



Holy Family Catholic Primary and Nursery School

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Co-Head Miss K Bathe & Mrs N Mossop

26th February 2021

Dear Parents and Carers,

As I am sure you are aware, on Monday, the government released guidance regarding the plans for returning to school on Monday 8th March. From this date, it is compulsory for all children to return to full-time education. As always, we constantly review our risk assessments in line with government guidelines in order for our school to operate in the safest possible way.

The School Day

The school will continue to operate in phase group bubbles. This will allow children within the same phase to work, eat and play together throughout the school day. Children within different phases **will not** mix at any point during the school day. Enhanced cleaning will take place throughout the school day.

Phase Bubbles				
<u>Nursery</u> Bush Babies	<u>Reception</u> Tiger Giraffe	<u>Key Stage 1</u> <u>Year 1 and 2</u> Zebra Panther Leopard	<u>Lower Key</u> <u>Stage 2</u> <u>Year 3 and 4</u> Crocodile Lemur Gazelle	<u>Upper Key</u> <u>Stage 2</u> <u>Year 5 and 6</u> Elephant Lion Jaguar

Arrival to school

In the mornings, **the doors to all classrooms will be open from 8:30am**. Children will be expected to enter school via the correct door as soon as they arrive on the school grounds. Children will not be allowed to play on the playground or the equipment before or after school. **All children are expected to be in school by 8:45** and at this time the doors will be closed.

End of the School Day

The end of the school day will also be staggered. It is very important that you stick to your allocated timings for dropping off and collecting your child/children.

Please see the attached timetable showing the collection time for each class including the location of the drop off and collection. Please ensure you arrive and leave promptly to avoid large group gathering on the playground.

Break and Lunch time

The children will continue to be in phase bubble throughout their lunch time and these will be staggered to avoid contact with different bubbles. (See frequently asked questions for more information)

Illness

If your child displays any symptoms of Covid-19 then they **must** be kept at home to self-isolate and arrange for a test to be carried out. If the test is negative then the child can return to school. If the test is positive, then the child must self-isolate for 10 days from when they first had the symptoms and anyone with in the household for 10 days from when the symptomatic person had the symptoms. (or the date the test was taken if they did not display symptoms)

It is important that school is informed of any illness and we must be informed immediately of any positive result so we can trace any close contacts immediately.

PE

Children can continue to wear their PE kit to school on their allocated PE day.

Monday	Lion
	Crocodile
Tuesday	Elephant
	Gazelle
Wednesday	Giraffe and Tiger
	Panther
Thursday	Leopard
	Lemur
Friday	Zebra
	Jaguar

Frequently Asked Questions

We have attached a 'Frequently Asked Questions' sheet which should cover all of the questions that you need to know in order to make the return to school as positive and as smooth as possible. If however there are any questions or concerns you have at this time then please feel free to contact us on admin@holylfamilyswindon.sch.uk

We would thank you for your patience and understanding, it has certainly been a challenging time for all. We are very much looking forward to welcoming all the children back to school.

Miss K.Bathe and Mrs N.Mossop
Co-Headteacher

Whole School Openings and Timings – Nursery, Reception and Key Stage 1

	Nursery	Reception Tiger	Reception Giraffe	Year 1 Zebra	Year 1/2 Panther	Yr2 - Leopard
Arrival	8:30	8.30 - 8:45	8.30 - 8:45	8:30 - 8.45	8:30 - 8.45	8:30 - 8.45
<p>Nursery, Reception and Key Stage 1 children can be dropped off at any time between 8:30 – 8:45 and will go directly into the classroom via their allocated door.</p> <p>We expect all of the children to be in school by 8:45 at the latest</p>						
Entrance *one way system	Nursery Gate only	Main Gate				
Exit	Nursery Gate only	Bottom gate (KS2 playground) or Gate by Haven				
Enter class by	Nursery doors	Tiger doors	Giraffe door	Zebra door	Panther door	Door by Panther class and through hall
Dismissal – End of school day	2:45 – 3pm From nursery door	2.50 From Tiger door	2:50 From Giraffe door	2.55 From Zebra door	2.55 From Panther door	2:55 Leave from door next to Panther class
Parents collection area	Social distance in Nursery area	Line up around the climbing frame	Line up by Tiger post	Line up by Zebra post	Line up by the shelter KS2 playground	On KS2 playground behind the wall
Parental access	In and out of Nursery gate only.	In Main gate out of bottom gate or Y5/6 gate				

Whole School Openings and Timings – Key Stage 2

	Year 3 and 4 Crocodile	Year 3 and 4 Gazelle	Year 3 and 4 Lemur	Year 5 and 6 Lion	Year 5 and 6 Jaguar	Year 5 and 6 Elephant
Arrival	8:30 – 8:45					
Key Stage 2 children can be dropped off any time between 8:30 and 8:45 and children will go directly into their classroom. We expect all children to be in the classroom <u>by 8:45 at the latest.</u>						
Entrance	Main Gate			Main gate or Kitchen gate (If year 5 or 6 only)		
Exit	Bottom gate (KS2 playground) or Gate by Haven			Kitchen gate		
Enter class by	KS2 Playground door			Door by Kitchen		
Dismissal – End of school day	3.00 KS2 playground door onto playground – A collection zone will be allocated			3.05 Leave from door near kitchen and taken onto KS2 playground – A collection zone will be allocated.		
Parents collection area	KS2 playground – There will be zoned area's					
Parental access	In Main gate out of the bottom gate or Y5/6 gate					

Frequently Asked Questions

Do I have to send my child back to school?

