

Plan for the Full Opening of Sacred Heart Catholic Primary School and Nursery.

The information in this letter is **subject to change**, in response to emerging information from the Government, DFE and LA. It contains important information for all parents and carers.



Produced Wednesday 15th July 2020

Dear Parents and Carers,

We are very pleased that the Government has now set out a plan and expectation that all children will return to school in September. The information for parents and carers can be found by following the link below:

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak>

The following details set out, how Sacred Heart will begin to put the Government's plan into action. I apologise for the amount of information, you will need to read through, but I am sure that you will appreciate how much there is to consider.

This letter covers the following areas:

1. Returning to school
2. Dropping off and collection of my child(ren)
3. Managing risk and rates of transmission
4. Breaks and Lunchtimes
5. Attendance
6. Uniform
7. Heart Club and After School Clubs
8. Curriculum, behaviour and pastoral support
9. Cleaning, hygiene and hand washing
10. Showing symptoms of Coronavirus?

1. When will my child be able to return to school?

All children at Sacred Heart from Year One to Year Six are expected to return to school on Wednesday 2nd September. New pupils, who are starting for the first time in Nursery and Reception, have already received a start date. These pupils will start in small groups over the first two weeks of term.

2. Dropping off at the start of the day and collection at the end of the day

At the start and end of the school day, there are a considerable number of adults and children moving around the school site. It is essential that during these busy times, we are able to ensure social distancing for all adults. This means that we must:

- stagger starting and finishing times for all pupils, to limit the number of people on the site
- allocate a specific time to each group and ask that this is adhered to at all times
- take time for dropping off and collecting children over a forty-minute period
- signpost everyone to a 'one-way' route around the site
- keep everyone moving around the site, insisting that parents and carers drop off/ pick up quickly and do not linger to talk to other parents or staff at the classroom door
- allow just one adult to access the site for each family (other family members are asked to wait away from the school entrance)
- invite all children in a family to be dropped off and collected at the same time
- remind parents and carers that they should not gather outside school

Access - The school site is accessible, only on foot, for pedestrians. If you are driving, you are asked to park at a safe distance from the school entrance, giving respect to our neighbours and to each other.

All drivers are asked to park a distance away from the entrance on Springfield Rd – PARK and STRIDE

Drivers must NOT drop off children on the road outside and block the roadway

If you have arrived by bicycle, we ask that you dismount at the school gate and join the queue to access the site. The bike storage facility will remain open during this time and we ask that parents and carers support their child in storing their bike safely, maintaining social distance from other users. In line with government guidance, we are *“encouraging parents and children and young people to walk or cycle to their education setting where possible.”*

Movement around the site - On entry to the school site, you will see signs which indicate the route you should follow as you drop off and collect your child. Members of staff will also be on duty to guide everyone along the designated route. We will operate a one-way system around the site. (Please note that this route is different to the one we have used for key workers during the summer term). Lines at 2metre intervals on the floor will remind everyone about safe distancing. Staff members will ask you to wait, if the site is becoming too crowded and your co-operation with this is greatly appreciated. Please ensure that you leave sufficient time for this, as dismissal from school is expected to take much longer than previously.

In the morning, on arrival, at your designated time, we ask you to line up with your family at the **lower carpark gate on the staff car park**, close to the Key Stage (Junior) building. There will be no access to parking spaces here between 8.30 and 9.15am. From here, you will follow a designated pathway around the site.

Pupils in the Key Stage Two building (Juniors Y 3 – Y6) must leave their parents at this point and walk independently to their classrooms. Parents with children only in KS2 will then leave the site via the grey gate near the bike store and then leave along the path.

Parents with children in Reception and Key Stage One (Infant building) will enter through the same gate and then walk around the rear of the infant building, dropping off their children at the classroom doors. They will leave the site by following around the building, past the nursery and reception, and back onto the pathway at the front of school, exiting down the path through the grey gate. It is essential that parents keep moving and we regret that there will **not** be time to speak to staff at the classroom door.

Collecting your child – as above, a clear one-way system will operate on the school site and staff will be on hand to direct you to the designated collection points. You should arrive at your designated collection time at the **lower car park gate**, where you will enter the school site as you did in the morning. There will be no access for vehicles between 2.45 and 3.30pm

All children will be collected from their classrooms. For collection of pupils in KS2 (Junior building) parents will walk around the building, in an anti-clockwise direction, maintaining a social distance and standing well back from the classroom doors. Families with children in both buildings should collect from KS2, before walking around the rear of the KS1 building to collect their youngest children.

