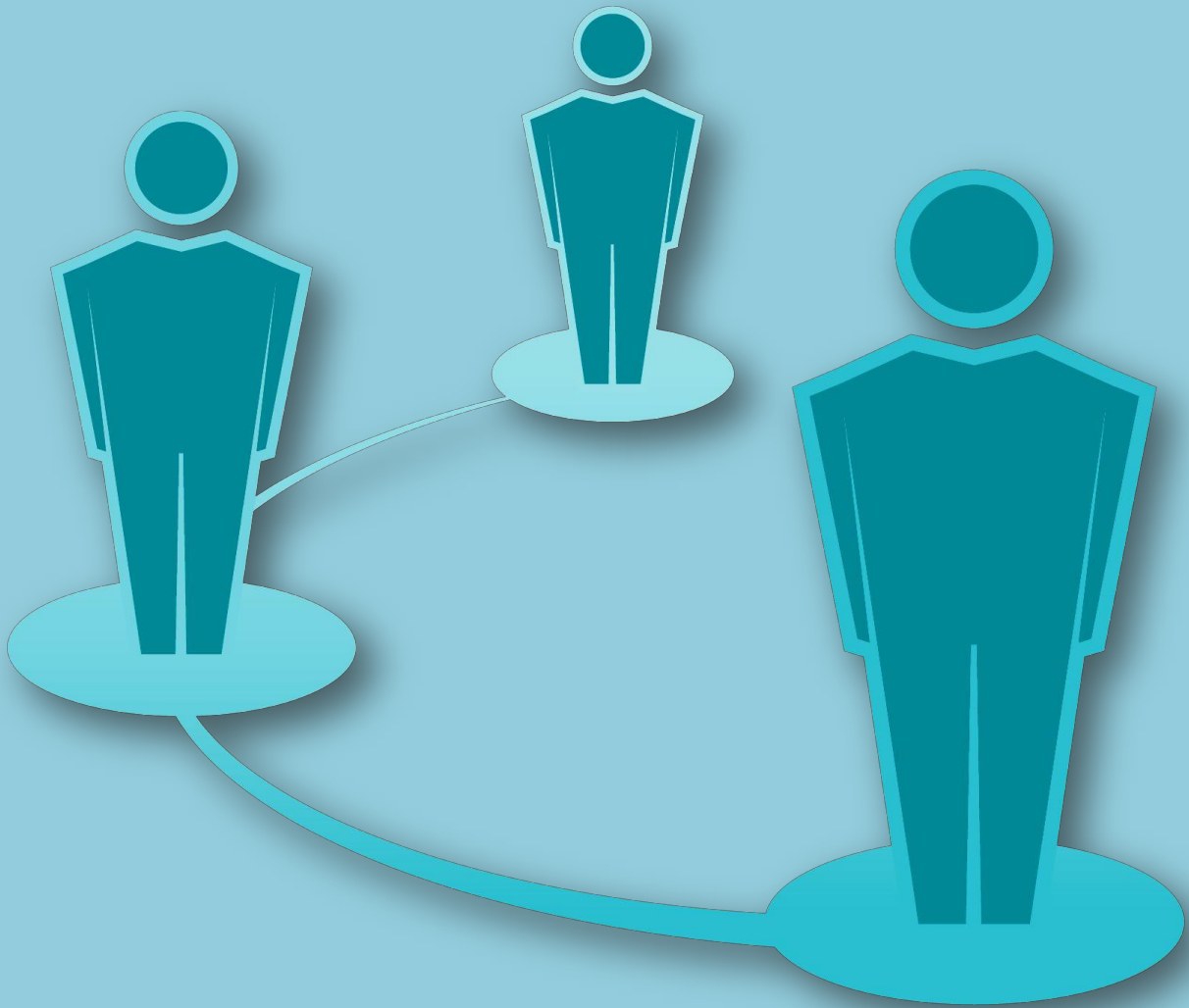




Safe Return to School Parent Guidance



Safe Return Guidance for Parents

St. Anne's CE Primary and Nursery School

The current planning from the DfE is that primary schools will reopen from 1st June for Nursery, Reception, Year 1 and Year 6, with an ambition that *all* primary children return to school before the summer for a month if feasible. This is very much dependent on progress in containing the Coronavirus continuing and the Government being clear that certain conditions have been met.

