

A background graphic of a constellation, consisting of numerous small grey dots connected by thin, light grey lines. The lines form a complex web of triangles and other geometric shapes, resembling a star map or a network diagram. The dots vary in size, with some being larger than others. The overall effect is a subtle, geometric pattern that fills the page.

UST

University Schools Trust

the constellation

**St Paul's Way
Foundation School
CV-19 Parents Guidance**



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Introduction

Schools have been informed that they will reopen to all pupils on **Monday 8th March 2021**. The following guidance has been issued by the Department for Education: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools coronavirus operational guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf).

We have reviewed our Risk Assessment and the adjustments we have made to our site and our management systems to ensure that we continue to minimise the risk as much as possible to the SPWF community.

1. Outline of our plan for a phased reopening

In December 2020 when the coronavirus (COVID-19) rates were increasing, the government informed schools no parent would be penalised or sanctioned for their child's non-attendance at school.

Now the circumstances have changed, the rates are reducing and the government is advising that it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development. Government guidance is as follows:

School attendance has therefore be mandatory again from the 8th March 2021. This means from that point, the usual rules on school attendance apply, including:

- *parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;*
- *schools' responsibilities to record attendance and follow up absence*
- *the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct*

The school has completed further risk assessments to ensure that we are complying with the government guidance that was shared in February 2021.

- Our first response to the announcements was to evaluate our school risk assessments.



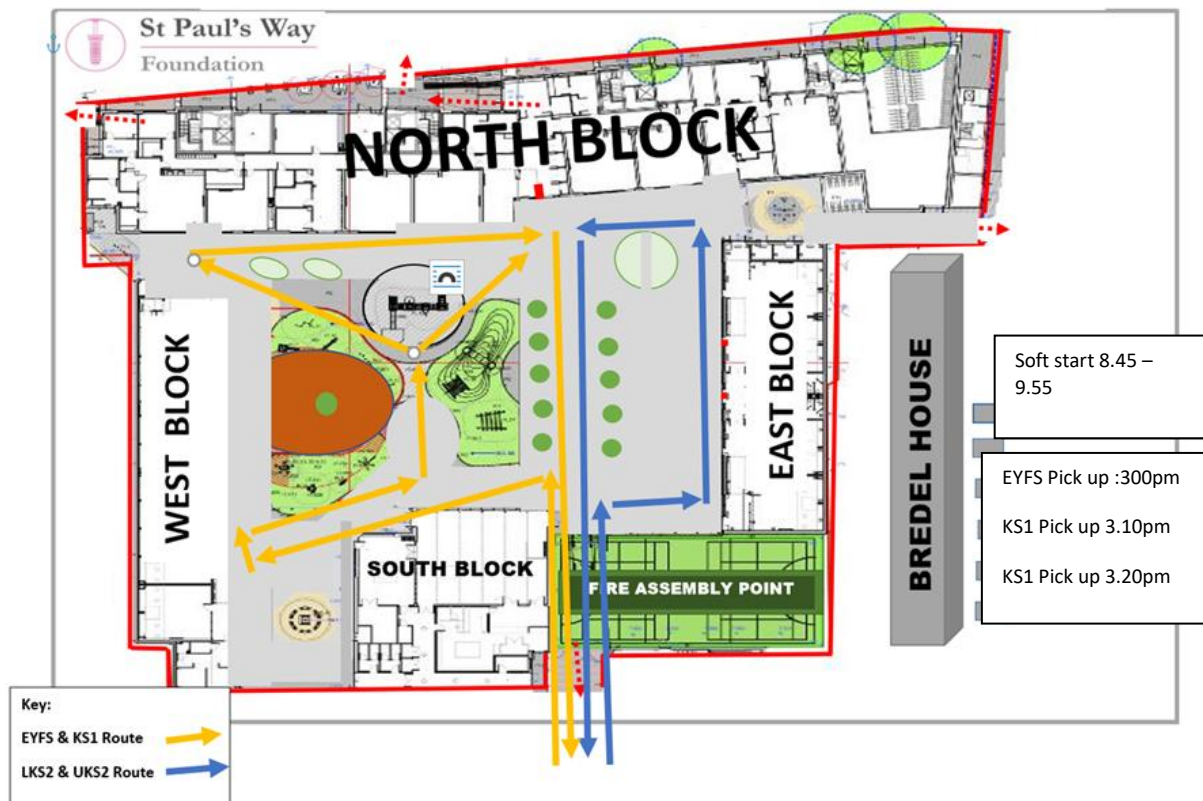
- To update our guidance and supporting documentation and share this information with the SPWF community.
- Children remain grouped in 'Phase Bubbles' with named staff so as to minimise any risk to both the children and the adults in school through extended contact.
- The EYFS will finish at 3.00, KS1 at 3.10 and KS2 will finish at 3.20. This staggered end to the day will ensure that we reduce parental numbers on site at key points in the day and ensure that we are maximising the curriculum time for our children. Parents are being asked to drop children at the gates where possible and to wear masks on entry to the School playground. Parents who are exempt are being asked to wait until the school site is less busy to collect their children.
- We ask that parents do not arrive early to queue as this increases congestion. When the gates are opened people can move quickly through the playground and this means that you should not have to queue for longer than necessary. Parents and carers are asked to continue to wear face masks at the start and end of the day unless you are medically exempt. As requested, we have reviewed using other entrances and there are no safe alternatives. (In Nursery we currently have only 3 children who do not have siblings elsewhere in the school so this restricts our options.)
- Breakfast Club and the walking bus will continue to run. We will inform parents when Teatime Club will begin.

