



ST PATRICK'S CATHOLIC PRIMARY SCHOOL BIRSTALL



Parent Information about Safety Procedures for Covid-19

03.09.20

Dear Parents/Carers,

As the start of the new school year fast approaches the staff and I are very much looking forward to opening our school to all pupils once again. I know that it is an exciting time for pupils and families but with a sense of nervousness and apprehension -which as a parent myself I can fully appreciate and align myself with also. I wanted to send out a document which will provide you with some further information about the measures that we are putting in place to ensure everyone is kept as safe as possible. This document will give additional information following on from the letter which I sent just before the close of school on Wednesday 15th July.

On our website you will be able to view our Covid-19 Risk Assessment, following agreement from the full governing body on Thursday 3rd September, which outlines all of our measures in a formal document. We have put this guide together with some detail about the key measures to provide you with some reassurance about what we have put in place.

However, keeping our children safe is everyone's responsibility. We can put all the measures we can into school, but they will not work if families are not following the same measures at home. In order to keep everyone safe, please make sure you continue to follow all government guidance, implement social distancing especially when visiting others who do not live in your house and when bringing or collecting your child from school. When you do go out wear a face mask when going indoors, and ensure you always practice good hand washing outside of school hours.

Arriving and Leaving school:

It is VITALLY important that the whole school community understands the importance of keeping to the set arrival and collection time for the children in your family. This is why I sent it out, very clearly, before the holidays to give you as much time as possible to make arrangements, speak to employers and be ready for the new year. I appreciate for some the times may prove somewhat tricky but in order that we can open safely, and hopefully stay open across the year we must all work together to keep our school as safe as we can. The decisions that were made for these arrangements were as fair as possible, recognising the many families with more than one child at school where using classes would have been even more complicated. I know that you will ensure good social distancing whilst you wait for your child to come through to school so we can keep everyone safe and do not risk the school closing through an outbreak.

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

Please refer to the last letter dated Wednesday 15th July for the full details – available on the school APP or website.



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Transition session over the first two days:

Over the first two days, pupils will be in their previous classroom spending time with the previous class teacher as we stated before the holiday. In order to ensure we are maintaining the safety measures, when they spend time on Wednesday with their new teacher the pupils will stay in the classroom they are in and the staff will move, remaining at the front. The session will be the final hour of the day on Wednesday and the new teacher will be bringing them out at the end of the day. On Thursday they will then begin their time in the new classroom following a careful clean on Wednesday after school.

Uniform:

All pupils will be expected to wear full uniform to school from September, this includes plain back school shoes or plain black trainers with no big logo designs. On their PE day the pupils must wear their PE kit – School PE T-Shirt, School PE shorts or plain black tracksuit bottoms, a school jumper and trainers. They will bring their black pumps only on PE days and will not be changing into them each day (these cannot be left in cloakroom which must be emptied at the end of every day for a careful clean). Each day pupils must bring a coat for playtime/lunchtime outside, a lunchbox if having packed lunch, a water bottle and a SMALL bag / school book-bag for their reading book and to bring homework or letters home. The coat, lunchbox, water bottle and bag must be brought home daily so the cloakroom is emptied.

Drinks:

Children should have their own named water bottle in school so that they can drink water through the day. This will be returned home for a thorough clean each day and needs to be returned so that the children can access water across the day. They are not allowed to bring juice, warm tea or any other drink – it is water only please.

Break Times:

Classes will have staggered morning and afternoon breaks. They will have the same amount of break as normal but classes will have different times for breaks so that children are only with the children in their class or extended bubble. We have created phase bubbles (KS1 classes, Classes 3 and 4, Classes 5 and 6) to support with the staggered breaks. Each class will have their own box of break time equipment so that they are not sharing equipment with other classes. This equipment will be wiped down after each break time.