Durham Local Authority made the decision that its schools should be advised to delay wider reopening until the 15th June. St. Anne's remains open to children of key workers and those who are vulnerable throughout.

I have produced the following guidance to inform parents on ways they can and should contribute to the safety of their child(ren)'s school attendance.

Before school

- Ensure your child is well enough to attend school. We strongly suggest taking your child's temperature every day as a matter of course, so that you are confident they are 100% well.
- If your child or anyone in your household is displaying symptoms of COVID 19, please inform school immediately. DO NOT BRING YOUR CHILD TO SCHOOL. Call 111 or visit www.nhs.co.uk
- If your child is not attending school for any other reasons, please contact the office by telephoning to let us know first thing in the morning, as would be normal practice.
- Ensure children wear a new set of clean clothes each day. Children will not be required to wear uniform during this period, to avoid the possibility of mixing up clothing items. As some of the learning will occur outdoors, footwear should be suitable for outdoor activities and PE (but does not need to be changed each day) and they should bring a coat.
- Long lasting all-day sun block should be applied before school, if necessary.
- No belongings, other than named plastic lunchboxes where applicable, named plastic water bottles and 1 optional healthy snack are to be brought into school. Currently, our milk/fruit provider is not yet operational. Your child will be supplied with his/her own new learning toolkit of stationery items in a plastic zipped file.
- Ensure everyone leaving the house washes their hands for 20 seconds using soap and warm water.
- Take the opportunity to remind children about safe practice such as coughing into elbows, 'catch it, bin it, kill it, not touching face.

Safe Return Guidance for Parents

St. Anne's CE Primary and Nursery School

The journey to school

- Plan your journey in good time; it is imperative that children arrive within their allocated time slot and at the correct entrance.
- Please organise for 1 adult only to drop off your child/ren
- Please do not arrange to walk with others who are not from your household and avoid popping to the shop on the way.
- Keep your distance-children will be excited to see one another, but they must remain socially distant (2 metres or more).
- Avoid public transport; take the opportunity where possible to walk or cycle to school.
- If you have to use the car, keep the number of people in the car to a minimum and ensure handwashing/sanitising occurs before leaving home.

Please make a note of your start times as these are different for each group.

We are asking all parents to avoid gathering outside the gates.

Arriving at school

- Ensure you arrive at your child's allocated entrance into school, on time. Markings and posters show entrance to the school grounds is accessed via the pedestrian gate and exit via the car park.
- Remain at least 2 metres away from others at all times - markings and posters will be provided to help you maintain this distance along the pathways and staff will be on hand to instruct parents in the initial stages. Please ensure that you listen to instructions and follow the 2 metre rule.
- Parents will not be allowed into the main door reception area. Should you wish to contact a member of staff, please send a message via email or phone the school office.
- Only one parent/carer permitted to accompany their child. If other siblings can't be left at home, they may accompany the adult, but this must be kept to necessary cases and the whole household unit must follow social distancing.
- If a parent/carer needs to leave siblings at different allocated times, they must join the allocated socially-distanced grid in the playground and wait. Otherwise, please contact the office for advice.
- Nursery parents should follow their usual route to the Nursery, where you will be met at the door. Please do not cross the hatched area. Children **only** should enter the Nursery. Please exit via the car park gates.
- Children from Reception to Year 5 must be accompanied onto the yard, following the usual route. Staff will meet children at the external entrance to the classroom they are based in. Please do not cross the hatched area. Children **only** should enter the school.
- Year 6 pupils should enter the yard unaccompanied. Staff will meet them at the gate to direct them for the first day.
- All children will enter the classrooms via the yard; no one is to use the main entrance.
- Please note that if children find it hard to leave parents, staff cannot break social distancing rules to comfort them and help guide them into school.
- Children will be supervised to wash/ gel their hands before being directed into their seat.
- Once children are dropped off, please exit the yard immediately, via the normal route and then leave the premises via the car park gate as indicated, continuing to abide by social distancing guidelines. This is to minimise situations where parents who are leaving may encounter parents who are arriving. If you do encounter others, particularly on the 'pinch point' of the path by Year 6 window, please either wait or stand aside until the path is clear.
- Please support us to set a good example of social distancing by not gathering at the school gate as you leave.

