



St Francis' Catholic Primary School

Return to School Information for Parents

For September 2020

Please Note: All information in the booklet is subject to review and change in light of any further Government guidance which is due before we start. We will inform you if there are any changes needed on 1st September.

This Information pack has been put together to help with any questions you may have about the practicalities of your child returning to school. We have tried to make it as comprehensive as possible, but if you have further questions, or can think of anything that we have missed, please email office@stfrancis.surrey.sch.uk. We will address these on 1st September.

Drop Off & Pick Up

Where possible, please park off site and walk into school. We are asking that you try to enter and exit using the Sunnydown side, so we can reduce the numbers of parents mixing near Audley School, especially as they have staggered starts.

Cycling or Scootering to School: Many children have been cycling or scootering to school with parent support – they can still do this and we actively encourage it! Please be careful though when entering and exiting the site as traffic will be busier when all three schools are fully back.

Drop Off: Mrs Dunne (PTA) is surveying parents to see how they feel about resuming this service and how it could work. We hope to have the PTA drop off running again in September, but will have to confirm this on 1st September.

Start and end of the day

Soft Start Opening: Gates open at 8:45 and children will walk to classes as usual. Staff will be around to help direct children. Parents will not be allowed on site at drop off.

The exception to this will be for parents of the new Reception class starters, who have a separate start time as they come in. This, and new reception starter arrangements, has been communicated to them separately.

End of Day Exit:

For all year groups: At the end of the day, parents will be allowed into the Infant Playground and we ask that you wait behind the marked line. Please be prompt collecting and try to keep your distance while waiting. The children will be brought to the Infant playground at their allocated time, lined up and will be dismissed by the staff to parents. Once you have collected your child, please can you leave the school grounds very promptly. This is to reduce numbers congregating.

YR	3:10	The children will be brought to the Infant Playground by the staff and dismissed from there. Please be prompt collecting and remember to keep to the relevant distancing rules while waiting.
Y1	3:15	
Y2	3:20	
Y3, 4 & 5	3:25	
Y6	3:30	

Access to Staff Carpark

Please keep this clear for staff and our deliveries.

The only access allowed is for the Disabled Bay. Please display your disabled badge.

At the end of the day, our cleaning firm will arrive, so please be careful when using the zebra crossing at the entrance the car park.

Bikes and scooters

Bikes and scooters may be left in the cycle store. Please remind the children to let one in at a time when leaving or collecting bikes and scooters.

Equipment

Children will need:

- a filled water bottle (named) – school water bottles can be purchased from the office.
- a sun hat
- sun cream - please apply some before school. If they bring some with them the children **MUST** be able to put this on themselves.
- aand cream – only for those children with sore hand issues over the increased hand washing. The children must be able to apply and manage this themselves.
- a coat if it looks like rain.
- a jumper, hoody or cardigan in case it is 'dry and bright but windy' – it can get chilly on the field if it is windy and the children may need more than just a t-shirt. We are aiming to be outside wherever possible.
- children from Year 3 upwards may bring in a **small** basic plastic pencil case containing colouring pencils. (Plastic can be spray/sanitised if needed, so please, where possible avoid fabric pencil cases). The pencil case will remain in school. Please do not send in the large 'fancy' pencil cases as, with varying table layouts facing forward, space is tight in some classrooms.
- Trainers and/or wellington boots as usual for the field – in a plastic carrier bag please.
- Mobile phones: A number of Yr 6 children will be 'walking home'. For those walking home only, mobile phones may be brought in. They will be kept in class in the allocated place. They must be fully switched off once in the school gates and not put back on until the children leave the school gates at the end of the day. The school is not responsible for any mobile phones that are lost stolen or damaged in school.

Note: Children cannot share their hand cream or sun cream with other children.

Children will not need: Money or toys from home

School Uniform & PE Kits

Uniform: We expect all children to be back in school uniform with school shoes in September, with the exception of PE days, where children should come to school wearing their PE kits. We expect this to be a short-term measure while we see how things go up to half term, and will advise parents when this should change back to normal.

It is, as usual, Summer Uniform until the October half term and Winter Uniform after that.

School shoes: Please send children in with **velcro fastening shoes in September if they cannot tie laces up**, as adults cannot be helping with laces in September.

