

# St Stephen's C.E



## Coronavirus (COVID-19)

School Opening

Monday 8<sup>th</sup> March

# Handbook for Parents/Carers

## Welcome back!

### Introduction

The government has announced that educational settings can re-open to all pupils on Monday 8<sup>th</sup> March. **IT IS MANDATORY FOR ALL PUPILS TO RETURN.**

We have put together this handbook to provide you with all the details of the measures that are in place to ensure the safety of our school community as we fully open again.

We hope this will address any of your concerns and reassure you that we have taken all the necessary precautions in preparing to welcome all our pupils back to school.

Please feel free to call our office on: 0208 692 1898 if you have concerns.

You will not be permitted to come onto the school site without prior permission.

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In order to keep our school safe, we would like you to help us

- Adhere to your child's pick-up and drop-off times – ensuring you leave the school site promptly. Maintain social distancing with staff and other adults.
- Only communicate with the school via telephone or email
- Remain vigilant for the symptoms of coronavirus
- Keep your child at home if they develop symptoms or if any members of the household develop symptoms
- Ensure your child washes their hands before they leave for school and after they return home
- Helping your child understand the importance of infection control, good hygiene, and social distancing.

### **1. Risk Assessment**

The school has undertaken a robust risk assessment to identify all the risks and we have implemented control measures in line with the Government Guidance. This can be found on our school website under Key Information.

### **2. Symptoms**

If anyone in your household becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), you must not come to the school and stay at home and follow the self isolation regulations (which sets out that they should self-isolate for at least 10 days and should [arrange to have a test](#) to see if they have coronavirus - COVID-19).

Please notify the school office via telephone as soon as possible if your child, or somebody in your household, is showing symptoms of coronavirus and your child cannot come into school.

### **3. Testing**

All pupils, and members of their households, will be able to access a test if they are displaying symptoms of coronavirus. If your child is displaying symptoms, we would strongly advise that you access a test.

There is information about how you can access a test on the NHS website: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>.

You can also call NHS 119

We will provide a home testing kit for you to ensure that your child can easily access a test. However, it is very easy now to access a drive in or walk in test and this is the quickest way to receive a result.

If your child is sent home from school with symptoms and subsequently takes a test, you must inform the school of the results as soon as possible. If the test is negative, your child can return to school when they feel better. If the test is positive, your household will need to continue the self-isolation period of 10 days.

**We encourage you to inform the school immediately of test results.**

You may also need to engage with the NHS Test and Trace programme, meaning that you need to be ready and willing to:

- Book a test if your child or another member of your household displays symptoms.
- Provide details of anyone your child has been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace.
- Allow your child to self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive.

#### **4. Procedure for Pupil Displaying Symptoms of Covid 19**

It is extremely important that all parents and pupils remain vigilant regarding preventing, identifying and minimising the spread of coronavirus.

We ask, therefore, that you do not send your child to school if they have any of the following symptoms.

- A high temperature – this means they feel hot to touch on their chest or back
- A new, continuous cough – this means coughing a lot for more than an hour, or three or more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual)
- A loss of, or change in, their normal sense of smell or taste – this means they cannot smell or taste anything, or things smell or taste different to normal

It is also important that you do not send your child to school if somebody in your household has tested positive for, or has symptoms of, coronavirus.

If your child becomes unwell at school and shows symptoms of coronavirus, the school will take the following immediate actions:

- Your child will be asked to self-isolate in school using a designated area.
- Your child will be supervised while waiting for collection
- You should come to collect your child as soon as possible.
- We would ask that you have your child tested for coronavirus.
- You will be encouraged to engage with the NHS Test and Trace programme.

If an individual in your child's class tests positive for coronavirus, the school will send the individual's close contacts home to self-isolate for 10 days.

Close contacts include:

- Direct close contacts – anyone in face-to-face contact with the individual for any length of time, within 1 metre – this includes face-to-face conversation, unprotected (skin-to-skin) physical contact or being coughed/sneezed on.
- Proximity contacts – anyone in extended close contact with the individual, within 1 to 2 metres for over 15 minutes.
- Travelling in a small vehicle, e.g. a car, with the individual.

We will notify you if this is the case and ask that you pick your child up from school as soon as possible. While pupils are awaiting collection, they will remain in their classroom and be able to access one toilet.

All parents will also be informed that a positive case has been identified although it will be clear that your child has not been a close contact of the identified case.

#### **5. Social Distancing**

To reduce the risk of transmitting the coronavirus in our school, social distancing measures have been implemented. We expect pupils to follow these rules; however, we understand that some pupils may be unable to fully understand social distancing principles, e.g. because of their age or needs. Staff will work with all pupils to ensure their safety and positively reinforce good social distancing behaviour.

