

# St. Chad's Catholic Primary School



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Headteacher: Ms Delia Jameson

Hard copies of the Safeguarding Policy are available from the school office.

27<sup>th</sup> August 2020

Dear children, parents and carers,

We are so excited to be welcoming you back to school on Friday 4<sup>th</sup> September and to all the wonderful things, we will achieve this year. We know that parents and families will have lots of questions about the reopening of school in September. At St Chad's, we have used the Government Guidance to develop an action plan and carry out a risk assessment, which has now been signed off by our Board of directors. I know you will have many questions and I hope the following information will answer them. Please do not worry, we are here to support you with your wellbeing and learning and ensure you will have an amazing year ahead.

To help you understand the actions we are taking to help keep everyone safe and our expectations of everyone, the information below summarises the main points in the risk assessment. We hope you find this information useful:

## When will the children start back at school?

- Children in Years 1 to 6 will start back at school on Friday 4<sup>th</sup> September.
- The new children who are joining in Reception will start school on Monday 7<sup>th</sup> September. Many of the new children we have never visited St Chad's so we want them to feel happy and comfortable starting school.

## The school day

You will be in your year group bubbles. Start, finish and break times will be staggered and you will have the chance to spend time with other children in your year, but not in other year groups. Listed below are the start and finish times.

Year group	START	FINISH
NURSERY	Morning and afternoon sessions	
RECEPTION	Morning and afternoon sessions – letters sent to individual parents	
YEAR 1	8:45 A.M.	2:45 P.M.
YEAR 2	8:30 A.M.	2:30 P.M.
YEAR 3	9:00 A.M.	3:00 P.M.
YEAR 4	9:00 A.M.	3:00 P.M.
YEAR 5	8:45 A.M.	2:45 P.M.
YEAR 6	8:30 A.M.	2:30 P.M.

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### **Start of the day**

- Parents will drop off their child at the main school gate.
- Staff will be at the main double gate to welcome you and your child.
- Children will line up at the gate at the allocated spots.

### **End of the day**

- Kindly, wait at the allocated point of collection for your child's class – Staff will be there to supervise.
- Only one adult to pick up each child, to limit the number of people in the area.
- Children will be escorted to the main gate by their class teacher and handed to the adult collecting them.
- Please collect your child and leave the area as soon as possible.
- Year 6 children with written permission to go home by themselves will be escorted to the main gate by their class teacher.

Please DO NOT congregate outside school to wait for your friends. It is important that you do not mix outside of your year group. To minimise the risk of infection, year groups will be kept separate in their zones with interactions kept to a minimum. We have introduced one way systems around the school site and in the school buildings.

### **I use a childminder to drop-off and collect my child, what arrangements are in place for them?**

The childminder must drop-off and collect your child according to the times allocated for your child's year group. It is the responsibility of parents to share the details with childminders and make sure they are clear about the arrangements.

### **Do I have to wear uniform?**

- Yes, we always expect all children to wear full school uniform.
- The official uniform can be purchased from the school uniform shop 'Bubblegum'.
- Please note all boys are allowed to wear long trousers from September, which can be purchased from 'Bubblegum' in Thornton Heath or any of the larger super markets.

### **How will you make sure children are socially distant with each other?**

- Children are organised into class groups that will stay with each other for most of their time in school.
- Year One will mix for phonics, however strict social distancing will be in place.
- Year Two will mix for phonics, however strict social distancing will be in place.
- Playtimes will be staggered so that fewer children are outside the classrooms. Each year group will have their own play equipment in their zone and their supervising adult will initiate games with the children.
- Children and adults will not move around the site as much as they used to however, when they do they will maintain 1m+ social distancing.

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### **How will staff social distance?**

- Staff will continue to maintain 1m+ social distancing wherever possible. Our staffroom will not be used for staff to congregate.
- Our school office is out of bounds to all but a few members of our team.
- We will not be allowing visitors or parents into the school building to maintain good social distancing, however we are still available to talk to parents either over the phone, email or online meetings such as Teams or zoom.

### **Assemblies**

Mrs Mitchener and I will lead year group assemblies twice a week and collective worship will be in class the other days, led by class teachers and pupils.

### **PE**

Wherever possible, PE will be outside. I ask that on PE days your child comes into school wearing their PE kit and remains in it until the end of the day, to minimise changing. Children will not be going swimming until further notice.

### **What can I bring into school?**

You may bring in a lunchbox if you are having packed lunch, water bottle, coat and reading book. All stationery will be provided and it is important you do not share equipment. You may bring in a small hand sanitiser, only for your use and this should be kept with you on your table. Junior children may bring in fruit for early morning break and school will provide infant children with fruit, as normal once the delivery starts again.

### **Trips and after school activities**

There will be no trips or after school activities initially for the autumn term. This will be reviewed over the autumn term.

### **Behaviour- Do the normal school rules and expectations still apply?**

- Absolutely! We have very high expectations for behaviour and attitude at St Chad's and we expect all children to meet our expectations. Some children may need additional support and guidance to meet the expectations and we have a team of staff who can provide this.
- It will be very useful for parents to begin to talk to their child about the school expectations and routines before the start of the Term particularly if the routines at home has not been maintained during the recent closure.
- If bedtime routine has not been maintained, we strongly recommend parents begin to re-establish this important routine as soon as possible.

