



ST. CUTHBERT MAYNE SCHOOL

Growing together in love and learning as followers of Jesus

Guidance for parents on COVID-19 additional measures

Spring 2021 – Version 1

St Cuthbert Mayne will be open to pupils from Wednesday, January 6th, 2021. The school will follow the guidance / additional measures that we have followed in the Autumn Term alongside some additional measures to reflect the increased transmission reported of the new variant and the rising rates in Dacorum.

The following provides information on the new/current procedures we have put in place together with important information all members of the school community need to be aware of. New information is in green. A full Risk Assessment has been carried out by the school.

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

We will not be making attendance compulsory for children who are critically vulnerable or for children shielding critically vulnerable family members. We will be monitoring attendance and encouraging pupils to attend unless they have symptoms or any close contacts have symptoms or if they need to self-isolate.

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: office@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 **has introduced** remote learning access through Google Classroom. All pupils are able to access Google Classroom. If your child encounters any problems with this, please contact the school on office@cuthbertmaye.herts.sch.uk .

Any parent / carer whose child who does not have access to a laptop / tablet / internet is asked to let the school know as soon as possible on blog@cuthbertmayne.herts.sch.uk.

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. **Please note that when school is open to all pupils, remote learning will not be “live” but will offer work suggestions for children that will be checked by their teachers. Please see the appendix of our Remote Learning Policy for more details.**

➤ 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 will only be used for working members of staff. Refreshments and lunches should be taken within class bubbles / in the Hall / other ventilated open areas.**

➤ First aid/PPE

All staff should wear a mask unless at their workstation (office staff) or when delivering whole class teaching. Children are permitted to wear masks but are not required to do so. One use face masks should be disposed of in the yellow pedal bins (in each classroom).

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.** 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 8.50am

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) |
| 8.50am – 9.00am | Year 3 and Year 4 pupils |

➤ **Collection**

Parents / Carers should collect their children according to the timetable below. **Parents are requested to wear a mask.**

- We will be operating a one way system.
- Parents are invited into the upper playground and asked to socially distance along the fence (parallel to the car park). **Only one adult per pupils should come on to the playground to collect their child.**
- 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 only when their year group is requested by the signage.** Please do not stand at the middle gate and direct your child to the top gate **or wait outside 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 **via the middle gate (when there is a break in the flow).**

- 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.

Statutory assessments in all phases of primary education in England remain unchanged for the 2020 – 2021 academic year **except for the removal of the Grammar, Punctuation and Spelling test.** This means that children in Year 6 are due to sit SATs in May 2021. **The Year 4 new Times Tables Testing in June 2021 is not now statutory but we plan for children to take part in this.**

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

Direct communication with your child’s teacher is important to us. **We have moved the Parent Consultations to March 2nd and 4th.** Please look out for information in the school newsletter.

➤ 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. 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.

All children will eat in the dining room, but only with their year group bubble.

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.

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 now in use 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 are developing a Memorial Garden; a new sensory area; a Rainbow room; and developing our outdoor nature area. Our staff insets 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 | 10.30 – 10.50 | 12.30am – 1.30pm |
| Year 3 & 4 | 10.10 – 10.25 | 11.30am – 12.30pm |

Year 3 and 4 will have a break as appropriate in the afternoon

➤ 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.

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 Wednesday 6th January. 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. An updated Risk Assessment has been carried out. Parents should not come on to site and a member of staff will greet them at the gate. Children must 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.

The gate will be open until 8.15 after which you need to phone 07526076963 to be let in by Breakfast Club staff at the middle gate.

➤ After school clubs

We are hoping to open for outdoor extracurricular clubs in January, 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 and Magical Maths is also hoping to resume when permitted. 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 in the assigned area.

Section 5: Equipment and Access to the School Site

➤ Clothing and equipment

Children need to wear school uniform to school. Government guidance states that from uniform should be cleaned in the usual way before COVID-19. Children will be able to bring a bag (with their school pen, pencil and ruler), named 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. Parent volunteers and PTA will be unable to come onto the site until further notice. 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.