Families with children just in KS1 should enter the gate and turn immediately left, cross the playground and follow the path behind the KS1 (infant) building. Continuing in the same direction, past Nursery and Reception and exiting the site. Please keep moving as best you can, keep all your children close and avoid blocking the pathway. Do not stop, to talk to other parents or staff members, near to the classroom doors.

Staggered starts and collection times - As much as possible, we want to avoid too many parents having to come on site at any one time, to ensure social distancing guidelines are followed. Therefore, we will be operating staggered arrival and pick up times. The best way to do this is to open gradually to **family groups** in the following order.

Group	Family grouping	Drop Off Time	Collection Time
1	<ul style="list-style-type: none"> All Year Six pupils and their younger brothers and sisters 	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 home unaccompanied 		Dismissed at 3.20pm
3	<ul style="list-style-type: none"> All Year Five pupils and their younger brothers and sisters and All pupils in Mr Sankey’s Y1/2 class and their younger brothers and sisters and All pupils in Miss Draper’s Y2 class and their younger brothers and sisters 	8.50 – 9.00am	3.10 – 3.20pm
4	<ul style="list-style-type: none"> All Year Three pupils and their younger brothers and sisters and All Year Four pupils and their younger brothers and sisters and Mrs Hart’s Year 1 class and their younger brothers and sisters 	9.00 – 9.10am	3.20 – 3.30pm
5	<ul style="list-style-type: none"> Reception children with no brothers and sisters in school 	9.10 – 9.20am	2.50 – 3.00pm

Nursery children should be dropped off and collected at the front door of the Nursery. We regret that we will be unable to welcome parents and carers into the building. Please say goodbye to your child at the door and leave straight away. Nursery children should be dropped off between 8.45 and 9.00am and collected at their pre-arranged collection time.

Parents and children **must** arrive during their time slot so that we can achieve free flow onto the school site and so that we avoid queuing which could extend onto Springfield Road. If queues extend onto the street this will: obstruct the crossing point where the lollipop patrol is located, obstruct entrances to driveways, block the pavements for prams and pushchairs and generally create an unsafe environment in a very busy road.

Arrivals – Please make every effort to arrive on time. It will create difficulties for us if you arrive at school after the gate has closed (9.20am) and the site secured. This is because we need to ensure that each ‘bubble’ of children keeps together and doesn’t mix with other bubbles. If you do arrive late, you will need to come to the main Reception, where someone will be able to help you.

Pupils will **not** be allowed to play on the school yard before school begins. All pupils on the school site must go straight to their classrooms. We ask parents and carers to ensure that their children stay with the supervising adult at all times until they are handed over at the classroom door.

3. Managing Risk and Rates of Transmission

Pupils are arranged in Bubbles The purpose of a bubble is to reduce the risk of transmission of the virus, by limiting the amount of pupils and staff in contact with each other to only those within the group. Maintaining bubbles of children who do not mix with others makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and keep that number as small as possible. *‘All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable’.* (Gov.UK)

Our bubbles are based on **year groupings**. Each class groups will mix only with others in the same year group at playtimes and lunchtimes.

Children will be able to access outdoor spaces as part of their class timetable. They will not meet children from other year groups during their outdoor sessions. Lunchtimes will be managed to limit movement in the school and there will be no interaction with children from other year group bubbles during these periods.

There will be no large gatherings and we regret that we will be unable to have assemblies or collective worship together in our hall.

Maintaining social distance – The Government *recognise that younger children will not be able to maintain social distancing and that it is acceptable for them not to distance within their group.* (Gov.UK). So our emphasis is on separating year groups (bubbles) and also encouraging our older Key Stage Two children (Year Five and Year Six) to

distance from each other and from our staff, where possible, and to refrain from touching staff and other children, where they are able to do so.

We cannot guarantee that the virus won't spread in school. In bringing your children to school, it will be essential that **social distancing** is still observed for all adults, including staff, parents and carers, visitors, contractors and all who access the school site.

As parents and carers move around the site at the start and end of the school day they must ensure 2 metres social distancing from other adults.

Arrangements in classrooms – Where pupils are working at tables, we will make adaptations to our seating arrangements in classrooms, which will include seating pupils side by side and facing forwards, rather than face to face or side on.

