



the constellation

# **St Paul's Way Trust School CV19 Parent Guidance Document 2020**

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## Introduction

HM Government announced, in June 2020, that it expected all pupils to return to school as of September 2020 and issued guidance on how this should be managed:

<https://www.gov.uk/government/news/schools-and-colleges-to-reopen-in-full-in-september>

We have made extensive adjustments throughout our site and all our structures to enable our pupils to return to school and, as much as possible, to minimise the risk to the SPWT community.

This document aims to provide parents with all the operational information they need to ensure that their child can attend school and can operate in a safe manner during this time. Risk assessments will be on-going and guidance may be updated.

By working together, we can ensure the safest possible return to school for everyone within our school community.

## 1. Outline of Our Model For a Phased School Day

Staff at St Paul's Way Trust School have undertaken detailed risk assessments and have decided on the following steps according to the current DFE guidance:

- Maintaining a requirement that people who are ill stay at home
- Ensuring enhanced cleaning arrangements are in place
- Completed risk assessments for our site and produced guidance for staff
- Pupils are grouped into year group 'Bubbles' so as to minimise any risk to both the pupils and the adults in school through extended contact
- Preparing the school site so that we can adhere to advice regarding the interaction and movement of pupils in their cohort bubbles.

## 2. Entry and Exit Times

The entry and exit times plan is below:

- The school gates will be open from 8.15am for staggered entry per year group and pupils will be asked to line up in their 'bubble' for the teacher to collect. Staff will then welcome pupils into the building and walk them to their classroom
- Start and end times for each Year Group:
  - For Year 7 the school day will start at 8.15 am and end at 3.20pm. Year 7 must enter and exit via the gates on Shelmerdine Close
  - For Year 8 the school day will start at 8.15 am and end at 3.20pm. Year 8 must enter and exit via the gates on Bow Common Lane
  - For Year 9 the school day will start at 8.35 am and end at 3.30pm. Year 9 must enter and exit via the gates on Bow Common Lane
  - For Year 10 the school day will start at 8.35 am and end at 3.30pm. Year 10 must enter and exit via the gates on Shelmerdine Close
  - For Year 11 the school day will start at 8.35 am and end at 3.30pm. Year 11 must enter and exit via the red staircase near the student entrance
  - For Years 12 & 13 the school day will start from 8.15 am and end at 3.45pm. Year 12 & 13 must enter and exit via the Sixth Form Reception entrance

- Pupils must use their allocated set of gates to enter and exit the school, within their allocated time slot. If students are later than their Year Group time slot, they must line up outside the main student entrance to receive a late mark.
- Any students who are late will be given a 1 hour Central Reflection the following day as per our policy
- The Senior Leadership Team and pastoral staff will be on duty at each entrance from 8.15am to direct pupils to the correct entry point
- We ask parents not to gather outside the school building; if necessary, only one parent per pupil / family should bring pupils to school so as to reduce the number of people gathered outside the building
- Parents/carers will not be allowed into the school building at any point unless collecting a pupil who is unwell
- Parents/carers should support pupils to observe national guidance on masks and sanitisation if travelling to school via public transport
- Hand sanitisers will be available at each entry point and will be the first thing all pupils must do on entry to the school; access to washing facilities will be available at regular points during the day.

### 3. How Will Pupils Be Grouped In School?

- As per national guidance, pupils will be grouped in whole cohort bubbles
- Whilst in their Year Group bubbles, there is no need for additional social distancing
- Where students are in mixed cohort bubbles, social distancing will be observed as much as possible
- Staff members will circulate amongst Year Group bubbles. Staff will maintain social distancing as much as is possible to minimise contacts between people during the school day.

### 4. Which Pupils Can Come Into School?

- All pupils in all year groups are expected to attend school
- If a child is absent (due to illness or other), parents/carers must call the school to report their absence
- If the pupil or any member of the family displays symptoms consistent with CV19, the pupil must not be sent to school and the family must report the absence to the school via the school number/email address.

