

The background features a large, semi-transparent watermark of the St. Francis Primary School logo. The logo is a stylized cross with rounded ends, containing a central shield with a cross and a book. The text 'St. Francis Primary School' is written around the cross.

COVID-19: Full School Opening Years 1 to 6

Information for Parents/Carers
Updated: 01.09.2020

Information - Year 1 to 6

Dear Parent / Carer,

We have had a great INSET day and ensuring the final touches are in place ready for all children to return tomorrow!

Please note, the information in this booklet remains the same. As you are aware, the COVID-19 pandemic is a continuously evolving situation and the DfE update their guidance regularly meaning we have to adapt our approach accordingly. Additional information is listed below, which is new information to that sent out on 28.07.2020 via ParentMail.

- Face Coverings
 - Your child may see members of staff wearing face coverings and visors in school
 - Parents/Carers - if you wish to wear a face covering for drop-off and pick-up, you may. This is because all parents/carers will be arriving and exiting within a certain time frame and remain 2m distance maybe tricky at times.
- Sickness Reporting Procedures
 - If your child is ill and cannot attend school, you will be asked questions related to COVID-19 so we can keep records to support our test and trace procedures. If you leave a voicemail, we may need to telephone you back to ascertain further information.
- PE
 - On your child's PE days, we are asking that your child attends school in their PE kit. Please make sure this is suitable sports wear for all day. A games kit - suitable for all weathers.
- Outdoor wellies
 - We are looking to increase the amount of time our children spend outside, including all weathers. If you are able, we want to work towards every child having a pair of wellies that can be used for outside time, including outdoor learning.
- Belongings
 - Your child only requires a water bottle, school bag and lunchbox if necessary. Please do not send your child into school with any other belongings. They do not need a PE kit bag.
- Dropping-off — Morning Procedure
 - Please remember to queue down the green fence adhering to the blue markings for 2m distance. Arrival at school can start from 08:40. You will drop your child at the gate and then leave using the one-way system.
- Collection — Afternoon Procedure
 - We have included a map on page 9 to show where you will collect your children from. Please collect your child and leave the site. Please do not stand and congregate.
- Reading Books
 - Your child's class teacher will alert you to the system that will be used. Please remember changing books will require your child's book pack to sit for 48 hours prior to processing. It might be your child brings their book in to school on Friday and is issued new books on the following Monday.

Drop-off Procedures

DROP-OFF

SCHOOL — KEEP — CLEAR



PLEASE MAINTAIN A SAFE 2M DISTANCE



As you arrive at the gate, please stand at the 2m line. Children will be welcomed at the gate.

Children who arrive with facemasks or coverings will have to have them removed by their parent/carer before coming on to site.

Children must place hand sanitizer on their hands as they walk through the gate.

Children will then walk to their classroom, entering through the external classroom door.

No parents/carers are allowed on the school site.

If you need to speak to a member of staff, please contact the school office via telephone or email.

If you require an appointment with a member of staff, this will be set up as a virtual meeting.



Your child will be supervised washing their hands before they are allowed into their classroom.

Gates will open from 08:40 for Year 1 to 6 children.

Only one parent/carer to complete drop-off.

Keep 2m apart. Obey the spray markings on the pavement / road.

All children are expected to be in school by 08:50.

Please do not congregate at the school gate.



A one way system will operate. Come to the school gate nearest the green fence and leave on the other side of the road leading to the old nursery building.



**No admittance
Authorised
personnel
only**

Class Bubbles



Bubbles are remaining to an extent as we start the new academic year. Classes will operate as a bubble, although there will be less restrictions. There will not be social distancing and there is the ability to share resources. Staff members can operate across class bubbles too.

A significant (and sad!) change is that singing will not be permitted in groups larger than 15 children.

We will be completing Collective Worship online rather than being in the hall together.

Depending on your child's year group and whether they have packed lunches or school dinners will depend on whether they eat their lunch in their classroom or the school hall. Tables will be wiped down between sittings and cleaning will also reduce, especially in classrooms, trace amounts of food to support allergies.



The school playground and field will be sectioned into seven sections. Each class will be allocated a section. Your child's class will rotate around the sections on a weekly basis so they get chance to play on the trim trail, be with Coach Jordan, play with lunchtime equipment etc.

Classes will not be able to mix at playtime or lunchtime.



The classrooms will be set up rather differently to the way we want them to be. Children will sit in rows with everyone facing the front of the classroom.

Staff will not be moving around the classroom as much as normal so to keep social distant.

Information



Your child may bring their packed lunch box and a water bottle.



It is strongly advised that both of these items are able to be easily wiped down.