Ties: Junior children **should not** wear their ties for the present. (They will be an added 'fabric' related difficulty and we cannot help children tie them in September). When things return to normal, we will let parents know when children should return to wearing a tie.

PE: Children will not need PE bags in school. They should come to school on PE day in their kits and their school shoes (trainers are not allowed indoors) They will change into their trainers at school. Teachers will tell the children their PE days on the first day back.

Food, Drinks & Snacks

All children must bring a filled water bottle – preferably clear. Water bottles will be stored at each child's desk.

A piece of fruit is allowed for first break for all year groups. We will tell KS1 parents when the usual free fruit delivery re-commences.

Lunches:

The kitchen is up and running from September with a hot lunch option. If children are in Reception or Year 1 or 2, they are still entitled to their Free Universal Infant Meals.

Please remember to notify the office of any changes to your child's school dinner preference by 12:30pm on the Friday before. Please note from September the children can only have a packed lunch or a school dinner – **they cannot mix options**. An email was sent out from the office on 17-7-20 regarding this – please make sure you have read it.

Reception to Year 3 will eat in the hall. Years 4 to Year 6 will eat in the classrooms. Times are staggered.

Social Distancing in the Classrooms

In classrooms the children will be sitting facing forward as far as is practicably possible. The children themselves in class or year groups do not have to distance, however, the staff are expected to stay 2 metres away from the children. There is a space at the front of the classrooms 2m away from the pupils and this is the base location for adults. We all recognise how difficult this will be, but we will be reminding the children of expectations (staying seated etc) and managing this almost impossible situation as best we can. Reception Class will be running in more or less the normal way, with some distancing measures in place and frequent cleaning and sanitising. The Reception Class Teachers will explain this to their parents as they start in September.

Children will need to be as self-sufficient as possible – they have been brilliant at this in the last few months, but for those children who have not been in, please chat with your children about this – being organised with their equipment, managing their own clothes – eg taking jumpers and cardigans on and off etc.

We will be returning to our normal class teaching, but will be easing the children back in gradually with lots of time allowed for talking about what has happened and making the most of outdoor learning where possible before the winter sets in. The children who have returned already have settled back in beautifully, and were so pleased to be back – which was lovely and we can't wait to have them all back again in September. However, please do let us know in September of any issues (big or small) your child may have faced during lockdown or in the holiday, so we can be aware and support them as best as possible.










Classroom Rules

The first lessons back should help to settle the children into the new set up in school. They will see that some things are the same, and some are different. It is important to set up a social distancing rules that are suitable for each age range.

2 metre Rules – not for children, but for adults

Please just help us by simply reminding children before they return that the adults will always help, but must try still to stay at 2 metres distance. They need to know that they can still talk to us and we can help. Teachers will, of course, do reminders too. They will still need to keep separate in their class or year group pods.

Class Rules

-  I will stay 2 metres away from the adults
-  I will regularly wash my hands throughout the day for 20 seconds
-  I will tell an adult if I feel unwell;
-  I will not bring things into school from home, or take things home from school.
-  I will only use the equipment in my tray.
-  I will remember to stay with my Class Group and not join another group.
-  I will ask an adult when I need to use the toilet.
-  I will use the 'catch it-bin it-kill it' rules coughing and sneezing into my elbow or a tissue.
-  I will follow the rules so we can all be safe.

Key rule reminders are:

- 2m rules for adults
- Looking after their own resources
- **What to do if they or a friend is feeling unwell – they MUST tell the adults.**
- No moving around the classroom
- Use of toilets – they have allocated toilets. Teachers will advise.
- Handwashing
- Catch it, bin it, kill it – tissues and bins
- Breaktime expectations

Resources

Infants will have pencils etc in a plastic bag in their trays.

Juniors may bring in a **small plastic** pencil case with colouring pencils. These must remain at school and not be brought backwards and forwards. Children are responsible for their resource trays (younger ones will be supported to manage this).

Moving around the classroom/school

No child should enter another class. Children will enter and exit their classes from the exterior doors and use the toilets allocated to their group only – the teachers will explain this when they come to school. No child should need to leave their classrooms to go to any other part of the school.

