



# ST. CUTHBERT MAYNE SCHOOL

*Growing together in love and learning as followers of Jesus*

## Covid-19 Plan for school re-opening – Parent Guide

21<sup>st</sup> May 2020

Dear Parents and Carers,

St Cuthbert Mayne is following the Government's request for a partial re-opening from June 1<sup>st</sup>, starting with Year 6. We have carried out a risk assessment and will detail below the steps we are and will be taking to start receiving classes back in school. We have an ambition for all classes to return at some point in the half term. We will be continuing with the daily Key Worker and Vulnerable Children childcare and following the principles set out when this was put in place in March.

As part of our school re-opening classes will be organized into half classes. When in school, these half classes will be in "bubbles" and any contact between bubbles will be as limited as possible. This includes contact between staff in the bubbles. Key Worker children will be in their own bubble – one, possibly two, bubbles depending on numbers. Initially classes will return for two days a week. After the initial week the days will be Monday and Tuesday for Bubble 1 and Thursday and Friday for Bubble 2.

For Year 6, who will be returning the week of June 1, we are splitting the classes along boy and girl lines in order to keep friendship groups together as much as possible. This will not necessarily be the case in other year groups. Please note we have a staff inset on June 1 as we prepare our provision and the school for the children. There will be provision for Key Worker children five days a week (including June 1).

Below I have set out how information on the provision along with expectations and routines as we envisage them. These are in addition to or a variation of our normal school policies.

### **Parent feedback**

Thank you for your patience and thank you to all those who have given feedback and suggestions in your replies to my six questions. These replies have been invaluable and I thank you for sharing your thoughts. The [blog@cuthbertmayne.herts.sch.uk](mailto:blog@cuthbertmayne.herts.sch.uk) will continue to be monitored by me should you wish to comment further.

### **The key feedback is that:**

- Parents want a choice.

*We support you in this and will not be making any demand for a child to return this term.*

- The class blogs should continue

*We will be continuing the class blogs for the whole of the half term.*

- Two days a week rather than four days every two weeks is preferred

*An overwhelming number of you would prefer this option. This will be reviewed weekly. If we have the capacity in this current situation and if guidance changes, we will be looking*

*to give additional time to pupils in school. Our priority is to give all children the opportunity of some time in school before the end of term.*

### **Timetable**

Monday June 1 <sup>st</sup>	Staff Inset / School Preparation for re-opening
Monday June 1 <sup>st</sup> and daily thereafter	Key Worker Children childcare - Parents must book into this provision and register for a place if they have not been using it in the first half term.
Tues June 2 <sup>nd</sup> and Wed June 3 <sup>rd</sup>	6J and 6MLK Boys to attend school (see additional details below)
Thurs June 4 <sup>th</sup> and Fri June 5 <sup>th</sup>	6J and 6MLK Girls to attend school (see additional details below)
Mon June 8 <sup>th</sup> and Tues June 9 <sup>th</sup>	6J and 6MLK Boys to attend school (see additional details below) Yr3 (Bubble 1) to return*
Thurs June 11 <sup>th</sup> and Fri June 12 <sup>th</sup>	6J and 6MLK Girls to attend school (see additional details below) Yr3 (Bubble 2) to return*

\* Year 3 starting will not be confirmed until Thursday 4<sup>th</sup> – but it is what we would like to do if precautions in place run smoothly / Government advice does not change.

### **Key Information for returning pupils and key worker children**

- Children are not required to wear school uniform but should wear appropriate clothing for the weather and for outdoor activities. Children should wear trainers or sensible shoes they can exercise in.
- Children will not be using their lockers, so should come to school with as little as possible and have their home school diary, a pen and pencil in a small pencil case. Children will be using their school Topic book for any written work in school.
- A packed lunch will be available from the kitchen daily. This needs to be paid for in advance using your School Gateway account. This arrangement includes lunches for Key Worker children. We would encourage parents to use this facility as it supports Herts Catering in being able to continue to provide a service for the school. Children are permitted to bring their own packed lunch but this will need to be kept in the classroom on their desk.
- Parents are asked not to enter the school building and not to enter the school premises at drop off.
- There will be a soft start to the day – please see details below for the relevant group.

### **Entering the school premises**

- All children to enter the school premises by the Middle or Top Gate in the upper playground. (The side gate by Year 3 will be closed).
- **Key Worker Children** will go directly to the dining room (from 8.30)
- **6J** will go to the fire escape steps and enter their classroom using these steps (from 8.40am)
- **6MLK** will enter via the hall door and go straight to their classroom (from 8.40am)
- All staff and children to sanitise or wash hand IMMEDIATELY on entering the building at nearest washbasin / hand sanitiser. There will be a foot-operated hand sanitiser at the entrance to the dining room.

### **During the Day**

- Children will stay in their groups and not interact with other groups. There will only be one child at a desk. We will be setting out the classrooms so that desks and chairs are spaced out as much as possible but we may not be able to facilitate arrangements of 2 metre distancing due to the size of the classrooms, and the need to access other facilities where necessary such as toilets.
- There will be two members of staff in each class and at least one member of staff will stay with the children during the day but both staff members will not interact with other groups.
- Outside areas will be allocated to groups.
- Laptops or ipads or equipment used will be wiped after use with anti-bacterial wipes.
- Children need to social distance when going to the toilet area.
- Children will be given their packed lunch and eat it outside or in their classroom if it is raining.
- Staff will have access to masks and visors as a precaution should they wish to use them. This would be necessary if social distancing is not possible to support a child with first aid.
- Children will sit at the same desk on consecutive days.
- Children will be permitted to wear their own masks if they wish to but this optional.
- There will be no Assemblies or inter group gatherings in school.

