



St Mark's RC Primary School

Parent/Carer Guidance – September 2020

As a school, we have developed a school re-opening plan in line with Government and DfE guidance. We are working very closely with Public Health England, the Diocese, the Local Authority, the unions and our local Catholic School's network to provide a September opening for all year groups which adheres to all of the social distancing and health and safety guidance.

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This parent/carers guidance has been created to show you what school will be like and what rules and routines need to be followed to ensure school is as safe as possible.

After reading the guidance, please tick each sentence in the parent/carers agreement at the back of this document to show you have read, understood and agreed with the requirements.

Parent/Carer Guidance

1. Wellbeing

How will school support pupil wellbeing?

We know that many children will have missed seeing their friends and the staff in school. We also know that they will feel sad that lots of the typical 'end of year' activities have not been able to happen. We are not able to take the pupils on trips, put on assemblies and masses and have class parties. The support of pupil wellbeing is of highest importance to us when we re start school in September. We will seek every opportunity to nurture and support the children in these strange times. This will be done through PSHE lesson and using the Emotional Literacy approach as used widely in school prior to closures.

Mrs Slack our ELSA trained member of staff will be available to support the wellbeing of pupils as required.

2. Bubbles

How will children be taught? – From 7th September pupils will be in class 'bubbles'. The bubbles will remain fixed. There will be no movement from their allocated bubble.

Will the bubbles mix at any point in the day?

The bubbles will not mix at any point. Break times and lunch times will be staggered.

What if someone in a bubble shows symptoms of Coronavirus?

We will follow the Government guidelines set out below.

If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#).

When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.

Where the child, young person or staff member tests negative, they can return to their setting if they are feeling well and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive for coronavirus, the school will contact the local health protection team. The team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider 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 children, young people may be asked to self-isolate at home as a precautionary measure – perhaps

the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

3. [Social Distancing](#)

Do you have to socially distance in school? Whilst the government says 'We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff.' It also says 'Where settings can keep children and young people in those small groups 2 metres away from each other, they should do so.' Newcastle City Council also say that 'social distancing must be maintained, outside school as well as inside'. Social distancing therefore will be maintained in the classroom where physically possible (please see additional comments about first aid and emergency care).

What about travelling to and from school? In keeping with government guidance, pupils must be brought to and picked up from school by a responsible person from the same household as the pupil (only one adult per family). This is to ensure that social distancing can be maintained and to ensure that the health and safety of the pupils is considered (e.g. crossing roads etc.).

Current government guidance advises that public transport should be avoided if it all possible.

Government guidance should continue to be followed. If you do require the use of public transport, please follow social distancing rules as strictly as possible.

We encourage pupils to cycle or walk to school. If a child has a bike or scooter they can park it in the bike rack inside the school grounds on their way through the playground.

Will all pupils use the same entrance? Social distancing must also be maintained by parents/carers and children during drop off and pick up times. When dropping off your child at school, please wait in your designated line until your child's allocated start time. Please maintain social distancing between families when waiting for your child to enter school. There will be signage and distance prompts to support with social distancing in these situations. Pupils will be welcomed by a designated member of staff. **It is imperative that we keep to the timings stated. That ALL children are dropped off and collected at specified times.**

What will classrooms look like? Nursery, Reception and Year 1 classrooms will be set up as EYFS classrooms but will have limited resources for easy cleaning. All other classrooms and teaching spaces have been adapted to ensure that distances can be maintained between all members of a bubble. The majority of pupils will be sat side by side, facing the front of the classroom. Teachers will be able to support pupils with their learning but they will also try and maintain social distancing where possible.

What about corridors? Staggered timings and different entrances and exits will ensure that bubbles do not mix in the corridors. Social distancing will be supported in being maintained in the corridors by the member of staff within the bubble.

Will pupils social distance on the yard? Each class bubble will be allocated an area of the playground/field and break-times may be staggered. Social distancing will be supported in being maintained during breaktimes by the designated member of staff who will supervise the children during break and lunch time. Games and resources will be provided that promote social distancing. These resources will only be used by that particular bubble.

What about toilet visits? There will be designated toilets for each bubble. Only one child at a time to visit the toilet.

4. [Daily Routine](#)

Staggered start and end times

When dropping off your child at school, please wait in your designated line until your child's allocated start time. Please maintain social distancing between families when waiting for your child to enter school.

Class teachers will come to the designated space outside of the gates, marked with orange cones at the 'Line Up' time. Children will be asked to line up in the designated space on the school playgrounds (Key Stage One on their playground and Key Stage 2 on the large playground) ready to enter the building at their allocated start time. Please allow your child to line up and leave them in the line. We ask that you say goodbye to your child at this point. Parents are not allowed on the school premises.

If a child cannot settle or separate from their parent/carer, please wait with them and a member of staff will support them to join their year group class bubble.

Adjusting and staggering the start and finish times of the school day for each class has allowed us to maintain the amount of overall teaching time. We have tried to minimise the disruption as much as possible for families.