Handwashing

It is essential that everyone wash their hands more often, using soap and water for at least 20 seconds. Hand washing with soap employs mechanical action that loosens bacteria and viruses from the skin, rinsing them into the drain. Drying hands afterwards makes the skin less hospitable to the virus. Hand sanitiser can be effective if soap is not available or the situation makes using soap less feasible (i.e. when outside) but using hand sanitiser provides none of the virus-destroying friction that rubbing your hands together and rinsing with water provides. Staff will be reminding children and managing this in school.

The latest guidance and video on hand washing can be found at:

<https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

The e-Bug project is led by Public Health England and has a dedicated webpage for learning resources on hand washing and respiratory hygiene.

Resources are currently available for KS1, KS2 and KS3 and can be used in various settings including schools and at home:

<https://e-bug.eu/>

Home School Agreement

Our Home/School agreement was signed by all parents and still applies, but we have designed the additional agreements below to support us all with the current COVID situation.

The School

The school will:

- Provide as safe an environment as possible which has been cleaned and prepared as the thorough risk assessment has dictated in response to the COVID-19 pandemic;

- Adhere to the social distancing rules as set out by the government in so much as is reasonably possible;
- Continue to provide a curriculum that meets the needs of your child's well-being, mental health and academic needs whether they are in school or in the event of a further lockdown working from home.
- Inform you if staff or children in your child's 'Class Group' show recognisably associated symptoms of COVID-19 (high temperature, persistent cough, loss of smell and or taste). The staff member will be sent home and if it is a child, parents will be called and asked to take the child home promptly. The staff member and child will need to follow the Government's test and tracing advice (link at the end). The Staff member or child will need to self-isolate for at least 7 days and until the test has come back. The family will all need to self-isolate for 14 days, unless the test is negative. In the event of a test result being delayed and the ill person showing strong signs of Covid-19, we will follow the guidelines given by the SCC Health Protection Team (HPT) Schools will close the class group until the result is back.
- Contact parents/carers if your child displays any of the recognisably associated symptoms of COVID-19 and ask you to take them home and seek a test. They self-isolate for 7 days (family members for 14 days) or until the test is completed and negative results returned;
- Continue our clear and consistent approach to rewards and sanctions for children as set out in the Behaviour Policy as well the expectations and procedures outlined in this agreement;
- Communicate frequently through office@stfrancis.surrey.sch.uk email alongside phoning in emergencies or if one of the triggers mentioned above is activated.

The Parent

To best support my child and the school, I understand that:

- I will keep my child home even if they have mild symptoms. I will monitor and check my child's temperature at home and I will not send my child to school if they have a cough and/or a temperature over 38.5 degrees and/or a loss of taste or smell, as this puts other children and staff at risk.
- If my child, or anyone in my household, shows symptoms of CV-19 (as mentioned above), I **will not** send them to school. We will self-isolate for up to 14 days as a family & will be tested. I will let the school know the results as soon as possible via telephone and a follow up email. If any of my household become ill during the school day, I will call the school to let them know and come and collect my child;
- When dropping or picking up my child, I will stick strictly to the school's published timings for my child's class group & will adhere to the 2-metre social distancing rules;
- Apart from the items listed above, my child will not bring any items into school or take any items home, from school;
- If my child forgets their packed lunch or water bottle at home, I will deliver it to school in a labelled carrier bag;
- If I am contacted because my child shows symptoms of CV-19 at school, I will collect my child as soon as is practically possible, **will have my child tested promptly and inform the school of the results;**
- I will remind my child about social distancing rules but accept they are difficult to follow and that my child may not always do this successfully;
- I will remind my child that they must use good respiratory and hand hygiene eg: use a tissue, cover mouth when coughing;
- I understand that I will not be allowed into the school without a pre- arranged appointment, made only via telephone or email;
- I am happy to support all staff in their efforts to create an 'as safe as possible' environment;
- I will read all letters/messages/emails that are sent home;
- I will inform the school immediately of any changes to parents/carers and emergency contacts details.
- I am happy to work in partnership with the school to address concerns if my child is displaying behaviours that are deemed unsafe.

