

St Luke's RC Primary School

**COVID-19 Parent Handbook
September 2020**



“At St. Luke’s School we follow the example of Christ. By being God’s disciples here on Earth. We strive to be the best that we can be. To do the best that we can do and to make God proud.”



September Re-opening

Introduction

The aim of this document is to communicate in more detail how we will open as safely as possible this September. All of these plans are to limit the risk of the virus spreading; however we cannot guarantee as a school, that the virus will not spread and that your child will not be affected by it.

St Luke's will continue to be the kind, inclusive, warm and happy place that it has always been. Things will look different, but our hearts will be the same. Please take time to read our plans and expectations. If you have any questions, please email us using the school email.



Bubbles

St Luke's RC Primary School will operate as **4 Bubbles**.

Bubble 1	Bubble 2	Bubble 3	Bubble 4
EYFS Nursery and Reception	Key Stage One Years 1 and 2	Lower Key Stage Two Years 3 and 4	Upper Key Stage Two Years 5 and 6

As Years 3, 4 and 5 share the same building, these children will be in a 'bobble'. This means the children can share the same building but should practise social distancing around each other.

Attendance

On **Monday 7th September** we will be welcoming all pupils from Reception to Year 6.

In order to reduce the number of people congregating at the school gate, starting and finish times have had to be staggered for the time being. Please ensure you note your child's start and finish times and adhere to them. Also, please note which entrance to school they should enter and exit by.

We apologise for any inconvenience this may cause. However, we have carefully considered how to keep everyone as safe as possible in these difficult times. There will be a one way system across the playground marked with arrows on the ground and lines to enforce social distancing. The gates are clearly marked and have 2m notices along the railings for you to queue 2 metres apart. All pupils must be brought to school by **only** one adult and they must adhere to the 2 metre rule.

Start of Day

No parents will be allowed in the school building. Communications/enquiries will have to be made by telephone as messages via email or ParentApp may be missed.

Drop- Off

- Please arrive to drop your child at the allocated time.
- Children cannot be admitted at earlier times.
- Only **one** adult should accompany a child. No additional adults will be permitted to come onto the grounds.
- Please observe social distancing outside of school – wait in line along the railings next to the gates to be admitted. If you arrive early please stay some distance away from the school grounds so that the road and pavements are not too busy.
- Staff will open the gate and admit your child.
- Children in Years 5 and 6 should be dropped off at the office gate and they will be admitted into school by a member of staff.
- Children in Years 1, 2, 3 and 4 should be brought into school via the playground entrance and the adult dropping them off should walk in a straight line across the playground and exit via the gate on the carpark.



- Nursery and Reception children should be dropped off by one adult and they will be met by a member of staff who will take the children into class. Parents will leave immediately using the one way system.
- **Parents/carers will not be able to enter school at all.**
- Parents **must not gather/wait on the playground for each other.** It is crucial the people keep moving.
- Once outside the school parents must leave and not gather outside the school to talk to others as new groups will be waiting to come in.
- In the case that you are late, you must ring the school office to let us know and your child should be dropped off at the school office.

End of Day

Pick up

- Please stick to your pick up times. In the event that you are late you must ring the school office to let us know.
- One parent/carer only to collect a child.
- The same one system will operate- enter by the playground gate at your allocated time.
- Staff will direct you and children will be brought out to you.
- Please ensure you keep your distance from other adults.
- Leave as soon as you have your child/children.
- Again, please leave as soon as you have your child- no one will be able to congregate on the playgrounds or outside the school.

Please do not gather at the gates until it is your start and finish time and until the previous bubble has dispersed.

Times for start and finish of the day.

Start Times

8:30	Siblings with surnames initialled A-J	Through playground gate
8:35	Siblings with surnames initialled K-Z	Through playground gate
8:40	Year 6	Through main office entrance
8:40	Year 1	Through playground gate
8:45	Year 5	Through main office entrance
8:45	Year 2	Through playground gate
8:50	Year 3	Through playground gate
8:55	Year 4	Through playground gate
Reception and Nursery to come in to school staggered in groups. Please see your separate letter on ParentApp.		



Finish Times

2:50	Year 6	Through main office entrance
2:50	Year 1	Through playground gate
2:55	Year 5	Through main office entrance
2:55	Year 2	Through playground gate
3:00	Year 3	Through playground gate
3:05	Year 4	Through playground gate
3.10	Siblings with surnames initialled A-J	Through playground gate
3:15	Siblings with surnames initialled K-Z	Through playground gate
Reception and Nursery to come in to school staggered in groups of 5. You will be notified of your time slot in due course.		

We have put these timings in place for everyone's safety so please support us with this. We fully understand that it may be difficult for parents who are working however we have to follow guidance to get the school open as safely as we can. We will continually review times and operation of systems and make changes where needed.

Compulsory Attendance

In March when the coronavirus (COVID-19) outbreak was increasing, we made it clear no parent would be penalised or sanctioned for their child's non-attendance at school. Now the circumstances have changed and it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development. Missing out on more time in the classroom risks pupils falling further behind. **School attendance will therefore be mandatory again from the beginning of the autumn term.**

Pupils and families who are anxious about return to school

We understand some pupils and families will be anxious returning to school, especially those who have had members of the family shielding. Mrs Okoli is our new 'Wellbeing and Family Liason' officer and will be on the playground each morning to support anxious parents and children. She will also be working closely with children to support their mental health and wellbeing.

Classrooms

EYFS and Year 1 will be set up so children can access continuous provision as usual. Years 2-6 will be set up so children are sat in rows rather than in groups facing one another, as per the government guidance.

All soft furnishings and articles made from fabric have been removed from the classrooms. The only resources to be used are those that can be easily wiped clean or sterilised after use. KS1/KS2 pupils will be provided with their own set of stationery and equipment in their own, wipe-down pencil case.

Bringing Items into School



Please refrain from purchasing pencil cases, bags and lunch boxes at present as we are trying as much as possible to reduce the amount of equipment and belongings coming into school. Your child will be allowed to bring a book bag into school as these will fit into your child's tray.

We will continue to ask for packed lunches to be in disposable bags. Please make your child is able to open any lunch items to avoid any staff member touching something your child will eat. Water bottles can be brought into school clearly labelled with the child's name.

Cloakrooms will be in use for coats only. Please do not bring in PE bags, please see below.

PE

Each class has been allocated a PE day where they will come into school dressed in an outdoor PE kit. This is due to the fact that PE will be taking place outdoors as much as possible for the foreseeable future in line with government guidelines.

We want to reduce the amount of discarded clothing that inevitably comes with 30 children changing in classrooms. Also, this way PE clothing can be washed after each use.

Obviously we want the pupils to look smart and to stick to our uniform policy so we are asking for:

- Black pumps.
- **Plain** black shorts or navy tracksuit bottoms.
- **Plain** white t-shirt – **NO** logos/patterns.
- School or **Plain** navy blue hoodie or school jumper.

Practically we feel that this is the best option under the circumstances. If children wear their school uniform on their PE day, they will still be encouraged to join in the lesson.

Your child will be informed of their PE day on Monday 7th September.

School Uniform

Children are required to wear school uniform. Please wash your child's uniform each night and send them to school in a clean uniform each day. Please remember that they will be allowed to wear a PE kit on PE days.

School Dinners

If your child requires a school meal, please order by 9am using Evolve.

If your child brings a packed lunch in from home, it must be brought in a disposable plastic or paper bag rather than a lunch box.

If you think you may be eligible for free school meals, please speak to Mrs McNorton in the school office for further information.

Online Learning

If Salford go into local lockdown or if a bubble has to self-isolate due to illness then home learning will resume. Following the DfE guidance for September 2020 we have started to make changes to our home learning.



As of September, in the event of local lockdowns or bubbles self-isolating, we will be using **Google Classrooms** where online work can be set. More information will be provided once all our pupils and staff are set up on this.

Once we have this ready we will start to set homework via Google Classroom so pupils and staff can become familiar with how to use it. This will prepare everyone for wider use during a potential future lockdown.

Pupils will still have access to Spelling and Maths Shed in school. We will also keep all home learning packs on our website. Welfare calls will resume during any future lockdowns.

Thank you for your home learning feedback, it was great to read so many positive comments.

Curriculum

We will continue to teach an ambitious and broad curriculum in all subjects from the start of the autumn term, but make use of existing flexibilities to create time to cover the most important missed content.

Pupil well-being

Children's wellbeing will be, as ever, of utmost importance for us. We want to include daily PSHE along with catch up sessions across the curriculum and a wealth of outdoor sports throughout the autumn term. We have a new PSHE scheme, Jigsaw, which has recovery lessons and mindfulness planned in which will be taught regularly.

