

Headteacher: Mr M Boland

14<sup>th</sup> July 2020

Dear Parent/Carer

### **School Re-Opening Information – September 2020**

I hope this letter finds you and your families well. I would like to provide you with information regarding the re-opening of the school from September 2020. I hope this letter and the information within, serves as a useful update so you can be assured that school is doing our very best for the safe return of your child/ren to St Aidan's.

From **Thursday, 3rd September 2020** onwards, **school will re-open for ALL pupils** (separate information has been sent on the 11<sup>th</sup> July to Nursery and Reception children with information regarding Stay and Play sessions and their start dates).

Parents who decide not to send their child back to school in September **will** receive a penalty or fine as per the latest government guidelines for schools. We would want to avoid this but we are held accountable for attendance and have been directed to ensure that all pupils should return in September unless the current guidance changes.

I would like to set out below how we intend re-open our school safely for pupils, staff and yourselves.

**My apologies for the length of the letter but it is important you read each section thoroughly.**

#### **The School Day**

The timings of the school day will be staggered slightly to ensure we can maintain social distancing on arrival and exit from the school. The table below sets out the timings of the school day from September 2020 which will be subject to review on an ongoing basis whilst adhering to Government guidelines.

**Breakfast Club will re-commence on Thursday, 3rd September from 8 am.** The cost remains at **£1.50 per child per day and MUST be paid on the day** or up front for the week. There is NO advance booking system in operation, you can just turn up on the day as long as you pay.

**After School Clubs** – there will be **No** afterschool clubs in the first few weeks back, we will be following government guidance on how these can operate safely with minimum risk to pupils and staff. We will let you know as soon as possible when we will be restarting them.

	Nursery	Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Year 1, 2, 3, 4, 5 and 6 Return on Thursday, 3 <sup>rd</sup> September								
Nursery and Reception had separate start dates								
 Drop off / pick up place	Nursery Doors	Nursery Door	Year 1 Door	Main Office Door	Year 1 Door	Main Office Door	Main Office Door	Year 1 Door
 Times	8.45 am – 11.45 AM Session 12.30 - 3.30 pm PM Session	8.40 am 3.15 pm	8.40 am 3.00 pm	8.40 am 3.00 pm	8.45 am 3.10 pm	8.45 am 3.10 pm	8.50 am 3.15 pm	8.50 am 3.15 pm
There will be NO after school provision Monday to Friday for pupils until further notice								
<b><u>Please note</u></b> <b><u>Children must be brought to school at their allotted time ONLY and accompanied by only 1 adult – PLEASE DO NOT BE LATE FOR DROP OFFS OR PICK UPS</u></b> <b><u>If you are late for drop off or pick up then you will have to wait for a member of staff to safely collect or return your child.</u></b>								

### **Drop off/Pick Up, Use of the Car Park & Public Transport**

As you can see from the timings of the day, we have slightly staggered these to ensure social distancing can be maintained. **We are asking all parents and carers when ‘dropping off’ and ‘picking up’ to follow an onsite one-way system. Entrance to the school will ONLY be through the Main School Gate with the EXIT through the Nursery Gate.** Please adhere to social distancing. Staff members will be present on the front playground to direct your child(ren). Please also ensure that **only one parent/carer** brings children to school if possible.

Upon arrival pupils will be asked to use hand sanitiser/wash their hands as soon as they enter the building. Each year group has their own area so this will limit the amount of cross over during the school day.

If you are driving to school, please ensure you park on Adswood Road and bring your child(ren) to the main school gate on Adswood Road. **DO NOT USE THE STAFF CAR PARK (only staff will be allowed to enter/exit through this gate).** Please be respectful to local residents and not block any driveways when dropping off or collecting your child(ren).

If you are using public transport, please ensure you and your child(ren) are fully aware of the guidance for the use of public transport. **You should only use public transport if you cannot drive, walk or cycle to school.**

If you have children in different Year Groups attending school, but have slightly different start and finish times, please drop them off for the earlier start time. All staff will be available in classrooms from 8.40am. **In terms of picking up; parents/carers with siblings will be allowed to wait on the main front playground.**

Please can I politely remind all parents and carers to observe the social distancing measures at all times and be patient with each other and staff as this is a new for everyone. **You should not gather outside the school gates after dropping off or picking up.**

### **Uniform**

Students will be expected to wear uniform. Uniform that cannot be machine washed should be avoided were possible.

