

St Patrick's Catholic Primary School

Nova Lane, Birstall, West Yorkshire, WF17 9LQ

Telephone: 01924 423220

Website: www.stpatricksbirstall.co.uk

Email: office.stpatricksbirstall@kirkleeseducation.uk

Mrs C Moulding – Head Teacher

Miss J Smith – Deputy Head



Wednesday 15th July 2020

Dear Parents and Carers,

In line with the Government's drive to re-open schools to all year groups in September, we have been working hard to establish how that will work at our school. The Government have advised that with continuing reductions in infections in the community, the essential role of the Track and Trace system and schools using the government full opening guidance and protective measures in their planning and preparations, schools should be able to offer a full time education once again to all year groups.

Following very careful analysis of all documentation, health and safety analysis, risk assessments and consultation with our LA and governors, I write this very careful plan for the full opening of our school once again.

The re-opening of our school is based on:

- the guidance provided by the Department for Education;
- using Key stage phases as extended bubble groups (EYFS, KS1, LKS2, UKS2);
- the continued focus on cleaning before, throughout and after the school day;
- using all staffing effectively and within the extended phase bubbles to provide the educational experience our pupils are used to.

Main Points:

- Based on the guidance provided by the Government around social distancing and risk assessment **each classroom will now be able to have a full class of pupils returning in September**
- Each class will be placed in an extended bubble to support with interventions, phased phonics and Maths teaching in KS1, breaks and lunchtime arrangements:
 - EYFS Unit will be an extended bubble allowing it to work in a very similar way to usual but with no contact with other extended bubbles during the school day.
 - Key Stage 1 will be an extended bubble. Each class will work with their teacher and ETA for the majority of the day. We will be able to teach phonics in phased groups across Year 1 and Year 2 as we have this academic year and pupils split accordingly for Maths Mastery. The extended bubble will join together for breaks and lunchtimes outside and access the dining room for their lunch.
 - Lower Key Stage 2 (Class 3 and 4) will be an extended bubble to allow for sports coaches and PPA teachers to teach across the extended bubble and for breaks and lunchtimes to be at the same time although in class zoned areas outside.
 - Upper Key Stage 2 (Class 5 and 6) will be an extended bubble to allow for sports coaches and PPA teachers to teach across the extended bubble and for breaks and lunchtimes to be at the same time although in class zoned areas outside.
 - The extended bubbles will remain distanced from each other to minimise risk
- Access to the school grounds will continue to be for staff and children only
 - School start times will be staggered to mitigate against congestion risks



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- Drop off and pick up will be at the bottom of the school drive and the pedestrian gate which will be held open for the drop off and collection times. Parents are NOT to enter the playground but staff will bring the pupils down.
- The school will open on Tuesday 8th September. A risk assessment has to be completed to ensure all risks have been identified and protective measures have been put in place to mitigate against identified risks.

The SLT and Governing Body at St Patrick's have used the "Guidance for full opening – school" July 2020 which was published in July 2020 to support the development of the school full opening risk assessment and aim to implement the guidance as closely as possible, within the limits of our school building and staffing. Each part of this plan is based on the principle of keeping children and staff safe and reducing the risk of transmission of COVID-19 as much as possible, in our school building and your homes, our staff's homes and the wider community. Staff will maintain the social distance from each other and support pupils in distancing themselves from each other as much as possible. However, within the younger classes, pupils will not be able to do this at all times. Staff will be setting the classroom spaces up so that they are as safe as we can make them regarding pupils being together, with provision areas in EYFS and tables in rows rather than groups in KS1 and 2. There will also be a continuation of some provision based learning within the Year 1 classrooms to support transition especially as they have missed a significant chunk of experiences and learning in EYFS.

Start and Finish times and arrangements:

School start and finish times will be staggered with 15 minutes gap between times to ensure we mitigate against whole school arriving at once. This means that, in order to ensure we have the same learning time for the pupils we have shortened the lunchtime break to 45 minutes. This also means there is an extra 15 minutes in the middle of the day when we have all pupils in their class.