	Nursery	Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Line Up	Main Gate		Main Gate		Church Gate		Church Gate	
Start Time	9:15 am	9:00 am	8:45am		8.45 am		9.00 am	
Finish Time	2.55 pm	3.00 pm	3.05 pm	3:15 pm	3.00 pm	3:05 pm	3.10pm	3.15 pm

Any pupil who arrives late must wait until the end of the staggered start times (after 9:10am) to enter school. If they could wait by the main gates, a member of staff will be available to bring them into school (following normal late procedure).

We ask that you refrain from congregating outside the gate or in the car park - please vacate the premises as soon as possible ready for the next two classes to arrive. Thank you in advance for your cooperation with this.

Siblings

If you have more than one child attending St Mark's, then your children will arrive at the school gate with your eldest child (see table above) and leave with your eldest child.

Will there be break times? Pupils will have a morning break and a lunch break each day. As mentioned, social distancing measures will be maintained where physically possible.

Will there be hot school dinners?

From 7th September Years 1 and 2 will be offered hot meals through Universal Free School Meals. This will be eaten in the hall through a staggered timetable. (Only one class is allowed in the hall at a time). The children will be sitting side by side and not facing each other when in the lunch hall. Parents can select the main meal for their child by returning a lunch menu to school. This will be sent home during the previous week for parents to select options.

Years 3- 6 pupils will eat a packed lunch (either from home or school) in their classroom as we will not be able to get all of the class 'bubbles' through the lunch hall in a short period of time. All FSM pupils will be offered a school packed lunch.

We hope to offer hot meal options to other year groups as soon as possible and when we can accommodate this, we will inform you as soon as possible.

5. [Items from home and uniform](#)

Does my child need to wear school uniform?

Your child can wear full school uniform as normal from September. Trainers will only be required for PE/Games. All children should bring a coat to school and they must not wear nail varnish or any jewellery with the exception of a watch. Long hair must be tied back and we do not permit extreme haircuts. You can find the uniform policy on the school website.

Does my child need to bring any equipment? Please check your child's medicines are up to date by contacting the school office. This is a parental responsibility. All medicines will be kept in a locked box in each classroom bubble. Children can bring a small school bag containing only their packed lunch, water bottle and trainers for their PE day.

6. [Education](#)

What equipment will my child need?

We will be providing every child from Year 2 to Year 6 with a stationary pack. Children will be able to share classroom resources such as books, Bibles etc. and a cleaning or rotation system will be in place to keep all resources safe to use. Therefore, children do not need to bring anything into school other than that stated in the School Bag section.

We will not be issuing reading books for the first few weeks. This will allow us to sort and gather in any books that pupils have not yet returned to school this term. Please do return all school reading books in September.

What lessons will the class be doing?

We will be following a Recovery Curriculum for the first term. This will offer the usual breadth of subjects to all year groups. We will be assessing all pupils on their return to school, to ensure that we plan to meet each individual cohort needs, tailoring lessons accordingly to address any learning that has been missed.

Year 1 will continue with Early Years Foundation Stage Curriculum for the first term.

Will the pupils be able to use technology in class? iPads, laptops and other devices will be used in class. They will be allocated to a class bubble and wiped down after use.

Will the school still have whole school Collective Worship, assemblies and productions?

Unfortunately, whole school assemblies, Collective Worship and productions such as Nativity plays will have to remain on hold until we receive further guidance removing these restrictions. We are very upset about this but everyone's safety must come first. We will have one class in the hall at one time for Collective Worship and intend for other classes to join virtually from their classrooms.

Will the school be running after school clubs?

We will not be running any extra-curricular clubs during the first half term. As soon as we are able to offer any clubs for our pupils we will inform parents.

7. [Hygiene](#)**What will school do to promote good hygiene?**

When your child arrives at school they will need to wash or sanitise their hands. We have installed outdoor sinks for all classrooms to reduce the time handwashing takes. Face coverings should not be worn in school. If your child arrives at school wearing a face covering, they will need to remove it (by touching the sides or elastic of the mask) and place it in the labelled bin if it is a disposable covering. If it is a reusable covering, they should place it in a sealed plastic bag inside their school bag. They must wash/sanitise their hands after removing the covering and before entering the school building.

A regular routine of sanitising and washing of hands – on entry to school, before break time, after break time, before lunchtime, after lunchtime, before the end of the school day and each time a child uses the toilet.

Everyone in school will:

- Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands
- Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing
- Be encouraged not to touch their mouth, eyes and nose
- Use a tissue or elbow to cough or sneeze, and use bins for tissue waste

Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.

A range of 'Social Stories' are on our school website to help support children and their families with this and preparation for returning to school.

Help will be available for any pupils who have trouble cleaning their hands independently. Skin friendly cleaning wipes can be used as an alternative. Young children will be supervised during hand washing.

Frequent ongoing handwashing and promotion of 'Catch it. Bin it. Kill it' will be ensured by the staff within their class bubble.

