



ST. CUTHBERT MAYNE SCHOOL

Growing together in love and learning as followers of Jesus

Parent guidance for In-School Care Service from 11th January 2021

The school can take up to 60 children in four year group bubbles – 15 in each bubble. Priority for these places will be decided by the school on need and a place cannot be guaranteed. All those attending will have pre-registered. Any queries should be emailed to admin@cuthbertmayne.herts.sch.uk

Information about the childcare service

As during normal school time, children will come in to school via the middle gate of the upper playground.

School procedures for H&S will be the same as normal term time. All children will need to wash their hands on arrival and continue with the handwashing regime in place. In addition staff will be wearing masks. Parents are asked to wear masks when they come on to the playground.

The children will be supported in groups of 15 in their year group classrooms. Year 3 in 3N; Year 4 in 4A; Year 5 in 5M and Year 6 in 6MLK. Children will go straight to the relevant class via the entrance (6MLK will come through the dining room).

Children should arrive at school between 8:50 and 9:00am

The end of day pick up time is **3.00pm** for **Years 3&4** and **3:05pm** for **Year 5 & 6**.

- Children must bring a named water bottle, home school diary, pens and pencils and a fruit snack should they wish. They will not be using their school lockers, so please keep belongings to a minimum.
- A hot meal will be provided each day free of charge – to **all** children who have selected a school dinner.
- Children will not be required to wear school uniform
- If your child has any medical needs, please confirm with staff (and we will check we have what is needed in school)
- Children should bring their Home School Diary that has their log-ins to school websites eg MyMaths, Class blogs, google classroom etc.

Please notify the office on admin@cuthbertmayne.herts.sch.uk no later than Thursday of any changes to needs for the following week. This is very important so we can plan ahead and offer any spare capacity to others. We cannot guarantee places to all those who have requested it.

H&S Guidance for key worker childcare in school (updated 7.1.2021)

The school's Health and Safety Policy; Child Protection Policy; and COVID-19 additional guidance to parents (on website under Covid-19 updates) should be adhered to during these Emergency Care sessions.

Where necessary there will be alterations and adjustments appropriate to the changing circumstances and some additional measures, set out below in the additional information and guidance.

Aims of sessions:

- To provide a welcoming, safe, secure environment for pupils
- To support access to Remote Learning
- To provide childcare facilities for Key Workers and significantly vulnerable children.
- To provide children with a nutritious meal

Social Distancing in school

Staff must social distance and will wear masks in school. Children should be mindful of social distancing with adults and must follow the handwashing routine.

Key measures to support the safety of adults and children in school

- Parents / carers should only come on to site at pick up and follow the one-way system.
- All staff and children to sanitise or wash hand IMMEDIATELY on entering the building.
- Adults and children to catch it, bin it, kill it using a tissue or clothing on arm if necessary.
- 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.
- Anyone showing symptoms – temperature of 37.8 or above; persistent dry cough; loss of taste or smell – should be isolated and arrangements made to leave the building as soon as possible.
- Adults to social distance and wear masks unless whole bubble teaching.
- 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.

Safeguarding

- There will be a senior member of staff on site each day.

Health and Hygiene Guidelines

In the interests of keeping all staff and children safe we request:

All children and staff will wash hands with soap / use the hand on arrival, moving outside to

inside; before meals; after using toilet, before leaving and as appropriate during the day. Adults and children can use moisturiser. Tissues will be available so all can Catch It, Bin It, Kill It. Yellow pedal bins are available for tissues and possibly contaminated waste in all classrooms.

School safety guidance (as on website), should be followed. Children will have designated areas outside and will not be permitted to interact with other bubbles.

Coronavirus symptoms

If a child has a temperature of 37.8 degrees or above; if they have a persistent dry cough; if they have a loss 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.

Medicines

If medicines need to be administered during the day, unless this is in the school's health care plan for the child, the request must be in writing with dosage and timings. All medicines, apart from inhalers, should be handed to staff and recorded. If a child needs their inhaler they should alert a member of staff. Regular medicines are kept in the class drawers in the office which will remain open during these sessions. Normal school policy applies.

Allergies

Staff should make themselves aware of any allergies the children have (will be on registration form). Children or adults should not bring in any food that contains nuts.

Emergency contact numbers

These are held in the office (folder) and are on SIMS.

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.