The government have made it compulsory for all children to return to full-time education from March 8th. They have also stated that parents who choose not to send their children back may be fined. We fully recognise that there may be anxiety from parents and children about going back to school. We would hope, however, that we can work with all our families to allay any concerns and support the children in making it a successful return to school. We are happy to discuss any individual concerns that you may have to support you in the return to school.

What do I do if I or my child has been shielding due to being clinically extremely vulnerable?

Current guidance states:

'The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. They are advised not to attend school while shielding advice applies nationally.'

If you believe your child to be in this category then please contact the school office at your earliest convenience.

Are you confident that you can follow government guidelines/recommendations and put in place the additional measures?

Since September, we have ensured that robust risk assessments have been in place and regularly reviewed in line with government guidelines. We have also been successfully spot checked by Public Health England to ensure our school meets 'Covid safe' requirements.

We are continually updating our risk assessments to ensure that we have made the changes required to keep the environment as safe as we can. Health and safety of all our school community is paramount.

We have gel dispensers for each classroom and external exit point. Signage around the school regarding social distancing and direction of travel will be in place. Handwashing signs, showing children how to wash their hands are in all bathroom areas. We have PPE equipment for staff for when it is needed (first aid, toileting accidents) and the organisation of the school restricts movement around the site and contact between bubbles.

What if there is a positive case of Covid-19 in the school?

Within the school, we will be doing all that we can to minimise the risk of infection and transmission. However, we fully recognise that with the opening up of society, any member of our community could develop symptoms.

To prevent infection developing within the school, we ask that if your child, or someone in your household, has symptoms you should not send them to school or college.

At the first sign of any symptom within the school setting, we will follow the procedures from Public Health England (PHE), which are to isolate the suspected case in a separate location away from other members of the school. They will then be sent home with instructions to get tested and remain at home until the result is

known. If the test comes back positive, then all those who have had contact with that member of the school will be asked to self-isolate for 10 days under current PHE guidance.

The government is asking everyone to engage with the NHS Test and Trace process so that cases can be identified and action taken.

On returning to school, will children receive fairly structured lessons/subjects?

We fully expect to return to providing a broad and balanced curriculum from 8th March. There will be a big focus on reading and phonics, as well as maths activities, which will be linked into other areas of learning too. We do anticipate that there will be a settling in period for the children following such a long time at home and we will be focusing on their emotional development too. We aim to provide as much learning outside as possible and will be looking at making all their learning exciting and creative.

How will teachers assess my child's progress?

The use of google classroom during this current lockdown has allowed teacher to continue to assess the work that pupils have submitted whilst they have been working from home. When the children return to school, all staff will continue to support children with their learning, identify any gaps in knowledge and ensure that the curriculum is adapted to ensure these gaps are addressed.

As a Catholic school, how will you be delivering collective worship and liturgies?

Under the current guidelines, we will not be able to hold whole school collective worships in the hall. However, that does not mean that they won't take place. Prayer and worship will continue to be a big part of our daily life, whether this be streamed virtually, in classes or in bubble groups. We will still use music and hymns to support our praise of God.

We are currently working with Clifton Diocese who are planning Masses and reflections for the children to take part in online. We are also in contact with Fr Obi ,our parish priest, who has been finding ways to support us and the children too. We aim to plan in any liturgies and Masses as soon as restrictions are fully lifted to allow us to do so.

There will be no class assemblies or class Masses until at least the Summer term, when these arrangements will be reviewed to take into account any changes to the measures regarding Covid-19.

If my child is sent home to self-isolate because they have been in contact with someone who has tested positive, will they miss out on learning?

If we need to send home whole classes or bubbles, then we will provide online learning for children to access at home via google classroom. If you do not have access to equipment for online learning, please make us aware and we can discuss how best to meet your child's needs.

Will morning club and after school club provision be available?

A letter regarding morning club and after school club provision will be issued early next week. This will include details of how to book.

Would it be possible for children to keep their own stationery sets throughout the day rather than sharing to minimise the risk?

