The Blessed Sacrament Catholic Primary School



Our Returning Plan:

Renewal, Continuation, Discovery

A guide for parents and carers:

Key Stages 1 & 2



**Current guidance**

The Government guidance, updated on 7th August 2020 provided us with a context for their decision to request all schools to open to all children from September and issued guidance for schools to adhere to and manage when opening. The guidance issued can be found in full [here.](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools)

At The Blessed Sacrament we have been working hard on our plans for a full reopening and this booklet is intended to inform you of the plans and reassure you that all protective measures have been taken.

# Keeping children and staff safe

# All schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. You can view our risk assessment on the school website. Essential measures include:

* a requirement that people who are ill stay at home
* robust hand and respiratory hygiene
* enhanced cleaning arrangements
* active engagement with NHS Test and Trace
* formal consideration of how to reduce contacts and maximise distancing between those in school, wherever possible, and minimise potential for contamination so far as is reasonably practicable

**‘Bubbles’**

Each class will form a coloured ‘bubble’ We will group each corridor into larger ‘bubbles’ which will remain consistent and separate from other ‘bubbles’.

**For the majority of their time in school the children will be in their own class bubble with their own teacher and support staff.**

This will *‘make 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’.*

**Attendance**

All children will be welcomed back from Monday 7th September and **attendance is mandatory.**

We support the government here which notes:

* *parents’ duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;*
* *schools’ responsibilities to record attendance and follow up absence;*
* *the availability to issue sanctions, including fixed penalty notices in line with local authorities’ codes of conduct.*

It is vital that if your child is not coming to school, you inform us **before 9.15** on 01772 792572 and give a reason for the absence. Due to Coronavirus (COVID-19), we will be following up on all absence rigorously so that we are able to comply with Test and Trace to protect our whole school community.

**Before Your Child Leaves Home in The Morning**

Please check for any of the following symptoms

• a high temperature

• a new, continuous cough

• a loss of, or change to the sense of smell or taste

If any of these symptoms are evident **do not send them to school**, contact our absence line on 01772 792572. Government advice must be followed, it can be [found here.](https://www.gov.uk/coronavirus?gclid=EAIaIQobChMI_tzD-Mvd6QIVxbTtCh3s_QgYEAAYASAAEgKB4fD_BwE)

**Travel to and from school**

In accordance with our current risk assessment we encourage parents, staff and pupils to walk, use a scooter or cycle to school if at all possible. **Children and families should ensure they are following social distancing guidelines whilst travelling to and from school.**

Face coverings are required at all times on public transport (including for children, over the age of 11)

**Morning drop off**

To ease congestion, we will be operating staggered start and finish times during the autumn term. It is important that we do not have parents congregating at the school gates and that we limit the number of interactions across bubbles.

Families have been sorted by surname of oldest child and their times are as follows:

|  |  |  |
| --- | --- | --- |
| **SURNAME INITIAL**  | **START TIME**  | **FINISH TIME**  |
| A-D  | 8.45  | 3.00  |
| E-J  | 8.45 - 8.55  | 3.10  |
| K-P  | 8.55 - 9.05  | 3.20  |
| R-Z  | 9.05 - 9.15  | 3.30  |

All children are expected to be in school by 9.15am. Anybody arriving after this time will be marked ‘late’ in the register and this will affect attendance reports.

Children will be dropped off and collected from different gates depending upon their corridor:

|  |  |
| --- | --- |
| **CORRIDOR** | **GATE** |
| Key Stage 1 (Year 1 & 2) | Back gate accessed via Moorside Avenue |
| Blessed | Main pedestrian gate |
| Sacrament | Side gate – accessed through church car park |

We would encourage only 1 parent/adult to drop off and collect to help minimise the number of adults on site.

**Parents will not be allowed on the school site** and we are encouraging a ‘kiss and drop’ approach at the gate before you move on to drop off any siblings. There will be lots of familiar staff to welcome the children and guide them to their classrooms.

**We will not be taking the temperature of children as they arrive at school.**

**End of the day – Collection**

To ensure we are minimising contact and ensuring social distancing at the end of the day **parents will not be allowed on site**.

The children will be brought out to their parent/adult at their allocated time via the gate that they were dropped off. Children will not be allowed to ‘walk round’ to another gate to meet you and will be supervised at the gate until you collect them.

Once you have collected your child, please leave the school site as quickly as possible to allow the next group of parents to line up to collect their children.

\*\*Please note we will review the drop off / collection arrangements regularly in September to ensure they are working effectively and we are happy with the safety precautions in place. Please be aware we will make amendments to timings if we feel it is necessary.

**Learning resources**

For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have **their own items** that are not shared. Classroom based resources, such as books and games, can be used and shared within the class bubble; these will be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently.