What should we do to support good hygiene? Pupils should be reminded to wash their hands thoroughly at home. It is important that they keep themselves clean including hair and come to school in clean clothes. Parents are reminded to follow social distancing rules at home and promote 'Catch it. Bin it. Kill it.' (As outlined by the government.)

We can all help control the virus if we all stay alert. This means you must:

- stay at home as much as possible
- work from home if you can
- limit contact with other people
- keep your distance from people not in your household (2 metres apart where possible)
- wash your hands regularly
- Do not leave home if you or anyone in your household has symptoms.

8. Behaviour

For us as a school, it is essential that we get the balance between 'safety' and 'happiness' right. On the one hand we are doing our utmost to limit transmissions of an unknown virus and on the other hand trying not to welcome children back into a faceless, clinical environment that could impact upon their happiness levels. We are proud of being a nurturing school, who care for the pastoral, spiritual and academic needs of children and we desperately want to maintain as much of this as possible.

If a child's behaviour is deemed high risk, for example, refusing to adhere to safety measures, such as, hand washing, social distancing, remaining in their bubble or deliberate behaviours that put themselves or others at risk, such as spitting or deliberately coughing at people then sanctions and disciplinary procedures will be used.

9. Communication

How can we communicate with school?

Unfortunately, parents and carers are not allowed onto the school site unless they have made a prior appointment. Please do not come to the school office.

You can email us on the class email address or office@stmarksrcprimary.co.uk or telephone the school office on 0191 2869349. The staff member you wish to speak to will contact you. Please remember that they are teaching so they may not get back to you until the following working day unless it is an urgent matter. Teachers will keep you updated using the class email system. Please ensure that we have your e mail address.

10. Emergency Procedures

What if my child requires first aid? There will be designated first aiders on site who will be provided with additional guidance and PPE. If your child is injured, bleeding or vomiting you will be asked to collect them straight away from school.

What happens in the event of a fire? A new fire evacuation plan has been created to ensure pupils can evacuate swiftly and stay within their bubbles.

Parent/Carer Agreement- September 2020

PLEASE TICK EVERY SENTENCE TO SHOW THAT YOU HAVE READ AND AGREED

Please e mail back to School Office before we return to school in September

Provision

- ☐ I understand that my child will be allocated a 'bubble' and this will be fixed.
- ☐ I appreciate that should it become impossible for St. Mark's to safely staff the bubbles within school due to staff illness or self-isolation, then the provision may cease with potentially very little notice.

Drop off/Collection

- ☐ I will follow the timings guidance in the drop off and collection document.
- ☐ I understand that my child will enter/exit school through their designated entry/exit point.
- ☐ I understand that no parent/carers will be allowed beyond the school gates (unless in an emergency or with prior permission).
- ☐ I understand that my child must be brought to and picked up from school by a responsible person from the same household.

Health Risks

- ☐ I understand that the school AND parents/carers need to undertake as stringent practice as possible to reduce the risk of transmission of the virus (and other illnesses)
- ☐ I understand the guidance around social distancing...

'Whilst the government says 'We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff.' It also says 'Where settings can keep children and young people in those small groups 2 metres away from each other, they should do so.' Newcastle City Council also say that 'social distancing must be maintained, outside school as well as inside'. Social distancing (of 2 metres) should therefore will be maintained in the classroom and outside where physically possible.'

- ☐ I understand that school will promote and maintain social distancing as much as is physically possible, however school are caring for children and therefore there may be occasions (first aid, pastoral, emergency) where 2 metres distance is not possible.
- ☐ I understand that whilst the school will regularly clean the areas used, will ensure frequent hand washing, will ask staff to abide by rules for clothing/showering etc., we are unable to guarantee a virus-free school.

- ☐ I will ensure my child washes thoroughly in the shower/bath (including hair) when they get home- to reduce the risk of transmission.
- ☐ I understand that my child will be using hand sanitiser gel frequently throughout the school day.

Clothing/Personal Items

- ☐ I will ensure that my child is wearing a regularly cleaned uniform– to reduce the risk of transmission.
- ☐ My child will not bring any items to the school from home with them except necessary medication (handed to staff on arrival) and their packed lunch if required and their own water bottle. This restriction includes, toys, electronic equipment, etc.

Illness

- ☐ I will not bring my child to school if they have any symptoms of coronavirus or if anyone in the household has symptoms. I will isolate my child and the whole household in line with government guidance (14 days for household members) and inform the school immediately by email to office@stmarksrcprimary.co.uk or phone 0191 2869349.
- ☐ I understand that if a child within my child's bubble shows symptoms and tests positive, then my child is required to self-isolate for 14 days. (I only have to self-isolate in this scenario if my child shows symptoms).
- ☐ I understand that if my child becomes unwell during their time in school, they will be immediately placed in isolation (in accordance with government guidance) and I or another emergency contact will be contacted and asked to collect them.
- ☐ I understand that if my child falls dangerously ill whilst in school, staff will contact medical services as well as contacting me.

Signed:

Parent Name:

Child Name:

Date:

Emergency contact:

E mail:

Name:

Relationship:

Contact Number:

