



St. Andrew's CEVA Primary School  
 Ecton Brook Road  
 Ecton Brook  
 Northampton  
 NN3 5EN  
 Tel: 01604 406486

Mrs D L Thompson/ Miss M Davidson  
 Co-Head Teachers

22<sup>nd</sup> May 2020

Dear Parents/Carers,

**Re-opening to Year 6 children in June**

As stated in our previous letter, we are preparing to open for all children in Year 6 in June. The actual date of opening is not yet known as the government have stated they will be announcing this on Thursday 28<sup>th</sup> May as it will depend on meeting the five tests set out by the Government (with the possibility that the planned opening could be delayed if these tests are not met). However, the school will continue to remain open for children of key workers and for our vulnerable children in the Emergency Childcare Provision (ECP). Due to the half term holiday and awaiting essential supplies to increase pupil numbers, the earliest we will be opening to Year 6 is **Tuesday 2<sup>nd</sup> June**. There will be training for staff on Monday 1<sup>st</sup> June to ensure that all staff fully understand the additional health and safety rules and routines in place and to conduct a final check of the site.

**We will contact parents on Monday 1<sup>st</sup> June** to confirm whether the children will be returning on **Tuesday 2<sup>nd</sup> June**. Due to lower staffing levels on Friday afternoons, we have decided that Year 6 children can only safely attend until lunchtime each Friday. Your child will not need to bring a packed lunch with them on a Friday, just a snack for break time. Your child's details are as follows:

Child's name	Group name	Entry/ Exit point	Drop-off time	Collection time (Mon-Thurs)	Friday collection time
<i>Each Year 6 child has their own individual letter with these details on that have been emailed to parents. Please contact <a href="mailto:enquiries@standrewsceva.uk">enquiries@standrewsceva.uk</a> if you have not received this letter.</i>					

Please make sure that the school entry/ exit point and times **are strictly adhered to** as these have been carefully planned to limit interaction and maintain social distancing. We have added additional rules and routines to the school's Behaviour Policy in recognition that all children, staff and parents will need to behave differently to prevent any spread of Covid-19 through our school and local community. The new rules and routines are attached at the end of this letter- **please read through them very carefully with your child before returning to school. This policy must be followed by everyone. If a pupil does anything to deliberately put others' safety at risk, parents/carers will be required to collect their child from school immediately and they will be excluded from school for the rest of the term.**

**The safety of our children and staff is our priority at all times.** We are following Government guidance so that we can keep your children as safe as possible. We have conducted a thorough risk assessment (available on the school's website [www.standrews.northants.sch.uk](http://www.standrews.northants.sch.uk)) and are totally clear how our school needs to be adapted to meet the Government's guidelines on keeping safe.

We will:

- have smaller group sizes in each classroom with designated members of staff working with each group.
- re-arrange furniture and resources in rooms to ensure that the 2 metre social distancing rule is kept.
- set up work stations for each pupil in classrooms so that they have equipment provided for their use only each day.
- keep groups of children and their designated staff together and not allow them to mix with other groups and staff members.
- follow the Covid-19 guidance on cleaning in non-healthcare settings, including very regular handwashing, access to hand sanitiser/ washing facilities across the school and more regular cleaning within the school throughout the school day.
- stagger school start times, break times, lunch times and pick up times.
- ask all parents/carers to ensure only one parent/carer drops off and collects their child.

- request that parents/carers/older children do not gather at entrance gates or doors and stand in lines at 2 metre distances.
- promote social distancing within school and the children will be outside as much as possible.
- encourage staff and families to walk or cycle to school where possible. If staff and families need to take public transport, they should follow the Government guidelines on how to do this as safely as possible.
- ask parents/carers to phone or email the school on [enquiries@standrewsceva.uk](mailto:enquiries@standrewsceva.uk) with enquiries rather than calling in to the school office.
- ensure that visitors to the school are for essential purposes only and kept to a minimum.

