

# **Holy Family Catholic Primary School**



**‘Living each day as one happy and Holy Family.’**

## **Procedures for re-opening from Monday 8<sup>th</sup> March 2021**

### **Before you read:**

Below, I have listed questions that may help you prepare for the full re-opening of school on Monday 8<sup>th</sup> March. The aim is to make things a little clearer for everyone in our school community, reduce some possible anxieties and help to smoothly re-start schooling for all children. The answers will be rooted in:

- a) Government guidelines
- b) Safety and well-being for pupils and staff
- c) Thoughtful planning, discussions, reading and advice taken

Our aim is to lead the school community in this difficult time. Adjustments will be made according to one of the 3 areas listed above as and when they are required.

**The staff have been fully briefed on the plan this week but the decisions taken lay with myself, the senior leadership team and governors. Teachers, LSA’s and admin staff may well not have all the answers for you so I urge you to direct any school-related queries to myself at this time.**

We have lived through truly unprecedented and very challenging times for everyone over the last two months. As rigorous as our planning has been from the outset, our recent experiences tell us we will most likely need to review all procedures on a regular basis and may need to make adjustments where necessary. Our aim remains keeping all children, staff and parents as safe and as happy as we possibly can and keeping the school open for all children at all times.

**If you cannot get in touch with me at any time, please contact:-**

**Mrs Ferryman (for any pastoral concerns) or the school office for more general concerns.**

As a community, we have tackled every obstacle placed before us over the last 8 weeks. By staying united I am convinced we can also continue to make progress for the benefit of all children and families once the school is fully re-opened to all.

### **What are the key principles/vision for moving forward?**

This has been agreed by the Xavier CET Head Teachers as a collective.

1. Do our utmost to ensure everyone attending our schools is kept safe
2. Focus on the emotional, spiritual and physical well-being of our children
3. Support the well-being of our staff and our school community
4. Be aware of, and adapt to, the challenges each family face
5. Prioritise any gaps in learning whilst ensuring all children make progress.
6. Ensure proper transition arrangements are in place for each year group by July

### **What emotional support has and will be available?**

The first key principle within Xavier CET is the priority of emotional well-being. This is fundamental to enable everyone within the community to become used to the 'new normal' that is school life for the foreseeable future.

Each day for the initial period of re-opening there will be focus on some dedicated activities for PSHE (Personal, Social, Health Education) or well-being. Mrs Ferryman & Mrs Clark have been working in conjunction with the Xavier Educational Psychologist to ensure we are covering everything the children may require.

The staff have received videos, readings and power points from the Xavier Educational Psychologist, on how they prepare themselves and support pupils

If you feel at any time that your child is very anxious or worried about the return to school, please let the class teacher know as soon as possible so that we can keep an eye on your child. The teachers at Holy Family are highly skilled and experienced at dealing with children's worries and anxieties on a day to day basis but this latest post-lock down situation is another new challenge for us all. Many children will come back to school seamlessly whereas others may find it more challenging. We hope the frequent daily interaction over

the last 8 weeks in the remote learning lessons will lead to a smooth re-introduction for all children.

### **How can you socially distance at school and in classes?**

As previously, we categorically cannot guarantee this. We know that young children will find this virtually impossible and the government have now also recognised this fact. We are putting in place as many measures as possible to aim for this but it cannot be 100% guaranteed. We want school to be as 'normal' as possible for every child whilst doing everything we can to keep children and staff safe.

### **What safety measures are in place?**

We have spent a very long time over the last 12 months, planning for how we can make the environment as safe as possible for children and adults.

