



St Mary's RC Primary School

Guidance for Parents for September 2020

Term Dates

- All pupils in Y1-6 will return to school on Wednesday 2nd September 2020.
- All pupils in Reception Class will return to school on Monday 7th September 2020, following a one day 'transition' on 2nd/3rd/4th September.

Changes to School Week

- The school will be open to pupils from 8:30 to 15:30 Monday to Friday.
- Pupils in different classes will arrive at/depart from school on a staggered basis so as to minimise the risk of spread of infection at times of transition.
- There will be no 'multi-class' gatherings (such as Collective Worship or Celebration Assembly) until such a time that guidance should change.
- There will be no after-school activities on the school site for the Autumn Term in the first instance.
- There will be no swimming for pupils in the Autumn Term.

Organisation of Classes

- Children will remain in a 'protective bubble' with their class under the supervision of their Class Teacher (and Teaching Assistant) for the duration of the school week.
- The school will adopt a strict site plan to ensure that different classes do not come in to contact with each other throughout the school day.
- Pupils of any age are not expected to distance themselves within their class. Staff will make sensible adjustments, in line with the school risk assessment, to minimise the risk of the spread of infection.
- Staff movement between class 'bubbles' will be limited as much as possible. Sports coaches/music teachers etc will be supported by school staff so that they maintain a strict social distance from pupils as much as possible. 'Cover' staff from outside of school will only be used in the event of unavoidable absence or for essential staff duties which cannot be covered by St Mary's staff.

Curriculum Planning and Recovery

- Full curriculum coverage will begin for all pupils from the start of term.
- No subjects will be lost from the St Mary's curriculum and core subjects will not be given greater weighting across the school week.
- Recovery priorities for classes/pupils from the core subjects – in particular relating to Reading and Writing – will be focused upon in all subjects.
- The school and its staff are planning for 'recovery' across the curriculum; this will be an ongoing process for teachers – not a 'quick-fix' approach.
- Plans for school visits/visitors will be reviewed in Autumn Term to ensure strict adherence to most current guidance. Educational visits must be risk-assessed against COVID-19 and appropriate mitigating measures put in place.
- The school Marking and Feedback Policy will be updated to ensure that staff are able to fulfil this duty in a meaningful and effective manner in school, and to prioritise using their knowledge of what pupils can/cannot do to inform their planning.
- Parent consultations will be revised to focus on pupil well-being and early target-setting shortly after pupils' return to school.

Routines at the Start and End of the School Day

- Pupils will be admitted and dismissed on a staggered timetable.
- Sibling groups will be admitted/dismissed together to prevent parents from having to make multiple trips to/from school. Siblings will be admitted at the earliest admission window and dismissed at earliest time slot (ie. Older siblings may arrive slightly earlier than classmates and will be dismissed with their youngest sibling's class).
- Pupils will be welcomed by a member of staff at the school gate. Pupils must be supervised by an adult to the school gate.
- Where possible, pupils will access their classroom via a class door; teachers will supervise these doors between 8:30 and 8:55. Please talk to your child about the entrance point they are to use, so they know where to go when they pass through the gates.
- Parents are no longer allowed to access the school site at the start and end of the school day and are asked to wait at the school gate and to ensure that they, and their child(ren), adhere to strict social distancing of 1m+ between members of different households.
- We ask that only one adult take responsibility for drop-offs/pick-ups and, where possible, that this is the same adult each day.
- Parents are discouraged from congregating to chat before/after drop-offs/pick-ups.
- Pupils and other children brought to the school gate must be kept under close supervision at all times (holding hands or in touching distance). Children should not be allowed to play around the school gates and are not permitted to climb the walls/fences etc which surround the school site.
- As pupils are dismissed, we would ask parents/carers to vacate the vicinity of the school site quickly and safely to ease congestion and support social distancing routines.
- The member of staff on the gate will welcome your child(ren) at a safe distance of 2m. Should your child(ren) become distressed, we would ask you to remove your child to a safe location and give them the opportunity to calm down. Staff will not be able to escort your child into school during drop-off/pick-up times.
- Parents will not be able to pass on messages or request information at the gate or the school office. All communication must now be done via phone and email, or by arranged appointment.
- Parents who are late to drop-off/pick-up their child will be asked to wait at the Main Gate and phone the office (ie. After 8:55am to drop-off or 3:30pm to pick up); a member of staff will then come to the gate to collect the pupil. Parents must not try to access the Main Office without prior arrangement.
- Late parents must not access the staff car park.
- **This information must be shared in full with all adults responsible for drop-offs/pick-ups.**