We have implemented:

- One-way systems where needed
- Desks and chairs in classrooms arranged to maintain space
- Assigned areas for bubble groups at lunch and break times
- Specific rules for the use of toilets
- Signage and floor markings to encourage social distancing

## **6. Arrangements**

To increase the effectiveness of social distancing with all staff and pupils attending school, we have made the decision to have children in class bubbles and only 2 bubbles as a group at playtimes and lunch times.

Children will still work in their individual classes as much as possible but will be with one other bubble when they are on the playground, at lunch and collective worship on some occasions.

- We will endeavour to ensure that individuals within a group bubble do not mix with members of another group bubble.
- Some staff may have to move between bubbles to deliver a full curriculum, assist classroom staff, deal with an emergency situation, to provide cover etc. however they will ensure social distancing is maintained and robust hand washing procedures.
- Each bubble will have its own classrooms, learning areas and designated outdoor areas for break times and PE lessons.
- Each bubble will have their own classroom and outdoor resources which will not be shared with other bubbles. These resources will be frequently cleaned.
- Desks and chairs will be forward facing in Year 2 to Year 6 and as far apart as possible. Furniture has been removed from certain classes to provide extra space.
- Years 2 to Year 6 will be issued with their own stationery sets and will not be shared.
- Any equipment or resources that is shared with other bubbles will be thoroughly cleaned or taken out of use (for the 72 hours) before being used by another bubble.
- We request that pupils do not bring in non-essential items from home.
- Pupils will be able to take home books and resources from their class to aid with their education. When returned they will be taken out of circulation for 72 hours before they can be used by others in the bubble.
- Pupils will sanitise their hands before and after using toilets. Toilets will be cleaned regularly during the day.
- Tissues and hand sanitisers will be available in each class.
- Contact points and surfaces will be cleaned and sanitised regularly during the school day.

We request that your child only brings into school:

- A water bottle – which is named and can be refilled in school
- Packed lunches
- Essential medication and medical equipment
- Coats and other essential outdoor wear

- PE kit (only when requested) Pupils can wear their PE kit to school on PE days
- Book bag

## **7. Travelling to School**

Pupils should walk or cycle to school or be dropped off by only 1 member of their household where possible.

Public transport should be avoided; however, if you need to use public transport to get to school, you should try to avoid peak times and follow guidelines on social distancing and wearing protective clothing, e.g. face masks / face coverings.

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

## **8. Face Coverings / Masks**

Public Health England does not (based on current evidence) recommend the use of face coverings in school for primary pupils. Staff will be wearing masks when in contact with other adults.

If your child wears a mask / face covering to school, when they arrive they will need to put their mask in a plastic bag or bin if it is a disposable face mask. Please bring your own plastic bag.

## **9. Drop off and Pick Up**

Drop off and pick up times will be staggered in order for us to adhere to social distancing guidelines as much as possible. We ask that pupils are dropped off or picked up by only one accompanying adult.

Parents / Carers will not be permitted to enter the school building or gather in groups within or outside of the school premises.

Parents/ Carers must follow the social distancing lines set up around the school and wear a face mask.

- **Pupils will be allowed to enter the school from 8.50am** and go straight to their class.
  - Pupils are not allowed to arrive before 8.50am and are not allowed in the playground to play before school.
  - Pupils must line up outside their entrance using the yellow lines.
- **Year groups have specific entrances:**
  - Nursery enter through the Nursery gate
  - Reception through the gate at the far end of the school on the street. The gate is marked Reception entrance
  - Year 1, Year 2, year 3, Year 4 through the fire gate next to the normal entrance
  - Year 5 and year 6 through the fire exit at the front of the school
- **Departing from school:**
  - Pupils will leave school from the same entrances as arrival (Year 1 exit through the side gate by the fire exit gate)
  - Parents must wait, socially distanced and **wearing a mask** outside the different entrances.
  - Pupils will be dismissed when the teacher sees the parent.
  - Please go straight home and do not linger outside school.
  - Year 1 and Year 2 will come out of school at 3.25pm to avoid a bottleneck at the playground gate.

## **10. Uniform**

We expect all our pupils to attend school in full uniform. Uniform does not need to be washed or cleaned any more than normal.

## **11. Infection Control**

Strict infection control measures are an important aspect of keeping all staff and pupils safe and healthy in our school. This means that we will be enforcing new rules to ensure that good hand and respiratory hygiene is consistently maintained.

We expect pupils to follow these rules; however, we understand that some pupils may be unable to fully understand infection control principles, e.g. if they are very young or have special educational needs.