Pupils in Key Stage 1 will be able to interact outside in the fresh air with other pupils from across their extended KS1 bubble (Class 1, 1-2 and 2) this is to ensure we look after their mental well-being as much as possible as they may not be in class with all the pupils they were with in their previous class. We will be supporting them to play games where they do not touch one another wherever possible. Classes in KS2 will have part of the playground space each so that although outside at the same time and can see each other they will not be interacting with pupils from other classes. They will rotate across the playground space so that they can access the trim trail or fitness trail on different days.

Lunchtimes:

Lunchtimes have been reduced to 45 minutes whilst we have to have staggered starts, breaks, lunchtimes and collection at the end of the day – this is to ensure the learning time in class is not affected wherever possible.

School meals are available as normal and children will make their choice of hot meal in a morning – some eating in the hall and some classes in their classroom. We cannot accept any payment for meals in cash so please make payments through Parent Pay.

We have arranged lunchtimes so that children only have contact with the other children in their class, apart from KS1 where they are an extended bubble. The arrangements are as follows:



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Reception – at 11:30am children in Reception will go onto the playground for 15 minutes and then access the dining room for their lunch finishing at 12:15pm.

Once the Reception pupils have returned to the EYFS unit there will be cleaning time in the hall to ensure it is ready for the KS1 classes by 12:30pm.

Class 1, Class 1-2 and Class 2 – at 12:15pm children will go out to play on the playground. From around 12:30pm one class at a time will walk up to the dinner hall, where they will either take their packed lunch to eat or get their school dinner. Each class will have their own table in the hall, as we are back inside the building. All children will remain seated until they have all finished eating when they will return to their classes for the afternoon at 1:00pm.

Class 3 and Class 4 – at 12:05pm children in these classes will have their packed lunch or a school dinner in their classroom. The school dinners will be brought to the classes by the lunchtime staff. Following time in class to eat their lunch the classes will have time on the playground – each class having a designated area to play in, accessing either the Trim Trail or Fitness trail. Lunchtime will finish at 12:50pm

Class 5 and Class 6 – at 12:30pm children in these classes will have their packed lunch or a school dinner in their classroom. The school dinners will be brought to the classes by the lunchtime staff. Following time in class to eat their lunch the classes will have time on the playground – each class having a designated area to play in, accessing either the Trim Trail or Fitness trail. Lunchtime will finish at 1:15pm.

Cleaning:

There are enhanced cleaning measures in place. This system for cleaning was in place last term and worked very well.

Each classroom has its own cleaning equipment. When one member of staff takes the class out for break time, the other member of staff wipes down surfaces in the classroom. Across the day the staff will ensure the surfaces are sanitised with the class cleaning equipment as they did so well in the last half term.

Other areas of school are cleaned by our caretaker Mr Senior throughout the day - this includes the toilets, door handles and shared spaces. The whole school is cleaned every afternoon after school by our super team of cleaners who are from Kirklees Contract Cleaning, led by Mr Senior.

Equipment:

Each child has their own pencil case provided by school (please do NOT send in equipment from home) with their everyday items in such as pencil, pen, glue stick and scissors. This is kept on their desk. This reduces the sharing of resources between children.

Chromebooks are allocated to each extended bubble to reduce sharing of devices from children in different bubbles. They are all to be wiped down carefully after each use and before they are returned to the charging trolley. Before and after pupils use the technology they will need to carefully wash their hands.

Books:

Children will have their own reading book(s) that they bring home as normal. When they have finished this book(s) they will put it in a box before it is returned to the shelves with the other books. This means that any book that a child reads will not have been handled by another child for at least 72 hours to reduce cross-contamination. Each class will make specific arrangements for the day / days the books are changed – this information will be sent in the class newsletter at the beginning of the year.



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Organisation of Seating:

Government guidance suggests that children should sit facing the front. We have planned for this in an appropriate way as it goes against our ethos of early years teaching for children to spend all their time sitting in rows at desks. In our EYFS Unit and to some extent in Classes 1 and 1-2, the pupils will continue to access a provision based learning as appropriate with some tables. The children will sit facing the front when accessing the carpet when the teacher is delivering an input and then when doing table activities their tables will be in small groups as normal in the EYFS and in rows in Class 1 and Class 1-2.

