

St Mary's RC Primary School Return to school Information Booklet

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Our Priorities at the Beginning of Term

Dear Parent,

We have put this booklet together to explain what the school has put in place to keep you, your child and school staff safe on our return to school. It has been a difficult year and our aim is to get pupils back in to school as safely as possible. We are looking forward to getting the children learning in their school environment, and happy in school.

The Welsh Government have set out some priorities for pupils' return to school and these will be our focus on returning to school:

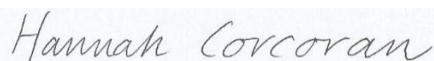
- **health and well-being:** learning should support learners' mental, emotional, physical and social well-being as well as recognising the importance of outdoor learning and play
- **purpose:** all learning should have a clear purpose in mind, focused around what is important for learners now and in the longer-term
- **literacy, numeracy and digital competence:** learners should have opportunities to develop and apply these skills across the curriculum
- **broad and balanced:** learners should have learning experiences which span a broad curriculum and which includes opportunities to develop a breadth of understanding and a range of knowledge and skills
- **progression and assessment:** learners should make meaningful progress throughout this period. Learning should be designed to support increasing depth and sophistication of learning over time. We encourage the use of assessments to help learners move to the next steps in their learning
- **partnership with parents, carers and learners:** schools should develop a common understanding and language with parents, carers and learners, this can help underpin learning and support learning experiences

Things are still not back to 'normal' and we appreciate that this will take some getting used to. Where things are different this is because of the health and safety guidelines we need to follow to keep school safe for all. We understand that you also may be anxious about sending your child back to school. We hope that the information here reassures you that we are doing everything we can to keep everyone safe.

Please read the home school agreement included at the end of this document carefully so that you are clear about what we all need to do to make sure our return to school is safe and happy.

If you have any questions about any of the information in this booklet, then please email or phone the school. We are happy to discuss any concerns you may have.

Yours sincerely,



Mrs Hannah Corcoran
Acting Headteacher

School Information

Attendance

The Welsh Government have said that they will not be issuing fines to parents who choose not to send their children back to school as yet.

However, our usual attendance policies still stand and we ask that parents inform us of any absences by phone or email **prior to the start of the school day** giving a clear reason for the absence.

If for any reason you are anxious about your child's return to school, then please request a phone call and we will be happy to speak to you about this.

Communicating with Staff

Currently visitors are only allowed to enter the school building where it is essential, and this include parents. You can ask to speak to a member of staff, however this will have to take place on the school yard and this is not always appropriate. We are asking all parents to make any enquiries via phone or email in the first instance as this will allow staff to plan ahead.

Staff will report any incidents during the day i.e. injuries to you as normal at the door, but if they need to speak to you about anything that requires privacy then they may ask you to wait until other parents have left, arrange a phone call or let you know they are sending an email.

*Please remember that staff are in their place of work and should be spoken to respectfully.
There is a zero-tolerance policy to verbally or physically aggressive behaviour.*

Packing List for School

All pupils should bring:-

- Their own, filled, water bottle
- A hat and sunscreen are recommended as children may spend longer outside than normal. Please ensure they are clearly labelled.
- A **waterproof coat**. We will be increasing the amount of learning outdoors and this is essential
- A lunch box for the first two weeks of school for ALL pupils
- A fruit snack for the morning if they wish (the school fruit shop will start again once we have had confirmation from Health and Safety)

Please do not bring any stationery/pencil cases in. All stationery for each pupil will be supplied and individually labelled.

Uniform

We can now return to our usual school uniform policy and pupils will be expected to wear their school uniform.

Current guidance states that there is no need for anything other than normal personal hygiene and washing of clothes following a day in a school or setting. **We will spend as much time as possible in the outdoors – please account for this when dressing your child!**

Drop Off Arrangements

We have established staggered drop off times for different classes to limit numbers coming on to the site at any one time. **Please adhere to your allotted time slot for drop off.** One parent will be allowed with their child on drop off and collection.

Each child will need to be taken safely, following the 2 metre social distancing rules, around the perimeter of the school yard. Please make your way to the entrance for your child's class where an adult will be waiting to meet you. You will be able to see newly painted feet, and arrows which are spaced 2 metres apart so you can use these to ensure that you and your children are maintaining proper social distancing while walking around the school site. You should not approach doors as staff need to maintain 2m social distance.

It will be the parent's responsibility to keep their child safe and following the new rules to ensure everyone is kept safe whilst checking in. You must keep your child with you at all times.

Whilst queuing to hand over your child, there are feet markings for each child and adult to stand on. These again are to ensure 2 metre social distancing.

Once you have dropped off your child, parents will then be asked to make their way out of school following the one way system, leaving the school site via the double gates. These will only be open for drop off and pick up slots

As your child enters the school, and checks in with their class teacher, they will be asked to **use the new hand sanitizer stations**, which are located at all entrances to the school.

Pick Up Arrangements

Staggered pick up and drop off times has been set for each class. **Please adhere to your allotted time slot. We will be reviewing the staggered times to ensure that these are brought closer together if possible – we appreciate that there may be waiting periods for some parents.**

The time slots for classes are as follows:

	Class 1	Class 2	Class 3
DROP OFF	9.15am	9.00am	8.45am
PICK UP	3.30pm	3.15pm	3.00pm

Please note on drop off and collection- you will be asked to only drop off and collect your child. This is to avoid any further risk. If a family member is within your extended household, then you will need to complete a permission form which can be obtained from your child's class teacher.

Please ensure that you adhere to the time slot given. We will not be allowing the children to mix outside of their class group for the day, and we ask parents to ensure that they do not mix on the school yard either.