The Child

I will do my best to:

- Follow the social distancing rules around school and in the playground including not attempting to mix with pupils outside of my class group;
- **Tell an adult if I feel unwell;**
- Not bring things into school from home, or take things home from school (apart from my hat, packed lunch and water bottle. My sun cream and hand cream will be left in school in my tray)
- I will be responsible and look after my school equipment.
- Walk to and from class sensibly when I enter and exit the school building.
- I will make sure that I walk straight home or my pre-arranged meeting point if I am walking home from school (Year 6).
- Follow good hygiene: coughing and sneezing into elbow or tissue (catch it-bin it-kill it);
- Follow good hand hygiene – use soap and water for 20 seconds or a hand sanitiser regularly throughout the day;
- Tell a member of staff if any hand-cleaning soaps or toilet rolls run out so they can get more;
- Behave well at all times to maintain the safety of myself and others.

Toilets

- In order to keep classes separate there will be no Boys/Girls only toilets. Each class will be allocated their own toilets to use. The teachers will explain the system when they return.
- All children MUST follow handwashing procedure after using the toilet. This will be monitored whenever possible with younger children.
- Additional signage is in toilets to remind children of hand washing routine.
- Regular reminders of importance of handwashing and routine will be given by staff.
- Toilet checks will be done at regular points throughout the day and check sheets initialled.

Playtimes

Staff will ensure the children have a morning and lunchtime break and will ensure the children know the rules for playtimes and remain in their class groups and in their group area.

The Infant and Junior Trim Trails will be timetabled for use.

Staff will stay with their own class and encourage the children to engage in play activities.

Moving around the school

As far as is practical, children will not move around the school corridors, they will be in their allocated classrooms. Children should follow our school corridor rules: [Keep Left](#), [Keep Calm](#), [Keep Quiet](#)

Messages

Each classroom has its own phone and internal messages (non-confidential) will be sent via this.

Registers & Absence

The register will be taken as usual. It is vital that parents do let us know if their child is absent for any reason. Please use the absence@stfrancis.surrey.sch.uk email. Any other queries, please email the office.

First Aid & Medication

First Aid

Each class has access to basic first aid equipment. There will also be PPE available for Staff and a thermometer per class.

Medication

Asthma Pumps and Epi-pens will be in classes as usual and spares will be kept in the office. **If any regular medication has changed, or you need to give us extra medication, parents must contact the office as a priority.**

Medication (eg for hay fever) should be taken at home before coming into school. If your child needs hay fever or antibiotic medication during the day, we may not be able to administer medications as we would normally do, so please contact the office via phone or email to discuss how we can help with this.

Cleaning

Hands on resources used by different children

This is more likely to apply to younger children. Any small hands on items that children have used during the day will be disinfected or sprayed and resources will be used on a rotation that allows for this. Staff in the Class Group are responsible for organising this.

There will be regular cleaning during the day of frequently touched surfaces such as door handles, handrails, table tops, play equipment, toys, electronic equipment, toilets and shared equipment.

Professional cleaning

Extra cleaning has also been organised to keep the school as clean as possible throughout the week. On top of our usual daily clean at the end of each school day:

- our cleaning staff will do a clean of door handles and toilet areas at lunchtime while the children are outside at play. Mr Colyer, our site manager, will be emptying the 'tissue' bins at lunchtime.
- The school will have extra cleaning on a Tuesday after school.
- The school will undergo a deep clean every Friday.

Child or Adult showing Corona Virus symptoms in School: Our Procedure

We will

- Isolate member of staff/child to the bench area next to the disabled toilet (by the office)
- Staff supporting the child or staff member will wear PPE.
- Staff members will be sent home immediately and expected to register and be tested. They will inform the school of the outcome.
- Parents will be called immediately and are expected to collect their children as quickly as possible and register for the child to be tested. Parents will inform the school of the outcome.
- For both children and staff, we will inform the Surrey Education Office and follow the Surrey Health Protocol team guidance.
- If the child/adult need to use the toilet, they will use the disabled toilet and after they have left we will deep clean the toilet area as well as the isolation area.
- In an emergency we will call 999
- If a member of staff has helped someone that is unwell, they need to wash their hands thoroughly.
- Staff and Parents must follow the Government protocol for testing and isolating the family. Follow this link: <https://www.nhs.uk/conditions/coronavirus-covid-19/>

Child or family member showing Corona Virus symptoms at home: Procedure

- Do not send your child into school. Begin isolation.
- Inform the school immediately and register and have the child/family member tested.
- Inform the school of the test outcome. School will advise the next steps.
- If positive school will inform the SCC health protection team.