2. Entry, Exit times and Route

- The school gates will be open from 8.45am and EYFS and KS1 parents may take children directly to their child's classroom entrance or drop children at the gates where possible. KS2 parents will say goodbye to their children at the gates. Staff will welcome children into the classroom.
- Senior Leadership Team staff will be on duty in the playground from 8.50am to greet children, take enquires from parents and remind parents of school guidance.
- The school day will start at 8.55am.
- 1m social distancing reminders are in place so that parents bringing children to school are not put at risk– only one parent per child / family should bring children to school to reduce the number of people in the playground.



- Parents / carers will only be allowed into the school building where this is absolutely necessary and where this has been planned in advance.
- Parents must wear masks when on school site.
- Parents must contact the school office if a different adult will be collecting a child.
- Children must bring packed lunch to school with them. We cannot facilitate dropping lunch off to classrooms after 9.05am as we are reducing staff movement across the school.
- Children will line up in register order from Reception – Year 6
- Hand washing facilities are available in every classroom and will be the first thing all children do on entry to the school.
- Parents should wait at the designated points at the end of the school day. A member of staff on gate duty will inform parents when to enter the playground to safely collect their child/ren – as shown on the diagram below.
- Only 3 people can be in the front foyer at any one time.
- Shared spaces maximum capacity has been reviewed and shared with staff
- Teams who work across the school (Admin/Pastoral/Senior Leadership Team) have reviewed routines for maintaining social distance.
- More visual reminders about hygiene and maintaining distance have been distributed around the school.
- All staff administering first aid will wear PPE – First aid will be administered in the first aid room and playground (during playtimes).



3. How will children be grouped in school?

- Children will be grouped in phases: EYFS, KS1, LKS2 and UKS2.
- Each group will have allocated adults to support and teach them. Adults will remain with groups for as much of the day as is possible to reduce the number of contacts between people during the school day.
- Children in years N – 4 will be grouped in year groups during playtime and lunchtimes.
- Children in year 5 and 6 will be able to identify close contacts should there is a confirmed case.

4. Which children can come into school?

- All children were expected to return to school on 8th March 2021.



5. What should children bring / wear?

- **Children must not bring items into school other than a coat, a sun hat (where necessary), a filled water bottle** and prescribed medication such as EpiPens, inhalers etc. Children may bring their usual school bags.
- Children should wear their clean school uniform to school.
- Hot school dinners will be provided for Years N– 6.
- Stationery will be provided for all children in school.
- Children should bring their own water bottles into school.

6. How do I access a Lateral Flow test for myself or my child?

Primary School age children will not be tested using LFT at School. If **you decide** that you would like to access regular, non-symptomatic tests for yourself or your children – please see the links below.

The link is here for parents and households of staff to access LFTs

<https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff>

The three choices are:

Take a test at a rapid lateral flow test site

You can take a rapid lateral flow test at a local site. Testing at these sites is assisted, which means you will swab yourself under the supervision of a trained operator.

You may need to book an appointment.

[Find your nearest rapid lateral flow test site.](#)

Collect test kits

You can collect 2 packs of home test kits at a local collection point. Each pack contains 7 tests.

Anyone 18 or over can collect. You can check online if the location is busy before you go.

[Find your nearest home test kit collection point.](#)

Order home test kits online

If you cannot get tested at your workplace, or are unable to go to a test site or collect test kits, you can order a home test kit online.

Do not order online if you can get a test through other methods. This frees up home delivery for those who need it most.

