A background graphic of a constellation, consisting of numerous small grey dots connected by thin, light grey lines. The lines form a complex web of triangles and other geometric shapes, resembling a star map or a network diagram. The dots vary in size, with some being significantly larger than others. The overall effect is a subtle, geometric pattern that fills the page.

UST

University Schools Trust

the constellation

**St Paul's Way
Foundation School
CV-19 Parents Guidance**



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Introduction

On 30 December 2020 the government announced that in order to help contain the community transmission of coronavirus (COVID-19), some restrictions to primary education settings are required in certain areas. These are in line with the contingency framework for education and childcare settings.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/949187/Contingency_framework___implementation_guidance.pdf

On Monday 4th January schools across the country were instructed to close.

1. Outline of our plan for a phased reopening

In March when the coronavirus (COVID-19) outbreak was increasing, the government informed schools no parent would be penalised or sanctioned for their child's non-attendance at school. The government has reissued this guidance to schools on Thursday 7th January 2021

The school has completed further risk assessments to ensure that we are complying with the government guidance that was shared on 30th December 2020. On the 4th January 2021, England went into a third lockdown whereby Schools were instructed to remain closed for all pupils, except those who are vulnerable or have an EHCP. The school has reviewed our Risk following whole school closure.

- Our first response to the announcements was to evaluate our school risk assessments.
- To update our guidance and supporting documentation and share this information with the SPWF community.
- Children remain grouped in 'Bubbles', however these are now year group bubbles, with named staff so as to minimise any risk to both the children and the adults in school through extended contact.
- With reduced numbers on pupils in staff, it is safe for all children to start and end the day at the same time. Parents are being asked to drop children at the gates where possible and to wear masks on entry to the School playground. Parents who are exempt are being asked to wait until the school site is less busy to collect their children. The gates will open at 8.50am for drop off and 3.15pm for collection. All children are to be dropped off and collected through the main dates on Masjid Lane.



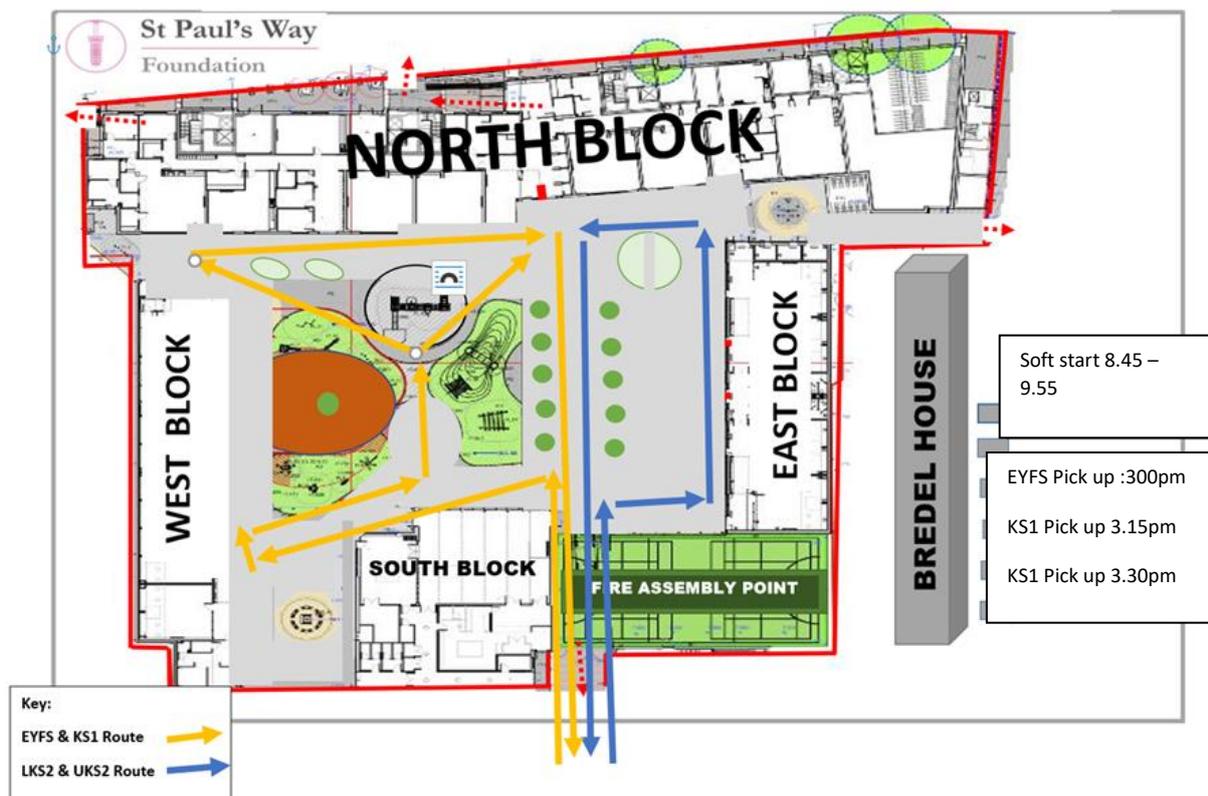
- We ask that parents do not arrive early to queue as this increases congestion. When the gates are opened people can move quickly through the playground and this means that you should not have to queue for longer than necessary. Parents and carers are asked to continue to wear face masks at the start and end of the day unless you are medically exempt.
- The walking bus will continue to run. We will inform parents when breakfast club will begin.