Safe Return Guidance for Parents

St. Anne's CE Primary and Nursery Primary School

Pick up

- Ensure whoever is picking your child up is on time and knows their allocated collection point. They should try to arrive as close to the pick-up time as possible to minimise the numbers of people waiting.
- There is a staggered end to the school day to ease congestion.
- Only one parent/carer permitted to collect their child. If other siblings can't be left at home, they may accompany the adult, but this must be kept to necessary cases and the whole household unit must follow social distancing.
- If a parent/carer needs to collect siblings at different times, they must join the allocated socially-distanced grid in the playground and wait. Otherwise, please contact the office for advice.
- Remain at least 2 metres away from others at all times – markings and signage will help you follow the two metre rule. Please wait on a line outside your child's classroom and follow the instructions of staff. Please walk around anyone already waiting, giving them a minimum of 2 metres clearance.
- If you have any messages or questions for staff, we ask that you send a message by email or phone to the school office.
- Once your child is collected, depart the school grounds promptly and adhere to social distancing rules.
- Parents advised to supervise their child/children in washing their hands on arrival home from school.

Before the next day

- Ensure children's clothes go straight into washing baskets/machines when they enter the household.
- It may become good practice for children to have showers/baths earlier than they normally would, decreasing the risk of transmission from school to the household.
- Talk to your child(ren) about anything that may be causing them to be stressed or anxious about school.
- Remind children about safe practice such as coughing into elbows, 'catch it, bin it, kill it', not touching face etc
- Ensure a clean set of washed clothes is ready to wear
- Wash and refill water bottles for the next day.
- Wash and wipe lunch boxes with anti-bacterial spray.

Drop off Times

In Year 6, numbers of returning children are higher, therefore this group has been split into two. You will receive communication from school closer to their start date to tell you which group (A or B) your child is part of.

Designated drop-off point	Staff	Drop-off time am	Pick-up time pm
Key Worker A (Y3 class yard door) From June 15 th	Mrs. C. Laidler (teacher) Miss N. Turnbull (TA)	8:45-8:55am	Mon - Thurs. 2.15-2.25pm Friday: 12.15-12.25pm
Key Worker B (Y4 class yard door) From June 15 th	Mrs. L. Johnson (teacher) Mr. I. Bland (teacher) Mrs. E. Colman (teacher) Miss H. English (TA)	8:55-9:05am	Mon- Thurs. 2.25-2.35pm Friday: 12.25-12.35pm
Nursery (Nursery rooms) From June 15 th	Mrs. E. Tonge (teacher) Miss C. Emery (apprentice TA)	8.45-8.55am	Varied finish times- tba with Mrs. Tonge
Reception (Reception classroom) From June 15 th	Miss E. Taylor (teacher) Miss K. Musgrave (TA)	9.05-9.15am	Mon- Thurs. 2.35-2.45pm Friday: 12.35-12.45pm
Year 1 (Year 1 classroom) From June 18 th	Mrs. R. Shields (teacher) Mrs. H. Davidson (HLTA)	9:15-9.25am	Mon- Thurs. 2.45-2.55pm Friday: 12.45-12.55pm
Year 6 A (Year 6 classroom) From June 24 th	Mrs. S. Millar (teacher) Mrs. E. Bennett (teacher)	9.25-9.35am	Mon- Thurs. 2.55- 3.05pm Friday: 12.55-1.05pm
Year 6 B (Year 5 classroom) From June 24 th	Mr. O. Browell (teacher) Mrs. B. Parry (TA)	9:35-9.45am	Mon-Thurs. 3.05-3.15pm Friday: 1.05-1.15pm