In Class 2 children will sit at their specific place at the tables which are in a horseshoe with two rows facing forward also. This is to ensure we can fit all the necessary tables in the classroom so that they are not in groups facing one another.

In Classes 3 to 6 children will sit at their tables in rows facing the front – it is unlikely they will access carpet time as having rows takes more room in the classroom. Should a small carpet space be available any groups accessing the carpet will sit facing the front.

Staff will support children as they usually would when they need help with their learning. The teacher and teaching assistant who are based with that class will not need to socially distance from the children all the time as they are part of that bubble. They may choose to wear a face covering if they are coming very close to give individual support to keep themselves and the pupils as safe as possible. Sometimes the class will have another adult teach them such as a sports coach or PPA computing teacher. These teachers will maintain distance from the children as they work in a range of classes. One of the class bubble staff will always be there and provide any closer individual support. We have arranged the extended phase bubbles to reduce the amount of mixing from these staff across a day and to support the break and lunchtime arrangements.

First Aid Procedures:

If your child requires first aid treatment, this will be carried out as normal by our first aid trained staff. Each extended phase bubble will have the provision of a first aider. Staff will wear PPE including gloves and an apron to carry out first aid.

Speaking to the class teacher:

Parents are unable to come into school grounds at the start or end of the day so please drop your child off at their allocated gates where they will be met by their teacher and/or teaching assistant. If you wish to speak to their teacher the best way to get in touch is through Class Dojo where their teacher can reply directly to your message. Alternatively, you can phone the office and they will arrange for the teacher to ring you back when they are not teaching. This is a new way of working for us all and I am sure we will support one another so that it works effectively.

Illness:

Please do not bring your child to school if they are displaying any symptoms of coronavirus. If a child develops symptoms of Coronavirus at school, we will ring parents immediately and the child will be taken to wait away from all other children in the medical room until they are collected. We will not expect them to wait alone due to their age – a member of staff who is looking after them will wear PPE and ensure they keep at a good distance wherever possible. The child should self-isolate for 10 days and fellow household members should self-isolate for 14 days and apply for a test. If they test negative they can return to school and fellow household members can end their self-isolation. This result needs to be photographed and emailed to myself. If they test positive, parents should inform school immediately by phone and again send a photograph of the test result to myself. School will contact the Local Authority and PHE and the rest of their class in school will be sent home at the end of the day (contact will be made with each family by phone as soon as we know the



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situation) and asked to self-isolate for 14 days unless we are advised the whole extended bubble needs to isolate. At this point the Remote Learning Policy 2020 will begin and you will access learning resources for your child on the class webpage as described in the policy. The policy, once agreed by our governing body, will be available on the school website under policies.

If your child is unwell with other childhood illnesses, please ensure they are fit for school and not displaying significant symptoms as we do not want to exacerbate the possibility of school closure for classes or extended bubbles. If your child is taking medication it must be administered at home before and after school – apart from asthma or diabetes medication within a care plan. These care plans must be updated by parents and sent into school at the beginning of the year, following the usual procedures. ONLY if your child is taking a doctor prescribed course of antibiotic medication that is four times a day, a parent/adult will need to come to school and give the medication at lunchtime – this must be arranged through the school office.

Where a staff member is ill for reasons other than Coronavirus – class bubbles will be kept open. This means the class will be covered with a supply teacher from the agency that we know, trust and have used regularly.

Further Questions or Queries You May Have

As there are a number of changes to our normal procedures this term, we have put together a list of possible questions you may have and we hope that this clarifies different aspects of school.

- 1. If I'm stuck in traffic and cannot get to school in time at the end of the day, will there be someone able to look after my child until I get there?**

If you are running late due to traffic we will take care of your child in their classroom rather than them waiting by the office. This is due to us needing to maintain our class bubbles across the whole day. We know that this rarely happens at St Patrick's but rest assured on the odd occasion this may happen they will of course be cared for whilst you arrive. You will need to ring the office and make school aware and the time you expect to arrive.

