

What protective measures have school implemented?

- The entire school will be deep cleaned before children return in September.
- Door handles, toilets, desks and chairs will be cleaned regularly throughout the day.
- Resources will be cleaned at the end of every day.
- Windows will be open at all times to allow ventilation.
- Children and staff will wash their hands on entry to school and regularly throughout the day.
- Soap and hot water, as always is available in every toilet.
- Hand sanitiser continues to be available in all spaces across school.
- Lidded bins continue to be in all spaces across school.
- Disposable tissues continue to be located in all areas across school, to implement the 'catch it, bin it, kill it' approach.
- All classes and spaces will continue to use COVID-19 kits, including cleaning products, PPE, etc to minimise risk to staff and children and ensure cleaning takes place throughout the day.
- Reading books will be taken home and brought back into school, once returned to school they will remain unused and out of reach for 72 hours as per the government guidance.
- Accident forms will be sent home in the child's hand and a dojo message will be sent to parents/carers.
- Administering medication in school forms are to be completed in the playground by parents/carers and not sent through the office. Medicine (four times a day) will only be accepted upon the completion of these forms..
- We will be running breakfast club, however, children will remain in their key stage 'bubbles' during breakfast club.

What can I do before my child comes back to school?

- Where a child has toileting issues parents/carers **MUST** complete and sign a toilet protocol before their child attends in September- Staff will only be permitted to change children once parents/carers have signed a toilet protocol and sent spare clothes into school.
- It is **parents responsibility** to inform school regarding health advice you may have received from the medical profession, changes to asthma plans, health care plans, etc by Wednesday 22nd July (this will enable school to plan and prepare to support children with specific needs).
- Talk to and prepare your child, explain that school will be a little different.
- Prepare them for eating their lunch in their learning space or the hall.
- Talk to them about trying to stay in their own space as much as possible.
- Remind them how important hand washing is and that they will be doing this regularly throughout the day.
- Remind your child that it is very important after using a tissue to 'catch it, bin it, kill it'.
- Remind your child to adhere to the behaviour policy, particularly reiterating no spitting, biting and physical handling towards others, as this will **not** be tolerated.
- Inform school of any changes in circumstances e.g. separations, bereavements, etc.

How can I help to reduce risk?

- **Adhere to the strict drop off , collection times and entry/exit gates at all times.**
- If your child or anyone in the family is showing any COVID-19 symptoms, please **DO NOT** send your child into school. You should contact school to let them know why your child is off school.
- Stay 2 meters apart at **ALL** times and do not enter the school building.
- **Do not** put our staff at risk by breaching social distancing rules or by entering the school building.

NOTE: We will continue to adhere to Government guidance and continue to keep you updated.

This guide contains a lot of information so if you have any queries please do not hesitate to contact Mrs Velayudhan Tomlin on **07707 501042** or alternatively email admin@sjp.bkcat.co.uk

St Joseph's Catholic Primary School, Pontefract



A Guide for Parents/Carers as all children return to school in September 2020

Important information:

All children will return to school in September 2020.

What happens when I drop/collect my child?

- Only **ONE** Parent/Carer will be permitted to drop off or pick up, as per the government's guidance.
- You will be provided with strict drop off and collection times and allocated entry and exit gates.
- You must adhere to drop off, collection times and allocated entry and exit gates **at all times**.
- Parents will be **unable** to drop or collect their children late (including at the front entrance), this is because we must avoid congestion at all times and avoid parents entering the building.
- You must adhere to social distancing at all times.
- Parent/carers will not be permitted into the school building, therefore, if your child cannot come into school unaided you will need to calm them first. Staff will support you, as we must avoid causing unnecessary stress to our children and avoid too many parents being in one area of the playground to avoid a large amount of foot traffic and cross contamination.
- If you need to contact the school please either phone the school office, or send an email to admin@sjp.bkcat.co.uk as there will be **NO** access to the school office. This is non-negotiable.

Attendance- What happens if I do not send my child to school?

The school's attendance policy and the usual attendance procedures will be followed from September, as per the government's guidance. It is important that children return to school in September. Parents and carers will face fines. Home visits will continue to be conducted if parents/carers fail to inform school of the reason of absence for their child.