### Before and After-School Provision

- Students are able to access the Breakfast club, if pre-booked, and will need to sit in allocated Year group tables. Please contact the school admin team to request a space at the breakfast club. You will need to provide details of any allergies and medical needs, and duration of access needed. Spaces are limited and we will update this on a termly basis
- Students who are undertaking Music practice will need to report to the Music office
- No other students are allowed into the building before the start of the school day
- All after school provision will be limited to Year 11 intervention or the fulfillment of sports/music performances.

## 5. What Should Pupils Bring/Wear?

- Pupils must bring a filled, named, water bottle, their own stationary equipment and prescribed medication such as EpiPens, inhalers etc. pupils **MUST NOT** share any of their own equipment; paper and learning resources will be provided in school
- Pupils who require an asthma inhaler must carry this with them at all times. Pupils will not be allowed on site if they do not have their inhaler with them
- Only medicines which have been prescribed by a doctor and which have to be taken at a specified time when pupils are on site can be brought into school. Medicines such as antihistamines or antibiotics which need to be taken three times a day should not be brought into school as these can be taken at home. Non prescribed medications will not be allowed on site
- Wearing clean clothes daily may help reduce the spread of CV19, therefore we ask that pupils are in clean uniform on a daily basis. Full school uniform must be worn, including school jumpers/cardigans, ties and blazers. All students must also have black school shoes
- As it may be difficult to provide a clean jumper daily, pupils may wear an alternative smart jumper to school **only if they do not have a clean school jumper**. These should be plain grey / black, without any logos or symbols.
- Students should bring their SPWT uniform PE kit with them on the relevant days. Pupils may wear a plain black full sleeve jumper with no logo, in place of the new SPWT full sleeve PE uniform jumper.
- Hoodies and zip up jumpers are not permitted on school site
- Pupils must also bring a weatherproof coat/jacket to allow them to comfortably use the outside space during break and lunchtime; in line with guidance, all students will be required to be outside for break and lunchtime, weather permitting
- Students will be asked to remove any make-up and jewellery on entry to the school
- A grab-and-go lunch menu will be offered each day to all pupils attending on site
- Students are advised to follow national guidance on the use of PPE whilst travelling to school
- As per national guidance, there is no requirement to wear PPE in school. Hand sanitisers will be available on entry and access to hand washing facilities will be provided at regular points during the day
- DFE guidance discourages the use of facemasks in the classroom.
- As a deaf-friendly school we cannot accommodate the use of opaque face masks in classrooms; however where families are concerned, students have the option to wear their own transparent visor or face mask in lessons.
- Students are able to wear an opaque face mask outside of the classroom, such as on corridors during transition.
- Parents are requested to review the guidance on safe use of face masks and to complete a confirmation statement via the school website
- We will continuously review all our guidance in line with national advice.

## 6. What Happens Should A Pupil Become Unwell Whilst At School?

- 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 medical isolation room next to the Medical Room and kept there until the parent can come to take them home
- When a pupil, young person or staff member develops symptoms compatible with coronavirus (COVID-19), they will be sent home and advised to self-isolate for 10 days. Their fellow household members should self-isolate for 10 days, and everyone should follow the government guidance: [guidance to stay at home](#)
- Families will be asked for the student to take the test and inform school of the result. The pupil will not be allowed back on site until the test results have been confirmed as negative
- All staff and pupils will need to take a test if they display symptoms of coronavirus (COVID-19). Parents must request a test through the following link: <https://www.nhs.uk/ask-for-a-coronavirus-test>
- Where the pupil, young person or staff member tests positive, the rest of their class/group within their childcare or education setting will be sent home and advised to self-isolate for 10 days. *The other household members of that wider class/group do not need to self-isolate unless the pupil, young person or staff member they live with in that group subsequently develops symptoms*
- As part of the national test and trace programme, if other cases are detected within the pupil or young person's cohort or in the wider education or childcare setting, Public Health England's local Health Protection Teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number of other pupils and young people may be asked to self-isolate at home as a precautionary measure - perhaps the whole class, site or year group.

