



Saint Edmund's and Saint Thomas' Catholic Primary School

Parent Booklet for School Reopening

4th September 2020

Dear Parents Carers,

This booklet is prepared to support children, parents and staff in the reopening of our school following its partial closure since 20th March 2020 due to the Corona Virus pandemic. Over the last four months the school has been open to the children of key workers and those deemed vulnerable.i.e those with a social worker or those who are Looked After and children with an EHCP (Education Health Care Plan).

Sefton Local Authority intervened in the proposed wider opening of 1st June and recommended that schools should be allowed to adopt a gradual approach to wider opening from 22nd June. This has allowed the school to prepare for an increase in its roll whilst prioritising everybody's safety through risk management and raised levels of hygiene. Social distancing will be the greatest challenge that stands before the school but it will strive to swiftly establish this culture through radical changes and modifications to our daily routines.

Parents have had to make **a very significant decision in deciding whether they believe that it is safe to return their child to school**. Many have been under significant work pressure or found the home schooling very challenging; particularly, if they are working from home themselves. There were many whose children have had their first or final year in school disrupted which has been particularly distressing given the significance of these milestones.

And so school organisation may seem very rigid and restrictive in September 2020 but you will know that our efforts have been solely concentrated on keeping everybody as **safe as we possibly can** and in this respect, we thank you for your understanding and co-operation.

I would like to **thank my staff most sincerely** for their **courage** and determination in attending over the last sixteen weeks. I know our service has been greatly appreciated by those who have needed it most and I know that our school community will value the efforts to recommence primary education in a purposeful, calm but well- ordered environment.

Many things have changed since the virus has disrupted and threatened our lives but the school will remain a constant in seeking to provide a calm, enjoyable and stimulating environment for all in our care.

Yours sincerely,

Kieran A Loftus Headteacher

This booklet aims to:

1. Respond to concerns and worries which our families may have when contemplating a return to school
2. Alleviate anxiety and levels of stress when contemplating a return to school
3. Explain the procedures and revised routines so that families and staff will be confident in how the school manages risk and promotes health and safety
4. Explain the process to recommence learning in school
5. To address parents' frequently asked questions to ensure high levels of home school co-operation

The return to school on 4th September 2020

- 1 Your child **must** attend school with one adult and we will ask you to practise social distancing and avoid congregating. You will be informed where to meet your children
2. Children will assemble in lines on occasions and they will be welcomed and dismissed at staggered times with specific exit and entrance points See diagrams at the back of this publication
3. Attendance regulations are reinstated in September and no pupil leave will be authorised in term time.
- 4 Every family must abide by the school's guidance in the interest of everybody's health and safety

5 School will be open from Monday to Friday with staggered times, the latest being 3.15pm

6 There will be no school meals in the school hall. Grab bags packed lunches will be available for purchase to everybody and supplied free to all free school meal children and children in Reception Year 1 Year2 under the universal ingant meals grant.

Staggered Start and Finish Times

The school is divided into pods which include groups of classes known as bubbles. We have different times for children arriving and leaving school so you can see the start time and dismissal time for each class

Pod 1 Nursery &Y2	Pod 2	Pod 3	Pod 4
Nursery 8.45 am/3.15am	8.40/2.40 Rec/D	8.40/2.40 Y5F	8.40/2.40 Y5/6H
-	8.50/2.50 Rec/Y1 P	8.50/2.50 Y3 S	8.50/2.50 Y6M
-	9.00/3.00 Y1T	9.00/3.00 Y3/4C	9.00/3.00 Y4S
8.55/2.55 Y2C 8.55/2.55 Y2G Nursery gate			
Exit /Entry Nursery &Y2 from Nursery Rear Gate (Carpark) Y2 from rear green gate	Entry /Exit Field Gate (back of St John's School)	Entry / Exit Normal side gate onto playground	Entry / Exit Normal side gate onto playground

STAFFING FOR SEPTEMBER 2021

Nursery Mrs Smith

RD Reception Mrs Devey

Rec/Y1P Miss Plunkett and Miss Cooke (one day per week)

_Y2G Mrs Greaney

Y2C Mrs Clayton

Y3S Mrs Sugden

Y3 Y4 Mrs Claro

Y4S Miss Sharrock

Y5F Mrs Farrell

Y56 Miss Hannah

Y6 Mrs Metcalfe *(Ms Pritchard Wednesdays)