The latest government guidance states:

What happens if someone becomes unwell at an educational or childcare setting?

If anyone becomes unwell with a new, continuous cough, high temperature or loss of taste and smell in an education setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.

Managing confirmed cases of coronavirus (COVID-19) amongst the school community:

- If the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- If the test result is positive, they should inform their school immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following ['stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection'](#)

If a child displays symptoms during the school day they will be placed in the Library room, a staff member **wearing PPE** will sit with the child until a Parent/carers collect them. Parents/Carers will need to collect their child immediately.

What do I do if my child has a medical condition/health issues?

- Parents should ensure they follow the guidance provided to them by the medical profession.
- Parents must inform school of any information regarding their child's condition/health, changes in asthma plans, health care plans, etc by Wednesday 22nd July.
- Where a child is asthmatic parents/carers **MUST** send their child to school with an inhaler every day and a completed asthma plan.

What happens once my child is in school?

- Children **will** wear school uniform.
- On days where children have PE, they will come to school in their PE kits and remain in their PE kits all day, PE kits must be washed after each use.
- Children must bring **ONE** bag, including no more than a water bottle, lunchbox and coat.
- Children **MUST** bring their own, labelled water bottles into school every day. These should be cleaned at home at the end of each day.
- Children will have staggered start and finish times to avoid parent traffic and cross contamination in the playground, as per the government's guidance.
- Children will be placed into Key Stage 'bubbles', they will have playtimes and lunchtimes together and spend breakfast club together.
- Lower Foundation & Upper Foundation are the **EYFS** bubble.
- Year 1 and Year 2 are the **Key Stage One** bubble.
- Year 3 and Year 4 are the **Lower Key Stage Two** bubble.
- Year 5 and Year 6 are the **Upper Key Stage Two** bubble.
- Children will eat their lunch either in their learning space or the hall, remaining in their key stage 'bubble'.
- Children from different 'bubbles' will not be permitted to come together.
- Breakfast club will run but as follows:

All **breakfast club places must be pre-booked and pre-paid** using the school money online payment system **before Wednesday 22nd July**. Places will be booked on a first come first serve basis, the maximum number in the entire breakfast club is 50. Breakfast club will run for the usual duration; 8am-8.50am. Parents will have the usual window of 8-8.10am to drop children off, this must be adhered to at all times, and late entry will not be permitted. Not all children will be in the hall or dropped at the hall for breakfast club. Parents/carers with siblings attending breakfast club will be expected to drop them at **separate** doors, this is non-negotiable. Children will remain in their key stage 'bubbles' during breakfast club to ensure 'bubbles' do not mix. Breakfast club will run as follows:

Upper Foundation Bubble (Reception Children)	Key Stage One Bubble (Year 1 & Year 2 Children)	Lower Key Stage 2 Bubble (Year 3 & Year 4 Children)	Upper Key Stage 2 Bubble (Year 5 & Year 6 Children)
Enter through Nursery gate, to UFS class door Drop off between 8-8.10am	Enter through the Nursery gate, to Year 1 Door Drop off between 8-8.10am	Enter through the Hall Door Drop off between 8-8.10am	Enter from the cobbled street, to Year 6 Door Drop off between 8-8.10am

- Should we have a confirmed case, the **ENTIRE key stage** bubble will close and children and staff in these bubbles will work from home.
- The cloakrooms will not be used, children will walk directly into their classroom and place their belongings at their own desk.
- Children will sit at the same allocated desks each day.
- Children will be seated facing the front of the classroom, not each other.
- Children **must not** bring their own stationary/pencil cases, toys etc into school.
- Each child will be provided with their own stationery/equipment etc.
- Children will be able to take reading books home and bring them back into school, however once returned to school they will remain unused and out of reach for 72 hours as per the government guidance.
- Staff will only be permitted to move between their own key stage 'bubbles' for PPA cover etc as per the government guidance.
- Supply, Catholic Care, some sports coaches and music teachers will be entering school (SSP Sports coaches will attend from January 2021), as per the government guidance.
- We cannot guarantee a distance of 2m between each child at all times.