



St. Andrew's CEVA Primary School
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Mrs D L Thompson/ Miss M Davidson
 Co-Head Teachers

16th June 2020

Dear Parents/Carers,

September Opening for Year R Parents

We hope that you and your family are well and healthy. We are looking forward to welcoming your child to our school in September. Years 1-6 children will be returning on Thursday 3rd September and as in previous years, we will remain closed for Year R. We will open to Year R pupils the **week beginning Monday 7th September** where we will have various 'Stay and Play' sessions during the week where the children will be grouped in small groups ("bubbles"). During this week, you will have the opportunity to come into school for an hour to stay and play with your child and your child has also been allocated two more time slots where they can independently come in and stay and play with some of the other children in their new year group to become familiar with the environment.

Your timeslots for the week beginning Monday 7th September are:

Name	Bubble	Stay n Play with Parent	Morning session	Afternoon session
*				

**Your child's details will show here on the letter you have been emailed*

We will then open full time for Year R pupils the week beginning Monday 14th September.

We will be continuing to use our Google Classroom page to upload stories, pictures and videos of our learning spaces and other information so please keep checking this over the next few weeks. Please make sure that the school office has an up-to-date mobile number and email for you. Parents are encouraged to keep looking at the school website for further updates.

We have been following Government guidance on how to manage the risk of a whole school return effectively. The Government guidance is based on a twin strategy of limiting contact between pupils and implementing hygiene measures.

The safety of our children and staff is our priority at all times. We have revisited and updated our Covid-19 risk assessment (available on the school's website <https://www.standrews.northants.sch.uk/wp-content/uploads/2020/07/COVID-19-RISK-ASSESSMENT-V4-09.07.20.pdf>) and are totally clear how our school needs to be adapted to meet the Government's guidelines on keeping safe.

We will:

- ensure pupils remain in consistent groups ("bubbles") and rooms wherever possible, thereby minimising the number of contacts between different people and rooms across the school.
- maintain distance between individuals wherever possible. (We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.)
- set up work stations for each pupil in classrooms so that they have equipment provided for their use only each day and re-arrange furniture to promote social distancing.
- 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.
- ensure anyone showing the symptoms (new continuous cough, loss of taste/smell and/or a high temperature) does not come to school/ work, obtains a test, and should follow the relevant government protocols at home and 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. If a positive test of a pupil or staff member is returned, the whole “bubble” and staff members will be asked to self-isolate for fourteen days.

- stagger school start times, break times, lunch times and pick up times.
- 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.
- ensure there are no large gatherings bringing groups together (such as whole-school Collective Worship).
- 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 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.
- provide a remote learning offer for all pupils in the event of a localised or national lockdown (via Google Classroom), or for pupils who are having to self-isolate.

The children will be required to wear clean school uniform each day (you can order this on our school website and get home delivery or visit the uniform shop in Wellingborough). Following Government guidance, PE lessons will be outside whenever the weather permits so **please make sure that your child also has a pair of trainers, plain black/ navy blue or grey jogging bottoms and plain black/ navy blue or grey sweatshirt (no logo) in their PE kit (these do not have to be purchased at our uniform shop).**

Entry & Exit points (please also refer to the map at the end of this letter)

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 will put signs on the gates to remind parents of the allocated year groups and times.



Year R- EYFS Entrance

Please drop your child off at the EYFS Entrance gate 8.45am- 9.00am and collect them from this entrance at 3.25pm.

Government guidance states that schools should have a process for removing face coverings when pupils and staff who use them arrive at school. Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all

pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.

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.** We will be sending home a paper copy of this agreement the first week of term for parents to sign and return to us. **If a pupil does anything to deliberately put others' safety at risk, parents/carers will be required to collect their child from school immediately.**

We are able to continue to provide breakfast and/or after school club for children from September. This will become available from w/c 21 September 2020 for year R children. If you would like to use this facility please see Mrs Riggins in the main office when you come for your child's stay and play visit.