Please send your child to school with a book bag.

Please note, school books will be left for 48 hours prior to process, meaning the turn around of home reading books will be slower than normal. Please sign your child up to, if not already, the library where children can have access to digital books and audio books.



Your child must wear school uniform to school from 2nd September.

There is no stipulation around increased washing of uniform within the DfE guidance.

If you have any difficulties in purchasing uniform, please contact the school office.



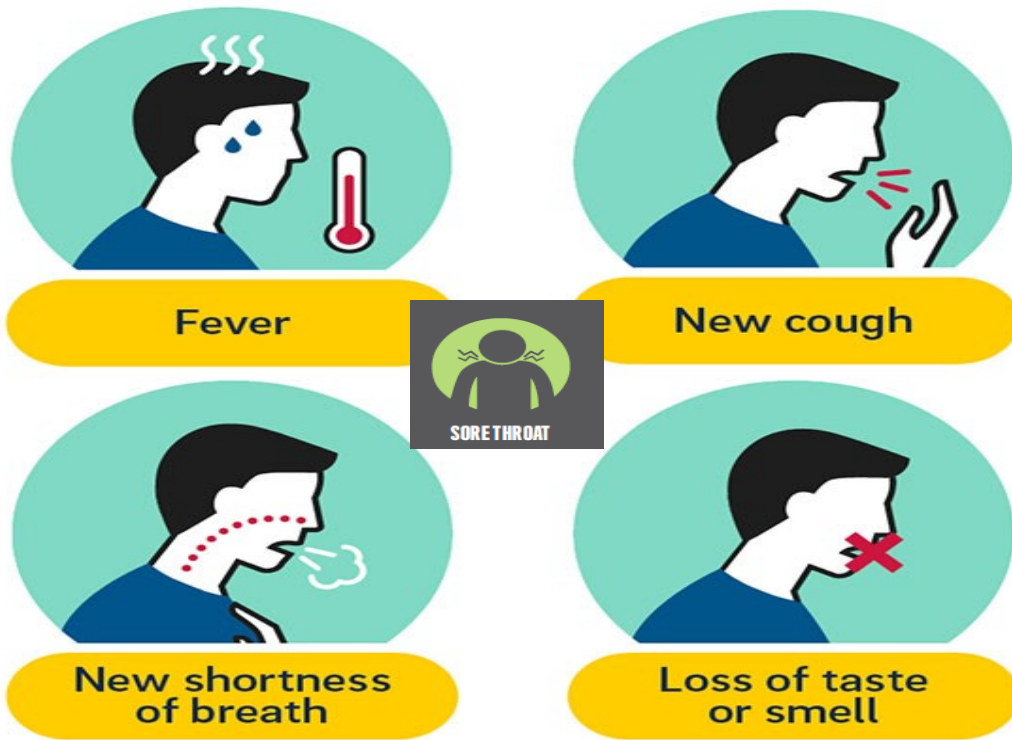
Please make sure your child does not bring any items to school that are not required.

Information

We will be keeping records to support 'Test and Trace'.
If you are told to self-isolate by NHS Test and Trace, please inform the school and ensure you observe the full 14 days of self-isolation.



Symptoms of COVID-19 (novel coronavirus)



If a child develops COVID-19 symptoms, they will be isolated in school and you will have to arrange to collect your child without delay.

The child must then self-isolate for 7 days and 14 days for the household.

You must arrange a test for your child. You must inform us of your child's test result.

If a child tests positive for COVID-19, we will contact the Local Public Health Protection team to seek advice as to what action school is required to take.

Know the Symptoms

Symptoms of COVID-19 (novel coronavirus)



Fever



New cough



New shortness
of breath



Loss of taste
or smell

If your child has **any** signs and/or symptoms of COVID-19, you **MUST NOT** send them to school and you **MUST** self-isolate as a household for 14 days.

Keeping our St. Francis community fit, healthy and well is one of our school's top priority!

Your Help

Please help us by sharing some of the information contained within this information booklet with your child. Some of the main aspects you can help them to fully understand is:

- when to wash their hands
- how to wash their hands effectively
- why it is important to wash their hands effectively
- to cough and sneeze into the inside of their elbow or a tissue if available
- to use a tissue and then immediately bin it

Protect yourself and others from getting sick

Wash your hands



- after coughing or sneezing
- when caring for the sick
- before, during and after you prepare food
- before eating
- after toilet use
- when hands are visibly dirty
- after handling animals or animal waste



Protect others from getting sick

When coughing and sneezing cover mouth and nose with flexed elbow or tissue



Throw tissue into closed bin immediately after use

Clean hands with alcohol-based hand rub or soap and water after coughing or sneezing and when caring for the sick



We have reviewed our cleaning rotas. Touch points will be cleaned regularly throughout the day.