Please note that the following staff have been unavailable on-site since school closure, but have been working remotely: Mrs. A. Harrison (DHT), Mrs. S. Barron (Y1 teacher), Mrs. W. Elsdon (teacher), Mrs. C. Simpson (school chaplain), Mrs. S. Peairs (TA).

Therefore, with restrictions on group sizes, we are unable to exceed the above capacity.

Safe Return Guidance for parents

St. Anne's CE Primary and Nursery School

Developing symptoms when in school

- If a pupil develops symptoms in school they will be isolated straight away in a separate, well-ventilated room with one of the staff members attached to their pod, until they can be picked up.
- Staff has a supply of PPE, for which they are given explicit instructions for use.
- That pupil will then need to isolate and book an appointment to be tested for COVID 19.
- Only after this period and with confirmation of a negative test result, may pupils return to school.
- Should a pupil receive a positive test result, school must be informed immediately for the Head Teacher to take advice from Public Health England.
- Because of this, it is essential that all parents are contactable throughout the school day. If you have recently got a new home or mobile phone number, please make sure that these are up to date with the office.

Cleaning Regimes, First Aid and Hygiene

Cleaning

- Staff expectations about cleaning and hygiene are clear. A store of the recommended cleaning products will be readily available in the immediate area of the classroom/toilet areas for spot cleaning by staff allocated to that 'pod', together with the normal first aid kits. Windows and doors will be left open to allow for maximum natural ventilation.
- Robust cleaning regime in line with 'Cleaning in Non- Healthcare Settings' in place for all classrooms in all areas of the school with an additional cleaner redeployed to ensure cleaning takes place twice daily. Any toys and equipment not easily cleaned will have been stored away until after the pandemic. Surface cleaning of high contact surfaces, including tables, handles, taps and light switches- to be disinfected twice daily.
- Lidded pedal bin liners to be double- bagged and emptied before completely full at least once a day.
- Toilets cleaned twice daily using standard cleaning products and sprayed with disinfectant

Deep Clean

- School will close early on a Friday afternoon to accommodate the weekly recommended deep clean.
- A deep clean/ decontamination/ disinfectant process took place undertaken by a registered specialist LA external provider in the half term break, to include all classrooms, offices, shared areas, corridors, staffrooms and external shed plus contents. School was closed during this process, in line with H and S guidance.
- A further deep clean of all areas of the school site will be carried out during the summer break

Handwashing

- Appropriate grade of hand sanitiser available in class; only to be used by children with close adult supervision.
- Pupils and staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school. Pupils taught to cough and sneeze into their elbow and away from the direction of other pupils and staff.
- Staff and pupils are directed to wash their hands before and after eating and following coughing and sneezing and where additional need is identified. Pupils and staff ensure that they thoroughly dry their hands
- Pupils are taught and supervised to wash their hands for 20 seconds by staff members, throughout the school day. Pupils supported by a member of staff if required.
- Staff and pupils wash their hands at the end of the school day.
- Posters (e-bug) Horrid Hands, Super Sneezes; Hand Hygiene; Respiratory Hygiene; Microbe Mania Catch it, Bin it, Kill it' posters located in all appropriate areas.
- Sufficient age-appropriate Public Health advice and instructions in all classrooms, toilets and public areas
- The following pages have examples of these and other posters, which we are using around school to remind pupils and parents of safety guidelines and to support them in following them.