Playtimes

Children will be supervised by their own staff at playtimes. Playtimes and playgrounds will be staggered so that children play with their class group who will be their 'contact group'

Classrooms

- The same children and staff will use the same classrooms
- Some furniture has been removed to create more space.
- Children will be provided with their own resources for planned activities
- Resources will be wiped down after use
- Doors and windows will be kept open to provide good levels of ventilation (balancing with need for warmth)

Movement around the school

We have established safer movements around the school building and implemented systems that will allow 2m social distancing. Corridors are clearly marked to ensure that pupils and staff can visually see the reminders and messages regarding their safe use.

Social Distancing

When the children return they will be kept in a 'contact group' – at St Mary's a contact group will be your child's class. Classes will be kept separated throughout the day by staggering the routines of the day including drop off, pick up, break, lunch and use of outdoor areas.

Although pupils do not need to socially distance from each other, they do however need to socially distance from staff. Staff will also need to ensure they socially distance from each other and from parents.

We recognise that it may be difficult for children to maintain consistent social distancing of two metres. We will implement the measures set out in an encouraging and positive manner, to ensure that children are kept safe and well cared for. We also want to ensure that they are receiving a broad and interesting curriculum within the restrictions we have to follow.

What Have We Done?

- Two metre spacing has been marked out in the foyer area and start of corridors to help inform pupils of required spacing
- Spacing has been marked out for parents on all entry and exit routes.
- All staff are fully aware of the importance of maintaining social distancing wherever possible.
- The amount of people in corridors at any one time is limited through careful timetabling and use of the building
- Playgrounds and outdoor areas will be timetabled for each class and they will use their own equipment and resources
- Pupils will be seated side by side and facing forwards in classrooms.

We ask that any parents using the car park DO NOT park along the fence on the access road to the car park, as this will be used by pedestrians due to the one-way system through the school yard

Hygiene and Cleaning

- The building will be cleaned regularly throughout the day, as well as receiving a thorough clean at the end of the day. Hard surfaces will be cleaned with warm soapy water or the required cleaning products. Particular attention will be given to cleaning 'high-touch' areas and surfaces such as tables, equipment and door handles.
- Each class will have cleaning materials and wipes for cleaning high touch resources or surfaces during the day
- Hand sanitiser will be provided at key locations. Every classroom has an anti-bacterial station for pupils to use when entering their class from outside.
- Only one pupil will be permitted in any toilet at a time
- Set hand washing times for pupils will be established. Posters to encourage effective hand washing will be displayed.
- Hands will be washed with soap and running water for at least 20 seconds at regular intervals, including: -
 - on arrival at and when leaving school
 - before and after handling food
 - before and after handling objects and equipment that may have been used by others
 - after people blow their nose, sneeze or cough
- Appropriate PPE will be provided for intimate care, First Aid etc. A risk assessment for each child who needs heightened personal care will be undertaken and the appropriate PPE utilised accordingly.
- Learners and staff will be provided with individual packs of tissues to use if needing to cough or sneeze, or into their elbow. Wipes, anti bacterial hand sanitiser, tissues, and a bin will be supplied in each class. Insofar as it is possible, they should be encouraged not to touch their face, especially when using a tissue or elbow to cough or sneeze.

Face Coverings

Non-medical face coverings are recommended where social distancing cannot be maintained.

Governors have agreed that adults in the school can make use of face coverings and visors they have provided themselves if they wish.

Currently Carmarthenshire County Council have issued a statement that pupils over the ages of 11 will be asked to wear face coverings in crowded school areas such as corridors and school transport.

This is not the case for pupils in primary school.

Personal Protective Equipment (PPE)

PPE is provided and may be required by staff when: -

- Dealing with suspected coronavirus (COVID-19)
- Providing Intimate Care (an individual risk assessment will be carried out for pupils to determine the level of PPE needed)
- Some aspects of First Aid.

Health

You will be asked to complete a pupil health risk assessment on your child's first day back in school or alternatively you can fill in the health assessment and return it by email. **You will need to report any changes to the assessment to the school immediately.**

If your child feels unwell during the day and does not present with COVID-19 symptoms, this will be dealt with using the usual procedures.

Arrangements for administering medicines remains the same – no child should bring medicines to school in their bag, they **MUST** be handed over at drop off and an administration of medicine form completed. If medicines i.e. antibiotics can be administered outside of school hours this is preferred.

Under no circumstances should children attend school if they:

- ***Feel unwell, have any of the three identified COVID-19 symptoms (a new continuous cough, a high temperature or loss of taste or smell) or they have tested positive to COVID-19 in the past 14 days***
- ***Live in a household with someone who has symptoms of COVID-19 or has tested positive to COVID-19 in the past 14 days.***

Track, Trace and Protect

In Carmarthenshire arrangements have been established to assist schools to manage Covid-19 symptomatic cases both during the school day and out of hours through 'Track, Trace and Protect'.

If your child becomes symptomatic **during the school day** or is reported absent with Covid-19 symptoms i.e.

- a new continuous cough
- a high temperature
- loss of taste or smell

The school will:

- inform the parent immediately, parents will be asked to collect their child as soon as possible. Any siblings will also need to be collected.
- Inform the Delta Wellbeing service
- Keep your child separate from other pupils until they are collected. They will be supervised by staff and this will be done sensitively.
- Delta Wellbeing will get in contact with you if you need to book a test for your child and help you to do this.
- *Please note that any symptomatic child will not be able to attend school until they have received a negative test result.*

If your child becomes symptomatic **outside of the school day** (including evenings and weekends) you must **immediately** report Covid-19 symptoms to Delta Wellbeing by calling **0300 333 2222** or emailing TTP@deltawellbeing.org.uk.

In the event of a positive case of Covid-19 at the school, the school will take the appropriate advice on what action would need to be taken to ensure that the school community is kept safe.