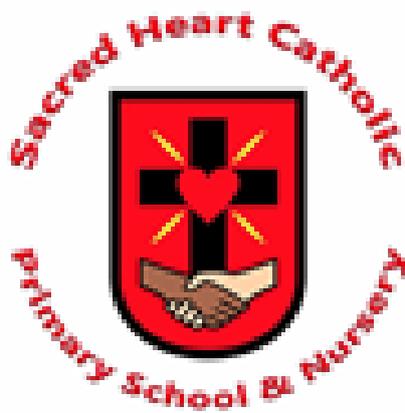


# **Sacred Heart Catholic Primary School & Nursery**



## **Parent/Carer Information September 2020**

*With the love of God our dreams and ambitions come true.*

Dear Parents & Carers,

Firstly, I would like to thank you for all of your support during this period of time since 20<sup>th</sup> March, when school closed for the majority of children. It has been incredibly hard for all of us and the support which you have shown us has been greatly appreciated,

I would like to thank the staff for their tireless hard work and dedication during these difficult times. They have worked relentlessly hard to ensure they support families, improve our school and educate the key workers and returning children in their bubbles. They have been positive and determined to make sure all of our children enjoy their learning experiences and look forward to welcoming children back to school.

As we begin our new school year we understand that you may feel anxious about your child returning to school but rest assured we have implemented all guidance given from the Local Authority and DfE to ensure that school is as safe as it can be for us all.

**Senior Leadership Team**

Mrs L Roach – Headteacher

Mr J Smith – Senior Assistant Headteacher

Mrs J Jordan – Assistant Headteacher

Miss M Hanford – Business Manager

## Introduction

The past few months have brought challenges to us all in many areas of our lives but also brought some welcomed changes and chances to do things differently and for the better. School has had to operate in a very different way, and we must constantly consider government guidance and how we can get everyone back to school as soon as possible and as safely as possible.

We received government guidance early July on opening the school to all pupils in September and the purpose of this pack is to provide you with as much information as we can at this point. Getting all our pupils back to school is vital for their education and wellbeing.

Our school will have “class bubbles”, with a maximum of 30 children in each bubble. The children will stay together in their classes throughout the day, including playtime and lunchtime.

A considerable amount of work on our curriculum has been undertaken by Mr Smith and staff and our focus for September will be to settle children back into the school routine to secure their emotional well-being. We have planned a ‘recovery curriculum’ which will also focus on teaching children the core skills which were not taught during school closure. Additional support will be provided by Teaching Assistants to meet the needs of children.

## Information for September 2020

- Pods or bubbles of 30 are recommended from September. At school, these will be formed from classes as detailed on the school structure table within the pack.
- Social distancing within ‘bubbles’ is not practicable but robust hand and respiratory hygiene will be prioritised.
- Bubbles will not be allowed to mix. In this way any illness would affect one bubble only and not the whole school.
- Each ‘bubble’ will learn, play and eat together. They will have separate play areas and will have staggered start and end times.
- Breakfast club and after school Kids club will resume in September. The guidance from the DFE states: ‘Schools should consider resuming any breakfast and after-school provision, where possible, from the start of the autumn term. We recognise that schools may need to respond flexibly and build this up over time’. Further details will be sent out about these clubs starting but we will need to limit the number of children attending the clubs and so we will prioritise working parents. Parents will need to register their child for the club via the school office.

- We are continuing to use zoned arrivals into school to support social distancing into and out of school. Myself, Mr Smith and school staff will be at the main gates each morning where you may leave your child with us and they will be escorted into school. We are operating a strict one-way system into school and school staff will be outside to direct you with this.
- To reduce the number of families arriving at school each morning and at home time, we have staggered the drop-off and pick-up times alphabetically, according to the family surname, so as parents with more than one child are able to bring all children together. Please look at the table below to see which gate your child should use and the drop-off and pick-up time for your child/ren.

