

St Paulinus Catholic Primary School

Part of Nicholas Postgate Catholic Academy Trust



The Avenue, Guisborough, Cleveland, TS14 8DN

Tel: 01287 637978

Fax: 01287 635976



ST PAULINUS
CATHOLIC PRIMARY SCHOOL

Email: enquiries@stpaulinus.npcat.org.uk

www.stpaulinus.npcat.org.uk

Head Teacher: Mr S Geaves

Friday 28th August 2020

Reminder of Information for parents and carers on plans for wider opening at St Paulinus Catholic Primary School

Dear Parents,

I am delighted to share with you our extended plans for reopening next week. I am confident the school is well prepared for all children to return with extra precautions all set up. I apologise it is quite a long and formal letter and hope you find the information useful. Most staff have been in this week getting ready for the children and there is a real sense of excitement as we cannot wait for the children to return.

In summary the main points are:

- Staggered start and finish times (shared by ParentMail July 2020)
- Phased return for EYFS pupils.
- Only 1 adult permitted at drop off and collection.
- 'One way' system on the yard.
- Communication by phone or email, no visitors to school office unless by appointment.
- Increased cleaning regimes.
- Hand sanitisation installed in classes.
- Children organised in class bubbles.
- Limited movement around the school.
- No whole school or large group gatherings.
- Staggered breaks and lunch times.
- Hot meals return.

1. Current guidance and statistics

The DfE guidance for schools returning in September 2020 was published on July 2nd, has had further updates and is available [here](#) and further guidance for parents [here](#).

The DfE guidance outlines that all schools will return to school full time from next week and we are ready for this. However, at the time of writing there is still public health advice in place to minimise the risk of transmission of coronavirus (COVID-19) in schools and we will be making changes to the way it operates in September 2020 to keep children and staff safe from contagion. These changes are outlined in the sections below.

In summary the DfE guidance plans two main ways to limit transmission of the virus from September:

- i. Ensuring pupils remain in consistent groups (known as 'bubbles') wherever possible, thereby minimising the number of contacts between different people across the school. The new guidance says *'schools may (now) need to change the emphasis on bubbles within their system of controls and increase the size of these groups'*.
- ii. By maintaining distance between individuals wherever possible ('social distancing'). Our experience with keyworker provision and the limited return to school since June 8th shows us that this is harder for children in EYFS and thus we propose different arrangements for children of this age.

2. Attendance

In September, school attendance will be mandatory. This means that the legal duty on parents of children of compulsory school age will apply. It is vital that children return to school as quickly as possible for their educational progress, wellbeing and wider development.

Where shielding advice remains in place for your child, it is important that you communicate this information to me so I can ensure remote learning continues. We will ask for evidence from your child's doctor or other medical professional, to support this requirement. The same support may be considered where a child is self-isolating with symptoms.

It is the expectation that parents will not take a holiday in term-time as this will cause further disruption to their child's education. Holidays in term-time must be in writing to myself using the appropriate form and providing details of the destination to be visited. A request will only be agreed where it is satisfied there is an exceptional circumstance that is in accordance with the Nicholas Postgate Catholic Academy Trust policy. If the area to be visited is at high risk of transmission of the coronavirus, the school must ensure that there is an individual risk assessment in place for the child to return to school. Legal powers to enforce attendance will be used where a child misses school without a valid reason and the absence is unauthorised.

3. Precautions

We will continue to take precautions in line with DFE guidance such as:

- ensuring everyone at the school cleans their hands more often than usual
- ensuring good respiratory hygiene, by promoting the 'catch it, bin it, kill it' approach
- enhanced cleaning, including cleaning frequently touched surfaces more often
- minimising contact and maintaining distance where possible Virus Transmission and Infection

You must not send your child to school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days. Anyone developing those symptoms during the school day will be sent home in order to reduce the risk in school and further drive down transmission of coronavirus (COVID-19). All schools must follow this process.

If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. We would ask parents and carers to support us by engaging with the NHS Test and Trace process so that cases can be identified and action taken - this means if your child develops symptoms, you should arrange for them to get a test and you should inform us of the results of that test.

Pupil illness IF IN DOUBT DO NOT SEND. PLEASE DO NOT DOSE YOUR CHILD UP WITH CALPOL AND SEND THEM TO SCHOOL. 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 and report to the school office. If coronavirus is suspected, the staff member will be wearing a disposable apron, gloves and mask and collection will be from the after school club room. You must then follow Public Health England advice.

4. Class and year group 'bubbles'.

We will group children in year groups into 'bubbles' which will remain consistent and separate from other 'bubbles'. It has been decided that the school will operate four larger phase bubbles across the school. One for the Early Years classes (Nursery and Reception), one for Year 1 and 2, one for Year 3 & 4 and

one for Year 5 & 6. For the majority of their time in school the children will be with their own teacher and support staff but at playtimes and lunchtimes they will be separated into phase bubble groups that will only have limited contact with one other year group. This will *'make it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible'*.

