

This is a summary of the information which was shared with parents and carers in July. For further information, please see the school website.



1. When does Sacred Heart re-open?

- Wednesday 2nd September 2020 for all pupils
- New Nursery and Reception children have received individual start dates (phone the school office if you are unsure).

2. Dropping and collecting my child

- Staff members will be on hand to help you and your child find your way around the site
- Enter through the lower carpark gate and follow the signs
- A one-way route is in operation
- A plan of the site is available on the school website
- Staggered starts and pick-up times are as follows:

Group	Family grouping	Drop Off Time	Collection Time
1	<ul style="list-style-type: none"> • All Year Six pupils and their younger family members 	8.35 – 8.45am	3.00 – 3.10pm
2	<ul style="list-style-type: none"> • Year Six and Year Five pupils who have advance written permission to walk and leave school unaccompanied 	8.45 – 8.50am	Dismissed at 3.20pm
3	<ul style="list-style-type: none"> • All Year Five pupils and their younger family members and • All pupils in Mr Sankey’s Y1/2 class and their younger family members and • All pupils in Miss Draper’s Y2 class and their younger family members 	8.50 – 9.00am	3.10 – 3.20pm
4	<ul style="list-style-type: none"> • All Year Three pupils and their family members and • All Year Four pupils and their family members and • Mrs Hart’s Year 1 class and their family members 	9.00 – 9.10am	3.20 – 3.30pm
5	<ul style="list-style-type: none"> • Reception children without any other siblings 	9.10 – 9.20am	3.30 – 3.40pm
6	<ul style="list-style-type: none"> • Nursery children 	8.45 – 9.00am	As arranged on an individual basis

- Ensure that you are on time. If you arrive after 9.20am the gate will be locked. Go to the main entrance.
- Kiss your child goodbye **before** you enter the lower car park gate. There will not be time for prolonged ‘goodbyes’ at classroom doors.

3. Site Rules

- No dogs are allowed on site, unless they are therapy or xxx dogs.
- No smoking or vaping on site.
- We would appreciate your full attention on site and therefore, respectfully ask that you refrain from using your mobile phone in the school grounds.

4. What to expect on the first day.

- All parents will be able to take their child around the building to the classroom door (so that they will know where to collect their child at the end of the school day). **For KS2 pupils this will be for the first day only.**
- Parents of new Reception and Nursery children **only**, may enter the building for the purpose of helping to settle their child on the first day. Parents and carers will only be allowed inside if they are wearing a **face covering**.

5. Social Distancing and keeping our staff safe.

- Social distancing for adults - markings on the floor will remind everyone about maintaining a 2M distance.
- Parents and carers must maintain 2 metre from all school staff.
- School staff must maintain a 2 metre distance from each other

- Teachers will be unable to speak directly with parents at drop off / pick up times.
- Each classroom entrance door has a marked box to indicate the 'keep clear zone'.
- You may see staff wearing visors when needed / PPE when in an emergency situation.
- Parents and carers who have an appointment inside the school must wear a face covering.
- Wherever possible, pupils must remain at a distance from school staff (in line with age and stage of development).
- Parents who need to speak to our office staff, must wear a face covering. Parents must wait outside the building if there is already one person at the office window,

6. Social distancing and keeping our pupils safe.

- Pupils are not expected to socially isolate from each other within their bubbles.
- Pupils are arranged in year group bubbles. This means that year groups will not mix with other year groups.
- There will be no assemblies or other large group gatherings.
- Lunchtimes and playtimes are staggered to ensure bubbles do not mix.
- Sandwiches in KS2 will be eaten in classrooms. KS2 hot dinners will be at staggered times in the KS1 hall.
- Reception, Y1 and Y2 will be eating either in the hall or in classrooms, with their classes.
- Pupils do not need to wear face coverings.

7. Hygiene and handwashing.

- Handwashing routines will be taught and well-managed in all classes. Parents can help by discussing this with your child.
- Do not send hand sanitiser into school. We will only use this, should water not be available.
- The 'catch it, bin it' approach is used – we have extra bins.
- Teach your child about how to manage coughing and sneezing.

8. What if my child shows symptoms of Covid-19 at school?

- Your child will be removed from class.
- Your child will be supervised in our allocated waiting area.
- We will contact you and ask that you collect your child immediately (are your contact details up-to-date?). Check the data sheet included in your child's annual report and let the office know of any changes.
- We will help and advise you in how to arrange a Covid-19 test.
- You must provide us with the outcome of any Covid-19 tests taken, immediately you receive the results.
- Guidance is changing as more scientific evidence becomes available – a positive test means that you should now self-isolate for **10 days** from the onset of symptoms. Other family members should self-isolate for **14 days**.
- **If anyone in school tests positive for Covid-19, we will immediately take advice from our local health protection team regarding the next steps to be taken.**

9. What about drinks during the day?

- All classes have beakers and jugs for use by pupils.
- All classes have access to sinks
- Water fountains in KS2 are not in use.
- Water bottles are not required, unless your child is on packed lunches.
- Pupils who have a school dinner will be given a drink at lunch time from the kitchen.

10. Attendance

- Parents should check their child each morning before sending them to school. If they are displaying any symptoms (high temperature, persistent new cough, reduction in taste or smell) do not send your child to school and make arrangements for a Covid-19 test. Inform school about the reason for absence.
- Inform school on the first day of absence, the reason for the absence – a message can be left on the school answer phone or sent in via e-mail to enquiries@admin.sacredheart.wigan.sch.uk

- Inform us **immediately** if the reason for absence is related to COVID-19,
- Up-date us each day that your child remains absent and on return to school complete an absence form, **failure to record this absence in writing may result in your child's absence being unauthorised**
- Advise us if a pupil is unable to attend school because they are complying with clinical health advice.

11. Uniform

- All pupils should wear full school uniform – see school prospectus on the school website.
- Remember – no ear-rings or jewellery, no nail polish, sensible smart hairstyles, no trainers – sensible black shoes.

12. Heart Club

- Places should be booked in advance by phoning either the school office or by contacting Heart Club.
- Breakfast and after school club is also operating under strict health and safety regulations and the same expectations are required of attendees.
- Parents must now drop their children and collect them at the main door of the school. Ring the bell, and wait for the intercom. Please **do not enter** the building.

Equipment

- Do not send in any equipment with your child. No pencil cases, no footballs etc. Frequently used items e.g. pens and pencils, will be provided for each child to use.
- Mobile phones can be brought to school, for those children (in Y5 and Y6) who have advanced written permission for them to walk home alone. Phones must be switched off during the day and placed in the class box on arrival and can be collected at the end of the day.
- Do not bring in large bags, as we do not have space for safe storage.
- Book bags can be used to transport home reading books and library books. Books will be 'quarantined' on return. Do not send in book bags until we let you know which day they will be needed. More information about this to follow.

PE – One day each week, will be for PE lessons. On this day, your child should attend school for the day in their **PE kit** (plain black joggers over their PE shorts, and school PE tee-shirt, trainers and school sweatshirt. More information to follow.

Swimming – Miss Pike's class will be going swimming each Monday afternoon. Letter sent out in July via parent mail with further information.

Parental Contact Information – It is essential that school has two contact telephone numbers for your child, and that your details are up-to-date. Check the data sheet, sent out with your child's report or check with the school office. Any changes can be sent in through email.

PARENT MAIL – ensure that you can access this as this is how we communicate with parents.

WEBSITE – check that you can access this as this is where we post information.

FACEBOOK – up-dates here too!

See you all soon!