## 7. How We Plan To Keep Pupils and Adults Happy and Safe

- A staggered starting time will reduce the number of pupils at the school gates
- Year Group bubbles will be maintained as much as possible during the day
- 2 metre social distancing markers at key entry points will mean pupils and parents are less exposed when dropping off and collecting their children should they encounter mixed groups
- Bringing in limited items from home and not sharing reduces the risk of germs being transmitted both to and from school
- All soft furnishing in classrooms have been removed in line with current DFE guidance
- Year Group bubbles have been allocated zones on the playground and field. Break times and lunch times are staggered so that groups of pupils do not mix with groups from other bubbles/year groups
- Regular hand washing will be essential for all pupils and adults in school
- We have purchased additional sanitiser, soap, wipes and other essential cleaning products
- All areas of the school will be thoroughly cleaned at the end of each day
- Lidded bins are used in all areas.

## 8. Pupil Expectations

Pupils should:

- Follow all instructions put in place to ensure effective social distancing
- Stay at their designated desk space unless given permission to get up by their allocated adult staff member
- Only use their own equipment which is kept at their desk space
- Sanitise their IT equipment before and after use
- Avoid touching one another at all times
- Wash their hands with soap and water for at least 20 seconds at designated times
- Follow catch it – bin it – kill it procedures (including hand washing)
- Only drink from their own water bottle
- Use the toilets only at break and lunchtimes, unless there is a medical or urgent need
- Tell an adult if they feel unwell.

### Poor Conduct

If a pupil does not meet expectations regarding social distancing and conduct, they will be removed from the lesson and the behaviour policy will be followed.

## 9. First Aid and Medical Needs

- If first aid may be needed, the first aider will follow the guidance document for administering first aid during COVID-19 and make as many assessments as possible from a distance of 2 metres
- If the first aider needs to come within 2m of the pupil and give treatment, they will put on PPE first following the donning and doffing of PPE guidance.

### 9a. Inhalers, Epipens and Medicines

We are asking parents to ensure that students are carrying, and that they know how to use their inhaler and epipen, before we reopen. If they need assistance then a first aider will help, wearing PPE. Pupils will not be permitted entry if they do not have their inhalers / epipens with them.

Medicine should only be brought on site if it cannot be administered at home. Only named prescription medicine which must be taken during the school day may be brought on site. Medicine will be collected by the SLT member at the school gates. It will be placed directly into a plastic bag. It will be cleaned and stored appropriately. It will be administered as safely and as close to social distancing guidelines as we can.

### 9.b Pupils who are Shielding or Self-Isolating

Shielding was paused from 1st August. Pupils who have been shielding are expected to return to school. Pupils will only be removed from the shielded patient list by their GP or specialist doctor following consultation with the child and their family over the summer. Pupils who are self-isolating - (a) have symptoms, or (b) have had a positive test, or (c) are close to someone who has Covid-19 - will not be expected to attend. The school must be informed via the usual absence reporting process.

## 10. 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.

- Pupils should wear clean uniform every day
- No unauthorised items should be brought into school from home
- Pupils must arrive and leave the school site via their allocated entrance
- Parents and carers must not gather at school entrances and social distancing markers must be adhered to
- The school site will be closed for parents and non-essential visitors at all times
- Pupils must not come into school if they are unwell
- Absences must be reported to the school office by email or telephone
- Pupils must bring their prescribed medication with them —inhalers, EpiPens
- Please spend time reminding your child how to wash their hands thoroughly and how to 'catch it, bin it, kill it' before they come back to school.

## 11. Information for Parents and Carers on Social Distancing

During this challenging time it is important that everyone follows the government's social distancing measures to reduce social interaction between people in order to reduce the transmission of coronavirus (COVID-19).

Parents should do everything they can to ensure children are not mixing socially in a way that can continue to spread the virus. Children should observe the same social distancing principles as adults.

### **What is Social Distancing?**

Social distancing measures are steps you can take to reduce the social interaction between people. This will help reduce the transmission of coronavirus (COVID-19). They are:

1. Avoid contact with someone who is displaying symptoms of coronavirus (COVID-19). These symptoms include high temperature and/or new and continuous cough
2. Avoid non-essential use of public transport, varying your travel times to avoid rush hour, when possible
3. Avoid large gatherings, including gatherings with friends and family. Keep in touch using remote technology such as phone, internet, and social media
4. Use telephone or online services to contact your GP or other essential services
5. Please go through with your child this link under the section on hand-washing:

<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>