2. Entry, Exit times and Route

- The school gates will be open from 8.50am and EYFS and KS1 parents may take children directly to their child's classroom entrance or drop children at the gates where possible. KS2 parents will say goodbye to their children at the gates. Staff will welcome children into the classroom.
- Senior Leadership Team staff will be on duty in the playground from 8.50am to greet children, take enquires from parents and remind parents of school guidance.
- The school day will start at 8.55am.
- 2m social distancing reminders are in place so that parents bringing children to school are not put at risk– only one parent per child / family should bring children to school to reduce the number of people in the playground.
- Parents / carers will only be allowed into the school building where this is absolutely necessary and where this has been planned in advance.
- Parents must wear masks when on school site.
- Parents must contact the school office if a different adult will be collecting a child.
- Children must bring packed lunch to school with them. We cannot facilitate dropping lunch off to classrooms after 9.05am as we are reducing staff movement across the school.
- Children will line up in register order from Reception – Year 6
- Hand washing facilities are available in every classroom and will be the first thing all children do on entry to the school.



- Parents should wait at the designated points at the end of the school day. A member of staff on gate duty will inform parents when to enter the playground to safely collect their child/ren – as shown on the diagram below.
- Only 3 people can be in the front foyer at any one time.
- Shared spaces maximum capacity has been reviewed and shared with staff
- Teams who work across the school (Admin/Pastoral/Senior Leadership Team) have reviewed routines for maintaining social distance.
- More visual reminders about hygiene and maintaining distanced have been distributed around the school.
- All staff administering first aid will wear PPE – First aid will be administered in the first aid room and playground (during playtimes).





3. How will children be grouped in school?

- Children will be grouped in year groups with the exception of EYFS and year 4 and 5.
- Each group will have allocated adults to support and teach them. Adults will remain with groups for as much of the day as is possible to reduce the number of contacts between people during the school day.
- Children will be grouped in year groups (as stated above) during playtime and lunchtimes.

4. Which children can come into school?

- Children who are deemed as vulnerable (including those with a EHCP) and those of key workers

