilst the national restrictions are in place. Schools will need to make appropriate arrangements to enable them to continue their education at home.*

*Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend education.*

*Parents of clinically extremely vulnerable children will be receiving a letter shortly confirming this advice.'*



## Clinically vulnerable children

*'Children who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend school in line with current guidance.'*

### Net Capacity and organization of teaching spaces – no change.

In order to maintain 'bubbles' each year group will now be considered a 'bubble'.

All year groups will return to their classrooms as learning spaces

In years 2 to 6 pairs of children will be allocated a seating place at a desk, sitting side by side and all desks will be front facing. Teachers and Teaching assistants will maintain social distancing as much as possible and remain teaching from a distance at the front of the class.

In EYFS and Year 1, children will be allocated floor spots to sit on during whole class teaching and up to a maximum of four children to group table work.

### Equipment

- All children will be provided with an A4 clear plastic wallet and stationary items – labelled
- Plastic wallets to be kept on child's table.
- Plastic covers on children's exercise books
- Children will have access to concrete resources for lessons and activities but these will remain separated for each class bubble or left untouched for 72 hours if moved shared between bubbles.
- Reading books will go home and will be quarantined on return to school.
- PE and IT equipment will be cleaned after use
- Soft furnishings will not be available
- All children must bring in own water bottles – labelled and stay on own desks
- Coats to be hung on pupils own pegs in cloakrooms and jumpers to stay on backs of chairs.
- School bags must be of a reasonable size (please use PE bag and not a rucksack)
- Packed lunches to be a washable lunch box
- All children to be in school uniform with school shoes (not boots)
- Children may wear PE kit on the days that they have PE. (A change of shoes needs to be provided and a light waterproof coat would be useful as most PE will take place outside)



## Arrival and departure from School

**All parents/carers must wear a face covering when on the school site, including outside in the car park when dropping off and collecting children.**

To reduce crowding on entering or leaving school staggered start and leaving times are in place.

**Please maintain social distancing at all times to protect children, staff and parents/carers.**

**Please make sure children arrive and are collected on time.**

(Parent/carers who are regularly late collecting, may be charged a fee for childcare equivalent to Care Club as we are not able to take children into Care Club unless they have been booked in. We are currently having to ask support staff to work beyond their contracted hours to supervise children who are being collected late.)

### Childcare

You may continue to ask another parent to collect your child from school if you are unable to. However, this should be the same person each time and you should notify the school of who that person will be. **One adult must not collect children for many families, just for one other family and their own.** The government guidance states '*parents are able to form a childcare bubble with another household for the purpose of informal childcare, where the child is 13 or under.*'

### Entering the school building

All staff enter through main reception but must observe distancing.

Inventry sign in to be used for staff and visitors signing in /out

Parents/carers are advised to use email and not visit the reception area. Parents/carers will need to make an appointment through the school office to meet with a member of staff. This includes the Head teacher, members of the Senior Leadership Team, the SENDCO, Family Worker or Learning Mentor.

**Meetings will be via TEAMS or phone call. Face to face meetings will only be arranged in exceptional circumstances.**

**Parents/carers must wear a face mask when entering the building or meeting with staff.**

### Arrival

- Year groups have been allocated different entrances:  
Year Reception, Year 1 and Year 2 will need to come onto the KS1 playground  
Year 3, Year 4, Year 5 and Year 6 will need to come onto the KS2 playground.



- Nursery will enter via the Nursery entrance –parents may bring the Nursery child to the Nursery door. Parents will need to line up with a space of at least 1 metre between them. Nursey children must not be allowed to run around outside the Nursery Unit.

**Nursery parents/carers will no longer be able to come into the school building. You must leave the child at the Nursery front door.**

- Staff are to await on their children’s allocated Key Stage playground to meet children and instruct them to stand in a line with at least 1 metre between each child.
- No parent/ carers are allowed to enter the Key Stage 1 or Key Stage 2 playground.

### Leaving/ collection – no change

- Children will be brought out to either the Key Stage 1 or Key Stage 2 playground and will stand in line with at least 1 metre between each child; class teacher sends each child to parent one at a time.
- Nursery children may be collected from the Nursery door. Parents will need to line up with a space of at least one metre between them.

