**To Parents / Carers**

**Please read through all the following information carefully. This pack has been updated.**

All children will be expected to return to school in September. This will be on a full time basis.

**Understanding Government Guidance – guidance we used to plan**

We are in unprecedented times and have to take unprecedented measures to keep safe. We are following all of the latest guidance issued by the DfE/Government and implementing, to the best of our capabilities, what we have been asked to do.

All decisions that we have made have been based on our professional judgement and experiences during this very difficult and challenging time. They have been carried out in consultation with staff, Governors and advisors from West Sussex. We have worked closely with locality schools to share ideas and advice and whilst doing so have appreciated that a phased return will be different for each setting depending on resources, the building and staffing structure. We have looked for commonality where we can.

**Guidance stipulates that schools must undertake detailed risk assessments as well as plan for “**proportionate protective measures for children and staff, which also ensure that all pupils receive a high quality education that enables them to thrive and progress. In welcoming all children back this autumn, schools will be asked to minimise the number of contacts that a pupil has during the school day as part of implementing the system of controls outlined below to reduce the risk of transmission.”

In order to action proportionate protective measures guidance stipulates that we must take the following essential measures:

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

How contacts are reduced will depend on the school’s circumstances and will (as much as possible) include:

* grouping children together
* avoiding contact between groups
* arranging classrooms with forward facing desks
* staff maintaining distance from pupils and other staff as much as possible

To summarise, Government guidance instructs schools to carefully plan for the prevention of spreading of the virus and how to respond to a potential and confirmed case. We are planning for **prevention** and **response**.

**Prevention – How we will operate.**

**This information explains how we will be running things from September. This section explains the practicalities that you come up against on a day to day basis.**

**Online Work and Reading Books**

Our teachers will set online **homework** for **all** year groups. You will be able to see the tasks set, the spellings covered and any other homework tasks to be completed.

In the event of another lockdown situation or the closing of a class bubble, work will be set online.

**Class ‘bubbles’**

***“Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group.”***

The children will be in their classes as normal. Each class will form a ‘bubble’.

Each bubble will have a class teacher and TA support. Staff will remain with that bubble. Children will be very limited from working in groups with other children from other bubbles. Contact outside of the bubble will be kept to a minimum and will only be carefully planned.

Whilst all teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable, we will do all that we can to limit the number of different staff working with each bubble.

**Classroom layout**

This will continue to look very different from what the children are used to.

The classroom layout has been changed in order to encourage social distancing as much as is feasible.

The children in years 1 – 6 will have a named desk space and all tables will be facing the front. The school will provide a pack for each child containing stationary. Please ensure children **not** bring in stationery or pencil cases from home.

**Start and end of the school day**

In order to minimise contact between adults and children on the playground, we will continue to use a staggered start and end to the day.

Whilst we appreciate that this means additional walking for some and waiting for siblings in other year groups, we need to put your safety first.

Our staggered start and end to the day will not impact on overall teaching time. The children will be having an adjusted lunch break. Timings have worked well since the 1st June. The children currently in school have fedback that they prefer the new lunch system.

We will be using the **Eastern Avenue** gate as the only **entrance** to the school and **Sullington Way** as the only **exit** from September 1st onwards.

Please see the map below:



Timings will be as follows:

|  |  |  |
| --- | --- | --- |
| **Time** | **Year** | **Entry Point** |
| 8.40am | 5  | Hall door  |
| 8.40am | 6 | Library door |
| 8.50am | 3 | Hall door  |
| 8.50am | 4 | Library door |
| 8.55am | R | Class door  |
| 8.55am | 1 | Yr 1 Side door  |
| 8.55am | 2 | Hall  |
| **Time** | **Year** | **Exit Point** |
| 3.00pm | 5  | Hall door  |
| 3.00pm | 6 | Library door |
| 3.05pm | 3 | Hall door  |
| 3.05pm | 4 | Library door |
| 3.15pm | R | Class door  |
| 3.15pm | 1 | Yr 1 Side door  |
| 3.15pm | 2 | Hall  |

Only **one** parent is to pick up or collect and must drop off in the designated area. **Please do not come into the building or up to the doors.** We encourage older children, from year 4 upwards to say goodbye at the Sullington Way entrance and walk in independently.

Please avoid bringing push chairs and buggies if at all possible. **Make sure that you give those around you plenty of space if you do have to bring them on site.**

If you need to speak with a member of staff, let someone on duty know.

There will be **no face-to-face contact between parents and the teachers** waiting at classroom doors at the start and end of the day.

**Parents are responsible for maintaining the 1-metre+ (ideally 2m) social distancing rule for themselves and their children at all times while entering, while on and while leaving the school premises.** This includes maintaining with 2-metre social distancing rule when speaking to SLT members who are supervising the drop off and pick up.

**Sullington Way is NOT to be used as an access point to the site. You are only able to leave the site via Sullington way at collection and drop off times.**

Parents will need to be patient in the first few days of these new procedures! If you have two or more children who are in different groups, staff will direct you as to where you can wait safely. If your child is upset and refusing to go in alone, a member of staff will be there to assist you. **There can be no flexibility around drop-off and pick-up procedures.** We would like to be able to support you in this and provide the chance for you to interact with staff and each other, but this is not possible at this time and we appreciate your support.