A full risk assessment has been completed to ensure we are covering everything possible and that we have identified where measures will be trickier to meet than others. Please see our current plans below (these will be reviewed and amended if/when any government guidelines change prior to or after March 8th):

- Slightly staggered starts and end to the day, as well as playtimes and lunchtimes
- 3 different gates for entry and exit (specific year groups will have allocated gates)
- Parents urged to drop and go immediately. We are asking parents of Year 5&6 children not to enter the school site at all during drop-off. These children can walk along the main driveway unaccompanied.
- Break time and lunchtimes staggered and **zoned** for eating. This will take place outdoors for packed lunches whenever possible
- Staff and pupils will be in 'bubbles' and stay within them wherever possible.
- Bubbles will have lunch and break time play together.
- Within bubbles, pupils will be reminded and it will become part of the daily ritual and routines that we must try to maintain a safe social distance wherever possible
- Only 2 children allowed in the toilets at any one time. LSA's to ensure this is strictly followed.
- Hand sanitisers in as many places around school as possible. Children will be encouraged to bring in their own if they can.
- Visors have been purchased for all staff for when a child needs medical treatment or intimate care.
- All staff will wear face coverings when moving around the school or in communal areas. All parents/carers to continue wearing a face covering at all times on site
- **We request that ALL parents take their child's temperature before leaving home to come to school every day.** We will only check temperatures upon arrival at school if we feel there may be a problem with a child.
- All children will wash their hands thoroughly on arrival each day.
- Signs up around the school to remind pupils of good handwashing routines.

- All internal doors will be propped open to avoid as little contact with door handles as possible.
- In classes where there are tables, these have been spaced apart as much as possible.
- All windows will be open as much as possible and outdoor learning will take place where appropriate.
- Each classroom will have an additional tissue bin which will be cleared at the end of the day.
- Each classroom will have a 'cleaning pack' including gloves, protective face coverings, soap, disinfectant, hand sanitizers)
- High traffic points will be wiped down as often as possible during the day. Eg doors (handles) that cannot be propped open, light switches
- Children should arrive each day with ONLY a lunch box (if packed lunch), water bottle, learning resources (books, pencil case etc) and a coat if necessary. Please do not bring 'show and tell', books or toys until further notice or at the specific request of the class teacher.
- If it is forecast to be warm and sunny please take the usual precautions and provide your child with sun cream and sun hat
- Lockers and cloak room areas will be carefully monitored and supervised
- There will be no assemblies or gatherings outside of any bubble until further notice
- Parents should not come to the school office or classroom doors. Please telephone the office if you have a problem or a query

#### **What happens if someone shows symptoms?**

They will be immediately isolated. For a child, a parent will be contacted and they will be directed to have a test as soon as possible. We would ask that we are told as soon as the result is back. If the result is clear, they may return. All the children and staff within that bubble will be informed and we will follow Public Health England guidelines at all times.

#### **What happens if there is a confirmed Covid-19 case within my child's class?**

If this happens, we will follow the PHE guidelines to the letter. The individual will self-isolate and we will immediately begin the tracking process to assess the level of potential infection to others. If a bubble has to close, the class teacher will continue to offer remote learning as has been the case over the last 8 weeks. We will always keep you fully informed of any positive cases and will act swiftly at all times to do everything we can to keep children, staff and parents safe.

#### **What if my child does not come in to school due to illness?**

The same procedures apply and you must let the school office know by 9.30 am.

## **Safeguarding**

As always, there will be at least one member of the DSL team in school or immediately contactable at any time. If you have any safeguarding concerns, please report these to Mr Tindall or Mrs O'Neil.

## **Drop off in the mornings**

- It is imperative that you come at your allotted time and leave immediately. Parents should not hang around to talk and must maintain a safe social distance from each other.
- Year 5 & Year 6 children should arrive via the church gate and walk down the main driveway. Year 6 children enter the school via the back door to Year 6 classroom. Year 5 children enter the school via the main KS2 steps to Year 5 classroom. Start time is 8.40am onwards.
- Year 3&4 children should arrive via the new pedestrian gate. Down the new pathway and into school via the main entrance. Start time is 8.40am onwards
- Year 1&2 children should be escorted into the community garden via the top gate. They should enter the school via their normal class doors. A member of staff will be at the door so there is no need for parents to congregate in the garden. Start time is 8.45am onwards
- Reception children should be escorted via the church gate down the main driveway and into the main playground where a member of staff will be waiting. Start time is 8.50am
- Please note that Buckles & Bows children & parents will be lining up on the main driveway so Reception parents must be off site as swiftly as possible and avoid contact with the nursery.

