

St Francis' Catholic Primary School

Return to School Information for Year 6 Parents

June 2020

This Information pack has been put together to help with any questions you may have about the practicality of your child returning to school after lockdown. 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

Approach to the School (Cul-de-sac)

Please be aware that drop off is not available and parents will not be able to drive round the horseshoe to drop their children off as this space will be used to ensure social distancing outside of school. We strongly recommend that you allow a little extra time and park off site and walk in. We have agreed with Audley and Sunnydown that our children & parents will use the footpath on the Sunnydown side (not walk past Audley School) to come and go from school – We are hoping this will help avoid overcrowded footpaths. We will see how this works and change it if needed.

Start and end of the day

Soft Start Opening: Gates open at 8:45 and children will be greeted by staff at the gate and walk to classes. Teaching Assistants will also be around to help direct children.

On the first day back Year 6 children will go straight to the Year 5/6 block and not to the cloakroom area. They will be greeted by a member of staff who will tell them which classroom they need to go to.

End of Day Exit:

For all Year groups: At the end of the day parents will be asked to wait on the marked lines on the pavement outside the school gates (similar to at supermarkets). The children will be brought out to the main gate and dismissed in their Class Groups.

For Y6:

- The children will be brought to the gate for 3:30 and dismissed from there.
- Y6 children who have permission to go home on their own will be dismissed first.

Access to staff carpark

Please keep this clear for staff.

Only access allowed for the disabled bay. Please tell the Office if you have a disabled badge and need access as the roundabout will be blocked off for safety.

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 of social distancing if using the bike store and to wait for children to come out before parking up their bikes/scooters if needs be.

Equipment

We ask that children do not bring any school bags to school. The only things they should bring to school are:

- filled water bottle
- 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.
- Hand 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.
- packed lunch

- Mobile phones: A number of Yr 6 children are 'walking home'. For those walking home only, mobile phones may be brought in. They will need to be kept in the child's own tray and not the usual class one. 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 are 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 SHOULD NOT bring

- Print outs of the classwork – these will be provided in school
- pencil cases
- money
- PE kits
- rucksacks
- toys
- books/school planners

School Uniform

We are not expecting children to wear school uniform on return to school, but clothing should be of a practical nature. Think as though they are going for a day in the woods or the countryside, not to a party or the beach. We will be spending time outdoors, which may include activities that require children to be physical or get dirty. As usual, no jewellery please.

Footwear should be trainers or shoe they can run around in – please no party shoes or heeled shoes.

Children must wear a fresh set of clothes each day.

Food, Drinks & Snacks

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

A piece of fruit is allowed for first break.

Lunches:

If children are in reception or Year 1 or 2, they are still entitled to their Free Universal Infant Meals. Please inform the office if you want your child to have these.

The kitchen staff are only providing a packed lunch option at present, so we can eat outdoors where possible. We will inform parents if this changes and they offer a hot and cold option.

School Packed Lunches will be collected from the kitchen by the class group staff and delivered to each group at lunch time each day. It will not be possible for children to swap between a home packed lunch and a school lunch.

Packed lunches can also be brought in by those not having school dinners as normal. They are taken to class and placed under the child's table. They should be in a suitable container. Please avoid the use of fabric lunch bags.

Social Distancing in the Classrooms

Year 6

We accept that all primary age children may find it difficult to adhere to social distancing between themselves or adults.

In the classroom we expect the children to sit at their desks. We have set up the classrooms with control measures to encourage space between the children where possible. This includes;

- Children’s places spaced out to approx. 2m
- each table has an identified seating space and place for resources and possessions
- their resources will go in their trays on/under their desks

Adults in the classroom

There is a space at the front of the classrooms 2m away from the pupils. This is the base location for adults. Adults within a “Class Group” can plan between themselves to have different types of sessions e.g. whole class time / individual pupil time / small group time / Task time

Using these different times will help enable distancing to be more effective

Whole class time might include;

- Carrying out the home learning of the day
- telling a story
- introducing a lesson
- watching a video clip
- Art, craft, D&T

Individual (keeping distanced) pupil time might include

- listening to a child read
- emotional support
- academic support

Small group (keeping distanced) time might include;

- an outdoor activity
- a physical activity/game
- reading activity

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 – helping at home

Please do some activities at home to help children try and get an idea of how far 2 metres is. You could use some piece of string or tape measures. You could use cones or a marker to play games of estimation, see who can throw a ball closest to the 2m distance from a certain point.

Class Group Rules

- ✚ I will stay 2 metres away from others
- ✚ 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
- looking after their own resources
- What to do if they or a friend is feeling unwell
- No moving around the classroom
- use of toilets
- handwashing
- catch it, bin it, kill it – tissues and bins
- breaktime expectations

Resources

Pencil cases cannot be brought in, but children can bring in their felt tip pens and colouring pencils in a clear plastic 'sandwich' style bag. 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). These trays must be put under the table at break times to allow for quick and easy cleaning of tables.

Moving around the classroom/school

No child should enter another Class Group. 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 washes 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.

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 agreements below to support us all with the current COVID situation. All parents will be asked in a questionnaire next week to confirm that they have read and agree to the following:

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 continuing to learn from home at present. (This curriculum may be required to change as more children return to school.)
- 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 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 that we 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 they self-isolate for 7 days (family members for 14 days) or until a 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;
- 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/carer 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 to 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)
- Only use the equipment provided to me by school and pens and pencils brought from home (in a plastic bag – no pencil cases);
- When I enter and exit the school building and walk to and from class, I will keep 2 meters apart from others.
- If I am walking home from school (Year 6) then I will make sure that I keep 2 meters apart from others.
- 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 the Class Groups 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 are taped off and will not be in use at the present.

Staff will stay with their own Class Group and encourage the children to engage in play activities. We will remind children of the social distancing requirements, but are understanding that children will not be able to consistently maintain this.

Moving around the school

As far as is practical, children will not move around the school corridors, they will be in their allocated classrooms. In the Y6 block the stairs have been marked in 2m spacing. 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. At the moment, with all the movement and new groups in school 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 class groups. **If any regular medication has changed 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 will 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 – School Procedure

We will

- Isolate member of staff/child to the area next to the disabled toilet (by the office)
- Staff supporting the staff/child will need to wear PPE
- Parents will be called immediately or staff member sent home immediately
- If they need to use the toilet, 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.

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

Please Note: All information in the booklet is subject to review and change as we expand the provision and monitor the safety of the site. If you have any questions or think of anything we have missed please contact the school office on office@stfrancis.surrey.sch.uk and we will get back to you as soon as possible and can add the information to this sheet for others also.