



ST. CUTHBERT MAYNE SCHOOL

Growing together in love and learning as followers of Jesus

Guidance for School Re-Opening – Phase 2

Version 1

From September 4th 2020, St Cuthbert Mayne will be fully re-opening to all pupils. The following provides information on the new procedure we have put in place together with important information all members of the school community need to be aware of.

COVID-19 Phase Two Re-opening Risk Reduction Measures

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This document should be read in conjunction with the following:

- School Policy for managing a suspected or confirmed COVID-19 case
- School Policy for Remote Learning
- HCC School RA (internal use only)

Section 1: Attendance and virus management including remote learning

➤ Attendance

Attendance is compulsory from September. If your child is in receipt of advice from Public Health England about their personal medical needs, please contact our school office to discuss this. All staff, including those on the critically vulnerable lists are also expected to be able to return to employment as of 1st August 2020. These are national guidelines.

If a child is self-isolating school will provide remote learning. See section on remote learning below for more information.

➤ Self-isolation and coronavirus symptoms, suspected and confirmed cases.

St Cuthbert Mayne asks all members of our community to follow the self-isolation guidance, testing processes and social distancing. We have a tracking calendar in place at school to support identifying when staff and children who have displayed COVID-19 symptoms can return to school. Parents / Carers are expected to alert the school immediately if they are self-isolating, displaying symptoms, having a covid test and the result of the test. This should be via the phone or the school email address: admin@cuthbertmaye.herts.sch.uk

This risk reduction guidance must be read alongside our school policy for managing COVID-19 symptoms, suspected and confirmed cases. All parents / carers / staff / Governors have been given a copy of this policy and it is also available on our website in our Covid-19 section under Parent Information.

Reading this policy is vital.

➤ Procedure for remote learning

In the event of any of the following, St Cuthbert Mayne will switch to remote learning for all pupils concerned if:

- A local lockdown
- A pupil self-isolating
- A closure of a class bubble
- Outbreak of COVID-19 closing the school

St Cuthbert Mayne will be introducing remote learning through Google Classroom from September. Instruction for pupil access will be carried out in the first week of term and it will be used for homework tasks initially. Families of any absent pupils will also receive advice on accessing Google Classroom.

Any parent / carer whose child who does not have access to a laptop / tablet / internet is asked to make themselves known to the school office during the first week of term in September so that we can make arrangements to support your child with their learning.

St Cuthbert Mayne has a school policy for remote learning which all parents, carers and staff can read on our school website on the Covid-19 update page.

➤ Increased cleaning

Staff will clean frequently used surfaces throughout the day. The school is cleaned each evening by our school cleaners. Frequently used resources will be cleaned each day throughout the day.

➤ Increased hygiene practice

Children and staff will wash their hands/ use hand sanitiser a minimum of six times per day – on arrival, before break time, after break time, before lunch, after lunch and before home time. The hand washing regime will adhere to government guidelines. Hand washing facilities are in each classroom. The children will be reminded to ‘Catch it, kill it, bin it’ and place tissues in yellow foot-pedal operated bins. The bins have lids and content will be double wrapped for disposal. Children will be encouraged to avoid touching their eyes, nose, and mouth.

➤ Classroom resources

Frequently used resources will be cleaned throughout the day. Children will need to provide their own stationary for use in class. Books will be sent home from school but will need to be returned to a “returns box” and not put straight back into class circulation. On-line reading using Bug Club is still encouraged. Resources that need to be shared between year groups will be cleaned between each groups use.

➤ Movement around the school

Children will not move around the school building on their own. They will enter and exit their classrooms via the external doors. Children will be able to take part in small group work within their Year group bubble ensuring that social distancing is maintained with the adult.

The Hall or Resource room can be used for staff to eat and for meetings to be held when necessary. The staff room is restricted to six staff members at one time plus one member of the office staff who has a work station there.

➤ First aid/PPE

Staff administering first aid will wear PPE. Each member of staff has a PPE kit in a named zip wallet – this includes a mask (one use only), apron, gloves and reusable plastic shield to wear if necessary. 3-ply masks are available to all staff as necessary.