**Assemblies / Collective Worship**

There will be **no traditional assemblies** during the first part of the autumn term and these will be replaced by a Virtual Assembly, which will be watched by children in their own classroom. We are keeping an open mind about Harvest and Christmas productions but all should be aware that, even at this early stage, full-scale productions look unlikely in the autumn term.

**Reading Books**

Reading books will still be brought home, if your child has a reading book at home, please return on the first day back in September.

**Enhanced cleaning regimes**

Since lockdown and opening for keyworker children our school has had enhanced cleaning systems in place. We have adjusted our cleaning rotas to ensure that much more cleaning goes on during the school day – with particular attention paid to those surfaces that are frequently touched like door handles. School staff not normally involved in these have also been helpful in keeping their own classrooms clean and extra materials have been provided for this purpose. We anticipate these arrangements will stay in place until further notice.

**Coats and bags**

Please keep items brought into school to a minimum as much as possible. Coats will be kept in classrooms to prevent children mixing and only school book bags (available from school / uniform supplier) are allowed – **children can not bring back packs etc to school this term**. If your child has a lunch box without a handle, this can be carried in a plastic bag which will allow for easy storage in the classrooms which have very little space.

**The importance of fresh air**

Windows and doors will be left open as much as possible to aid ventilation. Teachers will plan for children to be outside for some time each day and therefore it is essential that the children have a **waterproof coat** with them each day.

**Activity clubs**

There will be no activity clubs in the autumn term (e.g. French, Football, Team Theme)

**School office**

The school office will remain closed to visitors. If there is an instance where your child needs to be collected at a different time, they should telephone the school to make arrangements. Senior staff will then arrange to meet parents with their child in the open air.

All other communication should be done by telephone or e-mail. Our telephone number is 01772 792572 and email address admin@blessedsacrament.lancs.sch.uk.

**Communication**

Communication with parents is important to us. Due to the current restrictions we would request that meetings with members of staff are by prior arrangement only. If you would like a phone conversation or a face to face meeting please email your child’s teacher directly or telephone the office 01772 792572 to support making these arrangements.

**Behaviour**

Our values and ethos remain unchanged, and children are expected to aim to uphold them. In order for us to remain Covid secure during the re-opening period and whilst we are still working under tighter restrictions, it is essential that some additional measures are in place. We are looking forward to welcoming back children to school but keep their safety and the safety of staff at the forefront of our plans. It is essential that the children listen to and follow instructions at all times. This is required inside school and outside during breaks and lunches. Any child who is unable to do this is risking the safety of themselves, other children and staff and we will ask parents to collect them immediately. A risk assessment will then be completed to determine whether is it safe to have that child back in school.

In addition to **The Blessed Sacrament Way**, children must be aware of the new requirements:

* Use their own specific equipment (including resources) and not share any of these;
* Not share any food, drinks, cups or water bottles;
* Work, eat and play in our designated group, and minimise contact with children from other groups (including in the playground, anywhere on the school site and on our way to and from school)
* Move around school as instructed by the teacher/adult and avoiding other people
* Never cough, sneeze or spit towards another person
* Wash hands frequently

**School lunches**

We will be offering lunches from the first day back and request that where possible, all children have a school lunch. This will reduce the items being brought to and from school and will assist with our hygiene arrangements. Children in Key Stage One will be provided with a school meal as a matter of course, as will FSM children in Key Stage 2. Children will have hot and cold options which they can select themselves. **Lunch will be eaten in the classrooms** where they can chat to their friends as they eat. The normal payment arrangements via our Parent Pay Booking System will apply. To support families, we have held the cost of school lunches for the current year.

Year 3 parents should be aware that universal free school dinners do not apply in KS2. If parents are unsure about whether they are entitled to free school meals and need to pay or not they should contact the school office.

**If children forget their packed lunch, you will have to pay for a school meal as you are unable to return to school at a later time.**

**Packed lunches**

Please ensure your child has all the cutlery they need and their meal is easy for them to manage on their own.

**Availability of water on site**

Water is available in school to refill children’s own water bottles. If they don’t have a water bottle, they will be provided with a plastic cup.

**School uniform**

It is an expectation that all children will wear the approved school uniform. All children should now be wearing the ‘new’ school uniform. If children arrive at school in trainers, they must put on a pair of pumps.

Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.

Children will come to school in their PE kit on their allocated days.

Long hair must be tied back for Health and Safety reasons and children in KS2 only may wear 1 pair of small studs.

We have a small supply of pre-loved uniform. If you would like to purchase this uniform (£1 per item), please contact Mrs Newsham in the school office; all monies will go to the PTA. If you have any uniform to donate, please give it to the adult supervising your child’s gate in the morning.