Safe Return Guidance for Parents
St. Anne's CE Primary and Nursery School

The Two Metre Rule



However tempting it might be to have a catch up with others at the school gate, please don't!

We need your help and cooperation to ensure the smooth running of this time table. Keeping everyone safe on their journey to and from school is everyone's responsibility.

Please help us by following the instructions of our staff and respecting a 2 metre gap between all members of our community. This is in place to keep all members of our community safe.

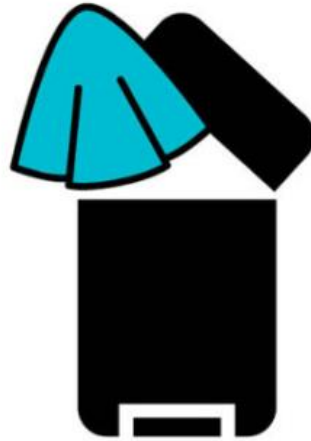


HM Government

NHS



CATCH IT.



BIN IT.



KILL IT.

Remember to wash your hands for 20 seconds



HM Government

NHS

Coronavirus

Wash your hands with soap and water more often for 20 seconds

Use a tissue to turn off the tap.
Dry hands thoroughly.



Palm to palm



The backs of hands



In between the fingers



The back of the fingers



The thumbs



The tips of the fingers

CORONAVIRUS

PROTECT YOURSELF & OTHERS

Safe Return Guidance for Parents
St. Anne's CE Primary and Nursery School

Please say goodbye to your
grown up here
and make your way to your
classroom door.



Safe Return Guidance for Parents
St. Anne's CE Primary and Nursery School

**Please wash or use gel on your
hands when you enter the
classroom**



Additional Useful Facts

Classrooms

Each classroom was measured to ascertain the maximum capacity of the room. Any items normally accessed through 'sharing' (eg bookcases) will be taped off and non-essential items of furniture (eg excess desks) removed from classrooms to allow a larger floor space to promote social distancing. Soft furnishings and toys which are hard to clean (ie with intricate parts) around the classroom will be relocated in cupboards during the phased opening of the school.

Based on the configuration of our standard classrooms of 50 square metres, each room can safely accommodate between 10-12 pupils, plus a teacher and a teaching assistant with 2m social distancing. Pupils will therefore be placed in 'pods' of 12 or less and allocated to the same classroom with the same teacher/TA each day. Different groups will not mix during the day, or on subsequent days. Within the class, the children will be separated further into two sub groups, and these will be the children with whom they are able to engage in socially distant play at break times. Tape will be placed in the classroom to designate these areas and each sub-group will have their own area of playground to access. For years 1-6, a 3m space will be marked out around the teacher and teaching assistant 'stations'. Arrows will indicate the route around the class children will take to enter and exit via the porch door. Children will be seated at one allocated double table which he/she will retain throughout, each table having the child's laminated name label. The teacher allocated to that pod will set out a seating plan to show who sits where and who will be in proximity to whom, which will be essential for 'track and trace'. Children in Years 1-6 will remain in their desk as far as possible, however consideration has been given to how much space the Nursery and Reception area will need to be able to encourage social distancing, in line with EYFS Gov.uk guidelines.

Movement from the classroom pod, breaks, lunch and bathroom use.

The timetable and curriculum has been reviewed to reduce the need for pupils to move about the classroom, with posters reminding children to adhere to social distancing measures. The morning routine will be adapted accordingly with only one child allowed in the porch at a time, supervised by an adult. The children will leave their coat on an allocated peg, with spacing of three pegs between to minimise risk of congestion. Each group must spend all their time in school in isolation from other groups. This includes lunchtime. Break times and time outside will be timetabled on a daily rota system, coordinated by mobile phone contact with the relevant line managers. Staff will limit the number of children who use the toilet to one at a time, always supervised by an adult. Group movement will be restricted to their allocated classroom and bathroom. Children will always access their room directly from outside and will not be allowed beyond their allocated classroom to any other internal room, except if accompanied by the adult in charge of their pod to the isolation room. Signage on internal classroom doors and other exits will indicate this. The children will not be able to use the trim trail, tyres or the MUGA, however on the playground/ field, use of cones or tape will create manageable sectors or zones. Use of the outdoor play equipment will be considered after the initial stages of opening, when each small group may be allocated their own supply of play equipment, however this will need to be cleaned daily after each use.

