

# Le Cateau

Community Primary School



## BACK TO SCHOOL GUIDE

Information for parent/carers on the return to school following Covid-19

### CONTACT US

Le Cateau CP School

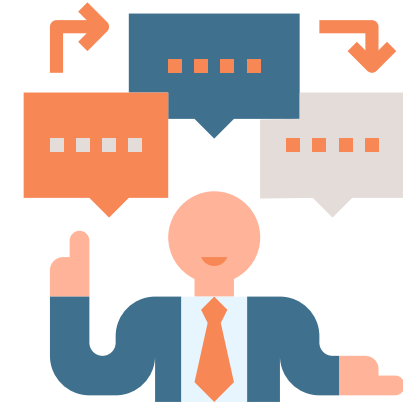
01748 832292

[admin@le-cateau.n-yorks.sch.uk](mailto:admin@le-cateau.n-yorks.sch.uk)



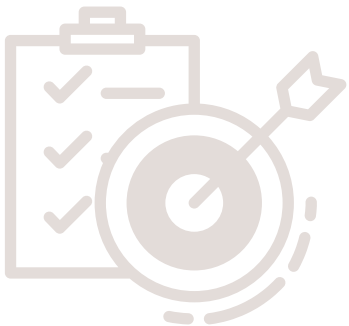
# PLANNING FOR A FULL RETURN

The guidance and actions we are taking to support a full return to school are based on the latest DFE guidance and relevant information from NYCC, Health & Safety and trade unions. The revised and updated risk assessment identifies all actions taken to maintain safety. The key principles have been unpicked and the 'day to day' management is explained under various headings set out below.



## RISK FACTOR

Although it is not possible to ensure a totally risk free environment, data and intelligence clearly indicates that school settings are not at any greater risk.



The main priority that we aim to achieve is to balance a full educational experience whilst minimising the risks associated with COVID-19. This is carefully planned by leaders implementing **proportionate** protective measures for staff and pupils.

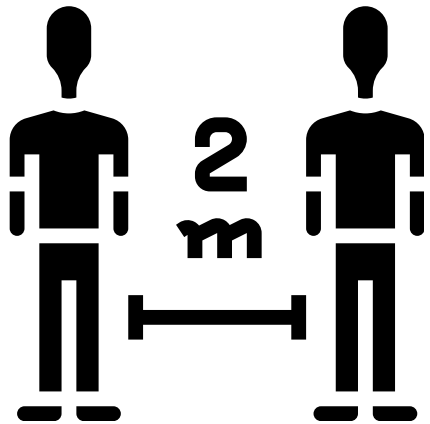
## OUR MAIN AIM

# WHEN DOES SCHOOL REOPEN?

School reopens for all pupils on **Wednesday 9th September**. This is applicable to all pupils in all year groups although pupils in FS2 (Reception) and FS1 have been informed about a 'staggered start' as we help them settle in over the next week.

## DO THEY HAVE TO ATTEND?

Attendance for all pupils is now mandatory meaning they should be in school unless they have an illness. This includes a child who was asked to shield.



