



St Gregory's Catholic Primary School

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Dear Parents and Carers,

Planning for the full re-opening of school 8th March 2021

We are getting very excited to be fully reopening St Gregory's and I am writing to give you more details regarding changes we have made to the normal school procedures. This is to ensure we operate as safely as possible for all.

Our priority is to manage a successful and happy return of the whole St Gregory's community, getting the pupils back into school, re-establishing healthy routines and to offer as wide a range of opportunities as possible. This is a common goal I'm sure, for parents, pupils and staff alike.

As you can imagine, we have put considerable time and energy into our planning for the full return, based on the Government's guidance.

The basic principles on minimising the spread of the disease remain unchanged. You will by now be very familiar with them:

1. Cleaning hands more often than usual;
2. Ensuring good respiratory hygiene;
3. Cleaning frequently touched surfaces;
4. Minimising contact

For now, I want to bring to your attention key aspects of our planning, and measures that we will be taking. We will, of course, respond to any changes to the situation as it develops both nationally and locally. We will also keep all measures under continual review.

1. Minimising contact with individuals who are unwell

It is absolutely essential that no pupil, staff member or visitor comes into school if they are unwell, have any symptoms of COVID or have been in contact with anyone who has had COVID19. **This is the single most important factor in minimising the spreading of the disease.** Anyone disregarding this is putting the whole community at significant additional risk – hence we need all parents to monitor their children carefully and keep them at home when they display any symptoms including a raised temperature.

The main symptoms of coronavirus (COVID-19) are:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
 - a new, continuous cough – this means coughing a lot for more than an hour, or three or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
 - a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.
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If your child demonstrates COVID symptoms, in addition to keeping them at home and letting the school know, you must book a test immediately by either calling **NHS helpline on 119 or by the NHS website**.

If anyone in your household demonstrates COVID symptoms, you must also keep your child at home, let the school know and book a test immediately by either calling NHS helpline on 119 or by the NHS website. It is critical in the above circumstances that you keep the school informed and follow all government advice.

We know that parents and families will have lots of questions about the reopening of school. To help parents and families understand the actions we are taking, to help keep everyone safe and our expectations of everyone, the information attached summarises the main points in the risk assessment. We hope you find this information useful.

Finally, for now, many thanks in advance for all your support. I hope this letter and guidance has given you some reassurance of the type of measures we are taking for the re-opening of the school for all pupils on 8th March.

Yours Sincerely

K. Yuen

Executive Headteacher



St Gregory's Catholic Primary School
'Walking Together in the Light of the Lord'

8th March 2021 Re-opening.

A summary of the arrangements for parents and families.

We know that parents and families will have lots of questions about the reopening of school in. At St Gregory's, our leaders have used the Government Guidance to develop our risk assessments.

To help parents and families understand the actions we are taking to help keep everyone safe and our expectations of everyone, the information below summarises the main points in the risk assessment. We hope you find this information useful:

When will the children start back at school?

- All Children will start back to school on 8th March 2021.

Do they need to wear uniform?

- Yes, we always expect all children to wear full uniform. Which includes an official school logo cardigan or jumper, with grey skirt, dress or trousers and black school shoes only, no black trainers.
- Children will need to come to school in PE kits the day they have PE as it avoids changing areas being overcrowded.
- Children are permitted to bring a bag to school however, they are not allowed to bring unnecessary items from home. They must only bring a water bottle, packed lunch (if required) and any other necessary items. Please leave pencil cases at home as the school will provide all the necessary stationery. Please remember that all items MUST have your child's name clearly marked on them.

What measures are in place to reduce mass gatherings of parents and children at the start and end of school?

- To ensure that teaching time is not affected we will be splitting the school into distinct groups with:

Group 1 arriving at 8.45am – Nursery - entry via own class gate

Reception - entry via own class gate

Year 1 - entry via own class gate

Year 2 - entry via Main Playground to own class

Group 2 arriving at 9.00am – Year 6 - entry via Adventure Playground to classes

Year 5 - entry via Adventure Playground to classes

Year 4 - entry via Main Playground to own class

Year 3 - entry via Adventure Playground to classes

Children will be admitted through the main pedestrian gate at the top of the drive at their specific time, no earlier. To minimise contact, parents and carers will not be allowed on site at the start of the day. For those driving into school to use the Drop Off Zone. This must happen at the correct arrival time. Adults should remain in the vehicle and children should only exit the vehicle when a member of staff has indicated that they should. For those walking to school, parents will need to hand over their children at the main pedestrian gate, where members of staff will be there to receive them at the designated time.

Dropping off for families with several children in different classes

We appreciate it can be difficult to manage different start times. To alleviate this, families with more than one child must drop off all their children at the latest entry time. For example: A family with children in Reception and Year 5 should drop off all their children at the later time of 9am. This way no child is kept waiting unnecessarily.

Controlled pick up time

We will be having a controlled pick up at set times following a circular route thus creating a one-way system to enter and exit the school site.

- One responsible adult (over 16) per family (younger siblings will also be admitted if necessary) will enter the site at designated time and enter the Adventure Playground gate.
- Parents enter via the Adventure Playground gate next to the Hall. The one-way route will go, past the classrooms that look onto the field, round to the main playground, then exit via the Main Playground gate by the Year 1 classrooms. Families will use the path between the Reception classroom and the staff car park.