We're all in this together so thank you for helping our school community (staff, children, parents and wider community) to stay as safe as possible.



Wet hands and apply soap



Rub hands, palm to palm



Fingers interlaced, rub hands together, then right palm to back of left hand and vice versa



Cusp back of fingers into opposing palm and rub side to side



Clasp each hand around opposing thumb and rub in rotational manner



Rotational rubbing in both directions by placing fingertips of each hand in opposing palm



Rinse hands under running water



Dry hands thoroughly and sanitise

The School Day



The school day for the children is going to be back to 'normal' for many aspects of the school day. A number of learning activities and lessons will have to be adapted in terms of staff reducing their movement around class and the fact children will be sitting in rows facing the front of the class, however, all areas of the curriculum will be taught to the children.

Breakfast club and After-School Club will operate with slight adaptations in line with DfE guidance.

Blended & Remote Learning

Much consideration has been given to children's learning in the event of a national or local lockdown or a child or group of children having to self-isolate. The school has purchased some laptops that should enable us to stream live lessons taking place in school for children self-isolating to access from home. We have also researched different systems and bought into 'Purple Mash'. Teaching staff are receiving training on this on 1st September and this system will be used to support remote learning and blended learning.

A number of parents have thanked school for the learning that was available on our website throughout lockdown as it meant they could better manage the home learning timetable around their commitments.

We will try to do the very best we can to ensure children have access to learning whilst also balancing workload for staff.



Pick-up Procedures

PICK-UP

SCHOOL — KEEP — CLEAR

PLEASE MAINTAIN A SAFE 2M DISTANCE

For safeguarding reasons, children will need to be collected from the 'usual' home time collection doors, however, we will be opening the gate from 3:15pm for children to be collected from this time.

We must ensure no congregating and gatherings of parents/carers without social distancing on the playground and therefore, the plan is to have children collected over a 15 minutes period of time to ease the congestion whilst ensuring children are safe.

Only one parent/carer to complete pick-up. This will help us to reduce numbers on site.

Once you have collected your child, please leave the school site to ensure a flow of parents meaning the playground does not become congested making social distancing too difficult.

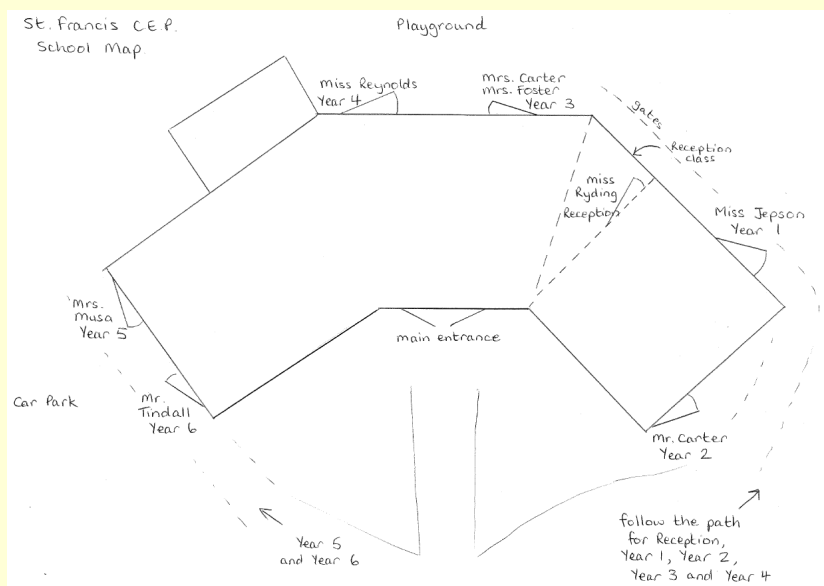
If you need to speak to a member of staff, please call the office to arrange a virtual meeting.

If you wish your child to walk home, we must have written permission.



A one way system will operate. Come to the school gate nearest the green fence and leave on the other side of the road leading to the old nursery building.

This will help with the flow of people to reduce contact without social distancing.



THANK YOU

This current situation that we all find ourselves in is extremely difficult for us all. I would like to thank you for taking your time for reading all of this information. I hope this gives you a layer of reassurance that we will do all we can to ensure our school community is as safe as we can possibly make it.

I ask that you ensure you help to protect the community of St. Francis by stringently following the information you have read and support your child to understand their role in keeping everyone as safe as possible.

Please do not hesitate to contact us if you have any questions or comments.

Thank you for your patience and understanding at this time.

See you in September!

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