**PLEASE MAINTAIN SOCIAL DISTANCING AT ALL TIMES**



## ARRIVING AT SCHOOL

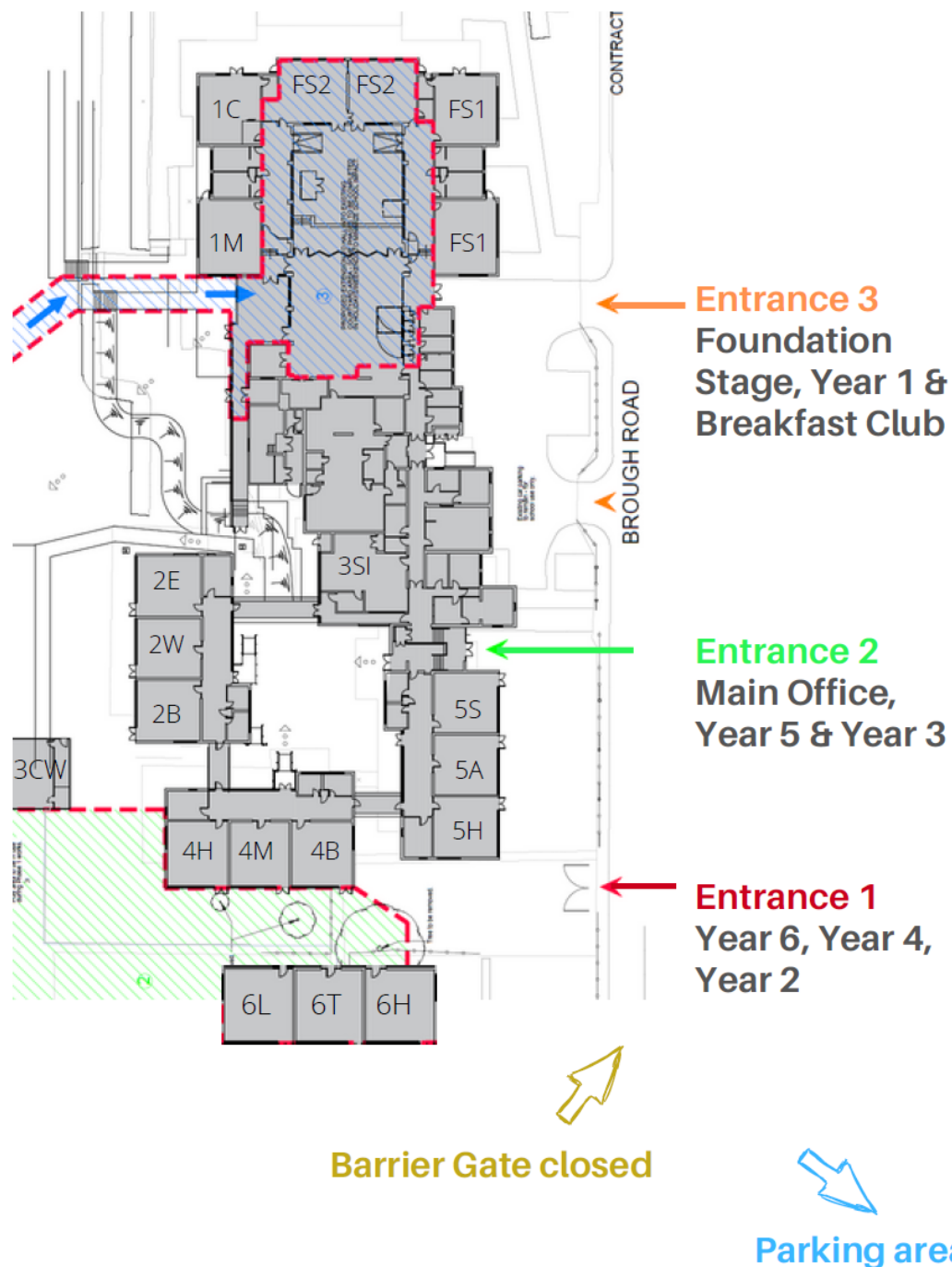
On arrival at school, pupils will be directed to enter school via the allocated gate or entrance for their year group. We have 3 dedicated entrances as seen on the map below. It is vital that on arrival pupils go directly to the holding area near the relevant entrance and do not congregate in other areas in front of school.

To reduce the number of adults in the area, we are encouraging drop offs and collections to be undertaken by one adult - if you can avoid coming as a family or with other adults then this is going to considerably help!

It is also important that you drop off and collect at the allocated times as displayed below. Arriving early and waiting around is going to add to the congestion.



## Entrance Points



# WHERE DO WE WAIT?

We will be creating 3 'holding areas' on the school road using a range of barriers. Pupils are to wait in the holding areas until directed on to the site. A range of 'yellow spots' are marked on the road for pupils to stand on whilst they wait unless they have been directed in to the school. Pupils will be directed through the entrance points as quickly as possible to avoid waiting.

Senior members of staff will be positioned at the front of school and will help direct people.

As this is a new way of entering, it will take a little longer than normal. This is especially the case over the first few days. It is important that people are patient as we get used to this system.

Once we are all familiar with the process things will speed up.

# WHEN SHOULD WE ARRIVE AND LEAVE?



Year 6

**ARRIVE 9:00AM**

**DEPART 2:50PM**

Year 5

**ARRIVE 9:00AM**

**DEPART 2:50PM**

Year 4

**ARRIVE 9:10AM**

**DEPART 3:00PM**

Year 3

**ARRIVE 9:10AM**

**DEPART 3:00PM**

Year 2

**ARRIVE 9:20AM**

**DEPART 3:10PM**

Year 1

**ARRIVE 9:00AM**

**DEPART 2:55PM**

Foundation Stage 2

**ARRIVE 9:15AM**

**DEPART 3:15PM**

Foundation Stage 30 Hours

**ARRIVE 8:45AM**

**DEPART 3:30PM**

Foundation Stage 1 - AM

**ARRIVE 8:45AM**

**DEPART 11:45AM**

Foundation Stage 1 - PM

**ARRIVE 12:30PM**

**DEPART 3:30PM**

# WHAT CHANGES HAVE BEEN MADE IN SCHOOL TO SUPPORT PUPIL AND STAFF SAFETY?



## CREATING YEAR GROUP 'BUBBLES'

We have created Year group 'bubbles' allowing us to operate in a way that significantly reduces movement across school. We have a small number of adults who will need to access different bubbles due to their roles however, these interactions will be kept to a minimum. Pupils will stay in their bubble for the entire time.