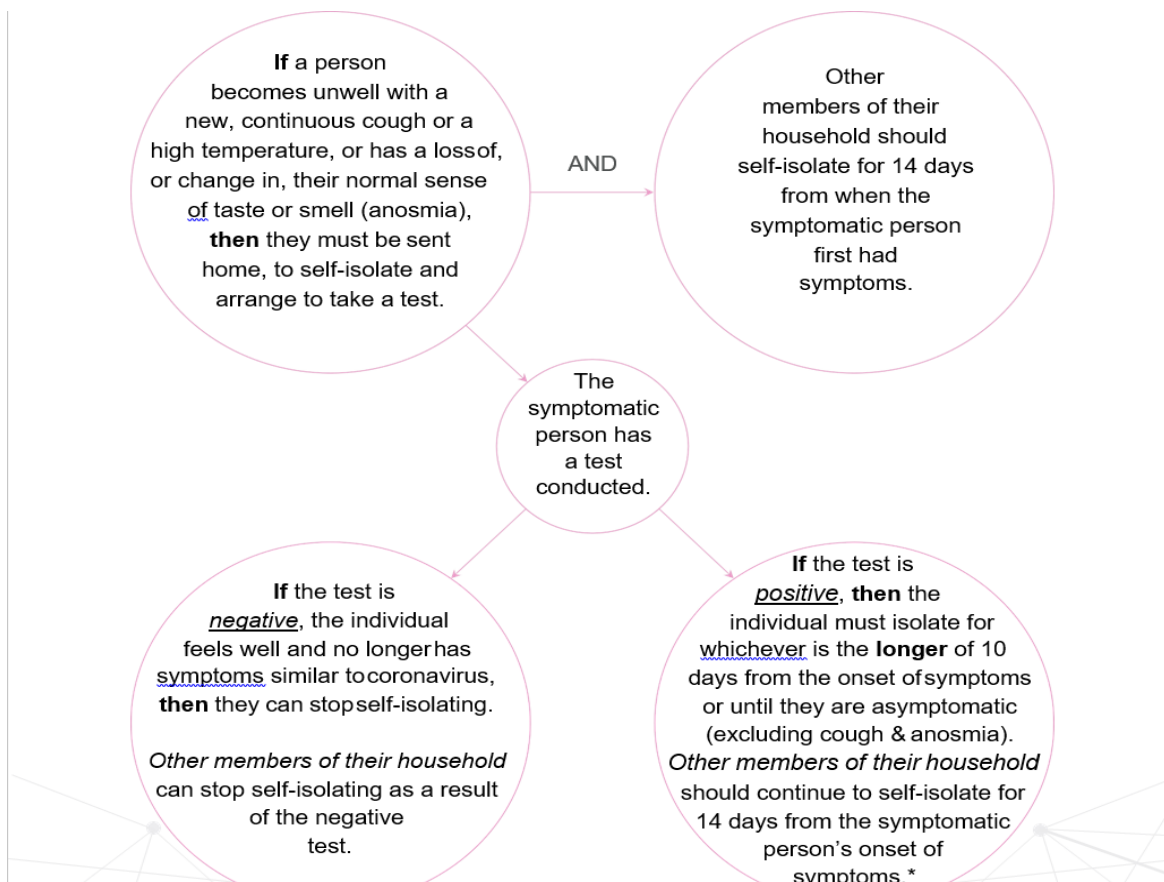
[Order rapid lateral flow home test kits](#)