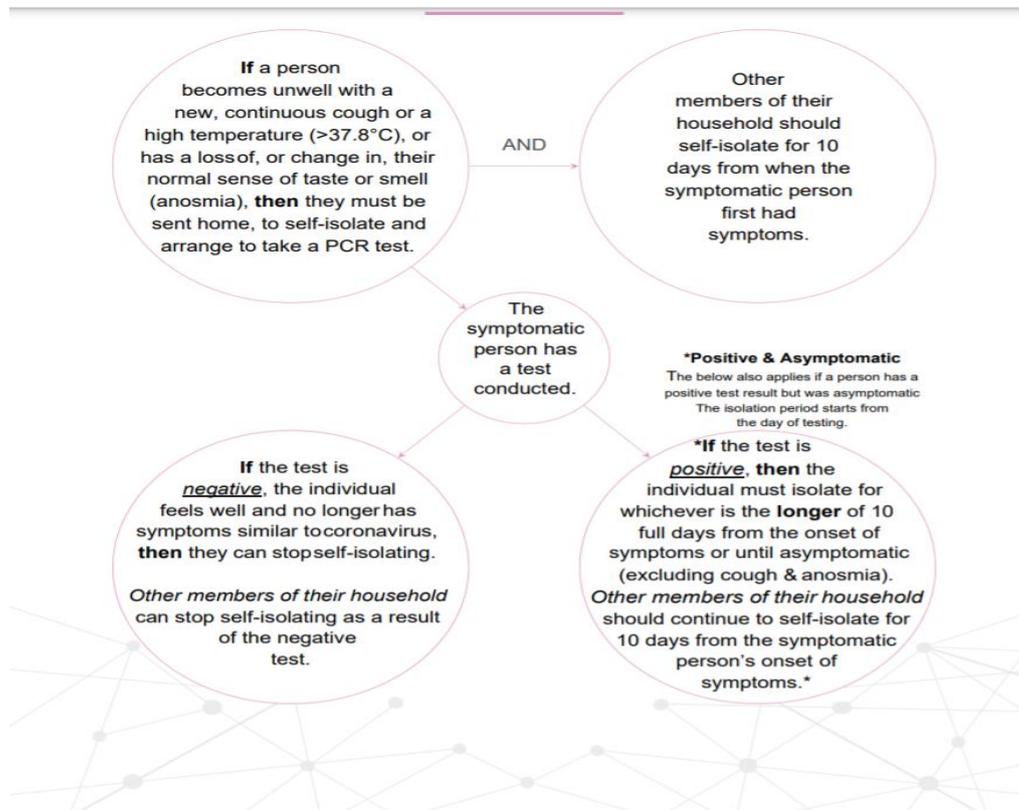
5. What should children bring / wear?

- **Children must not bring items into school other than a coat, a filled water bottle** and prescribed medication such as EpiPens, inhalers etc. Children may bring their usual school bags.
- Children should wear their clean school uniform to school.
- Hot school dinners will be provided for Years N– 6.
- Stationery will be provided for all children in school.
- Children should bring their own water bottles into school.



6. What if a child becomes unwell at home or whilst at school?

Pupil has symptoms



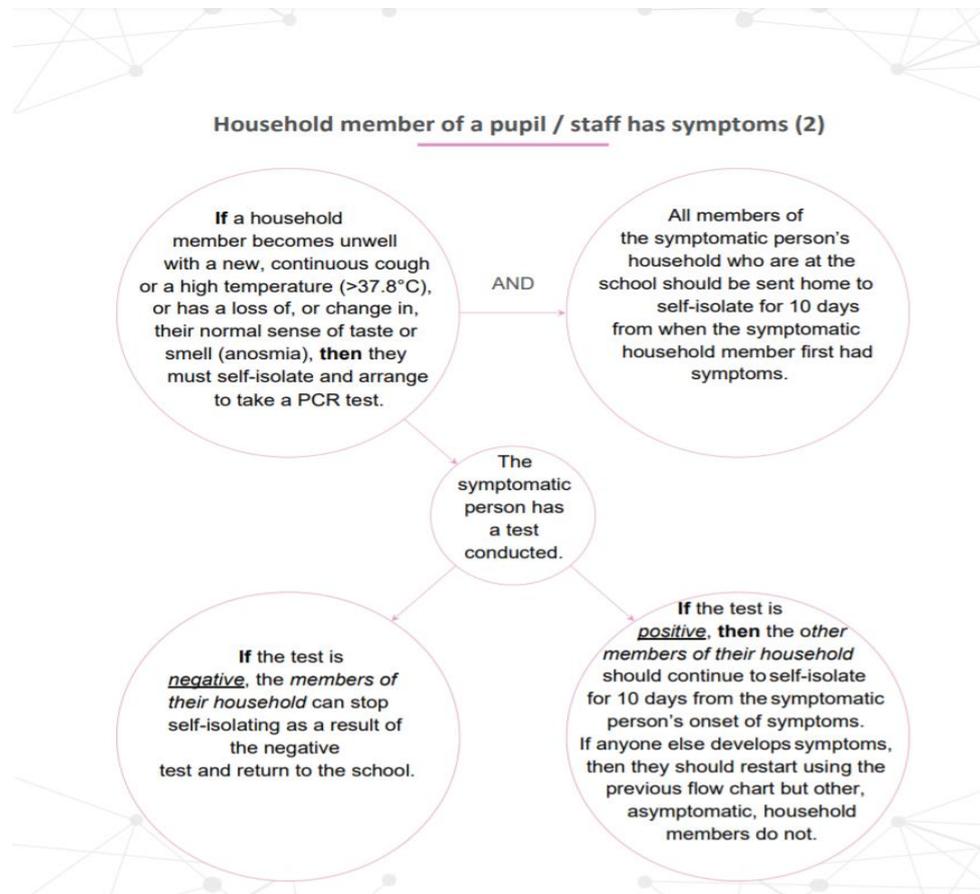
The School will follow the Trust's Guidance as outlined above