Ms Pritchard Deputy Headteacher

Uniform

In this unusual time, we will allow the children to wear **their PE kit or uniform** if you so desire. There will be a significant increase in outdoor learning and we will be removing the necessity to change clothes in the day. Whichever option you decide, your child will remain in those clothes throughout the day. You may wish to alternate between the two if you wish to adopt a more regular clothes washing regime when your child returns from school. It would be a good idea to send your child to school in trainer shoes

Class Organisation

Children will be largely working with their own class and this will be known as working in a **bubble**. Their class will be taught in a bubble and **they will not frequently intermix with other children** or other staff. Bubbles will be organised in one of **four pods**, each of which have access to their own toilets and **this is key to the risk assessment planning**. This avoids cross-contamination. The Headteacher and Deputy Headteacher will form a liaison for the teachers in the bubbles.

As per government guidance pupils will be permitted to engage in some grouped activities such as Read Write Inc

Social Distancing in Classrooms

Children will **not** need to be seated at 2m apart now (as per government guidance) but children in Year 2 upwards will be all front facing the learning boards. Children will social distance in lines or any sort of queue and there will be many visual reminders around the school

Pod 1 Nursery Mrs Smith Mrs McCombes

Pod 2 Reception D Reception/ Year 1P and Year 1T Mrs Devey Mrs Dennett

Miss Plunkett Ms Morgan and Mrs Tyrrell

Pod 3 Year 5F and Year 2 C and Year3/4C and Year 3S (two classrooms ground floor and two classrooms on first floor) (Nursery end of the building). Mrs Farrell Mrs Clayton Mrs Claro Mrs Sugden

Pod 4 Year 6M Year 2G Y4S and Y56H Mrs Metcalfe Mrs Greaney Miss Sharrock Miss Hannah

Pod 5 Administrative offices and School Leadership Offices including the staffroom

THE HALL IS OUT OF USE FOR MEALTIMES, COLLECTIVE WORSHIPS BUT MAY BE USED FOR INDOOR PE

Please note that children will be grouped in bubbles which are constituents of pods

Lunchtimes

Children will be given designated play areas for their pods. Lunches in grab bags will be delivered to the classes and not be consumed in the hall. Food will be eaten in classroom.

School meal grab bags are not charged to infants Rec Y1 Y2 under the universal meals grant. Free School Meals children are not charged. Children in Y3 Y4 and Y5 and Y6 who are not Free School Meals category will be charged school meals cost if they want a school meal grab bag **and the charge will be delayed in the first weeks as the school adopts a cashless system and establishes your details on the system.**

If your child brings a packed lunch, food must be totally accessible so please ensure that packaging is minimised and not complicated to open.

School catering meals will commence with grab bags (packed lunch) for the first two weeks and then there will be a hot option until half term. After the half term the cold option will go with hot options which will be offered in a takeaway style process. Given that food will be delivered to classrooms I have discussed packaging options etc with Sefton catering. I would ask you to bear with us on this aspect of reopening as we adopt and adapt to these new systems.

Nursery children are still required to bring in their own lunches if they require them

Children will have their own play zones for each of the pods and they will stay with their group and not intermix. Equipment will be cleaned after use and the large climbing frame has had to be decommissioned following risk assessment.

Stationery No pencil cases, rubbers, pens or personal effects can be brought in by any child from home. Children will be given their own set of stationery in school which they will keep throughout the week. No personal possessions of any nature can be brought into school due to issues of cross-contamination.

Social Distancing Parents

In school, children will learn to social distance in lines and routines during the school day. We expect all of our parents to embrace this distancing on entry to the school grounds. A rejection of social

distancing would undermine the school's work on personal safety. We ask that only one adult from the family drops off and collects a child from school.

Parents are asked not to congregate on the school grounds and drop off and collection will need to be a very prompt activity. Parents will be asked to wait in the zoned area

All appointments will be carried out by telephone only.

There will be no visitors to the school site unless preapproved by the Headteacher or Deputy Headteacher

Curriculum

The curriculum will have a strong emphasis on the catch up of core skills of reading and writing and mathematics. Sport and outdoor education and RE will be promoted whenever possible. The inclusion of personal, health, social education will complement the key curricular priorities.