- 2. If I don't have Parent App/Parent Pay will I be able to pay with cash?**

We are no longer accepting payment by cash so ideally any payment will be made through Parent Pay. If you have difficulties with this, we can arrange for you to make payments at a Pay Point which are based in many shops or Post Offices.

- 3. Will school trips be able to go ahead?**

Government guidelines states that non-residential visits can now take place. However, as a school we have made the decision not to go on any school visits in the first half of the Autumn Term due to the extra elements of risk this may add. Instead we will be aiming to add to the children's curriculum experience with visitors linked to the topic either coming in to school to talk to the children in a socially distanced way, or talk to the children virtually.

For the postponed residential trip for our last Class 5 - at the moment the guidance says no residential trips in Autumn term – as the postponed booking is for very late in the Autumn term we will await any changes to decisions and liaise with families when we have greater clarity. If we cannot do the residential we may aim to go for an extended day visit so they have the opportunity for the best experience that is possible.



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4. Will there be after-school clubs such as dance, football?

We are looking to start after-school clubs in the second half the Autumn Term. We have some work to do to work out how to run these in the safest way possible, so that as many children as possible can benefit from them, but whilst maintaining our bubbles. It may be that we are able to offer them to the extended bubbles (KS1, C3/4, C5/6)

5. Can singing and music tuition still go ahead?

At the moment the updated guidance is that singing at normal volumes in a ventilated space is safe. We will be continuing with our diocesan singing programme where class groups will access the provision in the hall. The choral director who leads the sessions will remain at the front and the pupils will sit facing forward with distance between each other, using the whole hall space. I know how much singing supports our mental well-being and so am very pleased the evidence says we can have this provision once again. I have not yet had contact with Kirklees Musica and so will update with regard music tuition once we know how we are moving forward.

6. Can parent/child events still take place?

At the moment we are unable to hold any events with parents due to restricting the number of people that come into school. As soon as we are safely able to we will be aiming to hold our usual range of family events. Parents evenings in the Autumn term are likely to be through a booked Zoom meeting between parents and class teacher, lasting 10 to 15 minutes which is in line with the usual timings.

7. My child has asthma/hay fever/allergies and as a result sometimes has a persistent cough. Will they be sent home because of this? Will I have to provide medical evidence to stop them being sent home?

This is a difficult question to answer as we will consider every child's individual circumstances. We have to strictly follow the guidance about sending children home if they show any symptoms of Covid-19 but we realise that children have coughs for all kinds of reasons. We will work with families to ensure we get the balance between keeping everyone safe and not sending children home unnecessarily

8. If my family have to isolate, will you be able to provide my child(ren) with home learning?

We have a remote learning policy which will be available on our school website, once agreed by our governing body. A full range of learning will be provided for class groups who have to isolate similar to that used last year. For individuals we will be using a range of learning support as the teacher will still be responsible for full time teaching of the class in school. This will be using the Oak National Academy and some emailed learning tasks that follow the learning the class will be doing in school.

9. Will the children be able to cope with all the changes?

We are aiming to make school as normal as we possibly can. Many of the changes we have are to do with procedures which are the responsibility of adults and to the children these routines will just become the way that things happen. However, every child is different and we know that some children will just settle quickly back into the routines of school but others will find it difficult. Staff will be very aware of the pastoral needs of children and we are having some training for re-integrating pupils and dealing with pupil mental health effectively. Class adults will always be available to chat to children and provide support. If your child does come home from school upset about anything please let us know and we can make sure that we support them. The easiest method is to send a message through the Class Dojo to their class teacher or ring the school office and ask for them to contact you. We have the support of the Catholic Care to ensure all our pupils (and their families) are looked after in the very best way.

10. My child has friends who are in a different class or year group and he/she is upset about staggered breaks/lunch and not seeing their friends. Will they be able to see friends in different year groups?