Government advice is to check for the three key symptoms of the virus - a new continuous cough, loss of taste/smell or a fever- to ensure the risk of the infection coming into school is as low as possible. Any child or staff member showing the symptoms should not come to school/ work and should follow the relevant government protocols at home before coming back, this will last at least 7 days. Anyone living in a household where someone is showing symptoms should stay at home for 14 days. If they then become ill then they must continue to isolate for 7 days from when they first showed their own symptoms. An isolation area has been prepared in school for any children who develop symptoms during the school day. The government is making testing available to all staff and pupils if they have symptoms of the virus. If a positive test is returned, the whole group and staff members will be asked to self-isolate for fourteen days.

Year 6 teaching during this time will focus on readiness for secondary school, including academic readiness, which will involve additional teaching (particularly in mathematics and English) to make up for any losses to learning incurred during the school closure. There will also be an emphasis on activities to support your child's wellbeing and mental health.

We appreciate that many parents are anxious about their child returning to school and we would like to reassure you that we are taking all the measures we can to keep your child as safe as possible. The Government have stated that parents will not be fined for not sending their child during this period. However, they are strongly encouraging parents of Year 6 children to bring their children back to school unless they fall into one of the medically vulnerable groups or need to self-isolate. Children who have been classed as extremely clinically vulnerable due to pre-existing medical conditions have been advised by the NHS to shield. We do not expect these children to be attending school, and they should continue to be supported at home as much as possible. If your child lives in a household with someone who is extremely clinically vulnerable, you can make the decision about whether you feel it is appropriate for them to attend.

Clinically vulnerable (but not clinically extremely vulnerable) children are those considered to be at a higher risk of severe illness from coronavirus. Parents should follow medical advice if their child is in this category. If your child lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, it is your choice whether your child attends school or not. **If your child falls into one of these categories or you have decided against them coming back to school to complete their Year 6 transition, please put this in writing by emailing [enquiries@standrewsceva.uk](mailto:enquiries@standrewsceva.uk)**

We are unable to provide breakfast or after school club for our Year 6 children. If your child is currently using the ECP and you need childcare before or after school (or on a Friday afternoon), your child will need to continue to use the provision (booking days and times via [enquiries@standrewsceva.uk](mailto:enquiries@standrewsceva.uk)) and not return with their Year 6 group. For safety reasons, we cannot have children changing groups during the day/ week.

If you have any concerns or questions after reading this information, please contact us through emailing [enquiries@standrewsceva.uk](mailto:enquiries@standrewsceva.uk) or completing the contact form on the school website: [www.standrews.northants.sch.uk](http://www.standrews.northants.sch.uk)

We thank you for your co-operation and working with us at this difficult time.

Yours sincerely,

Mrs. D. Thompson/ Miss. M. Davidson  
Co-Head Teachers

## Appendix 9 of the Behaviour Policy- Covid-19 Appendix

This amendment has been added to the Behaviour policy in light of the fact that all children, staff and parents will need to behave differently to stop the spread of Covid-19 through our school and local community. **All pupils will follow our normal behaviour expectations and we expect all pupils and parents to adhere to the following additional rules and routines:**