We apologise for the inconvenience caused and we have used recent experience to plan for a staggered system that is as quick as possible. We have reduced the timings as much as possible but there will potentially be some waiting time, which is unavoidable. **We are not able to hold onto siblings who start at different times.**

**The Office**

The main office will be closed to all parents until further notice. If you have an urgent enquiry, call 01273 454066 or email office@stpetersshoreham.co.uk

There is also the drop off box outside the office for all correspondence.

We are not able to let parents in to use the staff toilets. We are also not able to let parents in to the staff carpark.

If your child/children will be arriving at school later in the day or leaving earlier then please contact the office to make arrangements.

**Medicines**

You can drop medicines into the school office on your way past. Please press the buzzer and wait for someone to come and assist you.

**Health and Safety**

* Each child will only come into contact with other children from their learning ‘bubble’ throughout the school day. Staff working with them will be limited where possible.
* Children having to access breakfast club will be kept to a consistent group that is as small as possible.
* Each child will wash their hands / use hand sanitizer to clean their hands on entering their classroom at the start of the day and at the end of the day. Hand washing will also be encouraged throughout the day.
* While inside the classroom, teachers will endeavour to ensure that children maintain the 1-metre+ social distancing rule *wherever reasonably possible*.
* Children will eat morning snacks and lunch in their classrooms with an adult from their learning bubble. Children will clean their hands with hand sanitizer prior to eating and tables will be cleaned with disinfectant before and after their food.
* Before and after breaks for play children will wash their hands with soap.
* There will be staggered breaks for play. While outside for play, the children will only be with other children who are in their learning bubble. We will actively encourage the children to follow social distancing rules at this time. Children will not use any shared equipment, such as balls, during play.
* Any resources that will be passed from one learning bubble to another will be cleaned with antibacterial spray between uses and at the end of the day.
* Children will be able to access toilet facilities as normal but will do so in limited numbers.
* Children will be required to wash their hands after coughing / sneezing.

If a child displays either of the two main symptoms of a cough or a temperature, an adult in their learning bubble will instantly remove the child from the classroom. The adult will notify office staff / SLT who will come and collect the child and notify parents who will need to collect the child from school at the earliest possible time. **The child will not be allowed back into school until the parents can prove the child has tested negative for the Covid virus**.

**Staff and parents must engage with the NHS Test and Trace process**

Staff members and parents/carers will need to be ready and willing to:

* [book a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit.
* provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace.
* [self-isolate](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

**Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test.**

Tests can be booked online through the NHS [testing and tracing for coronavirus website](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/), or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

We will ask you to inform us immediately of the results of a test:

* if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
* if someone tests positive, they should follow the [‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance) and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.The health protection team will provide definitive advice on who must be sent home. We will then contact parents as advised.

Minor first aid issues, for example your child grazes their knee at break time, will be dealt by the teacher or teaching assistant (first aid trained) assigned to your child’s learning bubble.

Our cleaning team will be in work after the children have left the premises each day to disinfect all surfaces in classrooms that have been used by learning bubbles

**Water Bottles and Uniform**

It is essential that your child brings their own, **named** water bottle to school each day. Children are only allowed to bring in water to drink.

**Please ensure that your child wears school uniform but trainers are allowed until October half term.**

**Behaviour**

Normal expectations for pupil behaviour will apply at this time.

However, we will need to operate a one-strike rule for any pupils whose behaviour necessitates senior staff to use Team Teach techniques to move them for their own or others’ safety.

SLT will do this on one occasion only and the child will then be unable to attend school until government guidance on social distancing has significantly changed, as it will be deemed that they compromise the risk assessments undertaken by the school.

**For the safety of all children and the staff, any type of behaviour which means breaking the social distancing rules, possibly for an extended period of time, cannot be condoned.**

**Curriculum**

We will revert to our usual curriculum but will also be planning for catch-up. We will be completing informal assessments from the previous year group to identify areas in need of attention.

Subject areas such as PE will be taught, but equipment, such as balls or rackets will be limited.

Reception will use the outdoor learning environment and equipment will be cleaned frequently.

There will obviously not be any assemblies, visits to school, or learning off-site at this time for any children.

**Breakfast Club**

Guidance allows for the reopening of Breakfast club.

Places will be limited and allocated on a first come, first served basis.

Breakfast club will be split into two consistent groups. We will not be able to provide a place on an ad-hoc basis.

**Clubs**

Clubs are usually for more than one year group and involve children mixing – usually in physically activities. It is going to be difficult to staff this in a way that supports our risk assessments so there will be no clubs for the time being. We know that this will disappoint some and apologise. We will plan to open them as soon as we can.

**This guidance is Subject To Change**

**We will confirm final arrangements on Friday 28th August.**

Clearly, you can see a huge amount of time and thought has already gone into establishing a plan of action for opening St Peter’s on Monday 7th September. These plans are subject to change at any time, depending on new government guidance and of course what happens over the coming days or weeks in England in terms of the Covid pandemic.

Please direct any questions you have to office@stpetersshoreham.co.uk and we will get back to you as soon as possible

Thank you for your continued support and understanding. We apologise for the inconvenience caused to you all and hope that soon we will be able to return to normal.