As our Well-being and family liaison officer, Mrs Okoli will be working with identified children on focused interventions to support their mental health and well-being.

Unfortunately, there will be no whole school celebrations or events allowed. Assemblies will become virtual and collective worship will be in classrooms.

Parent Well-being

Mrs Okoli is available to support parent mental health and well-being through email and telephone communication.

SEND

Pupils with Special Educational Needs will continue to have support in school and any outside agencies (Speech and language therapy, Educational Psychologists, teachers of the hearing impaired and the Learning Support Services) will still come into school to work with children. This will be in a remote room which is timetabled for one agency at a time.

Following the visit the room and any resources used will be cleaned thoroughly before someone else accesses the space.

Behaviour

Our rules remain the same and we will continue to have high expectations for behaviour.

Our school rules:

- Be Ready
- Be Respectful



- Be Safe

These rules still underpin everything we do but to **Be Safe** now includes the following:

- Try to stay 2 metres away from one another.
- Use our equipment.
- Move around school using markings and directions and avoiding other people.
- Follow our hygiene rules:
 - ✓ Never cough, sneeze or spit towards another person.
 - ✓ Catch all coughs and sneezes in a tissue and throw it away (catch it, bin it, kill it)
 - ✓ Wash hands frequently (including whenever we are asked to), with soap and water for 20 seconds or with hand sanitiser.
- Tell an adult straight away if you feel unwell or have been coughing quite a lot.

This is a challenging time for everyone and we will be mindful that our pupils will be facing their own challenges and may need more nurture than usual.

If your child's behaviour puts the staff and children in school at risk, we will contact you to discuss how we can support your child to make positive behaviour choices.

Illness

What happens if your child becomes ill in school?

We would like to inform you about what schools will be doing and what we ask of you as parents or carers if your child shows symptoms of coronavirus (COVID19).

The most common symptoms of coronavirus (COVID19) are a recent start of any of the following:

- A new continuous cough
- A high temperature (feel hot to touch on the chest or back)
- A loss or change in your normal sense of taste or smell

A **well** child/young person feels 100% well, seems themselves and not displaying any changes in behaviour or their daily routines.

An **unwell** child could be a possible case of COVID19. Other symptoms that have been linked to covid is vomiting, diarrhoea, sleeping more than usual, agitated, cold, headaches - anything that may indicate they are not feeling themselves.

Please don't send your child into school if:

- They are unwell in any way
- Anyone in the household is unwell, awaiting testing or their result or has been tested positive.

What happens if a child/young person or member of staff becomes unwell at school?



As soon as the school is made aware, the child, young person or staff member will be sent home and advised to isolate until the result of the COVID test is known. The school will arrange any necessary cleaning.

Whilst waiting for you to pick your child up they will be isolated in a dedicated isolation room until you arrive with a member of staff looking after them.

Staff will use PPE if they are looking after a child who presents with possible symptoms of COVID-19 (see below).

How do I get a test for my child?

If your child is displaying symptoms of coronavirus, your school will give you details of how to book a test at the local testing site, AJ Bell Stadium or Salford Civic Hall. When you have the result, please tell the school whether it is positive or negative.

What happens if a child, young person or staff member tests positive?

- The person should isolate for seven days minimum. The person needs to be 48 hours symptom-free prior to return school settings.
- Members of their household should self-isolate for 14 days. The 14 days is the time it takes for symptoms to show if you have been infected.
- The rest of their bubble within their school (children and adults) will be sent home and advised to self-isolate for 14 days (and offered testing if symptoms develop).
- The other household members who live with the person in the bubble do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms
- The school will send a Salford City Council's 'Warn and Inform' letter to all parents just to let you know there is a case in the school and to remind them to watch out for symptoms.

If my child tests positive, do I need to tell people they have been in contact with?

Yes. You need to log onto the NHS Test and Trace portal <https://contact-tracing.phe.gov.uk/> and share details of all their close contacts. Salford Infection Control team can help you identify contacts, call 0161 793 3599 or email PHSecretary@salford.gov.uk

All close contacts (household, school related or any other close contacts) will receive a letter or text to advise them to self-isolate.

What happens if my child tests negative?

