

**September Guide to a Full-Time Return to School**

**Parent Information Booklet**



**Our Lady Immaculate**

**Catholic Primary School**

**A Multi-Academy**

*'To live, love and learn together knowing Jesus Christ.'*

**Reviewed August 2020**

**Mrs Lesley Roche**

## **DFE Guidance**

DFE expectation is that all children, in all year groups, will return to school **full-time** from the beginning of the autumn term. At Our Lady Immaculate we are planning and preparing for this eventuality. To enable us to safely reopen for all children full-time a number of measures will have to be in place, these have been organised into 'Prevention' and 'Response'. All elements of the system of controls are essential but the way in which they are implemented is at the discretion of schools themselves. The measures are as follows:

### **Prevention:**

1. Minimise contact with those who are unwell
2. Clean hands thoroughly more often than usual
3. Practice good respiratory hygiene ('Catch it, bin it, kill it')
4. Enhanced cleaning
5. Minimise contact between individuals and maintain social distancing wherever possible
6. Wear appropriate personal protective equipment (PPE) **only** when necessary

### **Response:**

7. Engage with the NHS Test and Trace process
8. Manage confirmed cases of COVID-19 amongst the school community
9. Contain any outbreak by following Local Health Protection Team advice

## **Contingency planning for outbreaks**

Schools have been asked to plan for local outbreaks and may face local closure as a result of a local outbreak. At Our Lady Immaculate we will continue to develop our remote learning curriculum alongside taught curriculum in case pupils are quarantined or face another lockdown.

Schools are asked to be hyper vigilant regarding symptomatic pupils or staff (including wider households). We know children often run temperatures but any temperature will be treated as a potential sign of Coronavirus, as will a continuous cough or loss of taste and/or smell. We shall be fully engaging with the NHS Test and Trace process. Pupils or staff with any symptom will be required to isolate and seek testing immediately.

If a child is symptomatic at school, they will need to be urgently collected. It will be extremely important to share the results of any testing, any positive test will result in whole 'bubbles' and their household's being required to isolate, this would be regardless of any key-worker/vulnerable status. **We would not allow your child to return to school if they have displayed a COVID symptom, but have not been tested.**

## **General Sickness Absence**

Please do not send your children to school if they are unwell and keep them off school until they are fully recovered. It is essential you telephone school if your child is not attending for any reason. You will be asked what symptoms your child is displaying. If any symptom is a Coronavirus symptom you will be asked to seek urgent testing for your child. This is absolutely essential and all parents will need to abide by this (see Appendix).

## **Bubbles**

The advice includes to keep groups separate (in 'bubbles') and maintain distance between individuals. It is for individual schools to determine appropriate group 'bubble' sizes. At Our Lady Immaculate we are setting year group 'bubbles' which will enable us to manage logistically and offer an impactful curriculum.

## **Within the classrooms**

Advice states that children should be seated at forward facing desks, sat side by side, with as much distancing as is possible. Within all our classes therefore we will adopt this approach where we are able. This means classrooms may not look how they have typically looked and may have less furniture to enable us to create more space and spread out as much as we are able.

Within class bubbles, children will not be expected to maintain social distancing from other children but we shall ask them, where possible, to keep a distance from staff and to try and avoid touching staff (although we do accept that our youngest children and some children with complex needs may need to do this). Staff will maintain social distance from other staff and adults where at all possible. Although children will not be expected to social distance from each other, certain activities will be avoided, e.g. group work.

Teachers will talk to the children about physical touch including hugging, holding hands, playing 'tag' or needing TLC or First Aid. We will teach the children to respond to the word 'bubbles' if a situation requires distancing; if a teacher shouts the word 'bubbles' it would act as a reminder and children would need to check they are well distanced.

We will encourage and remind children to avoid touching their faces.

## **Face-Masks and PPE**

Public Health England does not recommend the use of face coverings in schools. This is because, children are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education.