School start times have been amended to stagger the volume of parents and pupils being dropped off at school. Within the school day, we have rearranged timings slightly to allow for staggered lunches and breaks. The new timings allow pupils enough time to eat and rest but prevent large gatherings. This information was shared before the summer break.

## ALTERING THE TIMINGS OF THE DAY

## INSTALLING HAND SANITISER STATIONS AND CLEANING SCHEDULES

We have installed more hand sanitiser stations in school at key locations. The sanitiser, if used correctly, provides a barrier for 2 hours. A programme of hand sanitising will be part of our daily routine and has been developed in-line with government guidance; an overview of this can be seen below. We have enough sinks in all areas meaning pupils will be directed to wash their hands at numerous points during the day. Sanitiser will be provided as the pupils enter the school at the entrance point. Pupils **DO NOT** need to bring sanitiser with them into school.



# WHEN WILL PUPILS WASH AND SANITISE THEIR HANDS?

On arrival at school as they enter the premises

Pupils will be provided with a 'squirt' of sanitiser as they enter the premises and make their way into the building.



Before play and when they return from break

Pupils will wash their hands in the designated areas in their bubble before and after any form of break.

At registration

Pupils will be supervised as they wash their hands once the register has been taken.

Before and after eating lunch

Pupils will be supervised as they wash their hands prior to eating lunch using soap and water. Once they have eaten, pupils are to wash their hands.

Pupils will be regularly reminded about the importance of the 'catch it, bin it, kill it' message. Please help us by discussing the importance of this process with your child.



# MAINTENANCE AND CLEANING OF THE PREMISES

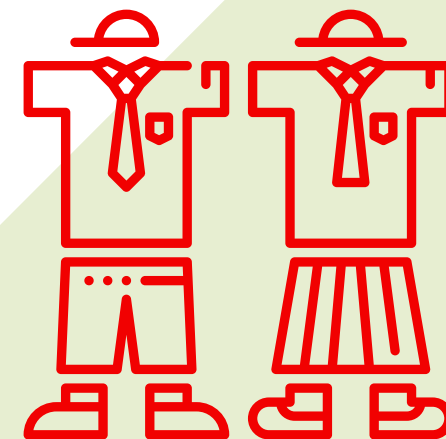


We have reviewed our cleaning staff hours and devised a detailed cleaning schedule that focuses on areas that are touched frequently throughout the day. Communal areas that are used more frequently will be regularly cleaned as well as all of the toilet areas at lunchtimes.

Government guidance states that pupils from different bubbles can use the same toilet, but we have allocated toilets to each bubble as an extra control measure.

## DO PUPILS HAVE TO WEAR SCHOOL UNIFORM?

Yes. Pupils need to wear their full school uniform and there is no requirement to wash this any more often than usual unless you want to. Given that many of the doors and windows will be open during the day to help with ventilation, pupils may wish to bring an additional top/fleece to wear in case they become cold during the day.

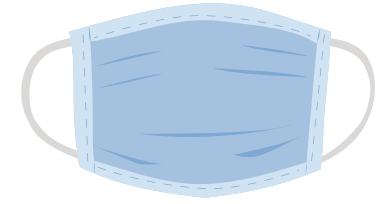


## AND PE KIT?

For the time being, pupils will partake in PE on a set day of the week. This will be for a longer period of time than normal and limited to one day per week. As they will be allocated a set day of the week, we are asking pupils to come to school wearing their PE kit for the entire day. This means they **do not** need a change of clothing and will not need to get changed in school. Your class teacher will inform you as to which day of the week PE will take place.



# WHAT ABOUT USING FACE MASKS?



The Government guidance and NYCC Policy is very clear around the use of face coverings for pupils in primary school. Pupils are **NOT** required to wear coverings during the day. If they wish to wear them as they travel to and from school then that is fine but it must be removed on arrival at school and stored.