Your child can return to school when they are 48 hours symptom free. Household members can end their isolation straight away following the negative test, unless someone else in the household is waiting for the result of their test.

What do I need to do if either myself or my child has been in 'contact' with somebody who has tested positive?



A 'contact' is a person who has been close to someone who has tested positive for coronavirus (COVID-19) anytime from 2 days before the person was symptomatic up to 7 days from onset of symptoms (this is when they are infectious to others).

For example, a contact can be:

- People who spend significant time in the same household as a person who has tested positive for coronavirus (COVID-19).
- Close personal relationships/partners.
- A person who has had face-to-face contact with someone who has tested positive for coronavirus (COVID-19), including: being coughed on, having a face-to-face conversation within one metre, or having skin-to-skin physical contact, or any contact within one metre for one minute or longer.
- A person who has been within 2 metres of someone who has tested positive for coronavirus (COVID-19) for more than 15 minutes.
- A person who has travelled in a small vehicle with someone who has tested positive for coronavirus (COVID-19) or in a large vehicle or plane near someone who has tested positive for coronavirus (COVID-19).

In a schools/setting context, all children/staff in the 'bubble' will be classed as a close contact. If you or your child falls into one of the categories above of a contact they must self-isolate at home because you are at risk of developing symptoms in the next 14 days and could spread the virus to others before the symptoms begin. If you have concerns for your health, contact your GP or NHS 111 online. In an emergency, contact 999.

What happens if somebody in wider school community tests positive?

If a member of our wider school community (e.g. a parent/carer, a member of our cleaning staff, a governor) tests positive, they need to let the school know immediately so they can identify if the positive person has had contact with anyone who attended the school in the previous 48 hours before the onset of symptoms or date of the test. Contact tracing will take place to understand the types of contact the individual has had both in school and out of school.

We would like reiterate ways to reduce the spread of coronavirus disease and the risk of you and anyone you live with getting ill with COVID-19:

- Maintain physical distancing and to stay at least 2 metres from other.
- Stay out of crowded places and avoid mass gathering.
- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Wash your hands as soon as you get home.
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.
- Keep your hands away from your face (eyes, nose and mouth).



We would like to reassure you that we are doing all we can to keep your children safe and we thank you in advance for following this advice and guidance.

Social Distancing

We will teach and encourage children to socially distance as much as possible. I am sure you are aware that this will be very challenging, particularly with the younger children. They will be reminded of this regularly throughout the school day. School has a one way system in place which all children, staff and parents must adhere to.

The staff are all following the government's guidelines on social distancing in and out of school, and we expect all of our families to do the same.

Hand Washing

Regular hand washing reduces the spread of the virus and must take place regularly throughout the day. As a minimum, children will wash their hands as they enter the classroom in the morning, before and after break, before and after eating lunch, after outside play at lunchtime, after PE lessons, after using the toilet and before they go home. All classes will have hand sanitiser pumps on the walls in classes.

The children will be taught how to wash their hands properly.

Additional Cleaning

Cleaning will take place throughout the school day as part of our enhanced cleaning programme. This will include wiping down surfaces, door handles and light switches regularly using antibacterial spray and wipes in the classrooms and around the school buildings.

Each child will have their own equipment and toys which will stay in the designated classrooms and will be cleaned throughout and at the end of every day.

At the end of every day, the school areas that are in use will be cleaned once all the staff have left.

All cleaning will adhere to current government guidelines.

Other Measure to Keep Staff and Children Safe

We have an operational risk assessment which is available on the COVID-19 section of our school website. This has been agreed by our Governor Board and signed off by the Local Authority.

- Additional signage to support parents/carers, children and staff.
- Providing additional training for staff.
- Teaching children about social distancing and hand hygiene.
- Zoned play areas.
- Separate toilet allocations for each bubble/bobble.
- Ventilation of rooms.
- Minimising movement internally around school.
- Procedures around cleaning of any shared resources.



What can we all do to help?

Please read the latest government guidance about this next phase of recovering from the immediate pandemic.

Please follow all the procedures set out in this booklet and support the school by arriving on time to drop off and pick up your child.

Please read the Home School Agreement and discuss it with your child.

Ensure you read all ParentApp letters and communications and keep up to date with the COVID-19 information page on our school website.

Reviewing this document

The guidance will be reviewed by the Senior Leadership Team on a regular basis in line with government guidance.