



St Alphonse's Catholic Primary School

'Learning, serving, loving with Christ'

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Head Teacher: Miss A.M. McCann M.A.(Ed), B.Ed.(Hons), NPQH



2nd June 2020

Dear Parent / Carer

Thank you for your continued effort in supporting your child working from home.

From the recent letter sent to you from Hugh Hegarty, CEO, about the wider opening of schools, I am now in a position to set out further details. It is important that you understand how the school day will look like for your child and the steps we have to take to keep all children and staff safe.

If your child is clinically extremely vulnerable, or living with someone who is in this group, they should not come back to school and should continue home learning. If your child is clinically vulnerable (but not clinically extremely vulnerable), you should follow medical advice to decide if they should come back to school. Please refer to government guidance for further details of these groups.

School Arrival and Pick up Arrangements

Parents and pupils must observe social distancing measures and remain two metres apart from other groups.

When dropping off children, **one parent only** should accompany the child to the entry gate and leave the child to walk to their designated classroom doors. Parents are to wave goodbye from the gate and not to enter into the playground. No parents are to come into school or to attempt to hand anything over to staff. Members of staff will be visible around the perimeter of the school to ensure children are guided safely to classroom entry points and adhere to social distancing rules.

When collecting children, a **one way** system will be in place to ensure safety. Only one parent/adult should collect their child. If at all possible, other siblings should not attend at drop off and pick up times. If there is absolutely no alternative, then they must remain beside their parents. Toddlers should remain in their pushchairs and not be allowed to roam. Any parent arriving late should ring the school office and not enter the school grounds.

Parents will be required to queue 2 metres apart outside classroom areas and wait for your child to come to you before continuing on the one way route out of school. Members of staff will again be visible to guide and ensure social distancing rules are applied. Please leave the school promptly and do not linger to talk to others - even if at a safe distance, Any child who is seen not adhering to this guidance, will be asked to remain at home for seven days.

Keyworker children's times are below and must be strictly followed:

Arrival time:	8.30am – Keyworker/Vulnerable Children
Collection time	From 2:30pm – Keyworker/Vulnerable Children

Attendance

Normal protocol will be resumed for year groups required back into school. Daily registration will take place for each session that the child is required to attend school and will be in accordance with the timings of the revised school day. It is important that children arrive at school on time. This will allow for the precautionary measures that have been put into place to be effectively managed and with minimal disruption to the child's learning.

Hygiene and Social Distancing

As a school, we are doing all we can to minimise risk and operate a safe learning environment.

On entry to school, children will be instructed to wash their hands and will be guided by members of staff to support social distancing. Children will be required to wash their hands at regular intervals throughout the day, including after visiting the toilet, after sneezing or coughing and before eating.

If a child or adult sneezes or coughs they should cover their mouth and nose with a tissue or their sleeve (not their hands). The tissue should be put in the bin immediately and hands immediately washed. (Catch it, Bin it, Kill it) (NHS Social Distancing; what you need to do 27/05/2020)

Staff and adults entering the building will be required to access a hand sanitizer station in the main reception. Adults will also be required to wash hands regularly and follow the above procedures.

Children and adults will be asked to follow social distancing at all times. Children will be placed in allocated groups or 'bubbles' with designated staff to deliver/support the curriculum. Staff members will not be mixing throughout the school and children will only work with other children within their own bubble.

Movement around school (one-way systems, areas out of bounds and queuing)

Some areas of school will be out of bounds to children, such as the school library and office areas. Movement around school will be minimised for each bubble between their classroom area, designated toilets and direct access to outside areas from each classroom for playtimes and lunchtimes.

Children will be supervised with adhering to social distancing while queuing for the toilet, with only limited numbers at a time being allowed access.

In order to protect the well-being and safety of our staff and pupils, I must emphasise the need for everyone to follow the social distancing measures as outlined by the government. We will not hesitate to refuse entry to school for any child whose family, including older siblings, are found to be ignoring social distancing rules.