KS2 Playground			KS1 Playground		
Year Group	School Day	Friday	Year Group	School Day	Friday
Year 6	8:30am – 3:00pm	8.30 -1.00	Year 2	8:30am – 3:00pm	8.30 -1.00
Year 5	8:40am – 3:10pm	8.40 -1.10	Year 1	8:40am – 3:10pm	8.40 -1.10
Year 4	8:50am – 3:20pm	8.50 -1.20	EYs	8:50am – 3:20pm	8.50 -1.20
Year 3	9:00am – 3:30pm	9.00 -1.30			

**Unless their child has a medical need or other vulnerability, parents should avoid coming to school reception. In the event of a parent needing to do this, they should drop off their child after 9.05am.**

### Getting to school – no change

#### **Car park is only available to staff and disabled persons for parking**

All children and parents to walk or park and drive from nearest roads.

### The Use of Sanitisers and Wash stations – no change

Sanitisers will be available in each classroom. Hand washing in own groups are to use allocated toilet area and children should use these when first coming into school, mid-morning, re-entering class after break and lunchtimes, afternoon and before they leave to go home.



### **Movement around school – no change**

All non-essential movement around the school should be avoided.

- Only staff will walk through any of the internal corridors, unless a child is being escorted to the medical area.
- Internal corridors may be used by a class if they need to move between an internal area for lunch, PE or Music lessons but only when accompanied by an adult.

### **Teachers and Teaching Assistants – no change**

Teachers and Teaching Assistants supporting in the classroom should seek to minimise risk by ensuring a safe social distance from the pupils they support.

### **Break Time and Lunch Time considerations – no change**

Children groups will have staggered breaks and lunchtimes. Children need to be back in classrooms with hands washed within allocated time.

Staff will need to ensure that children are ready to go out for break and lunch on time – this will take longer initially

Staff are more than welcome to sit and eat lunch outside during their allocated break time.

- Children to remain separated from other bubbles
- Wet play children remain in own class space
- Five spaces for playtime and lunchtime and each bubble to remain within own allocated area. This can be changed daily
  - Key Stage 1 playground
  - Key Stage 2 playground
  - The daily mile track
  - Reception playground
  - Field (weather permitting)
- Children will be escorted to use own class bubble toilet and handwashing facilities at all times.

<b>Year Group</b>	<b>Lunch Time (eat) KS2 hall</b>	<b>Lunch Time (outside)</b>	<b>Year Group</b>	<b>Lunch Time (eat) KS1 hall</b>	<b>Lunch Time (outside)</b>
<b>Year 6</b>	11:45am – 12:05pm	12:05pm – 12:30pm	<b>Year 2</b>	11:45am – 12:15pm	12:15pm – 12:45pm
<b>Year 5</b>	12:05pm – 12:25pm	12:25pm – 12:50pm	<b>Year 1</b>	12:15pm – 12:45pm	12:45pm – 1:15pm
<b>Year 4</b>	12:25pm – 12:45pm	12:45pm – 1:25pm	<b>EYs</b>	12:45pm – 1:15pm	
<b>Year 3</b>	12:45pm – 1:05pm	1:05pm – 1:45pm			



### **Catering – no change**

Parents can order a school lunch. Lunch menu to be shared with parents.

Children will eat these in the dining room; only one year group bubble will be in the dining room at one time. Gloved staff will supervise pupils.

Staff will collect rubbish from packed lunches wearing gloves and place in black bag provided.

The staff will clean surfaces in the dining room between each year group bubble.

### Care Club – no change

Opening Times: 7.50 -8.50 am

3.00 -5.30pm

(Please note the new opening times. This is to ensure thorough cleaning at the end of the day and because of the changes in time to the school day.)

**A registration form and the fee of £15 per family must be paid before using Care Club even if you have previously used it. You must book a place via Parentmail. There will be no ‘on the day’ booking available.**

Numbers will be restricted to a maximum of 20 children both before and after school.

**(This will be reviewed at the end of the Advent Term and may increase.)**

**We will not be able to have any Nursery children for at least the first term.** We will only accept booking for children in Reception (Tigers and Bears) if they have an older sibling attending Care Club.

### Friday Activities – no change

**There will be no Friday activities** available for working parents for at least the first term when we return in September. We need to keep the children in year group bubbles with the same staff and this would not be possible if we were to run Friday Activities.