We are recommending the use of face masks for **ADULTS ONLY** whilst in **communal areas** although this is not compulsory. Staff members may wish to wear a face mask whilst greeting pupils at the gate and at the end of the day as pupils are dismissed.

If a parent wishes to engage in a conversation with a member of staff at the end of the day at the school gate then we are requesting that you wear a mask and wait until numbers have reduced. The staff member will also be wearing a mask or standing at a 2 metre distance.

## HOW ABOUT A FACE VISOR?

As with face masks, pupils are not required to wear face visors in school. It is important to note that some staff members may be wearing a face visor following the completion of individual risk assessments. It would be helpful if you could discuss this with your child to inform them that this may be the case.



# WHAT ABOUT LUNCH AND BREAK TIMES?

## Break time snack

For pupils in Foundations Stage 1 & 2 and Key Stage 1, fruit is provided (free of charge) as part of the Government scheme.

For pupils in Key Stage 2, we are allowing those who wish to consume a healthy snack, to do so. They will need to bring this from home. This snack needs to be in the form of fruit.



## Eating lunch

Pupils in FS1, FS2, Year 1 and Year 2 will be eating their lunch in the school hall.

Pupils in Key Stage 2 will be eating their lunch either outside (if the weather is OK) or eating in their classrooms. Pupils will be supervised as normal by the Midday Supervisors.

For the first 2 weeks of the term, we will be providing either a sandwich option or a jacket potato option to be paid for via Arbor. The menu is as follows;

Monday - cheese sandwich or jacket potato with tuna/cheese/beans

Tuesday - tuna wrap or jacket potato with tuna/cheese/beans

Wednesday - sausage roll or jacket potato with tuna/cheese/beans

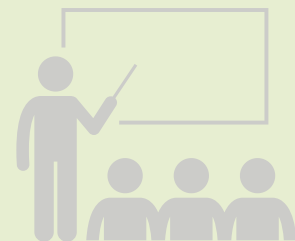
Thursday - ham sandwich or jacket potato with tuna/cheese/beans

Friday - egg sandwich or jacket potato with tuna/cheese/beans

From Monday 21st September, we will be following the full menu. This has been sent via Arbor so you should have a copy.

# WHAT WILL IT BE LIKE IN THE CLASSROOM?

Pupils are not restricted to a set seat whilst operating in their bubble. They are able to move around the classroom ALTHOUGH, it will be managed and kept to a minimum. During teaching times, pupils will not be freely moving around. It is OK for pupils to move for phonics sessions, guided reading groups and to carry out the day to day learning. Talk partners and group work may be used with pupils interacting with their peers.



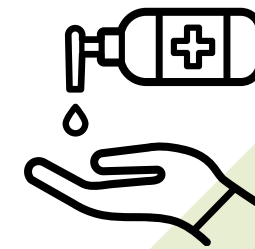
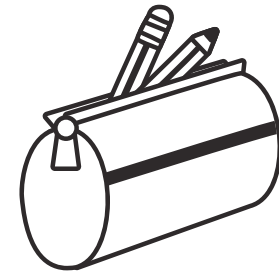
# WHAT DOES MY CHILD NEED TO BRING WITH THEM?

## Pupil Equipment

Pupils require very little in school. They do not need a school bag or a pencil case. The only things they should bring are a lunch box (if needed), a coat and possibly a spare top. They can also bring their own (labelled) water bottle.

## PE Kit

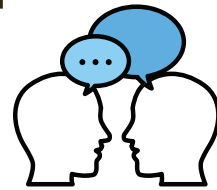
As a reminder, pupils can arrive in school wearing the correct PE kit on the day they will be taking part in PE. They do not need a change of clothing and will not be changing in school.



# WHAT ABOUT CONTACT WITH YOUNGER PUPILS ?

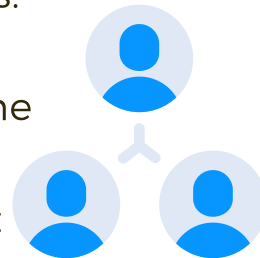
## Contact with pupils

We fully recognise that this is extremely difficult and know that smaller children require extra comfort or physical support at various times. Staff will be mindful of how they approach these situations and aim to minimise the amount of face to face contact they have eg face a child away from themselves on their lap, limiting the amount of time they are actually in contact with a child, washing hands immediately after contact or the wearing of a face covering/visor.