Cross -curricular links with other subjects will be made through English and Mathematics where appropriate. The full range of the National Curriculum will be phased in by the Summer term 2021

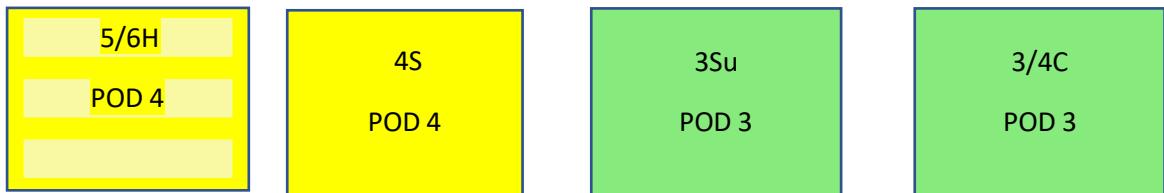
Assessment will be key to planning a curriculum for effective **catch up** and the children will be engaged in a process of test, plan, teach and review through the autumn term.

Singing will not take place in large groups with concerns about transmission of infection.

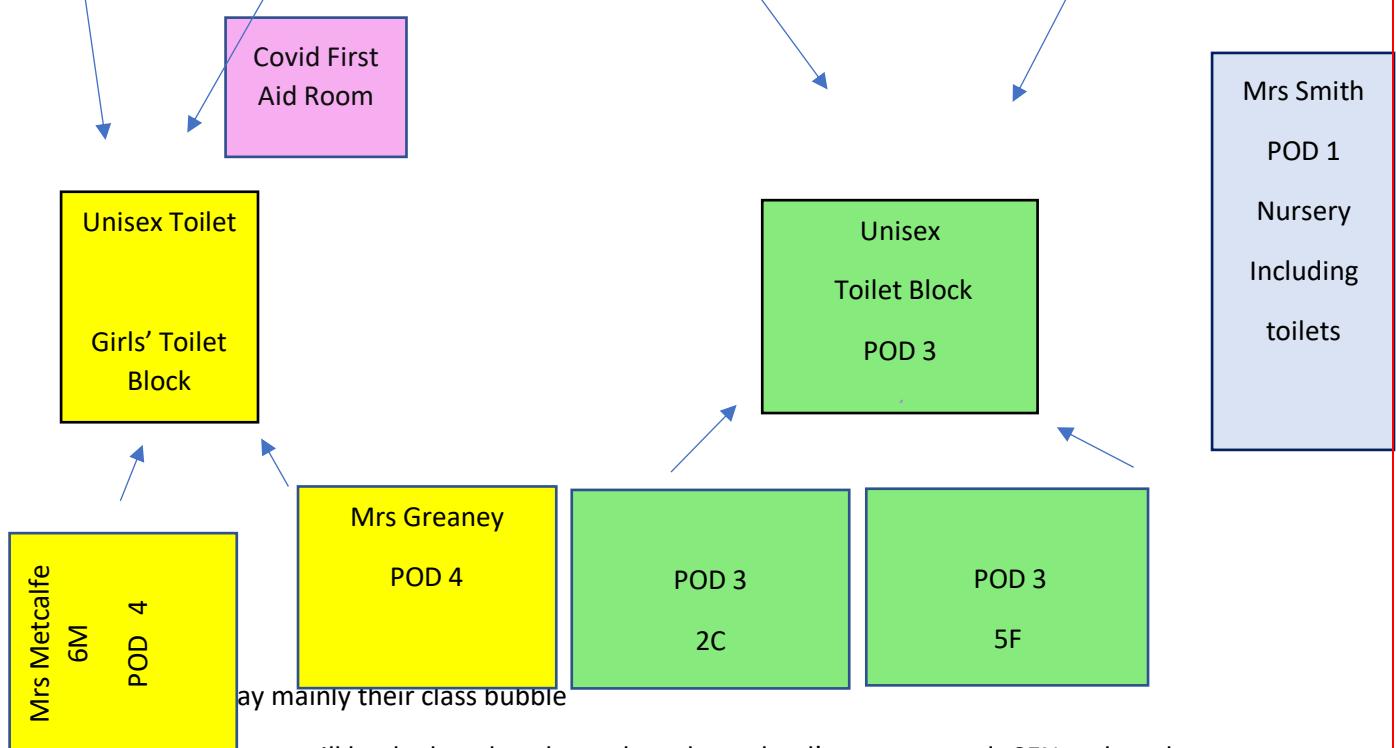
The statutory SAT tests and other statutory assessments will take place

What will the school environment look like?