➤ Process for removing a face covering

If pupils and staff come to school wearing a face mask/ or need to wear a face mask, they should be aware of the process of removing face coverings. Pupils and staff 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/staff), dispose of temporary face coverings in a yellow bin (in all classrooms and office) or place reusable face coverings in a plastic bag (provided from home) they can take home with them, and then wash their hands again.

Section 2: Safe Arrival and Collection

Phased beginning and end to the school day

➤ **Drop off**

Children are invited to arrive at school as per the phased time table below.

The middle and top gate in the top playground are the only entry point for pupils. **Parents should not enter the school premises in the morning** (Breakfast club drop off is the only exception to this). Staff will be in the playground to welcome the children and direct them directly to their classroom.

Both Upper KS2 and Lower KS2 will have 10 minute slots. The car park will be busy so please do leave as soon as you have dropped your child off. If you are a Year 3 or Year 4 parent (with no older sibling), please try to avoid driving into the car park before 8.55am

Parent / Carers are reminded to social distance and not congregate outside the school grounds.

➤ **Late arrivals**

Parents / carers who arrive late and miss their drop off slot will be asked to phone the office to request a member of staff to let them in via the middle gate of the top playground.

They will need to wait with their child until a staff member becomes available to assist the children into class.

Children should not arrive at the front entrance unless by prior arrangement (eg returning from a medical appointment)

➤ **Siblings**

Siblings of Year 5 and Year 6 pupils may be dropped off with the older child. They will go straight to their class. Staff will be waiting in all Year 3 and Year 4 classrooms to greet the children.

Time	Group
8.45am – 8.55am	Year 5 & Year 6 pupils (and siblings)
8.55am – 9.05am	Year 3 and Year 4 pupils

➤ **Collection**

Parents / Carers should collect their children according to the timetable below.

- We will be operating a one way system.
- Parents are invited into the upper playground and ask to socially distance along the fence (parallel to the car park).
- Signage will be on the playground.
- Your child will come out to you at which point you can step forward and follow the arrows to exit via the top gate.
- **Parents are requested to come into the playground just before the stated time to meet their child.** Please do not stand at the middle gate and direct your child to the top gate. We want to avoid children negotiating the car park on their own as this is dangerous.
- We will look out for any disabled parent or carer in the car park – near the steps – and bring your child to you.
- Please use the path back to the car park. The grass bank is steep and can become very slippery and dangerous when wet and should not be used.
- Parents of Year 6 children must notify the class teacher in advance if they wish their child to leave on their own. They will exit via the top gate.

Time	Group
3.05pm	Year 6
3.10pm	Year 5
3.15pm	Year 4
3.20pm	Year 3

Section 3: Learning and Curriculum

➤ Curriculum learning

St Cuthbert Mayne will maintain a broad and balanced curriculum for our children. When the children arrive back at school in September, we will assess their starting points and plan their learning from there. This will be different for each pupil and we will continue to be flexible in our support and challenge.

Statutory assessments in all phases of primary education in England remain unchanged for the 2020 – 2021 academic year. This means that children in Year 6 are due to sit SATs in May 2021 and Year 4 the new Times Tables Testing in June 2021.

St Cuthbert Mayne will start to use Google Classrooms for homework and this will be the platform to provide home learning should it be needed. Google Classroom will also provide parents / carers with an additional means of communication with the class teacher alongside the usual means of communication.

Direct communication with your child's new teacher is important to us. Please look out for information in the school newsletter regarding arrangements for our Meet the Teacher information evening which is traditionally held in September and parent consultations later in the term.

➤ Learning time

The Government has asked all schools in England to continue to stagger the start and end to the school days but to re-coup the lost time in children's learning by either reducing the length of lunchtime or extending the school day. At St Cuthbert Mayne we are making up for any time lost at the start and end of the day by shortening our lunchtime to one hour for Years 3 & 4 and 50 minutes for Year 5 & 6. We have planned our timings to work for parents who also have children at St Rose's.

➤ Learning bubbles

Children will be in class bubbles each day, mixing at lunchtime only with their Year group on the same playground and in the dining room (in separate areas). Staff – teachers and support staff – will mostly work in year group bubbles.

The class teacher will be responsible for the children throughout the day and all classes will be supported by a TA each morning and lunchtime. Some classes will have additional support throughout the day.

