



Our Lady of Lourdes RC Primary

Covid-19 Protocols-Information for Parents

Date: 1st June 2020

Review: Ongoing

Our Lady of Lourdes is committed to providing pupils, staff and all stakeholders with a safe place to be. These protocols for reopening are based on rigorous risk assessments in partnership with the Local Authority and the government guidance for the wider reopening of schools. We have been open to very small numbers of key workers over the last few months and are now planning for the safe return of more children.

We will continue to offer provision for the children of keyworkers, children identified as 'vulnerable' or those with an educational health care plan. From 15th June we will phase our reopening for other year groups, as detailed below. Considering all health & safety advice and carrying out our own risk assessments, the Governing Body of Our Lady of Lourdes RC Primary School have decided upon a phased reintroduction of the 'priority year groups', ie Reception, Year 1 and Year 6.

Date:	School is open to:
From Monday 15 th June	Year 6 and Y1 Key workers' and vulnerable children
From Tuesday 16 th June	Year 6, Y1 and Reception Key workers' & vulnerable children
TBC (as and when the government release this information)	More information about plans to reopen to Years 2, 3, 4 and 5

Please note, these plans are conditional, depending upon government guidance and the scientific advice, as well as our own regular risk assessments, and could change at short notice.

Although, we have tried to put rigorous plans in place, it is important for parents to note there are a number of situations that could lead to a partial or full school closure from June 15th. These are:

- Low levels of staffing
- Covid-19 outbreak

Our Aims

These are incredibly difficult times where parents, children and staff will have anxieties about returning to school. Some children will be excited about coming back and some will be more apprehensive. The majority of this document, unfortunately has to be about what we can't do, but I want to reassure you about **what we can do!** We can:

- Do everything we possibly can to keep your children safe;
- Offer a caring environment for all;
- Support children with their anxieties whilst they are with us;
- Provide a fun and engaging curriculum for those year groups returning to school while maintaining online learning for children at home via our website.

Protective measures we are taking in light of coronavirus (COVID-19)

First and foremost, it goes without saying that the safety of your child and of our staff is our top priority. We are working hard, following the latest government guidance, to develop and implement a number of new ways of operating. This will allow us to open as safely as possible, focusing on measures that will help limit the risk of coronavirus transmitting within our setting.

Some of the steps we are taking in readiness for reopening include:

- Asking that anyone who is displaying coronavirus symptoms, or who lives with someone who does, not to attend school. That includes children and staff who work here.
- Keeping our children in small groups with as much consistent staffing as possible, and minimising contact with other groups around the setting.
- Cleaning our hands more often than usual. We have developed routines to ensure children understand when and how to wash their hands, making sure they wash them thoroughly for at least 20 seconds using running water and soap and dry them thoroughly, or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- Ensuring our children understand good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach and ensuring a good supply of tissues and bins throughout the setting.
- Implementing an enhanced cleaning schedule, ensuring surfaces touched by children and staff are cleaned regularly and throughout the day, including table tops, door handles and play equipment.
- Asking parents and carers to physically distance from each other and from staff when dropping off and collecting their children and to limit drop off and collection to one parent or carer per household.

School Day & Parent/Carer Access

To maintain social distancing, we will be staggering the start and end of the school day.

When dropping or collecting children to/from school, parents should note the following:

- Only parents with reception children (plus siblings) will be allowed to drive and park on site. All other cars ARE NOT allowed on site
- **Only one parent will be allowed to drop off/pick up children** (we understand that you may have young siblings with you and this may be unavoidable so this will be allowed)
- Any children who walk to school themselves will be allowed immediate access to school
- There will be a clear one-way system onsite and 2 metre demarcations will be used to remind those onsite of the need for social distancing
- **Parents should not stop or congregate anywhere on the school site when dropping off or collecting children**
- There will be a marked exclusion zone around classroom doors and parents should not enter this zone
- Any parent who refuses to adhere to these protocols will be asked to leave the school site

School will close every Friday at 12.30pm for all groups of children except Key Workers. This is to enable the school to be deep cleaned and enable all teaching staff to have their PPA time so that mixing staffing in pods is minimised.