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## **How will you make sure the children settle into their new class and teachers? How are you going to support their wellbeing after such a difficult time?**

The activities for the first few days of term will be planned to support the transition for everyone. We understand lots of children will not have been in school for over five months, so the teachers are planning to take their time to make sure the children can settle in.

Whilst we are confident that many children will quickly 'bounce back' after the lockdown we are aware that there will be some children returning who have experienced bereavements amongst friends or family or who have experienced anxiety or stress during this time.

### **Collective positive mind set – contextualising the lockdown**

Our staff do not feel that it is helpful to focus on what has been 'lost' during the shutdown. A young person's school career is typically 468 weeks long and most children have been out of school for 14 weeks, which represents below 3% of their total school career. Moreover, during that time many of our children have been working hard and producing good work and have benefited from time spent with their families, exploring and experiencing different opportunities to grow, learn and achieve in different contexts.

Our staff will remain calm and measured in September knowing that whatever the situation we have the staff with the best knowledge and experience of how to teach, support and help our children in 'closing the gap' where required. We will not make our children worry unnecessarily or make them think that things are worse than they are and where issues present themselves our language will reflect our established 'growth mindset' philosophy – '*you can't do it yet*'.

### **Assessment**

Our teachers will make adaptations establishing 'what has to be learned' rather than sticking rigidly to our usual long term plans. Class teachers will use their own expertise to establish starting points for each class in the autumn term and will likely have to take 'a step back' in order to help children then move forward with confidence but each child and class will be different. In schools this way of assessing what should be taught next is known as 'formative assessment', that is the judgements teachers make on a day to day basis during class work which allow them to assess attainment and progress. To strengthen routines, relationships and resilience it is important that, in a measured supportive way, teachers and children get back to established ways of working rather than spending too long on a formal testing regime, especially when children's confidence will be low.

### **Broad and balanced curriculum.**

Although there are some restrictions in place (eg singing in large groups) we fully intend to continue with our normal ambitious and broad curriculum in all subjects from the start of the autumn term. We will make use of existing flexibilities to begin at appropriate starting points for all our children and this may mean that not all subjects are taught every term.

## **What will happen at lunchtime?**

- Our normal lunch menu is on offer.
- Hot lunches will be served to the children and they will eat with the rest of the children in their year/bubble. As normal, lunches will be paid for through Parent Pay.
- We do encourage all children to have a school meal because they are delicious, fresh and well balanced.

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- Lunchtime will be staggered and children will have set places to sit to ensure there is no mixing of bubbles.
- Like morning playtime, each year group/bubble will have their own section on the playground and they will not be allowed to mix with other groups of children.

### **What if my child, or one of our family members, becomes ill?**

- If any child in school tests positive for Covid, every child and member of staff in their group will be required to self-isolate for 14 days.
- If a member of a child's household tests positive Covid, the child and the household members must self-isolate for 14 days. The other children and staff in the child's group do not have to self-isolate.

### **Travel to and from school**

If you travel on public transport, you will need to wear a facemask. It is better to walk or cycle if you are able. Do refer to the following link for further information.

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidancefor-passengers>

On arrival to your class, you should remove your facemask. You should not touch the front of your face covering during use or when removing it. You must wash your hands immediately on arrival and dispose of temporary face covering in the bins provided specially for them. If you have a reusable facemask, you must put it in a plastic bag until you need to use it again.

**There are a number of roadworks in the area this may mean an increase in traffic, please plan your journey ahead of time to ensure that you arrive at your allocated time.**

### **Cleaning**

Our cleaning team will clean daily ensuring classrooms and communal spaces are kept to the highest standards.

In line with government recommendations, we will be implementing the following procedures to keep everyone safe and minimise risks.

### **Summary**

- Children will be kept in their year group 'teaching bubbles' and year groups will have different break and lunch times.
- Please ensure your ParentPay account has enough credit to pay for school dinner.
- Start and finish times for each year group will be staggered.
- There will be a one-way system on school grounds.
- There is limited access to the school office until further notice. So we ask you to please call or email and a member of staff will be happy to deal with your enquiry: **02087713470/office@stchadprimaryschool.com**
- We will continue with our rigorous cleaning processes during the day, a thorough clean at the end of each day and weekly deep clean.
- Classrooms will be organised so that desk will be forward facing.

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- Good respiratory hygiene will be promoted through the ‘catch it, bin it, kill it’ approach.
- There will be minimised contact between individuals and we ask that you maintain social distancing wherever possible.
- Staff will have access to appropriate personal protective equipment (PPE) should they need it.

The safety of your child and everyone in our school community is our priority and by following these set procedures, it will minimise risks.

Please remember there is always someone here to help if you have any concerns. We want you to have a positive transition back to school, but we know that sometimes things can play on our minds and it can be helpful to talk them through.

I hope this information has been useful and I appreciate there is a lot of information to process in this letter. I am confident that working together, the transition back to school will be successful. We are here to help and support you and look forward to the 4<sup>th</sup> September.

Yours sincerely

*D. Jameson*

Ms Jameson



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