## Seating and grouping of pupils

Where possible, pupils need to maintain social distancing measures especially with the adults. Seating arrangements will be monitored and strategic placing of chairs will help. Carpet time will be used but with limited numbers spaced out. If working with a child at a group table, it be one adult to one child. During free flow times, numbers will be restricted around group tables eg only 3 chairs instead of 6.



## Disposable resources

For example...junk modelling, paper for writing, play dough and craft materials will be available but limited in number. Items not used at the end of the day will be discarded or quarantined.

## Intimate Care

Full PPE (provided by school) will be worn when carrying out intimate care.

If a child requires a change of clothing and school spare clothing is used, clothing will be washed on return to school. This will be done in the school based washing machine.

## Resources

All resources will be cleaned on a daily basis using dedicated areas in school. Specific cleaning materials have been purchased for this.

Resources that can not be easily cleaned will be managed on a 72 hour rota. For paper materials, this is a 24 hour quarantine period.

# SUPPORTING PUPILS WITH SEND

We understand that some children with complex needs may find this transition back into school and a new routine challenging or stressful; however, we are committed to supporting each individual child fully as they return to school.

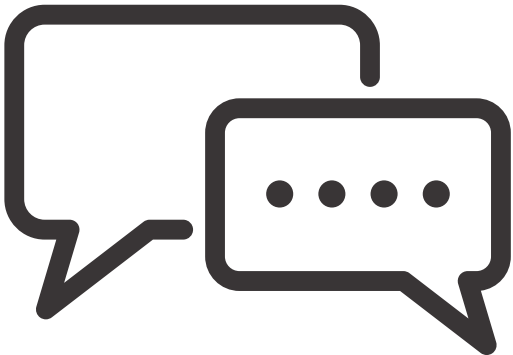
If you require any support from the school SEND coordinators or SEND team, Mrs Cafferty & Mrs Maxwell will be more than happy to discuss this with you.

We also understand that some of the protective measures identified in our risk management plan may not be suitable or practical for all children. We are, therefore, committed to helping all children stay safe as best we can and working with your child to help encourage good hand and respiratory hygiene and social distancing practices.

We will continue to provide educational and care support as normal to children who require it.



## COMMUNICATING WITH SCHOOL



As we get used to this new way of working, the best form of communication will be via Seesaw. By using this, you are able to communicate directly with your child's class teacher although they may not be able to respond immediately to any communication you send.

If you need to inform us of an absence or there is an emergency then please contact the school office directly on 01748 832292.

Appointments may be made for a meeting on site although these are restricted at the moment and the use of telephone/email is the preferred method.

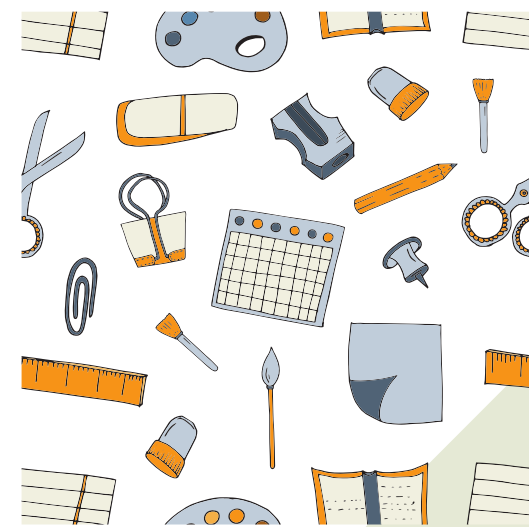
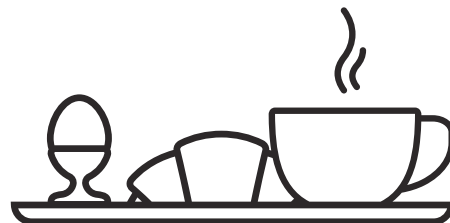
# WHAT ABOUT BREAKFAST CLUB/AFTER SCHOOL CLUB & EXTRA CURRICULAR?

## Breakfast Club

Breakfast Club will operate as normal from the school hall. Year group bubbles will be created meaning the pupils only mix with others from their bubble. At the start of the day, pupils will be escorted to their relevant bubbles at the relevant time. Bookings must be made in advance via Arbor. The entrance near the hall (Entrance 3) is to be used.

## PT After School Club

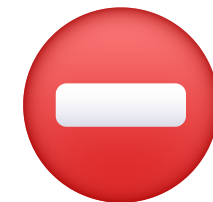
PT After School will operate on site until 6:00pm. This will be held in the school hall. Communication will be in place to notify year groups as to who is attending the facility. There will be collection points implemented for the different bubbles across school which will be overseen by PT staff members. Collection from After School Club is from the entrance near the hall (Entrance 3).