To maintain social distancing, we would ask that you keep to the following arrangements for your child's year group:

Year Group	Entrance/Exit Point	Drop off time between:	Pick up time between:
Year 6	Entrance via the main gate into the yard. Follow the one-way system as marked out, leading to Class 6 door. There will be floor signage clearly marked out to show 2m intervals. No parking on site	8.45am-9am	3.15pm-3.30pm Except a Friday-12pm-12.15pm
Year 1	Entrance via the main gate into the yard. Follow the one-way system as marked out, leading to Class 1 door. There will be floor signage clearly marked out to show 2m intervals No parking on site	9.15am-9.30am	2.30pm-3pm Except a Friday 12.15pm-12.30pm
Reception	Entrance via the gate leading into the outdoor area at the top of the school grounds. A member of staff will greet you at the entrance and there will be clear guidance on where to stand in order to maintain social distancing. Parking allowed in the car park outside the main reception entrance.	8.45am-9.15am	2.30pm-3pm Except a Friday 12.15pm-12.30pm
Key Workers' children	Entrance via the main gate into the yard. Follow the one-way system as marked out, leading to the veranda door. There will be floor signage clearly marked out to show 2m intervals. No parking on site	Pre booked breakfast club from 8am-8.20am Children not attending breakfast club 8.45am-9.15am	2.45-3.15pm

Please note these times are subject to change as we welcome additional year groups into school.

Breakfast Club and After School Clubs

We are able to offer **breakfast club provision to our key worker children only** due to space and social distancing measures. Spaces are very limited and therefore if you are a key worker, you must book your child onto this provision. Breakfast club will begin at 8am and children **must be in school by no later than 8.20am**. Children will enter breakfast club by the veranda door and must be accompanied to this door by an adult. We would ask that if you are a key worker, and want your child to attend breakfast club, that you let us know by the Thursday of the previous week.

Unfortunately, there will be no after school clubs until further notice.

Uniform

As we are returning to school for a half term only, we have decided that children **will not be required to wear uniform** and can wear their own clothes. During these difficult and uncertain times for everyone, we did not want families to feel the pressure of having to buy or replace uniform that children will soon grow out of. We also want our children to feel as comfortable as possible coming back to school and we feel for some children their own clothes will make them feel more at ease. As children will be wearing their own clothes please ensure that the clothes and footwear that they wear for school are suitable for a range of activities, including PE and outdoor learning. Children should only bring to school with them a light coat and a named water bottle. They should not bring anything else to school including bags, pencil cases or show and tell etc.

If at all possible, following recent advice, we would ask that children have a clean set of clothing on each day-this may be the same clothing washed or a new set altogether!

Class Organisation

Following risk assessments and limitations in classroom size, in order to adhere to government guidance on social distancing, groupings of children will be limited to **a maximum of 15 children** which we will often refer to as 'bubbles' or pods. Pods will be made up of children from the same year group and will ensure children are in a pod with a friend. Staff will group the children and there will be no flexibility to change these groupings. Obviously, due to number of different pod groups we will need to create, children may not have their usual class teacher. To reduce the risk of transmission, pod groups will be consistent and the groups will not mix during the school day. Each pod will have their own designated 'classroom', again this may not be your child's usual classroom. In their classroom, children will have their own desk and desks will be spaced 2m apart. The children will use the same desk each day. This may differ slightly in Early Years, where children will still have some access to play-based learning.

Curriculum

Children who return to school upon the reopening for their year group will be taught a topic based curriculum and we will aim to have the children outside as much as possible. Staff will continue to ensure those who are accessing home learning have appropriate access to the curriculum. Children of key workers will be taught for some periods of the day linked to the relevant curriculum for their year group but may be in mixed year groups.

Playtimes and Outdoor Learning

We will aim to adhere to social distance guidelines, but this aspect of school is the most difficult to enforce. To minimise risk, playtimes will be staggered to ensure pods do not mix. Children will not have access to the fixed playground equipment but each pod will have its own portable equipment which will be cleaned after each use. We will use the field as much as we can.

Lunchtimes

To minimise mass circulation internally, children will not be using the hall for dinners. School lunches will still be prepared on site for children and will be delivered to the classroom. Children will either receive a packed lunch which could include a sandwich, wrap and/or savoury item and a dessert for 2-3 days in the week or a hot option for the other days, such as pizza and chips. There will be no choice during this time. Lunches will be packaged by the kitchen staff into individual bags/boxes and delivered to pods to ensure that movement around school is minimised. We do hope the weather is good and children can eat outside where possible.

If your child is entitled to Free School Meals and you are currently receiving a voucher each week, please provide your child with a packed lunch to bring to school every day. Alternatively, if your child is now coming back to school and you would prefer not to receive the voucher and instead for school to provide your child with a daily school lunch this is also an option. Please note, this information may change if government guidance changes and we will update you accordingly.

