



Friday 17<sup>th</sup> July 2020

**Autumn Term Full Re-opening**

Dear Parents / Carers,

Firstly, we hope that you and your families are continuing to keep safe and well and that you are still coping well during these very strange times.

As you may be aware, the Government have recommended that all schools reopen to all year groups in September. Within this letter, we aim to provide as much information as we can at this stage, so that you are aware of what to expect as we welcome all pupils back to school. I would suggest going to put on the kettle and getting a biscuit a two.

**Please be aware that should there be any further advice or guidance over the summer, then we will communicate this with you in September.**

**FROM SEPTEMBER, ALL PUPILS WILL RETURN TO SCHOOL.**

To prepare for a full re-opening of school we have updated our risk assessments, will provide training to all staff and implement proportionate protective measures. This is in accordance with the Department for Education guidelines.

During the period of lockdown, attendance at school has been either partially available or optional for some children. From September 2020, the DFE have advised schools that attendance for all pupils is **compulsory and not optional**. The implications of this are that all attendance policies and procedures are fully operational.

**PUBLIC HEALTH ADVICE AND SYSTEMS OF CONTROL**

In preparation for the school fully re-opening, we will ensure that Public Health England (PHE) advice is adhered to. This means as a school we will be implementing the following measures.

**Essential measures:**

- People who are ill will be required to stay at home.
- We will maintain our robust hand and respiratory hygiene procedures.
- As a school, we will continue with our enhanced cleaning arrangements that have been in place since the outbreak of COVID 19.
- All staff, pupils and members of the school community must actively engage with the NHS Test and Trace systems if they are requested to do so.
- Implementation of social distancing measures at an **age appropriate level**.
- One-way walking areas around the outside of the building for parents/carers.

### What will social distancing look like at St Paul's Primary School?

- Pupils will have staggered start times, playtimes, lunchtimes and collections times.
- Pupils will be taught in their class groups and we will minimise contact as much as possible with other class groups throughout the school day.
- Pupils will be taught in grouped tables with two pupils per table. These will be forward facing from Yr1 to Yr6 as much as possible.
- The DFE have advised schools that pupils do not need to necessarily maintain their social distance from each other at all times. The key point is that contact with other class groups is minimised as much as possible.

### Staggered start and finish times

In order to reduce contact between class groups, we are asking parents to support us in the staggered the start and finish times for each class. We appreciate that this may cause some inconvenience to parents, particularly for those with siblings in different classes but we would ask that parents drop off and collect children at the allocated time for each class group. We thank you in advance for your understanding and patience with this situation.

Class & Teacher	Start time	Finish time
Acorns - Miss Cavaney	<b>8.40am</b>	<b>3.00pm</b>
Ashes - Mrs Jabeen	<b>8.40am</b>	<b>3.00pm</b>
Sycamores - Miss Fielding	<b>8.50am</b>	<b>3.10pm</b>
Alders - Miss Cowgill	<b>8.50am</b>	<b>3.10pm</b>
Elms - Mrs De Bouteard	<b>8.40am</b>	<b>3.00pm</b>
Maples - Miss Yates	<b>8.40am</b>	<b>3.00pm</b>
Elders - Mrs Nolan	<b>8.50am</b>	<b>3.10pm</b>
Willows - Mrs Cooper/Mrs Todd	<b>8.50am</b>	<b>3.10pm</b>
Oaks - Mrs Lee	<b>8.50am</b>	<b>3.10pm</b>

<u>BYT Breakfast and After School Club</u>		
Class & Teacher	Drop off point	Collection Point
Acorns - Miss Cavaney	<b>Infant shelter</b>	<b>Infant shelter</b>
Ashes - Mrs Jabeen	<b>Infant shelter</b>	<b>Infant shelter</b>
Sycamores - Miss Fielding	<b>Infant shelter</b>	<b>Infant shelter</b>
Alders - Miss Cowgill	<b>Infant shelter</b>	<b>Infant shelter</b>
Elms - Mrs De Bouteard	<b>Learning Hive - BYT</b>	<b>Learning Hive - BYT</b>
Maples - Miss Yates	<b>Learning Hive - BYT</b>	<b>Learning Hive - BYT</b>
Elders - Mrs Nolan	<b>Learning Hive - BYT</b>	<b>Learning Hive - BYT</b>
Willows - Mrs Cooper/Mrs Todd	<b>Learning Hive - BYT</b>	<b>Learning Hive - BYT</b>
Oaks - Mrs Lee	<b>Learning Hive - BYT</b>	<b>Learning Hive - BYT</b>