**PE** – Your child's PE lesson will be held on the following days and initially for the first few weeks, we are asking that **children COME TO SCHOOL IN THEIR PE KIT on their designated PE day.** This will help with minimising bags/clothes in school.

### **PE Day**

Reception - Tuesday  
Year 1 - Wednesday  
Year 2 – Monday and Friday  
Year 3 - Wednesday  
Year 4 - Thursday  
Year 5 - Tuesday  
Year 6 - Thursday

### **Class Groups 'Pods'**

We have worked very closely as a school team and with external support from the Local Authority and their Health and Safety advisors. We are working on the premise of having 'class Pods.'

This means that all children will be taught in their class group. Each class will have the same teacher and teaching assistants throughout the day/week as far as is reasonably practical. They will have their own classroom, table, toilet and equipment to ensure we reduce the risk of infection.

Classes will have their own designated area of the playground and they will be able to 'play/socialise' with members of their class pod only. Staff will take every reasonable step to ensure children are adhering to these class pods and social distancing measures.

### **Learning**

I know you appreciate, this is a very complex and challenging situation for all concerned and it is only to be expected that learning will be different. Staff will provide a range of activities and learning to suit the needs of their groups, based upon our school's long-term curriculum plans and The National Curriculum/EYFS

guidance. The teachers will plan Literacy and Maths activities at an appropriate level but will focus on the emotional health and wellbeing of children as a priority.

The wider curriculum will focus predominantly on mental health and fitness and where appropriate early reading and phonics. PSHE and PE will occur weekly.

Outdoor learning will safely take place as much as possible, weather permitting. All class pods have their own allocated outdoor space, which can be used for as much as the day as the individual teacher sees fit.

We will provide each pupil with their own pack of equipment, which should not be shared with any other pupils; staff will reinforce this with children at regular intervals. Learning materials – only limited resources including reading books that are used in school, be sent home with children during this time.

### **Toilet Facilities**

We have planned carefully to ensure each class pod has access to a designated toilet area. There will be soap, hot running water and disposable paper towels and students will be encouraged to wash their hands regularly.

### **Signage**

We will increase the signage around the school to remind all children to wash their hands regularly and this will be built into the day for children. We will ensure that appropriate distancing is adhered to when children access areas and for visitors to the school.

### **Lunch, Break Time & Food and Drink**

A school meal will be provided for children, who are in school who are in Reception, Year 1 and Year 2 as part of the Governments Universal Infant Free School Meal offer. All other children entitled to a Free School Meal will also be provided with a school meal from the school kitchen. Lunchtimes have been structured so that we keep to a minimum the number of children entering the dining hall at any one time, closely supervised by Midday Supervisors. Those families that usually pay for school meals will pay in the usual way. **The price of a school lunch remains at £2.10 per day or £10.50 for a full week. This must be paid on the day or in advance to the School Office. Nursery lunches remain at £1.60 per day or £8.00 per week for those children attending for a full day.**

Children in Year 3 to Year 6 can bring in their own packed lunch but please advise them that this should not be shared with anyone. Children will keep their packed lunch under their desk in their class. **It is also advisable that children bring in their own drinks bottle (clearly labelled and filled with water). Packed lunches can be brought in to school in a lunch box or in a disposable plastic bags that can be thrown away after the children have eaten.**

### **Support for students with SEND**

We will work with families and children to provide the best possible support for children with SEND and make reasonable adjustments as necessary to ensure the safety of children and staff. Should any parents and carers wish to discuss this in detail please contact Mrs Magill at school via the help at home e-mail: [helpathome@staidanscatholicprimary.com](mailto:helpathome@staidanscatholicprimary.com)

## **Cleaning Considerations & Movement around the site**

We have worked very closely with our cleaning provider to ensure regular cleaning has and will take place as it has done so far. The school has purchased **additional cleaning** services from Knowsley Contract Services at lunchtime for high use areas such as classrooms, toilets and corridors. We will ensure there is enough tissues, hand sanitiser and foot operated bins with closed lids in classes to keep everyone as safe as possible.

We have moved soft furnishings and certain toys out of classrooms; activities will be carefully planned to ensure regular cleaning of toys and books can be undertaken.

## **Behaviour**

We will continue to follow our behaviour policy and ensure that our school rules of “ready, respectful and safe” are adhered to. Never before have these principles been more important. It is critical, as always, children co-operate with staff and follow instructions for the safety and well-being of everyone. Any behaviour that might put others in danger will not be tolerated and appropriate sanctions put in place.