<b>What gate should my child use to enter school?</b>
Breakfast Club – Main School Office Door
Nursery & Reception – EYFS Doors
Year 1, 3 & 4 – Main playground door
Year 2 – Classroom door
Year 5 – Classroom door
Year 6 – Year 5 Corridor door

The staggered start and end times, lunch time arrangements and staggered use of playgrounds mean the school day will be restructured slightly. The daily structure is set out below:

### **Staggered start times**

<b>8.00-8.30</b>	Breakfast Club
<b>8.45 - 8.50</b>	Surnames A – F inclusive
<b>8.50 - 8.55</b>	Surnames G – M inclusive
<b>8.55 - 9.00</b>	Surnames N – P inclusive
<b>9.00 - 9.05</b>	Surnames R – Z inclusive

## **Staggered end times**

<b>3.00 – 3.05</b>	Surnames A – F inclusive
<b>3.05 – 3.10</b>	Surnames G – M inclusive
<b>3.10 – 3.15</b>	Surnames N – P inclusive
<b>3.15 – 3.20</b>	Surnames R – Z inclusive

- A late mark will be given to pupils who arrive after 9.00am and attendance daily is compulsory for all pupils. Please contact the school office to speak with school staff if you have any questions or concerns about this.
- Parents are currently not encouraged to come into school without an appointment. This is to meet government guidelines. A member of staff will be located at each gate to welcome children. If you need to speak to a senior member of staff, please contact the school office.

**(Changes will occur, if required to suit pupil need or key stage timings)**

## **Frequently Asked Questions – September 2020**

### **1. Which year groups are returning to school?**

The Government has announced that all pupils, in all year groups, should return to school full time in September 2020.

### **2. Does my child have to attend?**

Yes. Now the circumstances have changed and it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development.

Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. School attendance will therefore be mandatory again from September. This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;

- schools' responsibilities to record attendance and follow up absence;
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct.

### **3. How big will the classes be?**

Children will return to school in the same class sizes as they were in before the national school closures in March 2020. Desks should be forward facing where possible.

### **4. How will you guarantee that social distancing takes place?**

Following Government guidance, children within the same bubble will not need to social distance. However, we will of course do our best to support distancing between Bubbles, but parents must understand that in returning to school there is a very real likelihood that children will touch adults and one another and come into close contact. The nature of the school site and the age of our children is such that this is unavoidable, and we cannot be expected to respond to complaints around this when it inevitably happens. We cannot alleviate every risk and parents must understand what we are able to do and use this to inform their decision making.

### **5. How do I explain social distancing to my child?**

Be open and honest, using language they will understand. Explain that they are helping others by their actions. Use drawings if needed and use a positive tone. Try to make the children feel safe.

Even the Gruffalo is social distancing! Julia Donaldson and Axel Sheffler have created some new illustrations where their book characters are helping to explain social distancing, home schooling and other aspects of lockdown to children. The images can be found on the Gruffalo's own Facebook page (Gruffalo) and also on the BookTrust website here.

There are some great stories and simple explanations to help: Time to Come In, Bear: A Children's Story About Social Distancing Written by Kim St. Lawrence Read by Ryan St. Lawrence.

[https://www.youtube.com/watch?v=DA\\_SsZFYw0w&feature=emb\\_logo](https://www.youtube.com/watch?v=DA_SsZFYw0w&feature=emb_logo)

How to Explain Social Distancing to children

[https://www.youtube.com/watch?v=2HTA3ql6uWY&feature=emb\\_logo](https://www.youtube.com/watch?v=2HTA3ql6uWY&feature=emb_logo)

For very young children who may not understand the concept of viruses and germs, this video from Sesame Street's Grover is a great way to show them the "good" and "bad" of being far away and too close up to someone.

Grover and Social Distancing

As long-time fans of Sesame Street, we thought that there would be no better way to spread some educational truth about staying safe during the COVID-19 outbreak....

[https://www.youtube.com/watch?v=xOrt8WMwVEo&feature=emb\\_logo](https://www.youtube.com/watch?v=xOrt8WMwVEo&feature=emb_logo)

## **6. What hygiene measures will be in place to keep my child safe?**

*We will:*

- follow the [COVID-19: cleaning of non-healthcare settings guidance](#);
- ensure that sufficient handwashing facilities are available. Hand sanitiser is in classrooms and other learning environments;
- clean surfaces that children and young people are touching, such as tables, chairs, toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal.

*Ensure that all adults and children:*

- frequently wash their hands with soap and water for 20 seconds and dry thoroughly and/or use hand sanitiser;
- clean their hands-on arrival at the setting, before and after eating, and after sneezing or coughing, are encouraged not to touch their mouth, eyes and nose;
- Promote good respiratory and hand hygiene become the normal school culture, promoting the 'catch it, bin it, kill it' approach;
- ensure that help is available for children and young people who have trouble cleaning their hands independently;
- consider how to encourage young children to learn and practise these habits through games, songs and repetition;
- ensure that bins for tissues are emptied throughout the day;
- where possible, all spaces should be well ventilated using natural ventilation e.g. opening windows and doors (bearing in mind fire safety and safeguarding).

## **7. Will children be confined to the same classroom environment most of the day?**

Government advice on the Scientific evidence shows that the outdoor environment is much more manageable in terms of virus transmission. However, outside of this we will keep children within one set classroom for the day.

## **8. How will lunch time work to ensure children are safe?**

We will run a staggered lunchtime to maintain as much spacing as is possible in the hall. School meals and meal charges will be offered for all children as per our arrangements pre-lockdown. Children will have a hot meal and choice of the deli bar items.

## **9. How will you make school safe for my child?**

In addition to social distancing and hygiene measures mentioned above, we will:

- give children a designated classroom for lessons and play, to minimise the opportunity for mixing;
- regular cleaning of the setting and resources will take place;
- regularly clean the children's personal resources (pencils etc);
- **not** allow children to bring in their own resources such as pencil cases, crayons, toys;
- use PPE such as gloves, aprons, masks, hand sanitiser and anti-bac wipes as identified in our risk assessments;
- confine resources to rooms to minimise sharing and when sharing is essential, clean resources before transference;
- organise staggered lunchtimes and playtimes so again minimise the opportunity for mixing;
- carry out a corridor protocol- children will walk on the left hand side and we will keep clear corridor spaces as far as is practical to allow maximum width space for walking;
- be vigilant in identifying children with symptoms, isolate them and ask parents to collect them;
- Staff will make every attempt to maintain social distancing for staff and pupils and limit any potential contact;
- remove unnecessary items from classrooms.

**10. Will my child be expected to share resources, such as pens and pencils?**

Where possible, children will be given their own equipment, which they must not share with anyone else. Any resources that are shared (e.g school laptop) will be thoroughly disinfected after use.

**11. Will everyone arrive at school at the same time causing an increase in risk?**

We have organised a staggered drop off and collection time for children and their parents. We ask just one parent/carer to collect their children and to preferably observe a 2m social distance space around each family. **Please see p4 for drop-off times.**

Only one parent or carer should accompany the child to school to minimise risk. Parents will not be invited to enter classrooms but will drop off as described above, on the playground.

**12. Will the school have assembly, concerts, sports days, etc?**

There will be no mass gatherings as a school. We will celebrate Friday's celebration assembly, Gospel assembly and Key Stage Collective Worship virtually in school.

**13. My child is feeling anxious about coming back to school, how can I prepare him/her?**

We ask that you help support your child by talking about what school was like and what it will be like now. It will be different. Miss Parkinson will provide additional pastoral support with children and we will be implementing various programmes which will support children's

emotional well-being. If you feel that your child would benefit from additional support, please contact the school office and speak with a member of staff.

It will be important to encourage your child to talk about their experiences in 'lockdown' and that this period is now ending.

#### **14. Will children go straight back into normal lessons following the national curriculum?**

No, not to begin with. [Our Recovery Curriculum](#), will spend the first few weeks back at school focusing on and supporting children to get back in to a school routine. Although we will work towards implementing our traditional class timetables, our initial focus, for as long as we feel necessary, will be on supporting personal, social, health and emotional aspects of learning to support children's wellbeing. The children, their families and our staff have all gone through an incredible period of change and experienced loss on a number of different levels.

We will of course ensure that learning and skills are developed in all subjects of the National Curriculum.

#### **15. How will you support my child's emotional wellbeing?**

In addition to that mentioned above, a team of staff will be available to provide support. Our SENCO, Mrs Jordan, and our Pastoral Lead, Miss Parkinson, along with class Teachers and Teaching Assistants, will all work to ensure that children's needs are met.

There will be plenty of opportunities for children to discuss their feelings, play, rebuild friendships and receive additional support when they may feel overwhelmed.

#### **16. Will staff and children wear masks or PPE?**

The Government guidelines state, 'The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:

- children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way.
- if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.'

Additionally, if any child or adult feels unwell, staff supporting that person will wear PPE to reduce potential exposure to COVID-19.

**17. Will my child need to wear a school uniform?**

Yes. We are asking that our school uniform policy is adhered to when children return to school in September. Uniform can play a valuable role in contributing to the ethos of a school and setting an appropriate tone. This includes our chosen PE kit. If you require support with purchasing school uniforms please contact Mrs Swaine and we will be happy to help you.

**18. Will the breakfast club and after school club be open?**

Yes. Parents will need to book this via our School Office and further details will be sent out in September.

**19. Will we allow visitors and volunteers into school?**

Yes. Visitors will have our procedures explained to them on arrival and will be asked to sign into school. Our school risk assessments have also been shared with regular visitors and everyone on our school site will be expected to follow our school procedures.

**20. Will extra-curricular clubs run (football club, dance club)?**

In addition to our after school Kids Club, Years 3 – 6 will have the opportunity to attend one after school club per week. Each club will be limited to each class bubble to minimise children socialising with other class bubbles. Unfortunately, at this time we are unable to offer a club for each year group; however, we hope to be able to do this in the future.

**21. Will the school office be open?**

Yes. However, only one person, via a pre-booked appointment, is allowed in the small confined Reception Area space at any one time. This lowers the risk of any possible transmission. Parents will be asked to keep a 2 Metre distance from the office window using the markings provided. Where possible please telephone the school office to speak with staff rather than come into school.

All money should be sent into school with your child in an envelope with your child's name and class written on it.

For the Autumn term, children will be given toast and fruit each day, for which there will be no cost to parents.

**22. What will your response be to any infection or possible infection of COVID-19?**

The government advice is:

Schools must ensure they understand the NHS Test and Trace process and how to contact their local [Public Health England health protection team](#). Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:

- [book a test](#) if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- [self-isolate](#) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. We will release more details on new testing avenues as and when they become available and will work with schools so they understand what the quickest and easiest way is to get a test. By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.

Schools should ask parents and staff to inform them immediately of the results of a test:

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if someone tests positive, they should follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

### **23. What will happen if a child in the class shows symptoms?**

We will follow the Government guidelines set out below.

If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#).

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult

supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

#### **24. What happens if there is a confirmed case of coronavirus in school?**

We will take swift action when we become aware that someone who has attended has tested positive for coronavirus (COVID-19). We will contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.

Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including 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 individual;
- travelling in a small vehicle, like a car, with an infected person.

The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and

any close contact that takes places between children and staff in different groups (see [section 5 of system of control](#) for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.

A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'. They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days;
- if the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'

Further guidance is available on [testing and tracing for coronavirus \(COVID-19\)](#).

## 25. What if another child 'coughs' deliberately in someone else's face?

School will take this very seriously. We will explain to the child the dangers and consequences of these actions. Parents will be telephoned and may have to come and collect their child resulting in a fixed term exclusion. **Our Behaviour Policy has been updated to reflect Government advice and can be found [here](#).** We have also update our school Code of Conduct which will be sent to you. Please discuss this with your child and return it school, via email.

## 26. Will there be any swimming lessons or trips once school opens on September 1<sup>st</sup> 2020?

No. There are no plans to take the children out of the school grounds until further notice. We have provisionally booked for swimming to begin in the Spring term but this is yet to be confirmed and is dependent upon the Coronavirus and any possible second wave.

## 27. How can I speak to the class teacher if we are socially distancing?

You can contact your child's class teacher by making a telephone appointment with. If you are unable to do this, you can phone or email the office who will then pass the message on.

## 28. What should my child bring to school each day?

We want your child to bring the least amount of items into school as possible. Permitted items are:

- Lunchbox that is washable – no carrier bags;
- PE kit should stay in school once brought in and be sent home at the end of the half term;
- A wipe-able school bag for reading books;
- A water bottle, labelled with your child's name.

## 29. What will happen if there is a local lockdown or a national lockdown?

We are currently working on further improving our home learning on our school website, so that should this happen and the school has to close, children will be able to receive new, high quality learning at home. Any decision to make a partial or full school closure may need to be undertaken based on local and national data, and with the guidance of Public Health England and the Health and Safety Executive.

For further reading, please see DfE Guidance for full opening: schools

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirusoutbreak/guidance-for-full-opening-schools>

To reassure you further, both myself, the Governors and staff at Sacred Heart hold the safety and well-being of our children, t families and our staff of paramount importance. We are delighted that all children will be returning in September and we really do understand that you may feel anxious about this. As always, please do not hesitate to contact us if we can help you in any way.

Thank you for your continued support.



Mrs L Roach  
Headteacher