For the majority of the time a distinct group of adults will support each 'bubble'. Adults will endeavour to maintain a 2 metre distance from each other, and from the children as the adults are statistically at a higher risk. Having 'bubbles' of two classes helps the school with logistics for breaks and PPA to be covered and also allows cover for staff absence safely.

5. First day back –Wednesday 2nd September.

Children in Years Reception to Year 6 have been given an allocated time between 8:40 and 9:00 to arrive on the 2nd September to allow all those who are new to the school or to a site (since end of March 2020) to be directed to the right place, for parents to feel comfortable about where their children will be and to ensure a calm and ordered start to the term. These start and finish times will be in three groups and we will try and maintain siblings together to make things as straightforward as possible for families. These times have been sent by ParentMail in July 2020.

Children in these year groups will have to enter the building on their own and parents will remain outside until further notice. Please prepare your children for this and support the school by staying socially distanced from school staff on this day. Parents will also be asked to observe the one-way system that has operated successfully on the school yard. Please do not drop your child off at the gate and double back. Reception and Nursery parents will walk around the back of the school and exit using the gate on Staindale. Existing Nursery children will be contacted individually to agree a return date and time to meet these new logistical requirements.

6. Children new to school – Nursery and Reception.

New Nursery children and their parents will be invited for an individual appointment to meet the teacher in September 2020. The children will either attend for a morning or an afternoon and have been notified of their slot. Nursery children have been allocated different start dates to allow a gradual intake of children so that they can familiarise themselves with their new environment. Reception children will start school on part time hours for the first week to ease transition to school. On arrival at school, children in Nursery and Reception will have to enter the building on their own, saying goodbye to their parent at the external door to their classroom where they will be greeted by their class teacher. Where possible, please limit the number of adults accompanying a child to school or collecting them at home time to **one per child**. Please can we also make sure that all siblings do not play on any outside equipment and stay on the footpath at all times.

If a child is reluctant to separate from their carer at the door we will seek your support to guide them in safely. Staff are advised against all contact with children to maintain social distancing measures. After this day we ask that parents then remain outside until further notice. Please prepare your children for this and support the school by staying socially distanced from school staff when you do enter the building.

7. Classroom Organisation and Lessons.

For Years 1-6 children will be seated for the autumn term side by side, facing forward, in either rows. Children will sit in a designated space and not change seats for different subjects.

Children in EYFS will be following a free flow, play based curriculum with restrictions in place. To reduce contact, there will be limited numbers of children sat on the carpet with others seated in chairs around or at the back of the carpet area. Whole class teaching sessions will be no longer than 15 minutes and all classrooms will be well ventilated. It will not be possible, nor is it required, to enforce social distancing measures with children in EYFS. This means that children will come into contact with all the children in their class and they are likely to come into contact with all the children in the year group during outside

free flow and lunchtimes. Staff will endeavour to maintain a 2 metre distance from each other, and from the children as the adults are statistically at higher risk.

Coats and bags. As year group bubbles will not often share the same cloakroom facilities coats and bags can be left in their normal places in most cases. If there is a risk of 'bubbles' coming into contact with each other's bags or coats then bags and coats can be hung on the back of chairs in classrooms instead. Please make sure this bag is small. A separate PE bag can be left in school for PE.

Learning resources. For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the class bubble; these should be cleaned regularly, along with all frequently touched surfaces.

In KS1 and KS2 resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. Individual year group bubbles will not share equipment at playtimes.

Assemblies. There will be no traditional whole school or key stage assemblies during the first part of the autumn term and these will be replaced by a 'Google Meet' version, which will be watched by children in multiple classrooms on ipads and screens. Classes may be still able to do individual class assemblies using this technology and it is possible that parents may then also be able to virtually 'join us'. We are keeping an open mind about Harvest, School Mass and Christmas productions but all should be aware that, even at this early stage, full-scale productions look unlikely in the autumn term.

School trips. We are not planning any school trips during the autumn term.

Group work and interventions. Interventions will not take place with children from mixed year groups together and shared spaces and equipment will be allocated for the time being to a single year group. Teaching Assistants will work in classrooms wherever possible rather than withdrawing children and if they need to talk with an individual child this should take place outside to avoid the need to walk through spaces allocated to other 'bubbles'. Children working in learning spaces outside the classroom should take all equipment they require with them to the intervention area. The area will be cleaned over lunch, before pupils from another bubble use the same area – i.e. a single group using the space in the morning and a single group in the afternoon. Staff and children will wash their hands before returning to their own classroom.