School Entrance/Exit Plan

Class	Staff	Entrance Point	Arrival	Departure Point	Departure
Pre-school	Pre-school staff	Gate A	8:50	Gate A	14:45
Reception	CJ and LW	Gate C/ Reception external entrance	8:30-8:40	Gate C	15:00
Y1	NS and CD	Gate B or C/KS1 entrance	8:30-8:40	Gate B	15:00
Y2	AP and SN	Gate B or C/ KS1 entrance	8:30-8:40	Gate B	15:15
Y3	JL and JB	Gate B or C / Y3 Door	8:45 – 8:55	Gate C	15:15
Y4	RG	Gate B or C/ Y4 Door	8:45 – 8:55	Gate B	15:25
Y5	LM	Gate B or C/ Y5 Door	8:45 – 8:55	Gate C	15:25
Y6	MC	Gate B or C/ Y6 Door	8:45 – 8:55	Gate C	15:30

School Access



Distancing Routines

- **We would expect parents to wait in a single-file queue at 1m+ distance from the person in front/behind while waiting at the Gates and to be respectful to and considerate of other parents/carers and pedestrians.** This is a particular issue along Duckpool Lane (pink line on diagram).
- We would ask where possible, that families plan a 'circular loop' to/from school, rather than trying to walk back along this narrow footpath (ie. past school and along Orchard Road rather than 'doubling back').

Transportation to/from School

- We continue to encourage, where possible, pupils to walk/scoot/cycle to school with an adult. Children must walk their bike or scooter in the vicinity of and through the school gates and at all times on the school yard.
- Those arriving by car must park safely and considerately and must escort their child to the school gate.
- **It is incredibly important that parents do not park on 'no-stop' zones around school at any time – even if late or transporting more than one child.**
- The Parish car park will be closed both before and after school until further notice so please do not try to park here.
- Those using public transport are strongly encouraged to check and follow Government guidelines.
- Parents must speak to the Headteacher about any intention to allow a child (only Y5 or 6) to come to school/go home unsupervised at least 2 days prior to the first instance.

Out of School Provision

- To ensure the strict adherence of our updated risk assessment, there will be no after-school clubs at school until further notice.
- Small Saints out of School Club will be working with school with a plan to offer wrap-around care in such a way as to minimise as much as possible the mixing of pupils from different class and/or family groups.

Attendance

- Excellent attendance is the bedrock of pupil well-being and progress in school, and we encourage all families to prioritise their child's ongoing good attendance at school.
- That being said, we do ask that parents are extra-cautious with regards any symptoms pertaining to COVID-19:
 - A new, continuous cough.
 - A temperature of 37.8° or above.
 - A loss or change of the sense of smell or taste.
- It is essential that parents communicate absence in the normal way by phoning school by 9:30am on the first day of absence to provide information about the nature and likely length of absence.
- Leave of Absence forms must be requested by phone or email, and we would encourage parents to return these electronically where possible.

Uniform and Pupil Belongings

- There is an expectation that pupils adhere to the full school uniform policy from the start of term (including footwear, hair, jewellery and make-up). Families experiencing difficulties in meeting these expectations must speak to Mr Wheatley as a matter of priority.
- Pupils must have a suitable coat/rain jacket in school at all times as pupils will be going outdoors as much as possible.
- Pupils must not bring any personal belongings in to school other than their coat/jacket, lunch box/bag and water bottle. All items must be clearly labelled with your child's name.
- Pupils will not be permitted to have a mobile phone in school until further notice.
- Pupils will be asked to come to school in their PE kit and trainers on the day they have PE; the required day will be communicated in advance of the first instance of this in the Autumn Term.
- Pupils in some year groups may be asked to have a pair of trainers in school for exercise sessions as the year progresses. This will be communicated in the new year.

Expectations of Behaviour

- We expect all pupils to follow new school routines and guidance regarding hygiene and all other protective measures we have put in place. Pupils will be regularly reminded of this in a positive and supportive way, and we understand that many of the changes will take time for pupils to fully grasp. However, persistent or dangerous disregard for new routines will be dealt with firmly in line with our school behaviour policy.
- We would encourage parents to talk to their child(ren) about new expectations in and around school and to support school with these changes.

Parental Communication and Access to the School Site

- All communication with school must now come through the school office via phone (0191 4205828) or email (stmarysrcprimaryschool@gateshead.gov.uk).
- We discourage messages being passed on at the school gate for the time-being.
- Parents will not be permitted on to the school site without prior arrangement with the Headteacher or School Business Manager.
- The school office will operate new hours of 8:30am to 3:30pm for telephone and email contact.
- Eschools will be used as the primary source of communication for the foreseeable future including:
 - Weekly newsletters.
 - Term dates and updates.
 - Homework.
 - Pupil reports.
- Blue folders will not be used each week, but we would ask that pupils bring these in to school at the start of term.
- Reading folders will come in to school daily/weekly as per the class arrangements to be communicated by class teachers in September; folders will be cleaned and/or 'quarantine' boxes used to store items travelling between school and home for the recommended length of time before being handled/redistributed.