Collection times for Friday afternoon

Year Group	Friday	Year Group	Friday
Year 6	8.30 -1.00	Year 2	8.30 -1.00
Year 5	8.40 -1.10	Year 1	8.40 -1.10
Year 4	8.50 -1.20	EYs	8.50 -1.20
Year 3	9.00 -1.30		

### Cleaning – no change

At the end of each day, the cleaning team will begin cleaning the school from 3.45pm.



Cleaners will disinfect and wipe down all surfaces, stair railings, entrances to the buildings and staff room offices, entrances to classrooms and cloakrooms (door

handles, toilet flushes, taps, light switches etc.), classroom desks, computers (including keyboards and mice)

Throughout the day, staff are trained to carry out a sweep through and wipe clean high contact touched areas. All staff will have access to gloves and wipes in their class spaces to carry out extra wiping down as deemed necessary. All staff are able to access Antiviral spray and Milton to daily clean plastic resources at the end of each day.

### **Toilets – no change**

All year groups will only use their allocated class bubble toilets and handwashing facilities.

### **Staff Room and Offices – no change**

**There will be three allocated staff areas:**

#### **Staffroom/ Prayer room and Conference room**

Staff should only use offices or staffrooms if they are able to minimise risk by socially distancing themselves from each other. All offices or staffrooms should be used at a maximum of 50% of their capacity at most. Staff rooms must not be used for meetings unless social distancing is possible.

In staff rooms and offices, hot desking on PCs should be avoided where possible. Staff should only use the PC/ laptop designated to them. If there is a situation, where the sharing of laptops is unavoidable then staff should wipe down the keyboard and mouse before using them.

Shared areas for staff (fridge, dishwasher, hot & cold water system, to be wiped every time or gloves worn

### **Bells – no change**

Fire bell remains in place as normal

### **Emergency evacuation – no change**

On hearing fire alarm, the evacuation remains the same as previous revised procedures –and will be re-shared with pupil and staff on returning.

### **First Aid**

- Main dedicated first aiders –who will wear PPE (most staff are First aid Trained)
- Paediatric staff trained x 5
- First aid or medication will be accessed in Year group bubbles.
- Sickness dealt with following current procedures e.g. cleaning: staff use full PPE/ parents called by office
- All incidents are logged on medical tracker and parents receive email.
  - All children to bring in own medication to the school office and this will be kept in the container in the class teacher's labelled First Aid cupboard.
  - All medicines must have an up to date indemnity form.



- Anyone feeling unwell (regardless of COVID symptoms) will have their temperature taken.

### **Do's and Don'ts – no change**

No children will walk through corridors unless accompanied by an adult

Windows open as much as possible.

Fire doors to be closed but other doors left open at all times.

If a pupil requires intimate care, PPE should be worn.

### **Expectations in the Classroom –no change**

Children will remain in class seats when in classrooms

Child must raise their hand to request going to the toilet

If children have, a question they must also remain seated and raise their hand.

Staff will wipe desk spaces and plastic stationary wallets at the end of day.

### **Student Expectations – no change**

- **Behaviour and safeguarding**

Designated Safeguarding Lead: Mrs Morgan. Deputy DSL: Mrs Jarvis & Mrs Button

Staff will record concerns on CPOMs

Parents to receive and sign to acknowledge the behaviour addendum

Parents to receive and sign to say that they understand the track and trace system

Any breaches or behaviour incidents to be dealt with by the Senior Leadership Team