## Extra Curricular Clubs

Unfortunately, There will be **NO** after school or extra curricular clubs in operation until further notice. We will monitor the situation and amend accordingly.

# WHAT ABOUT MOVEMENT AROUND SCHOOL?



## Communal and Restricted Areas

The school site has been divided into two types of 'zones'. Communal zones are areas where staff and pupils can move freely as they are access routes or entrances. Movement in these areas is kept to a minimum and, if communal areas are accessed, staff are strongly encouraged to wear a face mask. Pupils are NOT required to wear a face covering at any point in school.

Restricted areas are where 'bubbles' operate therefore, if a person is not part of a particular bubble, then they are not to move in or through a restricted area unless it is an absolute emergency.

Signage will be displayed indicating which areas are RESTRICTED and which are COMMUNAL. We will support pupils in recognising these areas and guide them accordingly.

## Parental access to site

We are preventing any parental access to the site unless a prior appointment has been made with the school office or if there is an emergency. This will remain under review and altered accordingly.



All pupils will be greeted at the front of school by a staff member from their class and escorted to their classroom. Parents are asked to remain on the school road area at all times.

## Exceptions

There are some exceptions to these movement restrictions. The following situations may result in an adult entering a particular bubble;

- a medical need
- a behaviour need
- A child with SEND that requires observation
- Any safeguarding needs

# WHAT HAPPENS IF I THINK MY CHILD IS ILL OR POSSIBLY HAS COVID-19?



If child becomes unwell at home and is presenting with symptoms of coronavirus (listed), we ask that your child does not attend school and instead stays at home for the next ten days or until they test negative for coronavirus. We encourage all parents whose child is presenting with coronavirus symptoms to get their child tested and, where required, their family.



Please contact the school office via telephone to notify us that your child will not be attending. We also ask that you notify the school office as soon as possible with the results of any coronavirus tests your child has undertaken.



# WHAT HAPPENS IF THEY BECOME ILL IN SCHOOL WITH COVID-19 SYMPTOMS?

We have a clear procedure if a child presents with symptoms in school. We will adhere to the clear guidance outlined by the Government;  
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Due to the nature of this situation, we will respond quickly therefore it is vital that we have up to date contact details for all parents and any additional emergency contacts.

It is important to note that pupils may present with other forms of illness in school and the normal steps and procedures will apply.

## Procedure for a suspected case of Covid-19

This guidance document and flow chart is to be used in school should there be a suspected case of Covid-19.

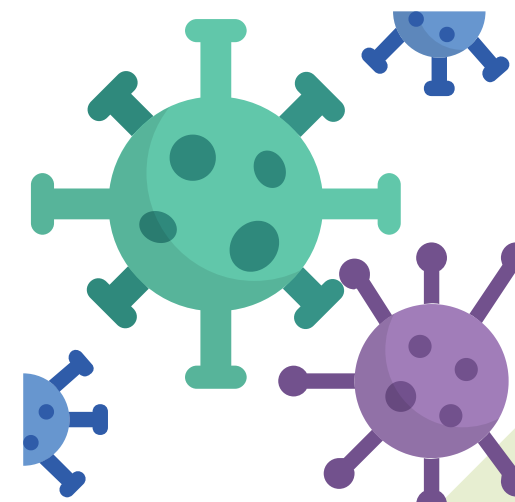
UPDATED September 2020



## WHAT IF THERE IS AN OUTBREAK?

If there is an outbreak of the virus or a member of staff is ill we may need to close a bubble. The decision around this will be taken by Public Health England and the Senior Leadership Team.

If this happens we are prepared for learning to be online using Seesaw and Oak Academy. There will be more information about how this will work if it is required.



## WHAT IF I STILL HAVE CONCERNS?

### Contact school

If you still have any concerns or queries after reading this guide then please contact the school office on 01748 832292 or email [covid@le-cateau.n-yorks.sch.uk](mailto:covid@le-cateau.n-yorks.sch.uk)



## THANK YOU FOR YOUR SUPPORT

There is no doubt that the pandemic has been very difficult for everyone. We do need to adjust to the new ways in which we need to operate and we are aware that there will be some frustrations. It is vital that we all help and support each other as we make the best of the challenges ahead. Some things we will get right and some things will need to be changed so we will be closely monitoring what happens. By working together, we can all support each other!