



Guidance for parents on COVID-19 additional measures as of 4th November 2021

Version 2

The school will follow the following guidance and adaptation to measures set out by Public Health England and the Government.

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. A full updated Risk Assessment has been carried out by the school and is regularly updated.

- Classes will operate in year “groups” (not bubbles) at break and lunchtimes. Interactions with other year groups will be casual and permitted eg being in the dining room at the same time.
- Initially, we will hold assemblies for no more than two year groups.
- We will keep a staggered end to the school day in order to avoid crowding amongst parents and carers at pick up. Drop off will be in a 10 minute window (gates will normally be opened just before 8.45)
- Masks – the government has removed the recommendation to wear masks but *“recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don’t normally meet”*. At St Cuthbert Mayne, following the latest directive from HCC, we request staff to wear masks when in close contact with other members of staff or when working in small groups with children. We will also continue to restrict parents to the school unless for a medical or specific educational visit. If a parent does need to speak to a member of staff in school, we would request they wear a mask. Parents coming into school would be requested to wear a mask (unless they are exempt).

The following guidance is set out by the Government for baseline essential measures that should be in place (our response/added measure, where appropriate, is in **bold**):

1. Staff in primary schools, test themselves using LFT twice a week. **We will continue to ask staff to carry out LFTs on Sun PM /Mon AM before coming to school and on Wed PM /Thurs AM and record their results on our Test Register and on the Government website.**
2. Those who test positive should isolate, take a confirmatory PCR test, and continue to isolate if the result is positive. Schools and colleges will need to be prepared to implement high-quality blended learning arrangements so that any child who is well enough to learn from home can do so. **We will continue to provide remote learning for children isolating or who are non-symptomatic.**

- Under-18s, irrespective of their vaccination status, and double vaccinated adults will not need to self-isolate if they are a close contact of a positive case. They will be strongly advised to take a PCR test and, if positive, will need to isolate.

At St Cuthbert Mayne:

Any pupil or adult with symptoms should not come into school until they have had a PCR test.

If another member of the household tests positive, double-jabbed staff should take a lateral flow test daily before coming into school and take a PCR test within three days.

If a member of a pupil’s household tests positive, they are advised to not come to school until they have the result of a PCR test.

- All education and childcare settings should continue to ensure good hygiene for everyone, maintain appropriate cleaning regimes, keep occupied spaces well ventilated, and follow public health advice on testing and managing confirmed cases of COVID-19. **It is important that we continue with the measures we set out before on ventilation; use of hand sanitizer/hand washing; use of Pathisol etc.**
- All settings should continue their strong messaging about signs and symptoms, isolation advice and testing, to support prompt isolation of suspected cases.

In our Risk Assessment and in our normal working, we have set out any additional measures we need to put in place if there are a significant number of cases. This is likely to be if:

- 5 pupils or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or
- 10% of pupils or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period

Communication of information will be important both from parents and staff members.

In the event of a significant rise in numbers the school will implement its contingency planning – this would be reverting to some of our previous measures such as class bubbles; social distancing; mask wearing at all times.

Timing of school day

Pupils arrival time	
Time	Group
8.45am – 8.55am (register 8.55)	All year groups

Pupils will continue to enter their classrooms through external doors

Pupil end of day times	
Time	Group
3.05pm	Year 3
3.10pm	Year 4

3.15pm	Year 5
3.20pm	Year 6

Parents are requested to continue to follow the one way system which was in place in the summer term: Enter the upper playground via the middle gate and exit via the top gate. Please stay on the fence side of the playground. Those waiting for siblings can wait in the area to the right when you come in the gate.

- Parents are asked not to enter the school building unless for a pre-arranged appointment or bringing a child into school following a medical or other appointment. Otherwise parents should only enter the premises via the upper playground gates. The side gate near Year 3 classrooms will remain locked.
- Parents are requested to follow our one-way system when dropping off and picking up their child / children.
- Our usual safeguarding procedures will apply – children will go to a known adult / only Year 6 children with permission to walk home alone will be allowed to.
- We will look out for any disabled parent or carer in the car park – near the steps – and bring your child to you. There will be designated disabled parking areas.
- Parents are requested (but not required) to wear a mask when on the playground in order to protect others. They should wear a mask if asking to speak to a member of staff.

Breakfast Club

- Breakfast Club starts at 7.55 (gates open at 7.50). Children will go straight to class from Breakfast Club at 8.45.
- Breakfast Club staff will sign children in at the gate. A contact number is on the gate for late arrivals. The child will come in and use the hand sanitiser at the door / or go straight to wash their hands. Member of staff will complete the Breakfast Club register.
- 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.