Lunchtime

Children will bring their own named water bottle and named lunchbox (if required) each day, which needs to be taken home daily to be washed. Lunch will be eaten at the child's own table in the classroom. Those pupils having a school-supplied meal (Taylor Shaw), including those on UFSM, will have a packed lunch prepared by the cook, delivered to the classroom by trolley. Parents can order this in advance when they contact the office to book their child in, however there will be no pre-choice available. Classroom surfaces will be cleaned once the classroom has been used as a dining area.

Curriculum

- Children from years 1-6 will be provided with new equipment specific to them, for their own use and not to be shared: a named clear zipped A3 plastic wallet, containing a new exercise book and a new clear plastic zipped pencil case stocked with age-appropriate stationery items. These containers will always be kept on the table of the child to whom it belongs and never taken home to be brought back. Over Easter, an evaluation of the Home School Learning provision was conducted, which resulted in the purchase of CGP workbook bundles delivered for each child. This provides not only an additional layer of support, but also the flexibility to keep the learning of those remaining at home in step with that of those learning partially or wholly in school. Parents are advised that workbooks may not be brought in and out of school, due to danger of transmission; staff will find alternative ways to present the pages of the workbooks at school. We would ask for your patience if your child is home learning, as feedback may not be as swift as has hitherto been the case, since most staff are now teaching full time during the school day.

Considerations have been made based on reasonable expectations for the curriculum in the current circumstances and how these will be developed as the school moves through the stages of reopening, based on local context and staff capacity. The class teacher will continue to be responsible for planning the learning, but it is expected that teachers will need to communicate between themselves to make, for example, adjustments to the curriculum for high needs groups, including disadvantaged pupils, SEND and vulnerable pupils. Teachers will avoid calling children to the front of the class or going to their desk to check on their work; instead feedback will be given verbally. When children first come to school, they will be taught about social distancing, good hand hygiene, good respiratory hygiene and cough etiquette, in-school routines, expectations and rules associated with this period of return. Where possible, teaching activities will be carried out in the outdoor areas of the school and

PE lessons will be timetabled daily via communication with line managers. Children with limited opportunities for exercise will be encouraged to exert themselves physically, making use of supervised non-touch running games within their group.

Year 6

Support will be made available for pupils in Year 6 with both primary and secondary sectors working together to bring about effective transition to Year 7. Relevant information has been transferred to their destination secondary schools and, in the absence of SATs results, they have been briefed about the attainment profile of transferring pupils. Regrettably, many of the usual traditions will not take place, for example, end-of-year assemblies with parents, school journeys, trips and parties. We will, however, provide opportunities for children to discuss this, as it may be a source of anxiety or sadness. Though visits to secondary schools for induction will not take place this year, suggestions have been made to secondary schools to undertake remote induction briefings or other types of sessions for pupils, for example to meet form tutors, heads of year, or other key staff, or have a tour of the school virtually. Year 6 teaching will focus on transition to secondary school, including academic readiness, which could involve additional teaching in any subject, but in particular mathematics and English, to make up for any losses to learning incurred while at home.