School Meals

- Lunches will be eaten in the school hall.
- Lunch times will be staggered to ensure that groups remain 'at distance' throughout and thorough cleaning can be undertaken between groups.
- Children in EYFS and KS1 can receive a free school meal as normal.
- All children may bring in their own packed lunch – this will be eaten in the hall alongside classmates.
- All pupils must bring in a full water bottle each day – this must be labelled clearly with the child's name. We would ask that pupils bring enough water, ideally, to last the day as access to water coolers will be limited.

Break Times

- In line with guidance, children will remain in their class 'bubble' in a designated area of the playground and/or field (weather-permitting) for all break times.
- So as to ensure safe and purposeful use of break times, teachers and TAs will lead outdoor 'exercise' sessions. Pupils will benefit from a rota of activities to promote health and well-being, as well as supporting the objectives of the PE curriculum.

In the Event of Future Partial/Full School Closure

- The school is called to have a 'blended learning approach' for pupils who may be subject to class or school closure in the future. That is to say, an approach which allows the seamless continuing of learning remotely.
- The school will issue further updated guidance about this in the new academic year.

Protective Measures for Pupils and Staff

Risk Assessment

- A robust risk assessment relating to the prevention of the spread of COVID and other infectious diseases has been completed based upon Government Local Authority advice. It will be reviewed regularly taking into consideration the most current advice and guidance available to schools.
- The risk assessment will be made available in full to all parents and will be displayed on our school website in advance of the start of the new academic year.

Hygiene Measure

- Pupils will have regular updates regarding good hygiene and will be supported by the responsible adult in their class with this. We would ask for the support of parents and families in encouraging these good practices at home as much as possible.
- Pupils and staff will follow a strict hygiene routine which includes the following:
 - Handwashing with antibacterial soap and water and thorough drying on entry to school and at regular intervals throughout the day.
 - Antibacterial hand sanitiser will be available to all pupils and staff in each classroom.
 - Routine cleaning of surfaces and touch points in each classroom and throughout school during the day.
 - Increased cleaning schedule with weekly deep clean.
 - Revised use of resources (see below).
 - Re-designed classrooms and re-considered teaching practices to avoid unnecessary physical interaction between pupils, staff, environment and resources; front-facing seating as much as possible where appropriate for age and stage of learning.
 - Designated use of toilets to prevent cross-contamination of groups.
 - All pupils to have access to tissues and to be encouraged to 'catch, bin and kill' coughs and sneezes.
 - Clear and effective routines to isolate symptomatic pupils and staff to limit potential for contamination.
 - Clear guidance to support pupils, parents, staff and wider school population should a case of COVID-19 be confirmed in school.
 - Use of Personal Protective Equipment (gloves, aprons and masks) to administer any personal care or first aid where there is a risk of contamination via transmission of bodily fluids.
 - Non-contact activities in PE until such a time that guidance should change.
- The most up-to-date scientific guidance provided by the Government states that there is no need for pupils to wear protective equipment in school (including masks). We would ask that any parent who considers this to be an essential measure to their child returning to school contact Mr Wheatley to discuss their concerns before sending their child in to school with said equipment.

Managing Illness

- Parents must inform school if their child displays any of the symptoms of COVID-19:
 - A new, continuous cough.
 - A temperature of 37.8° or above.
 - A loss or change of the sense of smell or taste.
- **Pupils and/or parents/carers must not come to school – including dropping off/picking up at the school gate – if they are displaying any of the symptoms of COVID-19.**
- We ask parents to be extra vigilant with regards their child(ren)'s well-being and, where possible, to get into the routine of checking their child(ren)'s temperature daily before bringing them to school.

- Where a member of a child's household develops symptoms of COVID-19, [Governmental guidance](#) regarding self-isolation (7 days from symptoms being exhibited/14-day incubation period for asymptomatic household members).

Eg:

		DAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
		Person in household																					
Example household 1	A	X								✓													
	B			X									✓										
	C																✓						
	D																✓						
Example household 2	A	X								✓													
	B			X									✓										
	C													X									✓
	D																✓						

Key: X = when illness started - first day of symptoms
✓ = allowed to go out again

- Parent/carer must arrange for COVID-19 testing via www.nhs.uk/coronavirus or by phoning 119 and must inform school of the results.
- In the event of a confirmed case of COVID-19 at school, the school will liaise with Gateshead Council Public Health Team who will help co-ordinate the school's response.

Resourcing

- Individual resources will be provided for each pupil (kept in own tray/wallet) where reasonably practicable.
- Some resource will be shared between children; in this case, new routines and procedures will help mitigate against potential spread of infection:
 - Handwashing routines and use of hand sanitiser.
 - Where practicable, resources to be cleaned before use by another pupil.
 - Resources limited to small groups of children.
 - Resources to be 'quarantined' in a labelled tray/box before sharing (if not cleaned).
 - Revised resources in EYFS including timetabling of shared resources.
- Where possible, staff will limit unnecessary resources and worksheets and there will be limited 'handing out' of resources throughout the day.