- Staff will manage the usual First Aid procedures when required for non-Covid 19 related injuries or illnesses.
- If your child develops symptoms of Covid-19 during the school day, they will be taken to the room next to the Medical Room and kept there until a parent can come to take them home.
- When a child, young person or staff member develops symptoms compatible with coronavirus (COVID-19), they should be sent home and advised to self-isolate for 10 days. Their fellow household members should self-isolate for 10 days. All staff and students will have access to a test if they display symptoms of coronavirus (COVID-19). Further guidance on accessing testing is yet to be made available to schools.
- Parents can ask for a test through the following link. Tests are free to access.

<https://www.nhs.uk/ask-for-a-coronavirus-test>



Household member of a pupil has symptoms



7. How we plan to keep children and adults happy and safe

- Bubble groups of children and adults will mean the children in school are exposed to fewer people during the school day.
- Children with EHCP will have key worker (LSA) allocated to them on a two-week rota for pupil and staff safety. Where possible there will be no mixing of adults between bubbles.
- 2m social distancing reminders mean parents are less exposed when dropping off and collecting their children.
- Not bringing in items from home reduces the risk of germs being transmitted both to and from school.



- Children in Years 2 to 6 will be provided with their own stationery and share resources with their bubble. Resources will be cleaned regularly. EYFS and Year 1 children will be sharing resources as a bubble.
- Zones have been allocated on the playground and MUGA. Break times and lunch times are staggered so that groups of children do not mix with groups from other bubbles. Children in year groups during playtime and lunchtimes.
- Regular hand-washing will be essential for all children and adults in school.
- We have purchased additional sanitiser, soap, wipes and other essential cleaning products.
- Lidded bins are used in all areas.
- Staff will wear masks when moving around the school and can wear visors when teaching.
- Children in year 5 and 6 can wear masks outside of the classroom – parents are responsible for ensuring that children are aware of how these are worn safely – i.e. hands need to be washed before and after they remove their masks. Masks need to be placed in a sealed bag when not worn.
- Children from year 2 can wear visors in the classroom, parents are responsible for ensure these are cleaned daily

8. Summary Guidance for Parents and Carers

- This plan applies to the current Government guidance and any changes to this guidance will result in changes to this plan. Parents will be kept informed.
- Children must wear clean uniform every day.
- No unauthorised items should be brought into school from home.
- Children must arrive and be collected via their allocated entrance.
- Parents and carers must not gather at school entrances and social distancing reminders must be adhered to. The school site will be closed for non-essential visitors at all times.
- Children must not come into school if they are unwell with COVID related symptoms.
- Absences must be reported to the school office by email or telephone.
- Children will not be permitted entry without their prescribed medication – inhalers, EpiPen's etc.



- Parents must inform the school if a different adult will be collecting a pupil.
- Please spend time teaching your child how to wash their hands thoroughly and how to 'catch it, bin it, kill it' before you bring them back to school.