

GUIDANCE UP-DATES AND PROCEDURES FOR PARENTS / CARERS OF PUPILS (Key workers and vulnerable pupils in attendance)

These arrangements are for parents and carers of children who are either vulnerable or whose parents are critical key workers in the fight against Coronavirus, as identified by the Government. A copy of this information is available from Gov.uk.

The Tier 4 Closure of our school – Wednesday 6th January 2021**Arriving and collecting your child**

- Do NOT enter the school site if you or any member of your household is self-isolating due to symptoms of coronavirus.
- Follow the one-way system, which has been in place throughout the Autumn Term, entering the school site through the lower car park gate and following the signs.
- Maintain 2 metres social distancing from other adults and those who are not in your family bubble
- Do not congregate or linger to talk at the start or end of the school day
- Only one adult should enter the school site to collect a child (to reduce the number of people on the school site)
- All parents, carers and visitors to the school site should wear a face covering when collecting or dropping off their child (unless they are exempt).

Drop off times.

As we now have significantly less children and visitors on the school site, we are able to shorten our staggered starts as follows:

Starting times

Year Six and Year Five and their siblings	8.40am
Year Two and Year Four	8.45am
Year Three, One and Reception	8.50am – 9.00am
Nursery	8.45 – 9.00am

We will be locking the gate at 9.00am and pupils will be late after 9.00am. In this case they will need to enter through the school reception area, where they will be signed in at the main office.

How do I contact school?

- To contact school office between 8.30 – 3.30pm phone 01942 231478
- If you need to e-mail about provision and sessions for your child use slt@sacredheart.wigan.sch.uk
- Mrs Golden and Mrs Roach (Children and Family Support Workers) can be contacted on 07825 755086 between 8.30am and 4.30pm. This line is especially for parents of vulnerable children.

What if I only want my child to attend on certain days?

- There is currently no Government Guidance which states that children of critical workers must attend school for face to face learning **every day**. However, all children must be able to access learning every day.
- If your child is attending school for part of the week it is essential that they continue their learning remotely on the days when they are not in attendance. We will rely on parents, who select this option, to support their child in this blended learning approach. It will require your child to be organised in transporting their work books between home and school and parents will need to ensure that the work is completed on the days at home, in between.

- Parents need to be consistent as possible with the same sessions e.g. the same days each week. If shift patterns change each week, we would prefer your child to attend every day, rather than to change each week. This will enable teachers to plan for those at home and those in school in advance.
- If your child will not be attending on a full time basis you need to confirm this as soon as possible. Please email the school office at enquiries@admin.sacredheart.wigan.sch.uk Tell us your child's name, year group, days required. The office will inform your child's teacher.

What if my child cannot attend school?

- If your child cannot attend for any reason please let our school office know in the usual way. Please state the reason for absence: (showing symptoms / self-isolating because someone else in the household has symptoms / other illness / no longer require a place etc).
- If you are using the answer phone to leave a message please tell us your child's name, class and date of the message.

What about Handwashing?

- This is the first form of defence against the Coronavirus and we will ensure that your child is supervised as they wash their hands for the required time.
- Please do not send in hand gel as we are unable to use this due to the high alcohol content.

What about Lunch time?

- All Key Stage Two children will now eat their lunches in the KS2 classrooms and will not eat in the KS1 hall. Those on school dinners will have them delivered to the classroom. This is to reduce contact between bubbles even further.
- All Key Stage One and Reception children will eat their lunches in the KS1 building, either in the hall, or in their classroom.

My child needs a place at Heart Club

- Our breakfast and after school club is still open and we would like to continue this provision for our working parents.
- Please book your child in by contacting the school office and speaking to Mrs Baines. Tel No XXXX

Ventilation and Keeping warm.

- Health and safety advice regarding Covid-19 is to ensure that all rooms are well ventilated. This means that windows are open, for the majority of the day, to enable circulation of fresh air.
- The temperature is very low at the moment and although we do have the heat turned up, the children are sitting still when they are working and we want them to keep warm. So, please could your child come dressed for the weather. We would like them to wear their school jumpers. But, in addition to this a fleece or a jumper over the top or another layer underneath. Tights, under trousers give another layer too. We will ask children to keep their coats on in class if needed. We do want them all to be comfortable as well as safe.
- Remember to write your child's name on their clothing.

PE Kits

- Until further notice, do not attend school in your PE kit.