Pupil Illness

IF IN DOUBT DO NOT SEND

If your child becomes unwell at school, you will be asked to collect them immediately. We therefore need you to be contactable at all times. Your child will be kept in isolation with a member of staff while we wait for your arrival. If coronavirus is suspected, the staff member will be wearing a disposable apron, gloves and mask. Any child or staff member with symptoms consistent with coronavirus will need to isolate for seven days and their fellow household members for fourteen days.

Where a staff member or child tests negative for coronavirus, they may return to school and their household members may end their isolation. **Where a staff member or child tests positive for coronavirus, the rest of the group (bubble) will be sent home and asked to isolate for fourteen days.**

Medications

Please ensure that children bring their inhalers, epipens and any other medication (clearly labelled with name and dosage) into school if required. Please check that any medication is in date. These will be kept in school and placed in a closed medications box in your child's bubble area/classroom. Individual cases of administering medicines will be dealt with as they arise, however where possible, they should be given to children at home before and after school. A consent form will need to be completed if any new medication needs to be administered in school.

Uniform and Equipment

We expect that all pupils will wear a school uniform. Clothes must be washed daily. No personal items should be brought to school other than a coat, sun hat and water bottle. Sun cream should be applied **before arriving** at school to avoid cream being applied in school.

Each child will be provided with their own pack of equipment in a clearly labelled zip lock bag which will remain on your child's allocated table. Children should not bring in any of their own equipment from home.

Water bottles with your child's name clearly labelled will need to be provided and taken home each night to be washed. These will remain on your child's individual desk at all times. No book bags are needed. We will not be sending reading books home to begin with as these could pose cross contamination issues. PE kits are also not needed at the moment.

Please could you provide a small good quality hand cream for your child (labelled clearly with child's name), as frequent handwashing can be very damaging to delicate skin and we would like to protect against this.

Learning Provision

Staff are restricted in the range of learning activities that they are able to provide at this time. However as a school we will of course do our best, but this is not going to be school as we know it.

Playtimes and lunchtimes

Playtimes and lunchtimes for each group of children will be staggered. The playgrounds will be sectioned into two spaces, allowing each bubble their own section of playground to play. Activities will be extremely limited; for example no football, four square or activities where children are in close proximity. There will be limited play equipment available if any; where it is used this will be assigned to specific groups/bubbles.











Catering Arrangements

Initial catering arrangements after half term will be a "grab bag" packed lunch offer from our catering provider, for those pupils who normally receive a free meal or who pay for one. If you prefer for your child to bring their own packed lunch, please let us know and ensure it is in a labelled, washable lunchbox. This will ensure that they can be washed or anti- bacterial wiped at home each night. No backpacks or bulky items- we do not have the space to store and these can be unhygienic and difficult to clean. Our intention is to return to offering a hot meal provision as soon as this can be prepared and delivered in adherence to government guidelines on social distancing. Where pupils are currently in receipt of a weekly free school meal voucher under the government scheme these will stop as different year groups return to school on a full time basis.

Amended Behaviour Policy

We have developed some rules for children coming into school and have called them our 'Bubble Rules'. Children choosing to not follow our Bubble Rules, will be sent home and cannot return to school until they can be safe.

St. Alphonsus' Catholic Primary School Bubble 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 pack;
-  I will not mix with children in a different bubble in school;
-  I will ask an adult when I need to use the toilet, so they can help keep me safe;
-  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 at all times to maintain the safety of myself and others;
-  I will follow these expectations and know that if I don't, I will be sent home and will not be able to come back into school until I can be safe.

Deliberately coughing and/or spitting towards a person is an act that may compromise safety. Actions such as these may therefore be considered by the Headteacher as a reason for exclusion. (NPCAT Exclusion Policy May 2020)

Contacting School

All communication with the school should be made via email on enquiries@stalphonsus.npcat.org.uk or by telephone. Telephones will be manned from 8am until 4pm and specific time slots for telephone appointments with teacher/Head Teacher/Senco to be arranged for after school. Please call the school office to arrange this.

Please adhere to all measures in place, particularly with regard to drop off and pick up times and ensure that we have your most up to date contact details and that you are able to be contacted throughout the day. If you have any questions or would like to discuss anything regarding your child, please do not hesitate to contact us.

Yours faithfully,

Miss McCann
Head Teacher