### **Breakfast and After School Club**

Unfortunately, our provision for Breakfast and After School will have to look slightly different under the current guidance. The children will remain in their Key Stage groups whilst in the provision and this will mean that they will need to stay at one base and cannot mix with other children. Parents who have children throughout school may have different drop off and pick up points, dependant on which Key Stage their child is in ([see above](#)). Once the children are in school they will wash their hands on entry, and be taken to the designated room and will remain there throughout the session. The staff can move across the bubbles whilst maintaining social distancing. Whilst we recognise this is not our ideal, it is the only way that we will be able to offer the service for families who need this in order to manage their day-to-day arrangements. Parents will not be able to enter the building. We will sign your children in and out of the building. If you have any questions or queries regarding BYT please email [byt@constablelee.lancs.sch.uk](mailto:byt@constablelee.lancs.sch.uk) or call the school on 01706 215893.

### **Classroom and Intervention support:**

- Please be aware that we can still support pupils in class and in the resource areas via class teaching and interventions. The procedures that will be followed are:
  - a) Staff will minimise sitting with pupils for long periods of time on a 1:1 basis unless there are specific SEND needs.
  - b) Staff will aim to maintain a 1m distance whenever possible.
  - c) If close contact with a pupil is required, this will be for no more than 15 minutes at any one time.
  - d) Face to face contact with pupils will be avoided and staff will support pupils from the side.
  - e) Tables in classes and resource areas will be in rows as much as possible however due to the number of children and the size of our classrooms children will have to be placed on some grouped tables.

### **SYSTEM OF CONTROLS AND PROTECTIVE MEASURES**

Listed below are the actions that must be taken. If you are contacted by the school regarding anything related to illness, it is very important you comply with the advice we provide. Thank you for your co-operation on this matter.

**PREVENTION RESPONSE - If a concern arises, this will be reported to a member of the senior leadership team immediately.**

- If a pupil or staff member is unwell with suspected COVID-19 symptoms, or there is someone in their household who does, they must not attend school.
- Pupils and staff will clean their hands more often than normal.



- Good respiratory hygiene will be implemented and proactively taught using 'Catch it, Bin it, Kill it'.
- School will maintain an enhanced cleaning regime.

**INFECTION RESPONSE - If a concern arises, this will be reported to a member of the senior leadership team immediately.**

- Staff, pupils and parents must engage with the NHS Test and Trace process.
- School will manage any confirmed cases of COVID-19 amongst the school community. If an outbreak does occur, school will liaise with the local health protection team and PHE. Any advice and guidance provided will be strictly adhered to and updates provided to the school community, as appropriate.

## **PROCEDURES**

### **Minimising contact:**

- Adults, staff and pupils will not be allowed to attend school if they have COVID-19 symptoms or have tested positive in the last 7 days.
- Anyone who becomes ill with symptoms - a new persistent cough, high temperature or loss of smell and taste must go home and self-isolate for 7 days. Household members (including siblings in school) must self-isolate for 14 days from the date the symptoms began.
- If a child is awaiting collection, they will be moved to a room where they can be isolated. The door will be closed and the room kept well ventilated. The child will be supervised by an adult at all times until they are collected.
- Please be aware any member of staff and/or pupils who have been in close contact with a person who has symptoms, do not need to self-isolate unless they develop symptoms themselves. If this is the case, they should arrange a test.
- If the symptomatic person does test positive or they are requested to do so by NHS Track and Trace they will then have to self-isolate.

### **Engagement with NHS Track and Trace**

**Staff, parents and pupils must engage with the NHS Test and Trace system.**

- Booking a test if they develop symptoms and follow the self-isolation guidance.
- Provide details of anyone they have been in close contact with if they were to test positive or are asked to by NHS Track and Trace.
- Self-isolate if they have been in contact with somebody who has symptoms or someone who tests positive.



Please can we request that school are informed immediately of the test outcomes.