2.50pm	Reception	Collect from class via the Nursery pedestrian gate and follow one-way system to exit.
3.00pm	Year 1 and Year 2 Classes	Follow one-way system through the Adventure Playground and collect from classes.
3.15pm	All Key Stage 2 classes	Follow one-way system through the Adventure Playground and collect from classes.
Parents are to collect siblings in order of the pick-up times. For families with children in many classes, a separate arrangement can be made to collect at the last pick up time.		

Please note- parents must not gather and should exit the school site as quickly as possible to minimise contact.

F.A.Q.

I use a childminder to drop-off and collect my child, what arrangements are in place for them?

- The childminder must drop-off and collect your child according to the family routes. It is the responsibility of parents to share the details with childminders and make sure they are clear about the arrangements. Please ensure the school is aware that the childminder has permission to collect your child. A note in the Home School book and a telephone call to the School Office is the best way to do this.

Will there be Breakfast Club and after school clubs?

- Yes, Breakfast club will start straight away on the 8th March. We also look forward to offering a full selection of after school clubs as soon as possible, details of clubs will be shared separately.

What hygiene measures are in place? What are you doing to keep the school clean?

- We have hygiene kits in each classroom, including cleaning products and equipment. Surfaces are cleaned regularly and all equipment is cleaned in between use.
- We have an extra cleaner on site each day to conduct a 'midday' clean as well as cleaners after school.
- Children are expected to wash their hands multiple times throughout the day; members of staff will be available to support and supervise handwashing where it is appropriate, and we have visual reminders in all the toilets and sink areas about good handwashing.
- We have plenty of tissues and remind children about good nasal hygiene.
- We have supplies of hand-gel throughout the school and children are expected to use this regularly (in addition to handwashing).

How will you make sure children are socially distant with each other?

- Children have been organised into class/ year groups that will stay with each other for most of their time in school. We may allow children to mix for very short periods of time e.g. for phonic sessions in Years 1&2 or a short 'catch-up' intervention with a Teaching Assistant, however strict social distancing would be in place.
- Playtimes will be staggered so that fewer children are outside the classrooms. Our playground will be split to create smaller areas for each class to play in. This way, the groups will not routinely mix with each other. Each group will have their supervising adult who will initiate games with the children.
- We recognise that social distancing with the younger children is a challenge so we will remind them regularly about it, but we cannot guarantee that it can be maintained. The government guidance states that schools do not need to insist on social distancing with the younger children. We want our children to learn through play and interaction with others.

How will staff social distance?

- Staff will continue to maintain 1m+ social distancing wherever possible. Our staffroom will not be used for staff to congregate.

What will the classrooms look like?

- In Years 1 to 6, the desks are still arranged into front facing rows.
- Teachers are planning learning activities that reduce the need for close face to face interaction.
- Adults will give feedback to the children at the adults' level rather than the adult moving to the child's level.
- In Reception and Year 1, we will allow a more 'free flow' approach to the provision so that the children can learn through play. In Year 1, the children will sit in front facing rows as part of their transition from Reception. They will be allowed to sit on the carpet in small groups but will be expected to distance themselves as much as possible.

What equipment will be available to the children? What will they need to bring from home?

- All children will be given their own equipment because they are not allowed to share equipment such as pens and pencils.
- Any equipment that does need to be shared will be cleaned thoroughly in between uses.
- Children will be expected to bring a named water bottle to school. This will stay on their desk to reduce movement around the classroom.
- Reading books will be sent home once per week. They will be cleaned after they have been returned and will only be permitted to go back onto bookshelves after 72 hours.

Do the normal rules and expectations still apply?

Absolutely! We have very high expectations for behaviour and attitude at St. Gregory's and we expect all children to meet our expectations. Some children may need additional support and guidance to meet the expectations and we have a team of staff who can provide this.

- It would be very useful for parents to begin to talk to their child about the school expectations and routines before the return on the 8th March, particularly if the routine at home has not been maintained during the recent closure.
- If the bedtime routine has not been maintained, we strongly recommend parents begin to re-establish this important routine as soon as possible.

How will you help the children to 'catch up'?

- When the children have settled back in, their teachers will assess them all over the first few weeks and will plan support for anyone who needs additional help in Reading, Writing and Maths.
- As we all know, reading is very important, so, by reading at least five times per week with your child they will keep up to speed.

What will happen at lunchtime?

- Hot lunches will be served to the children and they will eat with the rest of the children in their group/ bubble. As normal, lunches will be booked and, for Key Stage 2 children, paid for in the usual way.
- Lunch will be served in the classrooms to children.
- Children can bring a packed lunch; parents must ensure the lunch box is cleaned thoroughly every day.
- We do encourage all children to have a school meal because they are fresh, well balanced with locally produced ingredients; they're very popular with the children because we have a varied menu of delicious food.
- Like morning playtime, each group/ class will have their own section on the playground and they will not be allowed to mix with other groups of children.

What happens if a child gets ill in my child's group?

- No child or adult showing signs of infection will be allowed on the premises.
- Staff and pupils are required to have immediate tests if they show symptoms. If a child is sent home with symptoms, we expect parents to arrange a test for the child.
- Thermometers will be used if any child or adult displays symptoms and their temperature will be recorded on a central Covid/ illness spreadsheet by our admin team.
- Any child who displays any symptoms of Covid must be collected immediately and we expect parents and families to make provision for this if they are not based in the local area during the school day.
- The adult supervising the child will wear full PPE clothing when dealing with a suspected case; this includes a face mask, face shield/ visor, apron and gloves.

Everyone's health and safety is our priority and we hope that, by reading this document, all parents and families are reassured that the school staff are taking every possible measure to create a happy, healthy and safe learning environment for all our community.