You will be allocated a time to drop off and collect your child – these are **based around family surnames and an allocated slot for wrap around care providers**. Adults will not be permitted to enter the school grounds and children must walk into the playground or through the entrance to the school drive by the double gate supervised by staff who will ensure they go straight to their classroom through the classroom fire doors, the pupil entrance for EYFS pupils and the main entrance for Class 2 pupils. We ask you to make sure you stick to your allocated slot so the staggered system works to keep everyone safe.

Mr Senior and school staff will be supporting pupils with keeping some distance between themselves as much as possible and we kindly request parents do not hang around but drop their child off and leave straight away so to mitigate against too many people gathering just outside the school. It must be only **one adult and their child/children** to form a line on the path with distance between each. Both the usual pedestrian gate and the double electric gates at the bottom of the school drive will be open and staffed for quicker and easier access to the school grounds for the pupils. There will be a 10 minute drop off slot and we ask that you arrive within that time so it is spaced out – but not last minute as all pupils need to be in school with parents having left ready for the next drop off slot. We fully appreciate that this will be a very different but is an essential part of the government guidance



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and we have tried to keep times as near to the usual school day as possible. We will complete risk assessments as we go along and may have to move to four slots if it does not work (I hope it does!)

All classes who fit into the following:	Drop off time (Start of school day)	Collecting time (End of school day)
<ul style="list-style-type: none">Initial letter of surname is between A to FKaleidoscope (KOOSH)	8:45am to 8:55am	3pm EYFS, KS1 classes using the pedestrian gate from the playground KS2 using the driveway double gate
<ul style="list-style-type: none">Initial letter of surname is between G to MBirstall Pre-SchoolChildminders	9:00am to 9:10am	3:15pm EYFS, KS1 classes using the pedestrian gate from the playground KS2 using the driveway double gate
<ul style="list-style-type: none">Initial letter of surname is between N to ZThe Counting House	9:15 to 9:25am	3:30pm EYFS, KS1 classes using the pedestrian gate from the playground KS2 using the driveway double gate

Every effort will be made to comfort any children who are nervous or distressed, but this will need to be done within social distancing guidelines as much as possible. This is alien to how we would usually begin the school day and so we ask that you talk to your child so they are prepared and ready for this change. The staff will be outside ready to welcome them. The risk assessment of the usual pedestrian gate has been looked at again, with much lower community infections and with it being held open it is now deemed safe to use again to support easier arrival into the school grounds for our pupils ONLY.

Lunchtimes and Breaks:

The government guidance states all breaks and lunchtimes must be staggered to ensure extended bubbles do not mix.

In the EYFS they will be using the outdoor EYFS provision area across the day for outdoor learning. Each of the extended phases will be allocated a 15 minute time slot for a break in the morning where they can access the main playground. The adults working across the extended bubble will arrange a rota for cover across the week. In KS1 pupils across the three classes can interact with each other in the playground due to the use of grouping across the classes for the teaching of phonics and Maths. In LKS2 and UKS2 the playground will be in two zones so the classes stay separate but outside together. The KS1 extended bubble will have a 15 minute break in the afternoon too.

At lunchtime all extended bubbles will have a 45 minute lunchtime slot. 15 minutes in the main playground and 30 minutes to eat their lunch. All lunchtimes will be staggered so that when outside it is only the extended bubble. Only two extended bubbles will access the dining room, Reception and KS1, with a cleaning break in between and two extended phases (LKS2, UKS2) will eat their lunch in the classrooms. The provision of lunches from the school kitchen will be warm or cold pack ups



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whilst we have to use both the dining hall and the classrooms. The lunchtime staggered timings are as follows:

EYFS (Reception) – 11:30 – 12:15pm using the Dining hall and the playground for time outside;

LKS2 - 12 – 12:45pm using the classrooms and the playground for time outside;

KS1 - 12:20 – 1:05pm using the Dining hall (following time for cleaning after EYFS) and the playground for time outside;

UKS2 - 12:45 to 1:30pm using the classrooms and the playground for time outside.

Uniform:

Pupils will be wearing full uniform again from September. This must include plain black school shoes or plain black trainers. They can have a **small bag or book bag only** to carry their reading book and homework. They can also bring a lunchbox and personal water bottle which must go home for cleaning every day.

We will not be keeping PE kits in school. We ask that on your child's PE day they wear plain black tracksuit bottoms (available as school wear from Asda and other shops) or plain black leggings, a PE T-Shirt and school jumper along with trainers (Plain black if they wear them each day) to school and not their usual uniform. They can bring their PE shorts in their bag on the day in case they need to change for dance / gymnastics topics.

Please make sure you send your child with an appropriate coat every day, for outside at break and lunchtime.

Curriculum

The first half term will be focused on our catch up curriculum with particular focus on Reading, Writing and Maths objectives from Summer term of the previous year. The pupils will continue to have a broad and balanced curriculum as other wider curriculum subjects will continue to be taught in the afternoons. Interventions will also take place throughout the day as needed following assessment and understanding of the needs of the pupils once they return. Partnership working between school and parents will be essential in supporting our pupils to catch up as quickly and effectively as possible. They will be able to bring reading books and homework home to be brought back in (as we would usually do) and we ask you try very hard to create a routine to ensure learning spans across school and home to support great progress.

During teacher PPA time a specialist computing teacher will be delivering a computing lesson and we will also have another teacher delivering a wider subject lesson. Over the week each class will have their PE sessions either with their class teacher or a sports coach as appropriate to the topic. The sports coach will only work across our extended phased bubbles in a particular half day. The PPA teachers will be following all government guidance and remaining at the front of the classroom with the class ETA moving closer to the pupils if further support is needed, this will ensure social



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distancing is maintained. All computing equipment will be cleaned before another pupil is able to use it. On return in the Autumn term swimming for Class 5 will not be taking place until further guidance is released.

We will be trying hard to offer some after school clubs for particular extended phases once we have the normal running of the school working well – further information will be sent out during the first half term, hopefully to begin after October half term.

Behaviour Policy

Our updated behaviour policy and COVID-19 addendum to the behaviour policy are on the school website. Throughout the wider opening of school our pupils have shown super behaviour as always and we have no doubt this will continue. There will be a continued focus on not touching one another, absolutely no spitting or biting and ensuring all our behavioural choices are ones that keep ourselves safe and our school family safe. The focus on the virtues supports our pupils in making good choices, thinking “What would Jesus do?” I know that you will support us in ensuring your child understands the expectations which can be found in the policy.

Attendance from September:

As I am sure you are aware, in September attendance of all pupils being in school every day becomes statutory once again. I know how much our pupils have missed being in school, spending time with their friends and teachers and loving their learning so being back in September will be super. I ask that you make every effort to ensure attendance this year is as high as possible to give your child the very best chance to make great progress and catch up any missed learning from last year. The school attendance policy is on the website which also contains the holiday request form. I kindly request that every effort is made for holidays to be in the school holiday weeks but should exceptional circumstances mean this is not possible the holiday request form needs to be completed and emailed to school for a decision on whether this is authorised, before a booking is made.

Personal Protective Equipment (PPE)

PPE will be available to school staff at all times. It will only be used if dealing with a first aid situation or a poorly child. The latest government guidance is that the use of PPE in schools is not needed by pupils or staff except for particular situations where the risk of infection is higher.

“The majority of staff in education will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:

- *Where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained*
- *Where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used”*

Toileting

School staff will not assist with toileting for the vast majority of pupils. We ask that all parents work closely with your children to ensure they can manage their own toileting needs as much as possible. In EYFS school staff will support if needed but will be wearing PPE (personal protective equipment)



school achievement award
2003
Recognition for education and skills



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to ensure safety measures are maintained. If your child has an EHCP which states they need support with toileting in the plan, then this will continue with appropriate PPE for staff should the need arise. If your child is poorly with a stomach upset we will endeavour in the safest possible way to help your child to clean themselves and call for a parent to take them home, as we usually would. We have very few pupils in school with difficulties in their toileting but this risk assessment must be recognised by parents.

First Aid

School staff will be provided with appropriate PPE for administering first aid in an emergency should this be needed. For minor scrapes from falls, children will be encouraged and supported by their classroom adults to clean it themselves. Each classroom will have a basic first aid kit for the classroom adults to use. We have a number of first aid trained staff who will support when their expertise is required and they will be wearing PPE as appropriate – at all times your child will be cared for appropriately. Parents will be informed should we need to assist your child with an injury or it is deemed they need to be taken home.

Showing symptoms of COVID-19 whilst in school:

If your child shows symptoms of COVID-19 whilst in school, they will be looked after by school staff in a designated room (the medical room). **We will contact you and you will have to collect your child immediately.** Your household will have to isolate and you will need to request testing for your child as soon as possible as per government guidance and link with the Test and Trace system. The leadership team will support you in understanding how to access this if you are unsure. The pupil will remain at home until the test results are known – a picture of the result MUST be emailed to the Headteacher. The rest of that pupil's class and the staff will continue as normal until the results of the test are known – the classroom will have a thorough clean. If it is a negative result the pupil can return if they are well enough. If it is sadly a positive test all will have to isolate from the class for 14 days before being allowed back to school (pupils and staff - families isolate too if symptoms begin in their child) and school will take advice from Kirklees Infection Prevention and Control team and Public Health England regarding the extended bubble. In this way we are ensuring all pupils, the staff and all our families are at the least risk of an infection spread.

Pastoral Support and Safeguarding

Every member of staff will continue to ensure your child is cared for, understands the expectations on them and supported in the new school routines and expectations. We will always liaise with yourself if they are struggling with this so that we can work together to help this improve or to decide what the best course of action is for your child. We will continue to work with Catholic Care and will arrange support where this is needed, within our capacity.

The school will continue to follow the Safeguarding Policy which can be found on the school website. This also has an addendum linked to the current COVID19 situation, agreed by governors at the last full governing body meeting on Wednesday 20th May. Provision will be made for children to report any concerns to a member of the safeguarding team who is not based in a bubble group should they request that. (DSL / DDSL).



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Cleaning

The school's enhanced cleaning programme from wider opening will continue in the Autumn term but without the closure on a Friday afternoon. We will have a rolling cleaning programme throughout the school day, led by our super caretaker Mr Senior. During the school day, he will be focusing on the regular cleaning of the toilets as he will not be able to enter the classrooms. Each classroom will have antibacterial wipes, sprays and cleaning cloths to be used as appropriate during the day by the bubble adults, especially surface cleaning as we have throughout the wider opening. Before and at the end of every day, the classrooms, corridors, toilets and other used areas will be carefully cleaned by the cleaning staff and caretaker so that we do not need to close on a Friday for deeper cleaning which was needed in the guidance for the wider opening.

Once you have read all parts of this letter, I am sure you will have concluded that our agreed approach to the full school opening is very carefully planned with the safety of all as a guiding principle. Whilst evidence continues to point to the fact that the impact of COVID-19 on children and young people is generally mild, our approach reflects the importance we place on the safety and wellbeing of our pupils, staff and your families - our whole school community whilst ensuring we are able to make the full time offer of education our pupils deserve. I hope you feel confident in the careful plans that have been put together to ensure we can provide full time education for our school family once again. The staff and I are very much looking forward to trying to get school running in the 'new normal way' so that all pupils can have a great experience in school once again.

I would like to say a huge thank you to the staff, governors and yourselves for the support and understanding you have shown throughout this very difficult period of our lives. As a staff, we love our jobs and the pupils for whom we work so hard and will do everything we possibly can to make this work for them and you, our school family. We truly look forward to beginning this new journey with you all in September and welcoming all our pupils back to school at last. The SLT and governors will continue working over the Summer on the very detailed risk assessment.

I hope everyone has a lovely Summer.

With Kind Regards always

Mrs C Moulding

Headteacher

Mrs C Wiles

Chair of Governors



school achievement award
Department for Education and Skills