- If a test result is negative, they can stop self-isolating, as can other members of the household.
- If it is a positive result, the infected person must self-isolate for 7 days from the day the symptoms started. If they continue to have a high temperature, they should continue to self-isolate until this returns to normal. Siblings and other household members self-isolate for 14 days.

## **WHY ARE WE MINIMISING CONTACT BETWEEN PUPILS IN SCHOOL?**

**The main reason for this is the DFE and PHE state consistent groups reduce the risk of transmission.**

Maintaining these groups will make it quicker and easier in the event of a positive case to identify those who may need to self-isolate.

### **Grouping of pupils**

- Pupils will be taught in their allocated class groups and normal class sizes from the Autumn term.
- Pupils will be taught by the allocated staff as normal practice - a minimal number of staff will be allowed to move between class groups.
- Groups should be kept apart as much possible during the day to reduce contact and transmission - this is so that it easier to manage and detect if an outbreak does occur.
- Pupils will sit at the same desk each day and will should sit with the same person each day, side by side and not face on.
- The DFE recognise that younger children will not be able to maintain social distancing and it is acceptable for them not to distance within their class.
- Large groups will be kept apart. This will mean assemblies and collective worships will take place in classrooms. It is our intention to either pre-record the assembly or use Teams so these can still take place using remote learning and technology.
- Unfortunately, we will not be allowed to invite parents into school for Friday celebration assemblies.

### **Equipment and resources**

- Pupils will have their own individual resource pack with stationary they need.
- Classroom based resources such as books, games can be shared and used within their class group; these will be cleaned regularly.
- School shared resources such as sport, art and science equipment will be cleaned frequently and always when moved and used between year groups.
- Outdoor playground equipment will be cleaned frequently. As a school, we have allocated each class a box of equipment that they will be able to use throughout the year. This will be cleaned by the pupils and staff in the class group after each use.



- Please could we advise that pupils should keep to a minimum what they bring into school each day - essentials such as lunch boxes, hats, coats and wellies. **Can we remind parents that due to our infection controls, children will not be allowed to borrow PE kits or pumps from school at the current time, therefore children must wear an outdoor PE kit on their designated PE day.**
- Pupils will be allowed to take reading books home from school each Monday. As these are returned to school on Thursday, they will be 'quarantined' for 72 hours before being returned to the reading book boxes. Additional hand washing for staff and pupils will be required when selecting reading books.
- We will not be serving toast at morning break; however, you are welcome to bring a **healthy snack that does not contain any nuts or citrus.**

### Educational Visits

At the current time, we will not be organising any educational visits for the autumn term. We will continue to enhance the curriculum by providing engaging activities including arranging for visitors/experts to come into school and adhere to social distancing, whilst supporting learning in the classroom.

### School Uniform

From September, pupils will be expected to wear their full school uniform.

### Curriculum

We would like to reassure parents that we will aim to keep our curriculum as broad and as ambitious as possible, but at the same time, we will identify and address any gaps in learning that may have occurred due to the COVID-19 school closures.

### Extra-Curricular Clubs

We will be unable to allow any extra-curricular clubs or after school, sporting activities to take place during the first half of the Autumn Term other than our BYT provision.

### Physical Activity

- Pupils will be kept in consistent class groups and equipment will be thoroughly cleaned between each use.
- Outdoor sport will be prioritised wherever possible. Please could we request that pupils bring to school tracksuit bottoms, trainers and a jumper so that we can aim to teach PE outside for the majority of the year.
- At the current time we are awaiting further information related to school swimming and will provide an update once this is received.



### **Playtimes and Lunchtimes**

From September, we will be staggering playtimes and lunches so that the children are kept in their class groups. The playgrounds will be organised into zones, which the pupils will be able to use on a class group rota basis. KS2 children may also have access to the field for playtimes. We would, therefore, suggest that a pair of old trainers/boots are kept in school to be worn when going on the field.

We are aware there is a lot of information to read and process within this letter. If you have any questions regarding what has been shared please do not hesitate to contact school and we will be happy to discuss this with you.

Lastly, we would like to thank you for all of your support during this difficult period and we look forward to welcoming you all back to school in September.

Kind Regards

*Mrs Charlesworth*

Headteacher



**ST. PAUL'S**  
INDIVIDUAL LEARNING