## **Pick up at the end of the school day**

- Year 5&6 children should be collected on the KS2 playground at 3pm. Year 5 parents please stand on the netball court closest to the school. Year 6 parents to stand on the netball court closest to the field. Everyone should leave down the main driveway.
- Year 3&4 children should be collected on the front lawn at 2.55pm. Please make sure you maintain a safe social distance when collecting your child. Year 4 children on the lower part of the lawn (closest to the main car park) and Year 3 on the upper lawn closest to the community garden.

- Year 1&2 children should be collected at 2.55pm from their classroom doors into the community garden. Parents should maintain a safe social distance and exit promptly via the nearest gate.
- Reception children will be collected from the EYFS playground at 2.50pm. Please enter via the normal route through the main gate and the back of the KS2 building. There will be a one-way system for a safe exit. Reception staff will point this out to you. Parents should maintain a safe social distance when collecting and be off site as promptly as possible.

### **Lunches and snacks**

We ask that you provide your child with a suitable healthy snack for break.

Lunch will be either your own packed lunch or hot lunch. School lunches can be ordered as usual via Tucasi.

### **School Uniform**

**Must be worn** on return to school. On days when your child is doing PE they should wear the school PE kit. We will not be able to change clothing for the foreseeable future. PE days for this term are:

Monday: Year 3, Year 4, Year 5, Year 6

Wednesday: Year 1, Year 2, Year 5

Thursday: Reception, Year 1, Year 2, Year 3

Friday: Year 4 & Year 6

### **Attendance**

Attendance from Monday 8<sup>th</sup> March is statutory for every child. Normal procedures apply if your child is sick and cannot attend school. PLEASE inform us immediately, particularly if your child is displaying any symptoms of the coronavirus.

Please also ensure you arrive on time for your allotted start time each day.

### **Learning Expectations**

The normal high level of expectations for learning attitudes, behaviours and work will be in place from Monday 8<sup>th</sup> March. Children, staff and parents have worked exceptionally hard over the last 2 months to maintain momentum so we aim to help every child continue to flourish on their return.

Our focus will be firmly centred on helping all children to re-connect to a love of learning in school. Teachers will plan activities that encourage creativity, social interaction, communication, investigation, physical activity and emotional wellbeing. Although teachers will be informally assessing children from the first minute of day one, there will no formal

tests or assessments administered in the short term. We want children to feel good about being back, feel good about themselves and feel good about their learning.

### **Assisting the re-connection**

We have several key events and activities planned for the rest of term which we hope will help all children to re-connect to the normal patterns and rhythm of school life. Further details will be sent out soon.

### **When will extra-curricular clubs re-start?**

Outdoor sports clubs will re-start from Monday 8<sup>th</sup> March. These include all clubs run by Mr Seuke, Cardinals Netball, Year 5&6 football and tennis. All clubs normally held indoors will not re-start until the summer term.

### **What is happening about breakfast & after-school club this term?**

The after-school club team have decided this will not re-start until after the Easter break. Several parents have enquired about the possibility of the school running something this term and we are currently working hard to look at this. **Please contact the school office by 9am on Thursday 4<sup>th</sup> March at the latest if you require childcare before or after school this term.**

### **Will the community café be open?**

The café is a key hub of our school community and, as such, we hope to re-open for take-away tea & coffee as soon as possible. Further information will be sent out soon.

### **What is happening to Parent Evenings this term?**

We have taken the decision to postpone these until May so that the meetings, when they happen, are fully informative, developmental and targeted.

### **When will KS2 Booster sessions re-start?**

We have made the decision to postpone the re-start of after-school booster sessions until the beginning of the summer term. This will allow teachers time to focus on activities to help children re-connect with school, become inspired and fully engage. Teachers can then accurately assess the progress of every child leading to a focused and highly effective programme of planned learning in the summer term

### **What happens if my child has 'fallen behind' during the latest school-closure period?**

It is important to remember that every child's experiences over the last 2 months will be different. Every child will have learned new things and enriched their views and understanding of the world. The skill of the teachers will draw out all the positives to be celebrated and alongside this they will begin to plan the strategies to help re-build any lost areas of learning. We are not expecting this to happen overnight and see it as a longer term renewal of learning for all. Teachers will keep all parents fully updated regarding any areas of concern, things to focus on at home or ways to help your child.