Main Building Upper Floor



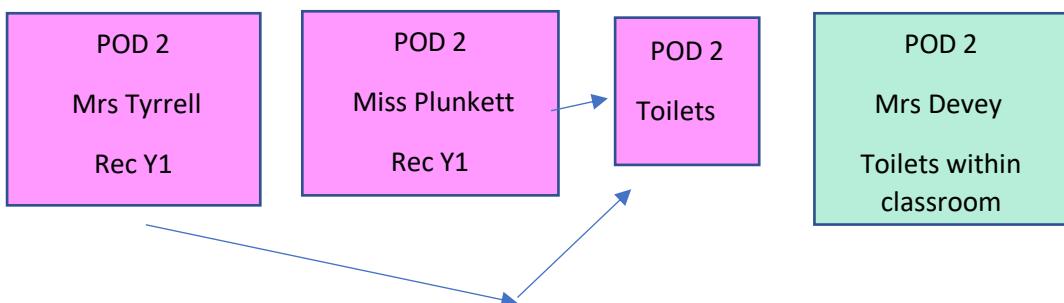
Main Building Ground Floor



Teaching Assistants will be deployed to classes based on school's current needs SEN and catch up intervention

Some children will inevitably have a change of teacher when a supply teacher needs to cover absence.

Reception Infant Block - Three Reception Classrooms



Parental Contacts with School

There will be no appointments with teachers and contact will only be by passing telephone messages or email to hobana.sest@schools.sefton.gov.uk.

Payments School is currently moving forward on operating a **cashless system** with due regard to health and safety concern for our office staff. Your charges may be delayed for school meals in the first weeks of term as we complete the billing system installation.

Visits to the school office have to be pre -arranged by telephone as the front door (Oxford Road) will be locked by day) All communication will be by email and phone call.

JETs Arrangements September

Regulation is affecting the ways in which childcare establishments operate and JETs will not know their new arrangements until August. They will contact you in due course and any information which we receive will be forwarded to you.

Pupils will be no longer permitted to bring mobile phones to school

Pupils will no longer be permitted to bring mobile phones to school. Usually, they were stored in the office and collected by staff. We can no longer take any risks with handling these phones and will review this change later in the school year.

Pupils will not be allowed to leave their pod during learning sessions and will not be allowed to walk around the school for any reason such as delivering messages, adopting monitor roles.

PPE Equipment in Our School Face Masks

Schools have been told by DFE guidance and Public Health that children and staff are not required to wear face masks in school. This has been reinforced by Public Health England. We therefore, have agreed that school policy will be that children are not expected to wear face masks in school and staff will only wear facemasks / aprons where the need arises in First Aid or some aspect of intimate care.

Should any children travel by public transport then they will deposit a face mask in the bin at the gate, not touching the front of the mask and then wash their hands immediately.

The Drop Off and Collection Routines

	Entry and Exit Point	Start and Finish Times	Notes
Nursery Pod 1 and Y2G and Y2C	Rear of the Nursery on bend of carpark	Nursery 8.45am/ 3.15pm Year 2 8.55/ 2.55pm	Carpark will be blocked to moving traffic
Pod 2	Field Gate PLEASE DO NOT PARK ANYWHERE ON DENMARK STREET	Rec D 8.40/ 2.40pm Rec/Y1P 8.50am/ 2.50pm Y1T 9.00am/ 3.00pm	Children will be collected from lines on field-side playground outside Reception block
Pod 3	Usual side gate (off footpath) by bike sheds	Y5F 8.40 2.40pm Y3Su 8.50 2.50pm Y34C 9.00 3.00pm	These groups collected from lines off yard
Pod 4	Usual side gate (off footpath) by bike sheds	Y5/6H 8.40 2.40pm Y6M 8.50 2.50pm Y4Sh 9.00 3.00pm	These groups collected from lines

Hygiene Regime

Children will need to frequently wash their hands and develop a regime after using the toilet and sanitising before and after entering the pod. Children will sanitise when moving indoors from outdoors and there are dispensers on the wall at the various entrance points,

Children or staff showing symptoms? What happens?