Therefore, if arriving at school using a face-mask, children are requested to adopt the following procedures:

- Do not touch the front of your face cover during use or when removing;
- Wash hands immediately after removing mask;
- Dispose of temporary face coverings in lidded bin or reusable face coverings in a plastic bag that you can take home with you;
- Wash hands again before heading to classroom.

## **Handwashing**

Handwashing frequency will be increased and it will be supervised. Children (and staff) will use sanitizer upon entering school and wash their hands ongoing, before and after play-times, lunch-times and in-between activities. Parents will be welcome to send in hand-cream to avoid children getting sore hands, but please do check ingredients as nut products are not allowed in school (eg almond oil). This will need to be named and will need to live on your child's desk.

Hand sanitiser will also be used by children.

## **Toilets, Tissues and Bins**

Each 'bubble' will be given a designated toilet to avoid and limit opportunity for mixing. There will be a strict limit on how many children can visit the toilets at any one time.

The school has ensured every classroom has a lidded bin which will be emptied regularly. Every classroom will have a good supply of tissues. The children will be told to 'catch it, bin it, kill it'.

## **Distancing Measures**

Advice for staff in primary schools is to avoid close face to face contact and minimise time spent within 1m of anyone. Staff at Our Lady Immaculate are therefore retraining on our

teaching 'positions' within the classroom to minimise face-to-face contact (by standing to the side, teaching from the front or placing ourselves behind children).

All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable, but we will minimise contact by not 'cross timetabling' KS1 and KS2 staffing teams.

To avoid large groups of parents entering the school site or congregating at the gates we would ask parents to adhere to the following:

- To travel with as few adults/children as possible when dropping and collecting (e.g. 1 parent only)
- To not socialise with other parents at drop-off/collection and maintain 2m social-distancing
- To follow the designated routes in and out of the building (arrows point the direction of travel: a one-way system, left on the way up and right on the way down.
- Children to arrive promptly at the designated time and be collected at the designated time. It would **not** be expected you make separate journeys if you have children in different bubbles. You will need to drop or collect at the earliest time slot.
- It may well be that your usual drop-off or collection person is now unavailable (perhaps where a grandparent can no-longer be used) please telephone the Office to inform us how your child is to be collected.
- KS1 children need to be collected from classrooms, please stand 2m from staff and from other collecting/dropping parents
- KS2 children can walk in from the top gate and make their way into class as they usually would.
- Wherever you may be waiting please maintain social distance
- Please do not allow your child or indeed younger siblings to use any play equipment on the school playground at drop-off or collection times (as different equipment will be designated for different bubbles).

### **Equipment**

For individual and very frequently used equipment, such as pencils and pens, staff and children should have their own items that are not shared. It helps us greatly if pencil cases are **small**.

All shared equipment will be regularly cleaned.

On a daily basis children in KS1 will need to come to school with their book-bag and an individually named water bottle. At KS2 the children will need to come to school with their

school bag, in this they will need to transport their reading book, a snack and a named water bottle.

The school reading scheme will resume and returning books will be placed in class quarantine boxes for 72 hours before they are returned to shelves.

General classroom resources, such as ipads or atlases that we usually share across the school will be separated into the three bubbles; any equipment where this is not possible, such as sports, art and science equipment will be cleaned frequently, meticulously and always between bubbles.

The playground will be sectioned off so that every 'bubble' can take advantage of being outdoors.

### **Ventilation of Classrooms**

We are advised to improve and maximise ventilation, for example, by opening windows. At Our Lady Immaculate this will be adhered to and will be maintained even in the colder months, so it will be important your child has the appropriate school uniform to keep them warm. More layers may be needed in the winter months.

### **Outside of the classroom**

We shall continue to avoid big gatherings, like assemblies. We will limit movement around the school. Break and lunch times will be staggered. We shall stagger start and finish times, but not look to reduce teaching time in anyway.

We will be sticking to 'essential' visitors on site only; where non-essential visits are needed visitors can visit outside of school hours. A record will be kept of all visitors. For the time being parents will not be able to come into the school buildings (including for assemblies or parent teacher meetings). We hope we can maintain good communication and dialogue with parents using video calling where necessary.