### **Covid**

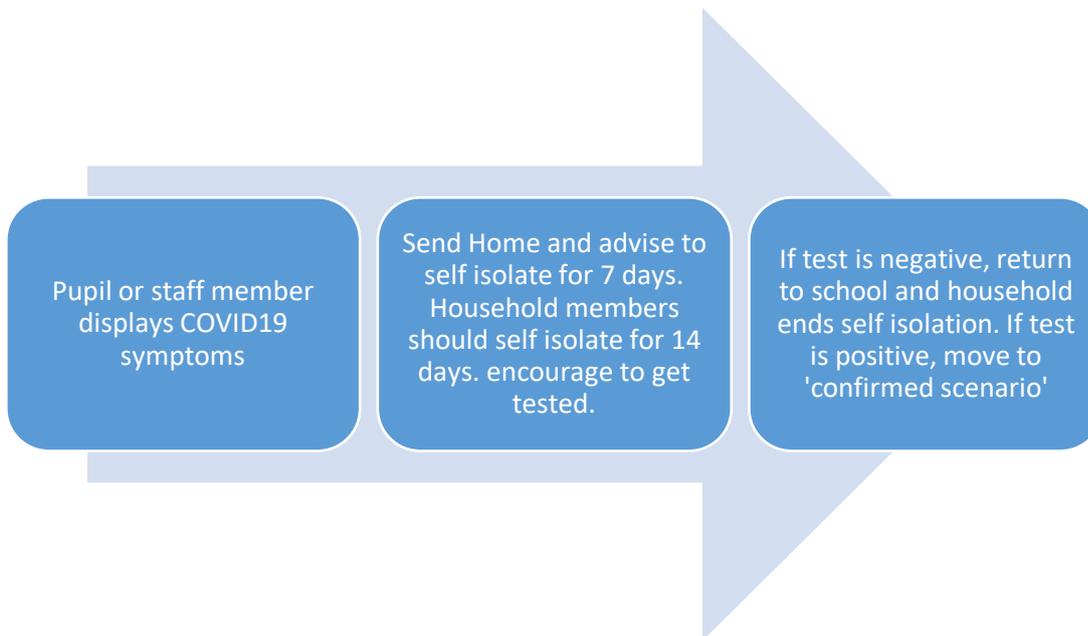
If anyone develops symptoms:

- Person is directed to move to COVID room for isolation.
- Parents called immediately to collect and told to apply for COVID test for all in their household.
- Staff member and all children from group continue as normal (unless test result comes back positive).

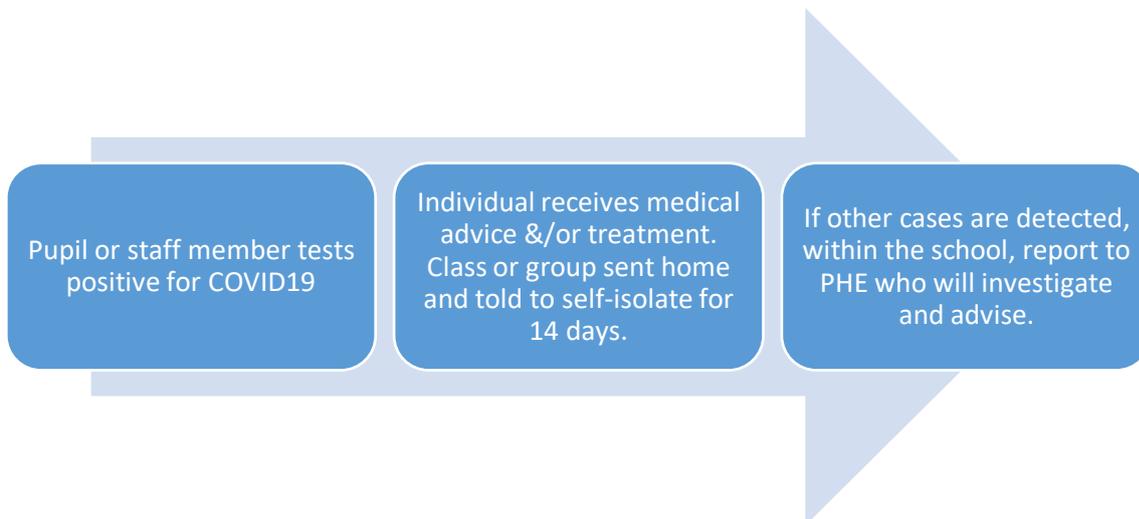


- Child may only return to school once parents have provided proof of a negative result.
- Parent must inform the school of the test result as soon as possible – via phone 01582 617600 or email at [help@smdpluton.co.uk](mailto:help@smdpluton.co.uk).

### Actions if a pupil or staff member shows COVID-19 symptoms



### Actions if there is a confirmed case of COVID-19 in school



**STAY ALERT: Do you have a temperature? A persistent cough? Both?**

**Order a test today: <https://www.gov.uk/apply-coronavirus-test>**

**or by calling 119**