We will ensure that children are supported to manage this but will not allow other children to be put at risk.

## **First Aid & Medication**

Students that require first aid will still be able to access this and additional PPE will be provided to the designated first aiders. **If your child has any new medication which the school needs to be aware of, since the lockdown has commenced, please let the staff know so we can update our medical records.**

## **Extremely Clinically Vulnerable, Clinically Vulnerable/Shielding pupils**

**Parents and carers of children and young people who are clinically extremely vulnerable should be advised that your child should not be at school, current guidance is for such individuals to shield until the end of June 2020.**

Pupils who are clinically extremely vulnerable should not be at school, current guidance is for such individuals to shield until the end of June 2020.

Parents and carers of pupils who are clinically vulnerable (but not clinically extremely vulnerable) should be advised to seek medical advice if their child or young person should be shielding or not.

Where a child or young person lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend school.

Where a child, young person lives in a household with someone who is extremely clinically vulnerable it is advised they only attend school if stringent social distancing can be adhered to and the child or young person is able to understand and follow those instructions, if not, they should be supported to learn or work at home.

**If your child is classed as Extremely Clinically Vulnerable, Clinically Vulnerable or is shielding due to a family member, please contact the school by Thursday, 16<sup>th</sup> July to discuss your child’s needs/return to school in September.**

## **Pastoral Support for Well-Being and Mental Health**

We are aware of the importance of pastoral support for pupils and have planned in daily opportunities for children to talk about how they are feeling, to enable staff to intervene where necessary. It is important to recognise that while 'getting back to normal' is important and will be reassuring for many, some may struggle with this and we will consider how to support children back into school.

All children will have missed the routine of school, seeing their friends, and being supported by their teachers and other adults in the school. Therefore, we will provide opportunities for children to talk about their experiences of the past few weeks.

### **Home Learning**

Home learning for all year groups will now cease unless your child can not return to school under medical guidance (see note above). Individual support will be provided to these children to enable them to continue to access the school curriculum.

### **Visitors and Guidance on accessing the school Reception Desk**

Parents and carers meetings on-site will be **by appointment only** and we will continue to limit the external visitors/contractors to the school during school hours.

As always, we will continue to use our social media and website to communicate any updates with you. These include the school website and Parentapp. The [helpathome@stadianscatholicprimary.com](mailto:helpathome@stadianscatholicprimary.com) e-mail is checked daily so any communication is passed on quickly to the appropriate member of staff.

#### **The most common symptoms of coronavirus (COVID-19) are recent onset of:**

- New continuous cough
- A high temperature (over 37.8 degrees)
- A loss of, or change in, your normal sense of taste or smell

Children may also display gastrointestinal symptoms.

#### **Anyone who is self-isolating for any of the following reasons should NOT be allowed to enter the educational setting;**

- They have symptoms of COVID-19 or have tested positive
- They live with someone who has symptoms of COVID or someone who has tested positive
- They have been advised to self-isolate by NHS Test and Trace because they have been in close contact with someone who has tested positive for COVID-19

**This includes; pupils, parents, carers, staff, visitors and suppliers.**

**They must be sent home and advised to follow the guidance below.**

**This is also the case if anyone becomes unwell on site.**

[COVID-19: guidance for households with possible coronavirus infection guidance](#)

(The unwell person should remain in isolation for 7 days and the rest of their household in isolation for 14 days)

**If your child shows symptoms of Covid 19 – do not send them into school.**

If your child develops symptoms whilst in school, they will be isolated and you will be asked to come and pick them up.

Access to testing for children and adults is available which we can help with. Following a negative test, your child can return to school.

A positive test means that the other children in their class must isolate for 14 days as must the rest of your child's family.

**Mobile Phones**

**Year 6 only will be permitted to bring in mobile phones for essential use only**

e.g. if they are walking home on their own. Mobile phones are brought in to school at your own risk, the school will not be held responsible for any loss or damage if they are not handed in to the school office first thing in a morning. Children will place them in an individual plastic bag, labelled with their name and they will be stored securely in the office. Phones can only be collected by children at the end of the school day.

I hope this letter has served as a clear indication of what we will endeavour to put in place as control measures to minimise risks but this will not mean that risks can be removed altogether.

Finally, I would once again like to take this opportunity to thank you wholeheartedly for your understanding and ongoing support in helping us to manage this unprecedented situation and look forward to welcoming you all back in September after a lovely summer break.

Yours faithfully

**M Boland (Mr)**  
Head teacher