### **End of the day**

- Key worker children can be collected by parents from the main entrance to the school. They should not enter the building, but alert a member of staff by ringing the bell if no-one is waiting. Children can be picked up anytime up to 3.30pm.
- 6J will go to the Upper Playground at 3.10. If they are walking home they will exit by the top gate in the upper playground. If they are being picked up by a parent, the parent should enter the playground via the middle gate and “hug” the fence towards the top gate. Please wait (adhering to social distancing) until your child comes to you and exit via the top gate.
- 6MLK will come out to the playground at 3.20 and follow the same procedure as 6J.
- We will look out for any disabled parent or carer in the car park – near the steps – and bring your child to you.

I would like to re-iterate that it is up to parents individually to determine whether you personally feel the risks of sending your child to school at this time are acceptable or not. There will be no fines issued for non-attendance and I will happily support your decision whatever that may be.

We will be continuing with the class blogs. Children in school will be working on the same class blogs as those at home as part of the school day. We are also mindful of supporting the children’s well-being; re-engaging them in school; and preparing them for September, whether in St Cuthbert Mayne or for Year 6 in their new school.

There is not a requirement on schools to complete the national curriculum this year so we will initially focus on the children’s wellbeing and mental health to begin with. It’ll be

important that children are given time and space to talk about their experiences and work will be gentle but as the days and weeks move on, we will look to resume the curriculum at a more familiar pace. We will look to maximise the outdoor space.

### **Hygiene/cleaning**

- All staff and children to sanitise or wash hand IMMEDIATELY on entering the building at nearest washbasin / hand sanitiser.
- Adults and children to catch it, bin it, kill it using a tissue or clothing on arm if necessary. Tissues in all classrooms.
- Adults and children to wash hands regularly during the day when changing activities.
- All surfaces, door handles, banister rails etc cleaned daily. Use of anti-bacterial wipes on equipment and soap/water on tables, handles etc as appropriate during the day. Anti-bacterial wipes in all classrooms.
- Staff should implement the above measures as far as they are able, whilst ensuring children are kept safe and well cared for within their settings.

### **Staffing**

Due to the Covid-19 outbreak, not all our staff are able to be in school. We will attempt to ensure that your children will be with teaching staff who know them well. If we do not have adequate staffing levels we will inform you immediately. We do have some key staff who will be unable to be in school. Mrs Knight is pregnant and currently being shielded. She does hope to be able to video conference with those in school.

### **Free School Meals**

For children not in school but who receive free school meals, they will be able to collect their lunch from school daily. Please contact the school office to arrange a collection time and collection point.

### **Key Worker Children whose class is in school**

Keyworker children whose half of the class is in school will join their class. It is envisaged that they will only do this when it is their designated group/Bubble

### **Parents**

We ask that parents do not have any face to face contact with teaching and office staff. No parents will be permitted on site at any part of the day apart from pick up and drop off time. If you would like to speak to me or a teacher then please contact the office who will arrange an appointment time where the relevant person can call you back.

Children who are either themselves in an extremely clinically vulnerable group or who live with someone in this group are not to attend school. Children from clinically vulnerable groups are advised to work from home but may also come to school if they wish.

### **Illness**

Children with general sickness such as a stomach bug or diarrhea should follow the usual 48hr guidance of non-attendance at school. Cases where children suffer Corona style symptoms such as a temperature; dry cough; loss of taste/smell, should self-isolate for 7 days. In the event of a confirmed case of Coronavirus, the respective class group at school will be immediately shut down and all children and relevant member of staff will need to self-isolate for 14 days.

Where a child is sick, staff will wear PPE equipment and children will be isolated either outside or in a well ventilated room (such as the Hall) where they will be isolated from staff and other children. A member of staff will check on the child from a safe distance to check on their wellbeing but will not be in the room with them and parents will need to pick up without delay once contacted.

In the event of general staff illness, parents will be informed as soon as possible and the group will be closed until the member of staff returns. We will not be using supply cover during this time.

### **Coronavirus symptoms**

If a child has a temperature of 37.8 degrees or above; if they have a persistent dry cough; they lose their sense of taste or smell - they should be isolated away from adults and children and their parents contacted. No child should be brought to the sessions if they have these symptoms.

### **Behaviour**

Adults will be mindful of the stress and anxiety children may be feeling at this time.

Children should be reminded that there is the same expectation regarding behaviour. Time Out sheets should be used if necessary. Levels will not be assigned but children given an appropriate consequence and any incidents reported to parents at collection. If bad behaviour is repeated, the school reserves the right to refuse further sessions.

Children will be expected to respect all adults who are caring for them.

### **Finally**

I am sorry that this makes it sound very regimented but I wanted to map out our approach and reassure you that we are going to every effort to ensure safety. We do not want to frighten or stress children and know that every effort will be made to make returning to school a positive experience. Staff are looking forward to seeing the children and have been enthused by their communications, work and activities on the class blogs.

There will inevitably be more questions you will want to ask. I suggest that you use the [blog@cuthbertmayne.herts.sch.uk](mailto:blog@cuthbertmayne.herts.sch.uk) email if you need further clarification in the coming week.

Thank you for working together with us at this difficult time.

Fionnuala Smith  
Head Teacher