An isolation room has been identified and staff will have access to PPE if dealing with a child who presents with symptoms. The room will be well ventilated but the door will be closed. The room exit door opens onto the carpark. Parents will be contacted immediately to collect their child and instructed to get a test done immediately, **The school will pursue the outcome and if test is positive the whole class and staff will go home to self-isolate for at least seven days from the onset of symptoms. Other members of the household should continue self-isolating for 14 days (Government Guidance 02/07/20)**

Staff and pupils in all settings will be eligible for testing if they become ill with coronavirus symptoms, as will members of their households. A negative test will enable children to get back to childcare or education, and their parents to get back to work. A positive test will ensure rapid action to protect their classmates and staff in their setting.

PARENTS MUST INFORM SCHOOL OF RESULTS OF A TEST IMMEDIATELY

LIMITS ON CARPARKING

PLEASE NOTE THAT THE STAFF PARISH CARPARK HAS BECOME A PEDESTRIAN THOROUGHFARE FOR CHILDREN AND PARENTS IN NURSERY AND YEAR TWO AND THAT THE ENTRANCE POINT WILL BE SEALED IN THE MORNING AND AFTERNOON WITH BARRIERS.

PLEASE NOTE THAT THE LOCAL AUTHORITY HAS BEEN CONTACTED BY THE SCHOOLS IN RELATION TO THE EXIT POINT CLOSE TO ST JOHN'S CE PRIMARY. WE STRONGLY ADVISE YOU NOT TO ATTEMPT TO PARK IN DENMARK STREET OR SWEDEN GROVE

On the next page, there are some photographs of the school and an overall floor plan so you have a clear understanding of how the school has been transformed to accommodate social distancing. Please study the pictures and discuss them with your child so we have a smooth start to the new school year.

POD ENTRANCE AND EXIT POINTS TO THE SCHOOL SITE

POD 1 REAR OF NURSERY

For Nursery children and Year 2



POD 2 PUPIL ENTRANCE and EXIT

For Rec D RecY1P and Y1T



PODS 3 and 4 PUPILS' ENTRY & EXIT FROM THE SITE

Y3Su Y34C Y4S Y5F Y5/6H Y6M



FOYER Oxford Road Entry LOCKED



NB POD 5 8.45am – 2.45pm

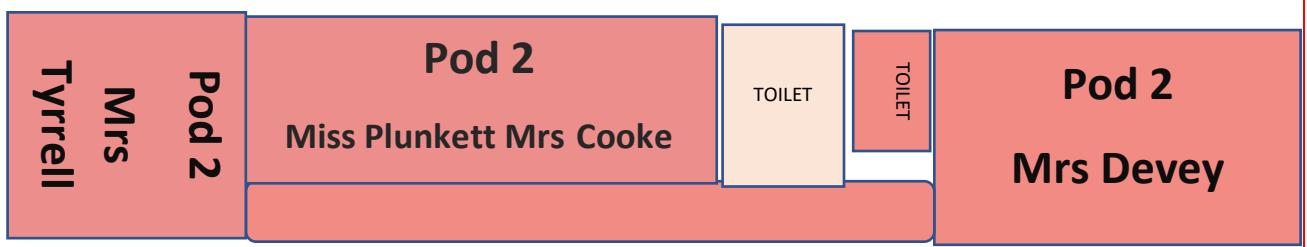
STAFF ENTRANCE & EXIT FOR PODS ,3,4 ,WELFARE STAFF, OFFICE & CLEANERS

Look out for sanitiser on exterior walls



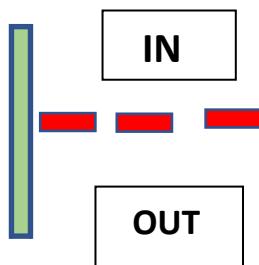
PARENTS PLEASE DO NOT PARK ON DENMARK STREET

INFANT BLOCK POD LAYOUT POD 2



Reception D Parents
to wait near Mrs
Devey's Class

Field Gate



Reception/Year 1P Parents are asked to wait at the edge of the playground by the field whilst the teacher dismisses the children from lines. On no account should parents approach these lines of pupils.

Mrs Devey's class wait on field near her classroom door

Rec Y1P and Year 1T parents to wait here



Main School Pod Layout