**Curriculum**

Whilst we are confident that many children will quickly ‘bounce back’ after the lockdown we are aware that there will be some children returning who have experienced bereavements amongst friends or family or who have experienced anxiety or stress during this time. The purpose of meeting with you before the children return to school is to find out how your child experienced and reacted to the period of lockdown. We have made some changes to our curriculum so that children can quickly ‘bridge the gap’. Although there are some restrictions in place (eg singing) we will continue to deliver a full, exciting curriculum based upon the Gospel Values. We will make use of existing flexibilities to begin at appropriate starting points for all our children and this may mean that not all subjects are taught every term.

**Collective positive mindset – contextualising the lockdown**

Our staff do not feel that it is helpful to focus on what has been ‘lost’ during the shutdown. A young person’s school career is typically 468 weeks long and most children have been out of school for 14 weeks, which represents below 3% of their total school career. Moreover, during that time many of our children have been working hard and producing good work and have benefited from time spent with their families, exploring and experiencing different opportunities to grow, learn and achieve in different contexts.

Our staff will remain calm and measured in September knowing that whatever the situation we have the staff with the best knowledge and experience of how to teach, support and help our children where required. We will not make our children worry unnecessarily or make them think that things are worse than they are and where issues present themselves we will deal with them calmly, positively and in collaboration with you as parents.

**Pupils with additional needs**.

We are aware that for some children with additional needs, returning to school after lockdown may cause additional anxiety or stress. **Children with additional needs will be supported by Miss Bonsor** who is now our Assistant Headteacher with responsibility for Inclusion. Miss Liddle has been working with our families to support children in their transition back into school. In some cases, children with additional needs may require a risk assessment to be completed.

Staff will continue to be responsive to the needs of individual pupils and additional support will be provided where necessary. Small group or 1:1 support may take a different form in the autumn term so that adults and children remain safe. Staff who are in close contact with individual children may wear PPE.

**Children or staff suspected of having COVID-19**

In line with DfE guidance in the case of a suspected infection the school will:

* engage with the NHS Test and Trace process. We ask that parents and staff inform the school immediately of the outcome of any test;
* manage confirmed cases of coronavirus (COVID-19) amongst the school community. We will not share the names or details of people suspected of having or conformed to have coronavirus;
* contain any outbreak by following local health protection team advice. This may mean that your child is sent home from school to self-isolate for 14 days with very little notice.
* When a case is suspected in school the child will be immediately isolated from other pupils and staff. Staff supervising these children will try to ensure they remain two metres away while still aiming to provide the reassurance and care our children need. Enhanced PPE is available for these staff. School will contact parents and request they collect their child from the school. **If you are called to collect your child, it is vital that you come to school immediately.**
* We ask that parents whose child has been identified as having a suspected case of COVID-19 should seek immediate medical advice.

The guidance says *‘Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test*.’

If no test is undertaken then we expect children to self isolate according to the Public Health England guidance here: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

**Households with a confirmed case of Coronavirus** should follow the advice laid out by Public Health England here: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance> regarding isolation and should keep their school informed about their planned date of return following isolation.

**Wrap around care**

We will be offering Breakfast Club from 7.30 and After School Club until 6pm from **Monday 7th September**.

We have employed additional staff to ensure that wherever possible children will be in their corridor bubble with a member of staff from their bubble.

Booking is now available on ParentPay, allowing you to select the days you require. Bookings and payments need to be made, by Wednesday for the following week, to ensure a place for your child and adequate staffing levels.

Children attending Breakfast Club and After School Club should be brought to the back door of school (by the kitchen) through the back gate (Moorside Avenue). Parents will not be allowed into school.

**My child has medication. How do I arrange for this to be taken?**

If prescribed medication requires 4 doses a day, please call Miss Bonsor at school who will make arrangements with you.

**Will children social distance in school?**

Children within the same class will form a bubble. Classes on the same corridor will form a larger bubble. Children may not be able to social distance but we are aiming to minimise contacts.

**Will face coverings be worn in school?**

No, it will not be school policy to wear face coverings. Children arriving in them will be asked to remove them before coming into school (This will remain under review).

**Will school test my child or keep my child at school if they develop symptoms?**

No. We will call you to collect your child immediately. School has a small number of home testing kits to distribute under exceptional circumstances but these tests can only be done by parents.

**What if my child displays symptoms at home?**

Isolate your child where possible. Do not allow your child to attend school or other public places (please call school to let us know). Book a test and inform school of the result immediately.

**Can I call into the school office to drop something off or meet my child’s teacher?**

No, the site is closed except for essential contractors and maintenance that are pre-arranged. Please call or email us.

**What will my child wear?**

Full school uniform must be worn each day. Children must bring a coat but must not bring a bag other that their school book bag.

**Does my child have to attend school in September?**

Yes, from Monday 7th September, all children must return to school