We ask that you do not bring any equipment from home as it is a potential source of infection. Year 3 to Year 6 will have their own stationery set in class, which will be only used by them. These will be cleaned after use at the end of the day and as needed during the day. Children may now take home reading books and these will be rotated in and out of circulation to allow for cleaning time. Books will be available in the classroom for individual use but will also be rotated to allow them to be cleaned.

Will children be sharing cups and water fountains?

All children need to bring in their own named water bottle for use throughout the day, they will be used at lunch time as well as no cups will be provided.. The water fountains have already been switched off and will remain out of use until it is safe to operate them.

Will all pupils be encouraged to maintain a sensible distance from one another?

The guidance talks about 'bubbles' being okay to mix and that social distancing should be encouraged but with younger children is not always possible. Staff will be asked to maintain a safe distance according to the guidelines and will ensure that they follow all hygiene measures to limit cross-contamination.

How will children be social distancing at break and lunchtimes?

Each bubble will have an outdoor area allocated just to themselves for use during lesson time. Break and lunch times (see timetable) will be staggered so that bubbles can use the playground areas on their own. Phase bubbles will be eating in the hall at different times and enhance cleaning will take place in-between (except Nursery and reception who will eat in their classrooms.

Hot meals are available, however a cold pudding will be on offer to minimise kitchen staff contact. Each bubble will also be allocated play equipment that will not be used by any other bubble.

How many times per day will they be asked to wash their hands and will equipment be cleaned daily?

Washing of hands will be regular and frequent. Children will be expected to wash their hands (or use gel) on arrival, at break time and after break, before and after lunch, and before they go home. The class teacher will then decide depending on the activity, and whether or not the children have been outside, on when handwashing should take place. They will also wash hands if they cough or sneeze into them. All staff will have read the guidance so will know the seriousness of making children wash their hands regularly.

Each classroom will also have cleaning equipment, spray and wipes available to them for a quick clean as needed during the day. Staff will also be able to soak high use equipment in Milton overnight.

I've heard that children will have their temperature checked daily on arrival? Is this true?

The guidance does not recommend that we take temperature checks daily. If a child appears unwell, we will check their temperature as is current practice. If a child has a high temperature, or is displaying any of the symptoms, they will be isolated immediately, and parents contacted as a matter of urgency. They will then be able to book for a test to see if they have the virus. On confirmation of a positive result, all other members of the bubble will also have to isolate for a two week period and be advised to get tested.

Do they have to wear school uniform?

Yes. Holy Family's school uniform policy will be in place in September. Please make sure you know what this is before returning to school. The guidance is not stating a need for daily washing of the uniform, but you may want to. On PE days, the children will come to school in the PE kit as outlined in the uniform policy. This then limits the risk of clothes being muddled and worn by a different child.

In the spring and summer months please also make sure that your child is protected against the sun, with a named hat and sun cream applied. Unfortunately, we will be unable to apply lotion to your child, so we recommend that you apply long-lasting lotion at home before school.

Can my child wear a mask?

No. It states quite clearly in School **Coronavirus (COVID-19) operational guidance February 2021** that:

'Children in primary school do not need to wear a face covering'

The handling of face masks e.g. the correct storage, applying correctly and the safe removal is paramount to limit the risk of cross-contamination and young children would require adult support to reapply a mask. This would be an additional risk of transmission to both the adult and the child.

Can parents go into school with their children if they are feeling nervous?

We know this is going to be incredibly difficult, especially if your child is upset on arrival at school, but we cannot allow you to enter the school building. Nursery parents will be contacted separately about how this will work for them. Drop off and collection will be at the entrance indicated on your letters. It is essential that you move through the school drop off and pick up time frame as quickly as you can. This is to limit the amount of contact with other families. We request that only one parent/carer drops off and time waiting is limited. We will make sure that children are ready to go home in good time! Please do not be late. There will be clear social distancing measures in place and a one-way system through the playground. We would encourage you to walk or cycle to school to avoid traffic problems outside the school gate. If you do need to drive it is essential you use Holy Family Church car park.

If you have multiple children across the school, you will be able to drop off without waiting for the next allocated time. This is more difficult to facilitate at pick-up, so we ask that you wait patiently between time slots.

Can I go to the school office if I have any questions or queries?

Access to the school office will be limited to emergencies only with social distancing markers in place. If you need to routinely contact the office, please do not hesitate to do so by phone or email (admin@holyfamily.swindon.sch.uk).

If you wish to speak with the class teacher about a concern then please phone or email the office and they will arrange a convenient time for a phone call. You can also contact your phase lead via the phase lead email address.

Is it safe for my child to return?

As the circulation of the virus decreases, the risk of transmission is reduced. This is why the government think that it is safe for all schools to be reopened to all children. We will be monitoring the situation across the summer and will respond to any changes made should the risk increase.

Vac – reduced cases - testing

We will be following the safety guidance outlined in the government documentation [Schools coronavirus \(COVID-19\) operational guidance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/84114/schools-coronavirus-covid-19-operational-guidance) as a minimum.