Staff will work with all pupils to ensure their safety and positively reinforce good infection control behaviour where necessary.

Pupils will be instructed to wash their hands at various times during the day including

- On arrival
- After removal of their face mask / covering
- Before and after playtime
- Before and after lunch
- Before and after using the toilet
- After coughing or sneezing
- If they change rooms (IT Suite, hall for an activity)

Pupils will wash their hands for at least 20 seconds using soap and water or use the sanitiser. Young pupils and pupils with educational needs will be supervised when doing this.

We have also enhanced our cleaning regimes to include additional cleaning / sanitising of classrooms, toilets, surfaces, contact points (door handles, switches, handrails, phones etc). Staff and visitors will also be required to follow stringent infection control measures.

We have disconnected all our water fountains outside but pupils will have access to drinking water in school at the water dispensers after hand sanitising.

## **12. Food and Drink**

Arrangements will be put in place to ensure mixing between bubble groups is avoided during lunchtime.

- 2 bubbles (same bubbles consistently) will be using the dining hall at one time. Each bubble group will be given a set time to enter the hall and exit the hall.
- Seating arrangements have changed so all pupils are facing the same way and no child is sitting opposite another child.
- The tables and chairs will be cleaned in between each sitting.
- The bubble group will have their own designated area of the playground to play in.

### **13. Visitors**

Visitors are not permitted to come onto our school site without a prior appointment or if it is absolutely necessary, e.g. for essential building works or to provide essential support to a pupil – this also applies to parents. Parents that need to come into school will need to make an appointment first. Please call the school office if you wish to meet with a member of staff.

Meetings will only be held where absolutely necessary and ensuring social distancing.

### **14. After School Clubs**

**We will start our After School Club (Little Saints) in the first week back.** Please contact the school to book in. As in the first lockdown, we are unable to keep pupils in their school bubbles but they will be following school hygiene guidance.

**Other clubs will resume as soon as possible.** Information will be sent out as soon as possible. Sports clubs will be in year group bubbles.

### **15. First Aid / Intimate Care**

There have been significant changes to our first aid and intimate care procedures to ensure we have effective hygiene controls in place.

Additional personal protective equipment has been issued to staff and where possible social distancing will be maintained.

The accident / incident reporting procedure will remain unchanged. However, will contact parents via phone rather than handle pink slips until further notice.

If you are called to collect your child after an accident you will need to wait outside so your child can be brought to you.

### **16. School Trips**

The government has advised that school trips abroad and other overnight trips do not go ahead until further notice.

Our school is not currently planning or arranging any new school trips at this time.

### **17. Collective Worship / Gatherings / Events**

The government has advised that school do not hold full school assemblies/ collective worship at this time.

We will continue to hold Collective Worship by Zoom to the whole school.

We will not be organising any events or gatherings for the foreseeable future this includes Parent Forum meetings in school.

Spring term parent meetings with Teachers will be virtual via Schoolcloud.

### **18. Curriculum**

It is important that as a school we sharpen our focus on supporting pupils "health and wellbeing" and help them back into school life successfully.

We will:

- Increased outdoor learning, where possible
- Continue with PE lessons – noncontact sport and in groups from their bubble.
- Music – will take a different style to avoid singing (until the guidance changes). Instruments will be cleaned after use.



- IT – Where devices and computers are used these will be cleaned after use or left for 72 hours.
- FOREST SCHOOL – further information will be sent out regarding groups who will be taking part in any activities.

## **19. Behaviour**

All pupils will be expected to follow the school values and expectations for excellent behaviour. For our school to remain safe for pupils and staff to return, we have implemented additional rules with regards to social distancing and infection control.

Pupils will be expected to follow these rules. However, we understand that they may be difficult for the young pupils or those with additional educational / behavioural needs, so each situation will be considered individually.

We will expect pupils to:

- Partaking in additional hand washing.
- Not to behave in a way that puts others at risk
- Maintain social distancing where possible.
- Not mix with other pupils from different bubbles
- Adhere to all the classroom / bubble hygiene rules
- Follow government guidance when outside school and at home so not to put our school community at risk.

## **20. Clinically Vulnerable**

If your child lives with somebody who was shielding, they are able to return to school.

If your child is considered clinically vulnerable or clinically extremely vulnerable, you may wish to contact your child's GP to discuss whether additional safety measures need to be put in place to ensure it is safe for them to attend school.

If, after speaking with their GP, you decide that your child will need additional safety measures in place to attend school safely, e.g. wearing a face covering, please contact the headteacher via the school office.

**The St Stephen's family thank you for supporting the measures put in place for everyone's safety.**