Kingswood Catering will also be opening in September for hot meals. Children in Years R, 1 & 2 (KS1) are entitled to Universal Free School Meals. Please log onto the Kingswood website, create an account and order your meals before Wednesday 26th August 2020. Children who have packed lunches should bring these in a disposable bag and we also ask that all children bring a water bottle with them each day due to the water fountains not being in use.

We appreciate that many parents are anxious about their child coming 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 has stated that school is mandatory for children of school age from the autumn term. The majority of pupils will be able to come to school. You should note however that:

- a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19).
- shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the [current advice on shielding](#).
- if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent.
- some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at [COVID-19 - 'shielding' guidance for children and young people](#).

Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised and access to remote education will be provided.

If you have any concerns or questions after reading this information, please contact us through emailing enquiries@standrewsceva.uk or completing the contact form on the school website: 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 (except Year 6 with written permission) will be brought to and collected from school by a **responsible adult** at their allocated times and school entry point. Any accompanying infants **must** be in a pram/buggy or holding the adult's hand.
- 2) All pupils and parents 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
- 3) All pupils and parents will continue to follow current government guidelines to keep our pupils, staff and local community safe.
- 4) All parents will keep their children at home if they or 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 high temperature. All parents will get their child showing symptoms tested and immediately inform the school of the outcome.
- 5) 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.
- 6) All pupils will follow school instructions on hygiene, including avoiding touching their mouth and nose and will reduce risk of infection by handwashing and sanitizing their hands regularly.
- 7) 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.
- 8) All pupils will follow instructions on how to move safely around the school building and outside spaces.
- 9) All pupils capable of social distancing will line up 2 metres apart when asked to line up.
- 10) 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*'.
- 11) 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 (unless instructed to do so by a staff member).
- 12) All pupils must follow instructions, without question, of what they should do during lesson times, when moving around school and of where and with whom they may play with at playtimes and lunch times. Pupils will be kept in their own year group with specified adults.
- 13) When using the toilet, all pupils to make sure that they flush the toilet and wash their hands thoroughly after use. If the toilets are occupied, distance must be maintained.
- 14) All pupils are not permitted to cough, sneeze, spit at or touch any other person on purpose or threaten to do this. Any behaviour that compromises the safety and wellbeing of others will be logged and reported to parents.
- 15) To limit the amount of equipment brought to school, pupils will only be allowed to bring essential equipment to school in their book bag, such as their reading book, water bottle, packed lunch and snack in a disposable bag.

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. Blue behaviour – a 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 - Taken to a Key Stage Leader.
5. Taken to a member of SLT/HT – Parents to be informed and meeting to be organised within 2 days if a child visits a member of SLT *on three occasions in a short space of time*. A telephone conversation to discuss the issues needs to take place if a meeting is unable to be arranged. (**Appendix 5** to be completed in both cases).
6. Internal exclusion. (This means that they will have to work in isolation, within school. They will be supervised and suitable work will be set). Time to be decided and there will be a discussion with parents regarding this or Letter (2) sent if no contact can be made with parents. (**Appendix 2**)
7. Pastoral Support Plan – to be set up with the SLT/Inclusion Manager and Learning Mentor and child's parents. (**Appendix 4**)
Letter (1) is sent to parents if unable to contact them by telephone and meeting is set up with Head/Senior teacher. (**Appendix 1**)
8. Fixed term exclusion. Letter (3) is given to parents. (**Appendix 3**). The Local Authority will be notified of this.
9. Permanent exclusion (Governors will be involved in this process).

Any pupil not following the rules set out in this guidance, despite being given verbal reminders, and deliberately causes harm to themselves and/or others will be sent home from school. **Deliberately touching/coughing/ spitting/ sneezing at someone using Covid-19 as a weapon will result in an immediate exclusion from school.** These rules are an additional Appendix (Appendix 9) on our Behaviour Policy. To see the full Behaviour Policy, go to www.standrews.northants.sch.uk

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 by invitation only and they will be given a code of conduct to read and agree to upon entry (prior to entry when possible).