We ask that any packed lunches brought into school, wherever possible, are put in a disposable bag which can be thrown away. If this is not possible, and a container is brought in, we will make sure that the outside is cleaned.

The children will have their lunch on a Friday before going home for the afternoon.

The same as playtimes, lunchtimes will be staggered to ensure children have access to outdoor provision in their groups during their lunchtime period.

Hygiene

Hand washing and hygiene will be a key priority for school. We have ensured that we have adequate hand washing facilities and plentiful supplies of soap and hand sanitiser. Children and staff will be expected to wash their hands or use hand sanitiser on entry to their area and each time they exit. Within these areas, children will be encouraged to wash their hands or use hand sanitiser **throughout** the day.

Within their areas, children will be allocated their own resources, such as pens, books, rulers etc. These and other resources used will be disinfected as needed by staff. Children will be asked not to share resources. Staff will also regularly disinfect any other identified key risk areas, such as door handles.

All frequently touched surfaces, equipment, door handles, and toilets, used during the day, will be cleaned thoroughly several times a day.

In line with public health advice, we will remove all soft toys, and any toys that are hard to clean, such as those with intricate parts. All soft furnishings such as bean bags and rugs will be removed.

We will have a good supply of tissues throughout the school to implement 'catch it, bin it, kill it' and we have purchased new bins operated by a foot pedal so that tissues are immediately disposed into bins. These will be emptied throughout the day. Posters which are 'child friendly' will be put up around school to remind the children about what to do.

Emotional Wellbeing of Pupils

We understand that for the children, school will seem very different when they return. Please be assured that the emotional wellbeing of children will be a priority for all staff in school.

Changes to Fire Evacuation Procedures

Our current fire evacuation procedures will mainly remain the same with only a few minor adjustments. Fire evacuation assembly points will remain the same but children will be encouraged to remain 2 metres apart in lines. Children will be made aware by the staff where their fire exit is and will practise and be reminded of the new procedures.

First Aid & Intimate Care

Where social distancing is not possible in dealing with first aid or intimate care in pods, we will have a designated first aider in school who will administer the required first aid/care to children using personal protective equipment (PPE).

In the event of a suspected COVID-19 Case

If any child begins to show symptoms of Covid-19, they will immediately be taken from their pod and taken to a designated room for such a case occurring with a staff member using full PPE. Parents will be contacted immediately to collect their child. If the child is then confirmed as having COVID-19, children and staff in the same pod as the child diagnosed will need to isolate for up to 14 days or take a COVID-19 test before returning upon a negative result.

Testing

All children who are attending school and are aged 5 and above will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. The aim is to enable children to get back to school, and their parents or carers not to need to self-isolate any longer than is necessary, if the test proves to be negative. A positive test will ensure rapid action to protect other children and staff in their setting.

We ask all parents and carers to ensure they organise a test for their child, in the event that they develop coronavirus symptoms, and notify us immediately of a positive test. Further guidance is available about [getting tested](#)

Staff/pupil status	COVID test result	Actions
Staff/pupil with symptoms	Positive OR Negative	Continue self-isolation for required 7 days and return to school if symptom free (with the exception of ongoing cough*) for 48 hours. Continue good hand hygiene. Work/study from home depending on how well you are and the nature of the work. .
Staff/pupil with no symptoms but living with a household member with symptoms.	Household member tests positive	Continue with household isolation for 14 days. Continue good hand hygiene. Work/study from home depending on how well you are and the nature of the work. If you become symptomatic inform your school.
Staff/pupil with no symptoms and not working /studying in a special school , living with a household member with symptoms	Household member test negative i.e. virus not detected in	You may return to work provided if: You agree your return with your school You have no symptoms and,

	household member	Neither you nor the person you live with worsens in health (in which case isolation should be immediately resumed) Continue good hand hygiene. If you become symptomatic inform your school.
Staff/pupil with no symptoms and working/studying in a special school , living with a household member with symptoms	Household member test negative i.e. virus not detected in household member	Continue with household isolation for 14 days. Continue good hand hygiene. Work/study from home depending on how well you are and the nature of the work. If you become symptomatic inform your school.

*A cough may continue once other symptoms have cleared and the individual no longer has the virus.



**Thank you for taking the time to read this information
and for working with us to keep our children and
school community safe!**