### **Support for Children with SEND**

Specialists, therapists, clinicians and other support staff for children with SEND will continue to provide interventions as usual and outside agencies in this regard will be considered 'essential visitors'.

Some children with complex needs may struggle to maintain some of the procedures outlined in this booklet. If this is the case, an individual risk assessment will be put in place by the Inclusion

Manager and in discussion with parents, in order to support these children and the staff working with them.

### **Transport**

We would encourage parents, staff and children to walk or cycle to school where possible.

### **Attendance**

School attendance will be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply. If your child is not attending school for any reason you must contact the school Office to explain their absence. Term time holidays will not be authorised other than in exceptional circumstances. We ask that appointments such as medical (dentist, optician) are made outside of school hours.

### **Children who are shielding or self-isolating**

Shielding advice for all adults and children paused on 1 August. This means that the children who will remain on the shielded patient list **can** return to school as can those who have family members who are shielding. If rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore may be temporarily absent.

In the case that a child is unable to attend school because they are shielding or self-isolating, we shall offer access to remote education. Absence will not be penalised in these circumstances (see Appendix).

### **Support Staff**

It may be necessary, in the event of not being able to book supply teachers, for Teaching Assistants to be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher.

At Our Lady Immaculate we are contracting additional cleaning hours and in addition to our usual high-quality cleaning routines, high-touch areas including pupil's desks, will be cleaned throughout the day.

### **Catering**

Our kitchen has remained open and will continue to be so. At Our Lady Immaculate Years 3 and 4 will be unable to eat in the school hall as they would usually and will therefore need to eat in classrooms. This will not prevent them from ordering a hot meal, if they wish to.

### **Educational visits**

Schools are advised against domestic (UK) overnight and overseas educational visits and therefore we shall seek an alternative for our Autumn Term Year 6 residential. Bubbles will, however, resume non-overnight local school trips. Our usual risk assessments will be completed.

### **School uniform**

At Our Lady Immaculate we shall return to school in our usual smart school uniform. Children can still wear the summer uniform up until October half-term. After October half-term full winter uniform will be required, including a school tie. School shoes will be needed (no trainers).

Until further notice, on days timetabled for P.E., children will be required to attend school dressed in their full P.E. kit. This must be the Our Lady Immaculate P.E. kit only, not general sportswear.

Details of our uniform can be found on our school website.

### **Extra-curricular provision**

The Ark will resume from 7<sup>th</sup> September. It will operate in three separate groups: Key Stage 1, Lower Key Stage 2 and Upper Key Stage 2. This will make it easier to separate each group into sub-groups (in accordance with their class bubbles), maintaining social distancing between the two. It will also allow us to follow Government guidelines by being able to test and trace any confirmed cases of coronavirus amongst the school community.

In order to provide this service safely, it is essential that parents book their children into the Ark at least a week in advance. In September, this means that we will no longer be able to provide a 'last minute' book-in service.

Please note, if there is a shortage of staff due to sickness, we may need to stop the offer of wraparound care at short notice.

There will be no afterschool clubs during the autumn term.

### **P.E. Curriculum**

Our P.E. curriculum will be adapted to current restrictions. This means that wholly outdoor P.E. will be taught. Contact sports will not take place. Equipment will be used creatively and always cleaned between bubbles.

### **Wider Curriculum**

We shall make the following considerations during the Autumn Term:

- EYFS - focus on the prime areas of learning and consider outdoor learning.
- Key stages 1 and 2 - prioritise identifying gaps and re-establish good progress in the essentials. Our Curriculum will always remain broad.

Alongside the National Curriculum, Our Lady Immaculate will prioritise the principles of a 'Recovery Curriculum.' The 'Recovery Curriculum' follows five principles (or 'levers'):

**Lever 1: Relationships** – we can't expect our students to return joyfully, and many of the relationships that were thriving, may need to be invested in and restored.

**Lever 2: Community** – we must recognise that curriculum will have been based in the community for a long period of time.

**Lever 3: Transparent Curriculum** – all of our students will feel like they have lost time in learning and we must show them how we are addressing these gaps; we will be guided by our pupils, as to how to heal this sense of loss.

**Lever 4: Metacognition** – in different environments, pupils will have been learning in different ways. It is vital that we make the skills for learning in a school environment explicit to our pupils to reskill and rebuild their confidence as learners.

**Lever 5: Space – to be, to rediscover self, and to find their voice on learning in this issue.**  
We will all work at an incredible pace to make sure this group of learners are not disadvantaged.

Key messages from the Recovery curriculum are:

- The Recovery Curriculum is rooted in the lived experiences of the child (e.g. lessons are planned around understanding what the pupils have heard on the news, addressing fact from fiction, matching emotions to news etc.)
- Pupils may return in a fragile state (what this looks like will vary from child to child)
- Teachers remember this has happened to *all* pupils
- We know some pupils will struggle to re-engage.
- We *need* to talk about the virus. We won't dismiss it.

Teaching staff will also apply in their teaching the 'Six Principles of Nurture'

- Children's learning is understood developmentally
- The classroom offers a safe base
- The importance of nurture is known for the development of wellbeing
- Language is a vital means of communication
- All behaviour is communication
- The importance of transition in children's lives

### **Primary Assessment and Examinations**

All primary assessments are set to return in Summer 2021.

Year 2 are expected to take the Phonics Test during the Autumn term.

## Appendix

### Coronavirus related absences quick reference guide – September 2020

<i>What to do if...</i>	<i>Action needed</i>	<i>Code</i>	<i>Return to school when...</i>
...my child has coronavirus symptoms	<ul style="list-style-type: none"> <li>• <b>Do not come to school</b></li> <li>• <b>Contact school daily</b></li> <li>• Self-isolate</li> <li>• Get a test</li> <li>• Inform school immediately about test result</li> </ul>	Code X	...the test comes back negative.
...my child tests positive for coronavirus	<ul style="list-style-type: none"> <li>• <b>Do not come to school</b></li> <li>• <b>Contact school daily</b></li> <li>• Self-isolate for at least 10 days</li> <li>• Inform school immediately about test result</li> </ul>	Code I	...they feel better. They can return to school after 10 days even if they have a cough or loss of smell/taste. These symptoms can last for several weeks once the infection is gone.
...somebody in my household has coronavirus symptoms	<ul style="list-style-type: none"> <li>• <b>Do not come to school</b></li> <li>• <b>Contact school daily</b></li> <li>• Self-isolate</li> <li>• Household member to get a test</li> <li>• Inform school immediately about test result</li> </ul>	Code X	...the household member test is negative.
...somebody in my household has tested positive for coronavirus	<ul style="list-style-type: none"> <li>• <b>Do not come to school</b></li> <li>• <b>Contact school daily</b></li> <li>• Self-isolate for 14 days</li> </ul>	Code X	...the child has completed 14 days of self-isolation
... NHS test and trace have identified my child as a 'close contact' of somebody with symptoms or confirmed coronavirus	<ul style="list-style-type: none"> <li>• <b>Do not come to school</b></li> <li>• <b>Contact school daily</b></li> <li>• Self-isolate for 14 days</li> </ul>	Code X	...the child has completed 14 days of self-isolation
...we/my child travelled and has to self-isolate a part of a period of quarantine	<p><b><u>Returning from a destination where quarantine is needed:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Do not come to school</b></li> <li>• <b>Contact school daily</b></li> <li>• Self-isolate for 14 days</li> </ul>	Code X	...the quarantine period of 14 days has been completed

<p>...we have received medical advice that my child must resume shielding.</p>	<ul style="list-style-type: none"> <li>• <b>Do not come to school</b></li> <li>• <b>Contact school as required by the pastoral team</b></li> <li>• Shield until you are informed that restrictions are lifted and shielding is paused again</li> </ul>	<p>Code X</p>	<p>...school inform you that restrictions have been lifted and your child can return to school again.</p>
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