EYFS

The DfE has amended legislation from 24.4.20 to allow for the temporary disapplication and modifying of a number of requirements within the EYFS, giving settings flexibility to respond to workforce availability and potential fluctuations in demand. Reasonable endeavours will be made to meet the existing EYFS learning and development requirements to enable children to benefit from a broad range of educational opportunities. Flexibility to give additional focus to fundamental areas where support is required, following time spent outside of school, such as reading, will be prioritised. For younger children, it is recognised that, while social distancing is an aim, there are limitations in how feasible this is in the Early Years environment. Resources made available for child-initiated learning will be carefully considered. For example, malleable resources, such as play dough, will not be shared and consideration will be given to their safe use, depending on circumstances. Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities will be washed before and after use and where possible, children will be discouraged from sharing these. Children will be taught to wash their hands frequently, but particularly after using wheeled bikes, trikes and other large, movable toys. Children will also be encouraged where possible not to touch their faces or to put objects in their mouths. Sharing stories, singing and playing outdoor games will help them resettle into familiar classroom routines.

Mental Wellbeing

When the children first come to school rules, routines and expectations associated with this return period will be relayed in a sensitive manner, so as not to overly worry them. A weekly virtual worship planned by the Chaplain will be shared though the Smartboard in the individual pod. For children requiring additional reassurance, a sign to indicate a 'hug' for both staff and pupils to use (arms crossed over the chest) will be introduced and other 'signs' will be added. A significant amount of time will be spent considering the children's mental wellbeing. The adults in school will acknowledge that it is normal to feel worried and that there are ways this can be supported for: individual children who have found the long period at home hard to manage; those who have developed anxieties related to the virus; those about whom there are safeguarding concerns; children who have experienced bereavements in their immediate family or wider circle of friends or family or had increased/new caring responsibilities and children who have missed the routine of school, seeing their friends, and being supported by their teachers and other adults in the school. The different experiences all pupils will have had at home will naturally play a large part in how easily they re-adapt to attending school and its routines. Staff will need to strike an appropriate balance between reintegrating pupils into a reassuring and familiar work ethic to support their mental wellbeing on the one hand, and identifying and taking time to address explicitly individual concerns or problems on the other. To this end, we will provide: opportunities for children to talk about their experiences of the past few weeks; opportunities for one-to-one conversations with trusted adults where this may be supportive; some refocused lessons on relevant topics, for example, mental wellbeing or staying safe; pastoral activity, such as positive opportunities to renew and develop friendships and peer groups and other enriching developmental activities. A Wellbeing Team has been appointed to monitor the health and wellbeing of all pupils and identify who may need additional support, so that they are ready to learn. This will be coordinated by the school chaplain to signpost internal and external support for children and families alike to assess the mental wellbeing of pupils, consider how to capture this information sensitively and use it to provide effective support. Sharing with families how to support the children's understanding of the current situation in an age-appropriate way, whilst ensuring the parents' consent and awareness is obtained, is crucial to this process.

Behaviour and Safeguarding

Staff will rigorously and regularly reinforce behaviour throughout every day, consistently imposing sanctions when rules are broken, as well as positively reinforcing well-executed rules through encouragement and rewards. A revised Home-School Agreement (also attached), relevant to the current circumstances will address pupil, staff and parental concerns around COVID-19. It will be issued to all parents of children attending school during this period and will reflect the temporary additions to the Behaviour Policy, drawn up to reflect the new rules and routines necessary to reduce risk in the setting, for example deliberately sneezing or deliberately breaking social distancing rules whilst in school. Reference to the Home School Agreement will be made for pupils manifesting such challenging behaviours to address non-compliance to rules. Safeguarding training has been refreshed for the HT (Designated Safeguarding Lead) and AHTs for KS1 and KS2 (March 2020, external provider). Safeguarding training has also been refreshed for the DHT, the AHT for EY and the school chaplain (May 2020). Safeguarding will follow the usual procedure, as new issues may arise as schools reopen, or existing concerns may escalate. Nominated staff will remain in weekly contact with vulnerable families and those CLA not accessing school provision.

Hopefully, this will give you an idea of school life, but it is by no means exhaustive, so if you have any further queries, please don't hesitate to get in touch.

Mrs. L. Sixsmith

(Head Teacher)