Toilets - We will ensure that toilets do not become crowded by limiting the number of children who use the toilet facilities at any one time. This will mean that children will have to be patient and wait their turn. There will be restricted use of the toilets during additional cleaning times during the day and toilets will be timetabled, to give priority to pupils during staggered breaks. Any child with a care plan in place regarding difficulties in this area will be given priority and will be allowed to access toilets as needed.

Personal Protective Equipment (PPE) including face coverings and face masks – Children in Primary Schools are **not** required to wear PPE. PPE will **not** be provided by our school and children will **not** be permitted to wear it. *“Wearing a face covering of face mask in schools or other educational settings is not recommended.”* (Gov.UK) This is because: *“Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.”* (Gov.UK).

Pupils who arrive at school wearing a face mask or covering will be asked to remove it when they enter the school site. If the child is with a parent or carer, we will ask that you take the mask home with you.

If a child from Year Five or Year Six arrives alone, wearing a reusable face covering, their parents should provide their child with a re-sealable plastic bag in which the covering can be stored during the school day. If the mask is a temporary mask, we will ask the child to dispose of it in our covered bins which are available in all classrooms.

Our staff, may wear PPE, when needed, for example as part of our intimate care procedures, when close contact is needed and unavoidable, and in emergency situations.

4. Breaks and Lunchtime Arrangements

Breaks - During break times, which will be staggered, the children will remain in their year groups in designated areas of the playground ensuring that the year groups are not mixing to minimise risk as per the government guidance. There will be limited use of outdoor equipment, no contact sports e.g. football games which involve groups of children etc. Unfortunately, the trim trail will be closed as cleaning between bubble groups is not possible.

Lunchtimes - During lunch time, which will also be staggered, the children will eat either in their classroom or in the hall or classroom, and we will ensure they remain in their designated areas with their designated bubble group. Pupils on packed lunches should send in a drink and a lunch box to access at lunch time only.

We will provide beakers and water for every child, in each 'class bubble' for sessions during the working day. There is **no** need to provide an additional drink for your child. The water fountains (in Key Stage Two) will **not** be used.

Pupils in Reception, Year One and Year Two are all eligible for a universal free meal (as previously). All pupils who are eligible for a Free school meal will be able to have a meal from the kitchen. Other children are able to purchase a meal, preferably using on-line payments to avoid handling money at the school office.

5. Attendance

Pupils who return to school after a period of absence can experience a whole range of feelings and emotions. We are all adjusting to a 'new normal' where things are not the same anymore. Some children will be excited and pleased and others may be reluctant or anxious about returning. All of these feelings are normal reactions to a changing situation. As part of our curriculum, we will be leading lessons on well-being, how to deal with emotions and feelings and how to get back into routines, which are not quite the same as before COVID-19. Most children will respond positively to these lessons, however, there may be a small number of children who will need something more.

Our Children and Families Support Workers; Mrs Golden and Mrs Roach, have worked throughout the last few months, liaising with those families, where children may be vulnerable, staying in contact with them and offering support where needed. This support may need to continue for some families, where returning to the regular routines of school may be difficult.

If any parent feels that their child is struggling to cope with the return to full-time education in September, they should contact Mrs Roach or Mrs Golden to discuss how we can help their child.

At Sacred Heart, we expect therefore that all pupils will return in September. We are asked by the Government to remind parents and carers that the usual rules on school attendance will now apply including:

1. Parents' duty to ensure their child attends regularly at school
2. Schools' responsibilities to record attendance and follow up any absences with parents
3. The availability to issue sanctions, including fixed penalty notices

'In March, when the COVID-19 outbreak was increasing, the Government made it clear that no parent would be penalised or sanctioned for their child's non-attendance at school. Now, the circumstances have changed and 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, well-being and wider development.' (Gov.uk)

Parents must:

- 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 (please leave your child's name, class, date and reason for absence)
- Inform us **immediately** if the reason for absence is related to COVID-19, and a member of staff will want to speak to you as soon as possible
- Up-date us each day that your child remains absent and on return to school complete an absence form, which states the dates and reason for absence – these are available from the school web site and from the school office – **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.

6. Uniform

During the past few weeks, when school has been gradually opening to pupils, we relaxed our uniform policy. This meant that parents were not asked to purchase uniform and new shoes for their growing children at this time.

From September, we expect all pupils to return to school in full school uniform (please see the school prospectus for more details – available on our school website). This includes high standards of presentation with appropriate hair styles (no fashion trends), no earrings, no nail polish etc.