- 1) All pupils will be brought to and collected from school by **one parent/ responsible member of their household only** at their allocated times and school entry point. Any accompanying infants **must** be in a pram/buggy or holding the adult's hand. If pupils arrive at school unaccompanied, they will NOT be allowed into school due to uncertainties regarding their social distancing. If pupils are not collected at the end of the school day at the allocated time, parents will be contacted immediately and continued failure to collect on time, will result in exclusion of that pupil.
- 2) All pupils and parents will **not** gather with other parents and pupils from different households and will abide by the 2 metres social distancing rules at dropping off and collection times. Parents must **not** try to speak to staff during this time. Messages must be communicated to staff by telephoning the school office or emailing [enquiries@standrewsceva.uk](mailto:enquiries@standrewsceva.uk)
- 3) All pupils and parents will continue to follow government guidelines to keep our pupils, staff and local community safe.
- 4) All parents will notify school of 14 days quarantine due to a parent, child or the whole family returning from a foreign country.
- 5) All parents will keep their children at home if any member of their household has coronavirus symptoms and will notify school at the first sign of illness, such as a cough, lack of taste/smell or temperature.
- 6) All parents will collect their children from school **immediately** if they are telephoned to say that their child is displaying symptoms of illness. The school must have up to date emergency contact numbers for pupils.
- 7) All pupils will follow school instructions on hygiene, such as handwashing and sanitizing their hands.
- 8) All pupils will wash their hands on arrival at school, before and after they have eaten, after they have been to the toilet, when they come in from outside and when instructed to do so by a member of staff.
- 9) All pupils will follow instructions on how to move safely around the school building and outside spaces.
- 10) All pupils will line up 2 metres apart when asked to line up.
- 11) All pupils will be expected to use a tissue when sneezing or coughing, they will then need to dispose of the tissues and wash their hands, following the government guidance '*catch it, bin it, kill it*'.
- 12) All pupils must avoid touching their mouth, nose or eyes with their hands.
- 13) Pupils will only use the equipment they are given- they must not share equipment with anyone else or take equipment being used by another pupil.
- 14) All pupils must follow instructions, without question, of where and with whom they may play with at playtimes and lunch times. Pupils will be kept with their own group and specified adults.
- 15) Only one pupil can use the toilet at one time. All pupils to make sure that they flush the toilet and wash their hands thoroughly after use. If the toilet is occupied, pupils must queue 2m apart outside, supervised by an adult.
- 16) All pupils are not permitted to cough, sneeze, spit at or touch any other person or threaten to do this. Any behaviour that compromises the safety and wellbeing of others will be logged and reported to parents.
- 17) All pupils must wear a set of clean clothes each day. School uniform is not required but clothes need to be appropriate, especially protecting skin from the sun. We expect children to wear appropriate, non-revealing clothes. No miniskirts or mini dresses and no short shorts. Footwear needs to be appropriate for running, such as trainers or similar, no flip flops or sandals to be worn. If children do not wear the appropriate clothes they will be asked to go home and change clothes.
- 18) To limit the amount of equipment brought to school, pupils will only be allowed to bring a waterproof coat, sun hat, packed lunch (with a snack), water bottle and a bottle of sun lotion. **No mobile phones are allowed** (as they are no longer needed due to having an adult collect).

To help follow these new rules, all pupils will be taught good hygiene routines and how to keep themselves safe. Staff will give all pupils regular verbal reminders of the new rules and routines and these will also be displayed around the school.

Rewards detailed in the school's Behaviour Policy are still applicable. All pupils who follow these rules will be rewarded with house points, positive praise, prizes and receive certificates.

### **Consequences:**

If any child shows any unacceptable learning behaviour, break the school rules or do not follow their responsibilities for the day they will be given a consequence. Behaviours have been RAG rated on a Behaviour Spectrum to guide staff (**Appendix 8**).

1. First warning is given. If behaviour is repeated, time out is applied.
2. Amber behaviour - 5 minutes' time out at a playtime or lunchtime.
3. Blue or Amber behaviour - 10 minutes' time out.
4. Red behaviour - referred to a Key Stage Leader.
5. Referred to a member of SLT/HT – Parents to be informed.
6. Fixed term exclusion. The Local Authority will be notified of this. This will likely be until the end of the Summer Term depending on the behaviour displayed.
7. Permanent exclusion (Governors will be involved in this process).

It is the responsibility of the group leader to ensure that a child's behaviour incident is recorded on SIMs and Edukey if there are other safeguarding concerns.

Any pupil not following the rules set out in this guidance, despite being given verbal reminders, will be sent home from school. These rules are an additional Appendix (Appendix 9) on our Behaviour Policy. To see the full Behaviour Policy, go to <https://www.standrews.northants.sch.uk/wp-content/uploads/2020/05/Behaviour-Policy-Sept-2019-1.pdf>

Deliberately touching/coughing/ spitting/ sneezing at someone using Covid-19 as a weapon will result in an immediate exclusion from school.

New expectations and routines for staff to follow have been added to the school's Staff Code of Conduct. Visitors to the school during this time will be limited and by invitation only. Any visitors will be given a code of conduct to read and agree to upon entry (prior to entry when possible).