Unfortunately, we do have to follow guidance about bubbles as this underpins the national strategy for getting children back to school. For the time being children will only have breaks and lunchtimes with their own class, although they will be able to see the pupils in the class which is in their extended phase



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bubbles who will be in a different part of the playground. Once national guidance changes on this we will look to going back to our usual systems for playtimes and lunchtimes.

11. What will happen if my child is late to school in the morning?

Being on time for school is VERY important and we will be following our usual procedures for when children are late. You will need to ring the office to make them aware and let us know what time you can get to school, giving a reason for why they are late. You will be asked to come at specific time so that we are maintaining our careful staggered starts to the day.

12. A member of our household was shielding during lockdown. Will he/she be safe when my child returns to school?

Below is the guidance from the DfE around shielding and returning to school

Pupils who are shielding or self-isolating

We now know much more about coronavirus (COVID-19) and so in future there will be far fewer children and young people advised to shield whenever community transmission rates are high. Therefore, the majority of pupils will be able to return to school. You should note however that:

- a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)
- shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the [current advice on shielding](#)
- if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below).
- some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at [COVID-19 - 'shielding' guidance for children and young people](#)

Having been part of the shielding programme myself, I fully appreciate the apprehension and worry at returning to school. Being back in school is vital for all our pupils and we will do everything we can to ensure they feel safe and enjoy being back in school. Please make sure you ring and speak to us if you are worried.

13. Will fire drill procedures have to change?

We will have a fire drill early in the new term but we may look to have several drills with fewer classes each time. This minimises the chance of children coming into contact with children from other classes. Obviously in the case of a real fire the whole school would evacuate at once as the risk of fire would be far greater than the risk of mixing bubbles. We continued to have fire drills during the wider offer in June which were very effective.

14. We didn't get to go on holiday as ours was cancelled, will we get a fine if we go during term time?

The usual procedures for authorising holidays will apply – the information is on the website under policies. Holidays will only be authorised for a very limited set of circumstances and we ask that parents do not book holidays in term time. Children have missed so much school it is critical that they



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attend well now that they are back so that we can help them to catch up on their learning and get back into a great routine where they feel happy and successful in school.

15. Should my child wear fresh uniform every day?

We expect children to wear the correct school uniform. Full details of this can be found on our website, outlined above and in the last letter sent in July. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. We just ask that pupils always come to school clean wearing an appropriately clean uniform.

16. What will you put in place to help children settle in to their new class as many have missed so much time in school?

We outlined the transition plans for this year which have had to be very different to usual. Following on from the initial transition work that took place before summer the children will be spending two days with their previous class teacher to support bringing last year to a proper close for them. They need to bring back the transition booklets that they completed which will be used in the first few days. During Wednesday the children will be doing activities to help them get to know their new teacher and to get them used to being back in school and finding out about the routines for their new class. The children will begin in their new class for this year on Thursday 10th September – I have no doubt they will transition well as a result of very careful planning by the class teachers who have worked very hard to ensure this runs smoothly.

17. What can we as parents do to help our children catch up with gaps in learning and skills?

We have a new Home – School Agreement this year which we will send out in the first few days. The most important thing that you can do as parents is to read with your child every day, encourage them to read and talk to you about the book and to practise the spellings/times tables that their teacher sends home for them. Each week they will have some homework which will need to be completed and sent back following the guidance of the class teachers. I am sure that we can work closely as partners to ensure your child flourishes in school this year. We will be continuing with the parent – class teacher communication through the class dojo but ensuring this is used in a reasonable way as the teachers will be working very hard every day with their class of pupils and spending a lot of time after school ensuring they are ready for the next day.

Once we have made our early assessments of the pupils there may be further intervention opportunities after school for small groups of pupils with the adults from their class – such as the Rapid Write groups that have previously been before school.

I hope you have found this information useful in calming any apprehension you may feel as the start of the year fast approaches. As a staff we are very much looking forward to having all our wonderful pupils back in school full time and look forward to seeing them all on Tuesday 8th September.

Kind Regards

Mrs Clare Moulding (Headteacher)