Uniform plays a valuable part in contributing to our school ethos, to setting an appropriate tone and ensuring that we are all **PROUD** of the contribution we make to our school. We expect parents to support us in establishing these expectations from the very start of term, so that we can all concentrate on what's important as we move forward.

Any parent, who needs help in providing a school uniform for their child, should speak with Mrs Roach or Mrs Golden.

7. Heart Club and After School Clubs

Heart Club - We are hopeful that our breakfast and after school club (Heart Club) will be open in September. We have written to all current users of the club and contacted all new parents, who have made enquiries. For further details about a place at Heart Club, please see the school website. If you have not already contacted school about a place at Heart Club, please do this as a matter of urgency.

Provision at Heart Club is also subject to government guidelines to ensure that the spread of the virus is minimised and that children and adults are kept safe. Heart Club staff are also carrying out risk assessments to ensure this club is safe and operationally compliant.

After School Clubs – We regret that there will be **no** other after school provision, until further notice.

8. Curriculum, behaviour and pastoral support

Learning – We understand that our pupils will return to school in September, with many and varied experiences of learning. The majority will have experienced home learning for the first time and many of our parents and carers have risen to the challenge of becoming teachers. Children of key workers have attended school, some on a part-time basis and we are mindful that some children have not accessed any learning at all. Each child's individual circumstances will be very different.

When our pupils return, it is important that we enable everyone to start learning and to build on their lockdown experiences, whatever these may be. Our teachers will be ready to take account of this and will plan in time, for important missed curriculum content to be taught. We expect that pupils will make accelerated progress once they are attending school again each day, and it is more important than ever, that children attend on time every day and take advantage of all that school can offer.

Substantial modification to our curriculum may be needed at the start of the year, so we will prioritise teaching time to address gaps in pupils' knowledge with the aim of returning to our normal curriculum content no later than summer term 2021. For some pupils, it may be necessary to suspend some subjects, so that we can prioritise areas of learning. Where this is needed, we will discuss this with parents and involve you in your child's plan.

Our focus for pupils in Nursery will be on the prime areas of learning, including communication and language, personal, social and emotional development and physical development. In Reception, teachers will focus on the gaps in language, early reading and mathematics, phonic knowledge and extending vocabulary. All Early Years children will be given opportunities for outdoor learning.

In Key Stage One and Two, we will address gaps in learning, prioritising phonics and reading, increasing vocabulary, writing and mathematics. We will identify opportunities for reading widely across the curriculum and the development of knowledge and vocabulary. The curriculum will remain as broad as possible so that pupils are taught a full range of subjects, increasingly, across the year.

Remote learning – Over the last month of the summer term we have started to introduce remote learning through 'Microsoft teams in the classroom' to pupils in Key Stage Two. All KS2 parents were sent introductory videos, user names, passwords and instructions about how to set up access on their home devices through Parent Mail. Teachers have been very pleased to see their pupils on-line and engaging very positively. Not all pupils have engaged with these sessions and we will be following this up in September with those who have not taken part. It is important that all pupils are able to access remote learning should we be in a position where we need to close down part, or the whole of the school again due to COVID-19.

Our school website has all the remote learning activities from the last fourteen weeks, for all pupils to access. If your child has not yet completed these, perhaps they could, under your supervision, keep going with them over the summer holidays in preparation for their return. We will not be posting further home learning activities on the school website after 17th July.

Equipment – Pupils must not bring in equipment, books, pencil cases or other resources from home. Pupils who are seated working at desks will be provided with their own frequently used equipment e.g. pens and pencils. Classroom books, games and other pieces of equipment will be shared within the classroom and will be cleaned as per government guidance.

Reading books will be sent home on a weekly basis and will be stored appropriately when returned in line with government guidance. Please ensure that the book is returned on the designated day. Pupils should continue to bring in their red book bags for the purpose of carrying home reading books. More information about this will follow in September.

Please **do not** send in large bags e.g. back packs. Small bags containing lunchboxes are allowed. This is to ensure our cloakrooms do not become overloaded with clutter.

PE lessons and physical activity – PE lessons will take place outside as far as possible. All pupils will access one PE lesson each week initially and a daily active mile. The emphasis will be on physical activity and fitness. All games will be non-contact activities. To reduce the amount of equipment which is sent into school, we will ask parents to send their child into school for one day each week dressed, ready to take part in PE activities. Pupils from Year One to Year Six should come to school on their designated day wearing trainers, plain black jogging bottoms or leggings and their usual school jumper. We will let you know in September which is your child's designated PE day.