The children will sit facing forward during the day or, when in small groups, appropriately distanced.

Children eating packed lunches will not go to the dining room.

Adults will be able to move between groups which means that teachers planning, preparation and assessments times can begin as normal and each class will be able to be visited by the Head Teacher and other staff members as appropriate. Adult movement is limited to PPA cover and activities agreed by the Head Teacher. The Head Teacher will hold a log of adult movement which will be used in a track and trace situation.

Whole school gatherings like assembly and Mass will not be allowed but we plan to hold a form of Year group assemblies on a rota system but without singing. Assemblies using Teams or GoogleMeet will also continue. The children will celebrate collective worship in their class groups as usual.

➤ Outdoor learning

Where possible and appropriate, staff will encourage the children to learn outside. A new nature area is being prepared and sections of the school grounds will be used on a rota basis so no class is using the same area at the same time.

➤ Well-being

Our children's well-being is particularly important at this time. We have planned activities to support their return to school during the first weeks of term. We are developing a Memorial Garden; a new sensory area; a Rainbow room; and developing our outdoor nature area. Our staff inset in September will include a focus on pupil's well-being and strategies to support children.

Section 4: Lunchtime and School Clubs

Year group	Break Time	Lunch time
Year 5 & 6	10.10 – 10.25	11.40am – 12.30pm
Year 3 & 4	10.30 – 10.50	12.30am – 1.30pm

➤ Morning Break and Lunchtimes

Children will remain in their Year bubble throughout the morning break and lunchtime. Playtime is staggered so only two Year groups are outside at any time. Each Year group will have access to either the upper or lower playground on a rota basis. The Year groups will not mix at any time.

Year group bubbles will not be mixed in the dining room. Only those having hot food will use the dining room. Packed lunches will be eaten outside or in the classroom. Year 3 will start lunchtimes earlier initially in order to give them longer to eat their meal.

The menu information will be on the school website in September and there is no change in the process for ordering school dinners.

➤ Breakfast club

Breakfast club will operate as normal from Friday September 4th. Registration (for new users) and booking is essential via our online system. Children will sit in their class bubble groups during breakfast club and be distanced from those in other bubbles. Parents are still required to bring their child to Breakfast Club. They will be greeted at the dining room door and the child will come in and use the hand sanitiser at the door / or go straight to wash their hands. Breakfast Club starts at 7.55 (gates open at 7.50). Children will go straight to class from Breakfast Club at 8.45.

➤ After school clubs

We are hoping to open for extracurricular clubs in September, subject to adherence to

government guidance. APEX are hoping to provide sports clubs and will provide details of their plans to operate appropriate bubbles nearer to the September opening. The Taekwondo Club is also hoping to resume on Fridays. Please look out for details in the Wednesday email or on our website at the start of term.

St Cuthbert Mayne will be open to collections of after school care providers; namely The Good Shepherd and Munch Kids clubs. Children will wait to be collected from St Cuthbert Mayne grouped in their class bubbles in the assigned area.

Section 5: Equipment and Access to the School Site

➤ Clothing and equipment

Children need to wear school uniform to school from September. Government guidance states that from September uniform should be cleaned in the usual way before COVID-19. Children will be able to bring a bag, water bottle, fruit snack and coat to school. Ensure all items are clearly labelled and that fruit snacks come to school in a disposable bag. Children having packed lunch bring their lunch to school as usual. It will be kept in their locker.

Children will complete physical activities in school wearing their PE kits as usual. PE will usually be outside. Therefore, please ensure that your child has their PE kit including a school tracksuit (see you uniform policy if purchasing new). All kit must be labelled.

➤ Visitors to site

Visitors pertinent to the children's learning or essential to the running of the site will be allowed into St Cuthbert Mayne from September. Parent volunteers and PTA will be unable to come onto the site during this phase two of opening, we hope that will change as the year goes on. All visitors will be required to provide their phone number so that they can be contacted in the event of a track & trace situation at school. Phone numbers are held in our school office.

➤ Access for Parents / Carers to site

Parents / carers are unable to access the school grounds other than at pick up. Please contact the school via the phone or email should you need to contact school. The school office is only open for communication via phone and email but we are here each day to speak with you. If you have an urgent message, please do pass it to the staff member on duty that morning.