8. Other School Matters

Breakfast and after school clubs. Breakfast and After School club will run with booked places only in autumn term to avoid children coming and going and to ensure consistent staffing. 'Ad hoc' places will not be available for the time being and parents must commit to set days in any given week in advance. There is a limit on the number of places available and all who require a place will be accommodated wherever possible. As we are not doing activity clubs in the autumn term (see below) we will have more spaces to spread these children out and wherever possible we will try to keep them with children from their own 'bubble' – i.e. year group – with the same set of staff. However, this cannot be guaranteed and children are likely to mix with a limited number of children outside their 'bubble' in these clubs and parents should be aware that this will heighten the risk. We have made the decision that this was justifiable given that the alternative is no provision at all for working parents. Office staff can explain new arrangements (e.g. if certain year groups will be in different locations) at the time of booking. It is likely that the after school club and Breakfast Club will be based in the hall until further notice. Access to this will therefore be through the hall door with all children and adults following the one way system through the yard and using the exit on Staindale (good for the step count).

Activity clubs. There will be no after school clubs run by staff initially. We are now looking to work with sports coaches to see what can be done including our very popular Yoga sessions.

Movement around the school site Movement around school will be kept to a minimum. There will be no whole school gatherings of any kind so children will be classroom based for most of the school day. Children will be shown how to keep to the left if walking in communal areas is necessary.

School office. School office will remain closed to visitors. Parents should do all they can to ensure that children have all that they need for the day (e.g. packed lunches) at the start of the day and if there is an emergency meaning that their child needs to be collected at a different time should telephone the school first. Staff will then arrange to meet parents with their child in the open air. All other communication should be done by telephone or e-mail.

Enhanced cleaning regimes. Since some children returned on June 8th all schools have been subject to enhanced cleaning and have also been repeatedly deep cleaned and as a consequence the schools have never been cleaner. We have adjusted our cleaning rotas to ensure that much more cleaning goes on during the school day – with particular attention paid to those surfaces that are frequently touched like door handles. School staff not normally involved in these duties like teachers and support staff have also been helpful in keeping their own classrooms clean and extra materials have been provided for this purpose. We anticipate these arrangements will stay in place until further notice.

The importance of fresh air. Windows and doors should be left open in most cases even as the weather gets colder. Children may be allowed to wear coats in class with permission from their class teacher. Where possible teachers may take the opportunity to move some subject teaching or groups outside with the agreement of the Headteacher and still adhering to social distancing measures.

Behaviour. An addendum to our behaviour policy was formulated in June 2020 when the first groups of children returned to school and remains in place. In the addendum we have had to change some of our expectations around pupils' behaviour and make these clear to all. In these times of heightened risk to our health, it is important that children and staff are aware that unhygienic behaviour is taken very seriously. Our Golden rules remain unchanged and children should strive to do their best in all that they do.

School lunches. We intend to have a full school offer for hot lunches again from the 2nd September provided by Mellors with a return to the normal payment arrangements via ParentPay. Year 3 parents should be aware that universal free school dinners do not apply in KS2 and that payment may be required. If parents are unsure about whether they need to pay or not they should contact their school office. An amended menu will be in place with more limited choice of dishes – basically meat or vegetarian, with no open salads or bread. To aid with distancing measures lunches being eaten in classrooms will occur regularly. Children will always have the chance to wash their hands before eating.

Availability of water on site. All pupils should have their own water bottle that is untouched by other children or staff. Water is available in school to refill children's own water bottles. Water bottles will return home to be washed every night.

Travel to and from school. In accordance with our current risk assessment we encourage parents, staff and pupils to walk, use a scooter or cycle to school if at all possible. Children should not travel to or from school with other children or with another family outside of their "bubble".

School uniform. School uniform should be worn as normal. We ask that parents wash uniform more regularly than normal in order to attain the highest levels of hygiene within the school.

Toilets. Where toilets are shared between year groups we may allocate certain times to a particular year groups and additional cleaning will be in place. For older children the need to visit the toilet during teaching time will be discouraged as it is not possible to supervise all older children as they visit the toilet with the potential risk of cross 'bubble' contamination. All children should wash hands after they have been to the toilet and be reminded to do so.

9. Curriculum

Curriculum for reconnection and recovery. It is clear from those children who returned in June that the enforced break has had an impact on children's behaviour for learning. The situation may change after the summer holiday but it is clear that some children have become passive and even withdrawn during the lockdown.

The primary focus of the recovery curriculum is to 'help children to recover from their loss of routine, structure, friendship, sleep, opportunity and freedom.'

Those five losses, of routine, structure, friendship, opportunity and freedom, can trigger the emergence emotionally of anxiety, trauma and bereavement in any child. The overall impact cannot be underestimated. Naturally we recognise that pupils may have a loss of knowledge, but this does not recognise the scale of impact. If we consider the definition of a relevant curriculum as the 'daily lived experience' we must plan for experiences that provide the space for recovery.