Swimming - Pupils in Year Three, normally access swimming lesson. At this present time, we are informed by Wigan baths that swimming lessons **will** start again in September. We will keep parents and carers of year three pupils informed of this, when we return, in September.

Music Y4 - Pupils in Year Four will be involved in wider opportunities in music. They will all begin to access guitar lessons from the start of the autumn term, each Friday afternoon. More information will follow about this in September.

Behaviour – we expect that our pupils will continue to follow our diamonds rules and these will be re-enforced when our pupils return to school in September. In addition will be explaining our expectations and rules about hygiene and cleanliness, how we should move round the building and school site, and how we should treat others etc.

9. Cleaning, hygiene and handwashing

Sufficient handwashing facilities are available in all areas of the school. School staff will ensure that all children have a lesson on how to wash their hands and give regular reminders. Parents and carers can help with this by going through the handwashing guidance with their children before they return to school.

Handwashing will be supervised by staff to ensure that children clean their hands on arrival at school, before and after eating, after sneezing or coughing etc. Hands should be washed with soap and water for 20 seconds and be dried thoroughly.

Hand sanitiser will only be used where water is not available (in an emergency) as it has a high alcohol content and is not suitable for children. Parents must **not** send in hand sanitiser with their children.

We encourage children not to touch their mouth, eyes and nose. We will encourage children to use a tissue or elbow to cough or sneeze and we have pedal bins for waste tissue. Bins will be emptied regularly throughout the day.

All rooms will be well ventilated using windows and doors to enable air to circulate naturally.

Cleaning for each classroom area will take place during the day, as well as at the end of the school day. Tables and chairs and equipment will be wiped over with anti-bacterial spray. All of our staff will be helping with this task in addition to our usual cleaners. Additional attention to the cleaning of bannisters, door handles and other surfaces will be given high priority.

All classrooms will have been thoroughly cleaned and disinfected prior to children returning to school. All spaces within the school are equipped with soap, sanitisers, disinfectant sprays and gloves.

Tables and equipment are cleaned regularly. This will also include sink areas and toilets. Children will be given their own equipment for use in school.

10. Showing symptoms of Coronavirus?

No one should enter the school buildings or school site, if they are displaying any symptoms of coronavirus. This includes, adults, children, staff and visitors. If your child shows symptom, they should be kept at home. Please phone school to let us know the reason for absence. Please see below for further information should your child become ill at school.

Becoming unwell at School - If anyone becomes unwell with a new contagious cough or high temperature, we will send them home immediately to self-isolate and families should then follow the coronavirus infection guidance. Appropriate measures will be taken to isolate anyone who displays symptoms, whilst they await collection from school.

The following Government guidance will be followed: **Parents and carers must:**

- book a test if they are displaying symptoms. All children can be tested, including children under 5, but children aged under 11 will need to be helped by their parents/carers if using a home testing kit.
- provide details of anyone they have been in close contact with if they were to test positive for COVID-19, or if asked by NHS Test and Trace.
- self-isolate if they have been in close contact with someone who develops COVID-19 symptoms or someone who tests positive.
- Inform school immediately of the results of a test

The following instructions from Gov.UK **must** be followed:

- *if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.*
- *if someone tests positive, they should follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days. (Gov.UK)*

If there is a confirmed case of COVID-19 within our school community, we will contact our local health protection team immediately. They will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period they were infectious and ensure they are asked to self-isolate. We are guided by the health protection team in any subsequent actions that we need to take.

Communication with Parents

Wherever possible, our main source of communication with parents will be through Parent Mail and through the school website. E.g. for letters and up-dates from school. Going forward, we will limit the number of letters we send out in paper format.

Year group teacher e-mail addresses will be closed for the summer holiday period and re-opened at the start of September.

Up-dates to Face Book will stop after 17th July and will re-commence in Sept.

Finally – Thank you for taking the time to read of all of this information. If you do have any questions about any part of these arrangements, please do not hesitate to phone school before the end of term (17th July) or you can send an email to enquiries@admin.sacredheart.wigan.sch.uk.

I hope you have a lovely summer and I look forward to September, when we will meet again.

Yours sincerely,

Mrs C. Mason
Headteacher