Important reminders

COVID-19 Phase Four Risk Reduction Measures

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This document should be read in conjunction with the following:

School Policy for Remote Learning
HCC School RA (internal use only)

Section 1: Attendance and virus management including remote learning

➤ Attendance

We will be monitoring attendance and encouraging all pupils to attend unless they are not attending in circumstances due to Coronavirus. This is to ensure that all parents follow the guidance of Public Health England. These absences will be recorded with a distinct separate code that will not count as absence.

If a child is self-isolating, the school will provide remote learning. See Guidance to Parents on remote learning on our website (Covid-19 updates).

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

St Cuthbert Mayne asks all members of our community to follow the self-isolation guidance and testing processes. Parents / carers are expected to alert the school immediately if they are a close contact of a positive case, displaying symptoms, having a PCR test and the result of the test. This should be via the phone or the school email address: admin@cuthbertmaye.herts.sch.uk

We trust that our parents / carers will not send their child to school if they are displaying symptoms or are advised to take action from NHS Track & Trace.

If a child has a temperature of 37.8 degrees or above; has a loss of taste or smell or if they have a persistent dry cough, they will be isolated away from adults and children on site and their parents contacted to collect them immediately. No child should be brought into the school if they have these symptoms. If a child is awaiting collection by the parent/carer, they must isolate either on the bench outside the front entrance or in the gazebo. Staff members must remain more than two metres away.

The family will be asked to follow NHS guidance whilst getting a COVID-19 test. Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected.

➤ 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 uses Google Classroom to deliver remote learning. A Remote Learning Policy has been introduced and all children can access their google classroom. Guidance for parents on our remote learning provision is on the school website.

If your child encounters any problems with this, please contact the school on admin@cuthbertmaye.herts.sch.uk .

Any parent / carer whose child does not have access to a laptop / tablet / internet at home is asked to make this known to the class teacher/school office.

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.

➤ 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. We now use a non-toxic but highly effective spray called Pathisol (used by NHS in hospitals to fumigate) in all areas in addition to our other measures.

➤ Hygiene practice

Children and staff will wash their hands/ use hand sanitiser regularly – 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.

➤ First aid/PPE

Children are permitted to wear masks but are not required or advised to do so.

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.

Section 2: Safe Arrival and Collection

➤ **Drop off**

Children are invited to arrive at school between 8.45 and 8.55 (unless at Breakfast Club). Gates will normally be opened just before 8.45. 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.

The car park will be busy so please do leave as soon as you have dropped your child off.

➤ **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)

Pupils arrival time	
Time	Group
8.45am – 8.55am (register 8.55)	All year groups

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 stay along the fence (parallel to the car park).
- Please attempt to pick up your child at the allotted time to avoid congestion both between parents and children waiting.
- Your child will come 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 writing in advance if they wish their child to leave on their own. They will exit via the top gate.

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

Section 3: Learning and Curriculum

➤ Curriculum learning

St Cuthbert Mayne will maintain a broad and balanced curriculum for our children.

St Cuthbert Mayne will continue to use Google Classrooms for some homework and this will be the platform to provide home learning should it be needed.

Communication with your child's teacher is important to us and should be made via the school office email – admin@cuthbertmayne.herts.sch.uk. Please look out for information in the school newsletter and Wednesday email.

➤ Well-being

Our children's well-being continues to be particularly important. We are developing a Memorial Garden/Rainbow Garden; We have a sensory area; a Rainbow room; and outdoor nature area.

Section 4: Lunchtime and School Clubs

Break and Lunchtime arrangements		
Year group	Break Time	Lunch time
Year 3	15min AM break	11.45am – 12.50pm
Year 4	15 min AM break	12.00 – 1pm
Year 5	15 min AM break	12.15 – 1.15pm
Year 6	15 min AM break	12.30 – 1.30pm

➤ Morning Break and Lunchtimes

Mid-morning breaks will be at two set times time – allowing only one year group on each playground.

All pupils will eat lunch at the start of their lunchtime break – we have staggered times in the dining room to accommodate this.

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. Registration (for new users) and booking is essential via our online system. Children will sit in their year groups during breakfast club. 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 open for extracurricular after school clubs – please look out for details in our school weekly communications. APEX sessions can be booked directly with APEX. Taekwondo Club will be running on Fridays after school and Playfeet on a Wednesday.

St Cuthbert Mayne will be open to collections of after school care providers; namely The Good Shepherd. 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 **including plimsolls**. Ensure all items are clearly labelled and that fruit snacks come to school in a disposable bag. School shoes must be appropriate and consistent with our Uniform Policy which is on the school website.

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.

➤ Access for Parents / Carers to site

Parents / carers are unable to access the school building. If you need to access the front entrance please use the buzzer at the gate to access the site. 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.