The **Recovery Curriculum Framework** is based upon the work of Barry Carpenter and the Evidence for Learning team, which sets out the importance of recognising the trauma and loss that children will have been through during the Covid-19 pandemic. Successful transition for children to enable them to once again become efficient and confident learners is key. The way in which we do this is to acknowledge and accept the losses that we have all been through during the pandemic. It will be essential that each school must ensure they adhere to our aims and objectives with the content they believe is best for their school community.

The work of Professor John Hattie who has [studied extended school disruptions across the world](#) gives us a good idea about what will need to be done on our return and we will focus in the first weeks on strengthening our own '3 R's' - routines, relationships and resilience. This will also form the basis of some of the first work undertaken when children return on the 2nd, 3rd and 4th September.

Whilst we are confident that many children will quickly 'bounce back' after the lockdown we are aware that there will be some children returning who have experienced bereavements amongst friends or family or who have experienced anxiety or stress during this time. There will be a potential disproportionate effect of the pandemic on some communities and individuals and we will do all that we can to support where appropriate - using our own school counselling service and where appropriate signposting to other organisations who might provide support.

In September we had long planned to begin our updated PSHE curriculum and we have now reconfigured this for autumn 2020 so that work in all year groups centres on health and wellbeing. We will allow extra time for this in the autumn term as well as ensuring that circle time is timetabled and that the new scheme of work called 'Jigsaw' becomes embedded as practice within the school.

Swimming. Swimming will not take place during the autumn term for Key Stage 2 but if possible extra sessions may be arranged later in the school year. At this moment in time we do not know when swimming sessions at school will restart.

Music. The DFE guidance says *'Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting'*. Therefore we are revising our music curriculum for the autumn term 2020 so that children do not participate in any of these activities. Fortunately the school has many other possibilities for music teaching such as our music scheme 'charanga' and new this year, ukulele for Year 4. Staff will work with children using these kind of alternatives.

Year 1 & 2 phonics catch up. Children in Year 1 & 2 in September 2020 will have additional phonics sessions in the autumn term to support catch-up. Some children in Year 3 may also require additional phonics teaching.

Reading books for home. School reading books will be sent home initially in KS1 and EYFS. Any books borrowed must be 'quarantined' for 48 hours before being used again. KS2 children may choose a reading book from school but all books that they touch must be quarantined and put in a separate box.

Broad and balanced curriculum. Our school intends to continue with our normal ambitious and broad curriculum in all subjects from the start of the autumn term. As mentioned earlier we will but make use of existing flexibilities to begin at appropriate starting points for all our children and this may mean that not all subjects are taught every term although as we return to normal working this is our aspiration. We plan on organising themed days each week to enable curriculum to be taught effectively and safely.

Pupils with additional needs. We are aware that for some children with additional needs, returning to school after lockdown may cause additional anxiety or stress. Children with additional needs will be supported by the school to ensure a smooth transition when returning to school. To ensure a shared understanding of pupils' pastoral needs, staff will share information prior to transition and appropriate plans will be put in place where required. In some cases, children with additional needs may require a risk assessment to be completed. This will be completed with input from the class teacher, child, parent/ carer and the SENDCo or Head Teacher. Staff will continue to be responsive to the needs of individual pupils and additional support will be provided where necessary. Small group or 1:1 support may take a different form in the autumn term so that adults and children remain safe, for example, sitting side by side, staff and pupils working at a greater distance from each other, and working in different parts of the school building. Staff who are in close contact with individual children may wear PPE. Physical contact, such as guiding a child or hand-over-hand support will be kept to a minimum and all staff working with children requiring such support are familiar with the use of preventative hygiene, including regular hand washing. Referrals to external agencies such as Speech and Language, CAMHS and the Educational Psychologists will continue. We will also support families by signposting them to organisations who may be able to provide support during this time.

10. Contingency planning for further lockdown

Having learned a lot from the initial nationwide lockdown the School is well prepared should further lockdowns be advised. Our expectations would vary according to the type of shutdown which is advised.

In the event of a Borough wide lockdown similar to that in place in Leicester from Saturday 4th July, St Paulinus would revert to an enhanced version of the arrangements which were in place during the nationwide lockdown. We would return to using Google Classroom, Purple Mash and Parentmail based activities to deliver home learning activities.

Thank you ever so much for taking the time to read through this letter. We will help and guide the children through the first three days in particular as we get used to the school being fully open again.

If you have any questions then please get in touch with the school by emailing enquiries@stpaulinus.npcat.org.uk or by phoning 01287 637978.

Warmest Regards,



Mr Geaves