7. What if a child becomes unwell at home or whilst at school?

Pupil has symptoms

The School will follow the Trust's Guidance as outlined below



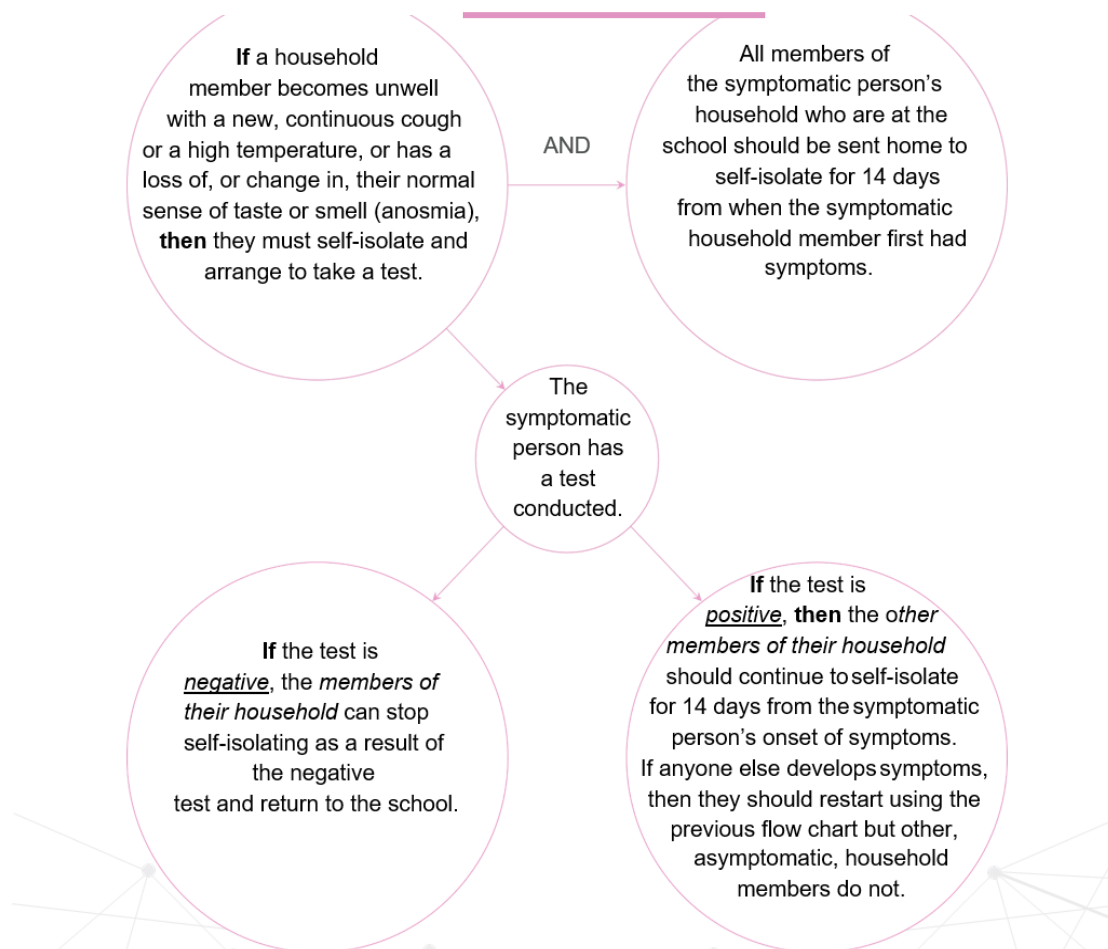
- Staff will manage the usual First Aid procedures when required for non-Covid 19 related injuries or illnesses.



- If your child develops symptoms of Covid-19 during the school day, they will be taken to the room next to the Medical Room and kept there until a parent can come to take them home.
- When a child, young person or staff member develops symptoms compatible with coronavirus (COVID-19), they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students will have access to a test if they display symptoms of coronavirus (COVID-19). Further guidance on accessing testing is yet to be made available to schools.
- Parents can ask for a test through the following link. Tests are free to access.

<https://www.nhs.uk/ask-for-a-coronavirus-test>

Household member of a pupil has symptoms



9. How we plan to keep children and adults happy and safe



- Bubble groups of children and adults will mean the children in school are exposed to fewer people during the school day.
- A “soft” starting time and staggered end to the school day have reduced the number of parents in the playground.
- 1m+ social distancing reminders mean parents are less exposed when dropping off and collecting their children.
- Not bringing in items from home reduces the risk of germs being transmitted both to and from school.
- Children in Years 3 to 6 will be provided with their own stationery and share resources with their bubble. Resources will be cleaned regularly. EYFS and Year 1 and Year 2 children will be sharing resources as a bubble.
- Zones have been allocated on the playground and MUGA. Break times and lunch times are staggered so that groups of children do not mix with groups from other bubbles. Children in years N – 4 will be grouped in year groups during playtime and lunchtimes. Children in year 5 and 6 will be able to identify close contacts should there is a confirmed case.
- Regular hand-washing will be essential for all children and adults in school.
- We have purchased additional sanitiser, soap, wipes and other essential cleaning products.
- Lidded bins are used in all areas.
- Staff will wear masks when moving around the school and can wear visors when teaching.
- Children in year 5 and 6 can wear masks outside of the classroom – parents are responsible for ensuring that children are aware of how these are worn safely – I.e. hands need to be washed before and after they remove their masks. Masks need to be placed in a sealed bag when not worn.
- Children from year 2 can wear visors in the classroom, parents are responsible for ensure theses are cleaned daily

9. Summary Guidance for Parents and Carers

- This plan applies to the current Government guidance and any changes to this guidance will result in changes to this plan. Parents will be kept informed.
- Children must wear clean uniform every day.



- No unauthorised items should be brought into school from home.
- Children must arrive and be collected via their allocated entrance.
- Parents and carers must not gather at school entrances and social distancing reminders must be adhered to. The school site will be closed for non-essential visitors at all times.
- Children must not come into school if they are unwell with COVID related symptoms.
- Absences must be reported to the school office by email or telephone.
- Children will not be permitted entry without their prescribed medication— inhalers, EpiPen's etc.
- Parents must inform the school if a different adult will be collecting a pupil.
- Please spend time teaching your child how to wash their hands thoroughly and how to 'catch it, bin it, kill it' before you bring them back to school.



St Paul's Way
Foundation