



St Paulinus Catholic Primary School

Part of Nicholas Postgate Catholic Academy Trust

The Avenue, Guisborough, Cleveland, TS14 8DN

Tel: 01287 637978

Fax: 01287 635976

Email: enquiries@stpaulinus.npcat.org.uk www.stpaulinus.npcat.org.uk

Head Teacher: Mr S Geaves



ST PAULINUS
CATHOLIC PRIMARY SCHOOL

Phased Reopening of School from June 8th 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 what 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 Opening Times

- **Staggered Opening** 8.30pm Key Workers, 8.45 am onwards for Year 6 and 9.00am onwards for Year 1
- **Staggered Closing** 3.00pm Key Workers, 2.45pm onwards for Year 6 and 3.00pm for Year 1.
- **Breakfast club** 7.30am-8.30am for Key Worker children in Hall
- **ASC** 3.00-5.30pm for Key Worker children in Hall
- **I will contact each Y6 family on Friday to inform of exact start and finish time as I am still waiting for some responses to the questionnaire sent out earlier.**

School Arrival and Pick up Arrangements

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

- Entry into school will be through the school gate. We will operate a one way system on the front yard so that parents can walk their child to their access door and then leave the yard through the gate on Staindale.
- Key Worker children will enter school through the hall door at 8.30am. They will need to be collected from the same hall door at 3.00pm
- Children in Year 6 are in two groups (6S and 6P). Year 6S with Mr Rathbone and Miss Ashwell will stagger start from 8.45-8.55am through the library/atrium door and leave from 2.45pm using the same door. Year 6P will be with Mrs Hopkinson and Mrs Ellis and they will stagger start from 8.45-8.55am and enter school through the Year 5 class door and will be ready for collection at 2.45pm using the same class door. Parents will be individually informed which group each child is in and their specific start and finish time.
- Children in Year 1 will be in one group with Miss Mount and Mrs Hewitt. They will start school from 9.00am and finish at 3.00pm. They will use the atrium door for access and at home time.

- **If you require Breakfast and After School Club the access to this is through the hall door. No parents are permitted on the school premises.**

Please observe any markings in place. Parents will be assigned a drop off and pick up time for their child; any parent arriving late should ring the school office and not enter the school grounds. Only one parent/adult should drop off and 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. Please remain at the edge of the playground/ back of school whilst waiting for your child and allow them to come to you. **DO NOT CONGREGATE BY THE BIKE SHEDS PLEASE SPREAD OUT AWAY FROM THE GATE ENTRANCE.** Please leave the school promptly and do not linger to talk to others - even if at a safe distance. Parents of Year 6 children walking to or from school **ON THEIR OWN** should email school with their arrangements. Parents should be confident that their child will adhere to social distancing guidelines and not gather with friends outside school. Any Year 6 child who is seen not adhering to this guidance, may be asked to remain at home for seven days.

Organisation of Children in school

Pupils will be divided into small groups or 'bubbles' with dedicated members of staff for that group. In all cases groups will be allocated two members of staff. There will be no whole school gatherings of any kind. Pupils will be monitored accessing the toilets to keep children safe at all times and not able to mix with other groups.

Behaviour

We have had to adapt our current behaviour policy to the current situation. A 'COVID Appendix to the Behaviour Policy' will follow/or is attached to this letter. This will be carefully explained to the pupils on their return to school. Any child putting others at risk will be sent home immediately. This includes consistent refusal to follow social distancing measures and other anti-social behaviour such as spitting - never has this taken on a more sinister possible consequence than at the moment.

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.

Break times and lunch times

Breaks will be staggered to enable social distancing. More than one group will be allowed to play outside but only within their designated area. 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 a group of children monitored by adults.

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. 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.

Use of Equipment

Pupils will not be permitted to share resources. Materials and surfaces will be cleaned and disinfected more frequently in school. Ipads can be brought into school each day and will be cleaned. In Year 1 all children will be

provided with a school ipad to use during the school day. School water bottles will no longer be used.

Uniform and items from Home

We expect that all pupils will wear a school uniform. Clothes must be washed daily.

Children must not bring book bags as we are unable to send books home at the moment.

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 so there should not then be a need to send sun cream to school. **All items that come into school should be in a carrier bag, rucksacs are no longer permitted.**

Learning Provision

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

Contact with School

All contact with school is via telephone and email. **Parents/Carers are not permitted in the school building.** Please do not visit the office. Please adhere to all measures in place, particularly with regard to drop off and pick up times.

Please ensure that we have your most up to date contact details and that you are able to be contacted throughout the day.

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 – you may drive into the school car park. 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.

Social Distancing Measures

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

Safety and Handwashing

Staff and pupils will be encouraged to wash their hands more frequently with instructions displayed in the toilets. Pupils will be encouraged to catch and bin any coughs and sneezes.

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.

Thank you in anticipation of your support. If you have any questions please contact the school by email or phone.

Stay Safe, Mr Geaves