

St Peter's Catholic Academy



Guidance for Parents and Children to Promote and Maintain Safer Working Practice During Covid-19 - March 2021

Appendix A - Appendix to the Behaviour Policy.

This guidance booklet is intended as a source of guidance and reference for all parents and carers of the children of St. Peter's Catholic Academy during the current Covid-19 pandemic. This is a working document and will be adapted in accordance with government guidelines. All parents are asked and encouraged to follow all procedures and guidance to protect themselves, and others, by promoting social distancing in and around the school site.

We are looking forward to welcoming all of our wonderful children and families back to school on March 8th. I am sure that as parents you have many questions about your child returning to school. This guidance document will help you to understand how we are again preparing to open the school to all pupils by following the extensive DfE guidance.

Attendance is a very high priority this academic year and is going to be **more** important **than** ever that your child attends school every day. With attendance being so important from day 1, we are already thinking about how we are going to acknowledge children who have 100% attendance from March 8th to July 17th. So, in the summer term, all children who have 100% attendance from March 8th will be rewarded with a very special treat. This will of course be carefully monitored and any child that has been unable to attend school due to possible COVID 19 (as contacted through the NHS track and trace system) or confirmed COVID will not miss out.

Please follow the link below for the DfE guidance - the information is really useful.

[What parents and carers need to know about early years providers, schools and colleges during COVID-19 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/all-households-with-children-of-school-aged-to-get-rapid-covid-19-tests-per-person-per-week)

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Should you have any questions regarding attendance and the safe opening of our school to all children, please do not hesitate to contact Mrs Snee (01782 235040).

This guidance document is in full accordance with the DfE guidance.

We will comply with health and safety law.

A risk assessment has been carried out and proportionate control measures have been put in place.

Essential measures within the risk assessment include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

1. grouping children together
2. avoiding contact between groups
3. arranging classrooms with forward facing desks
4. staff maintaining distance from pupils and other staff as much as possible

Our Risk Assessment can be found on our website by following the link below.

www.stpetersnewman.co.uk

A requirement that people who are ill stay at home

- Pupils, staff or any adults who have symptoms or have tested positive for COVID-19 must not come into school for at least 7 days. If they have a test that returns as negative they may return to school once they feel well.
- If anyone becomes unwell with symptoms of coronavirus (continuous cough, high temperatures or has a loss of, or change of sense of taste or smell) they should be sent home immediately and should remain home for at least 7 days. As soon as possible they should arrange to have a test. Other members of their household (including siblings in school) should then self-isolate for 10 days.
- Whilst your child is waiting to be collected there will be an adult from within their class supervising. This adult will observe social distancing remaining over 2 metres away from the child (ideally behind a closed

door). PPE may be worn by the supervising adult if this is deemed necessary.

Robust hand and respiratory hygiene

- Children are asked to wear their full school uniform. Uniform does not need to be washed any more than normal.
- Children will be required to wash their hands when they arrive at school, before and after any break times, before and after eating and before the end of the day. All children will be encouraged to following safe handwashing guidance -washing their hands for 20 seconds with soap and warm water. Teacher's will model this to help the younger children to support their hygiene. Please support them to regularly do this at home as well.
- All classrooms will have a lidded bin and a supply of tissues. Children will all be encouraged to 'catch it, bin it, kill it', disposing of their tissues in the lidded bin. Children will also be encouraged to avoid touching their mouth, nose and eyes with their hands.
- Children will be positively encouraged to use hand sanitisers whenever they pass them in the school.
- Face coverings are only permitted to be worn in school by staff when in corridors and communal areas, including on the playground, this is identified under any risk assessment (for example someone develops symptoms and the supervising member of staff can't maintain social distancing).

Enhanced cleaning arrangements

- A clear routine for frequent cleaning throughout the day will be in place. Regularly touched items such as door handles, toilets sink etc will be cleaned at frequent intervals throughout the day.

Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

- All children will, in their groups continue to have playtimes and lunchtimes to enable them to have the opportunity to be physically active and benefit from some fresh air/go to the toilet/eat. Social distancing must be observed between different classes.
- Contact between individuals will be kept to a minimum however, the aim is still to deliver a broad and balanced curriculum. Children in Key Stage 1 and above will be encouraged not to touch staff wherever possible.

Grouping Children

- All children will stay in their groups. Throughout the school day these groups will not mix.
- Teachers and other staff can work across different year groups. Wherever possible our staff will observe 2 metres social distancing from the children.

Classrooms

- From year 1 to 6, all tables will be forward facing and children will sit side by side.
- For individual and very frequently used equipment, such as pencils and pens, staff and children will have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the class; these will be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes, such as sports, art and science equipment will be cleaned frequently and meticulously and always between use by different classes, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use.
- Outdoor playground equipment such as; the trim trail will be used by one-year group at a time (on a rota system) Monday to Thursday. The equipment then needs to be left unused from Friday to Sunday. **All school children and any younger/older siblings that do not attend the school must not use any of the outdoor equipment before or after school.**
- We will encourage children to only bring to school lunch boxes, hats, coats, books, water bottles, sun cream (if necessary) and stationary.

Mobile phones are not permitted. Your child may bring their book bag to school but are not allowed to bring large school bags at any time.

- Your child will be able to change their reading books on a Monday and a Thursday. All reading books brought back into school will be left in the book box within the classroom for 72 hours and then sanitised before returning to the school library.
- Online homework tasks will be developed through an area on the website. Your child will not need to return their homework book to school - they will be able to submit their work on line (the system for this will be communicated to the children on their return).

Gatherings

- There will be staggered start and end of the school day. Parents will receive a letter to confirm your time to drop off and collect your child.
- Parents must stick to the allocated time to ensure the safety of all pupils and everyone concerned.
- There will be a one way system on the school premises. Parents with drop off through the school gate next to HSS and leave through the gate on to the walkway.
- We ask that parents do not congregate at any point in the school day on or near the school grounds and ALL parents MUST observe social distancing.
- Unfortunately, we are unable to permit parents to enter the school building other than the school's office area. The school offices will keep the window closed when speaking to parents.
- Face to face meetings with parents will not be possible during the until further notice. Any conversations will take place via a phone call. Other than for drop off and collection parents should not come on to the school site without an appointment.
- We understand that parents may wish to pass a message on to their child's class teacher. Where possible this should be through email a member of staff will reply to your email within 24 hours. However, parents may speak to a teacher outside at a distance of at least 2m if the teacher is able to do so.
- Any children arriving at school with a face covering will need to remove these when entering the school premises unless this is worn for religious observation. They must wash their hands immediately. The face coverings

should be placed in a plastic bag to take home and not used again until they are well away from school.

NHS Test Track and Trace

All parents/carers need to understand that they will need to be ready and willing to:

- [book a test](#) if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit (schools will have a limited supply of home testing kits)
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace
- [self-isolate](#) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

Parents/carers should inform the school immediately of the results of a test:

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu - in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if someone tests positive, they should follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia (smell blindness) can last for several weeks

once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days.

Other staff

- We will welcome visitors to the school such as peripatetic teachers, PE teachers and other curriculum subject visitors within the school day. All visitors will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils.
- We will ensure that peripatetic teachers, sports coaches, and those engaged to deliver before and after school clubs understand our procedures and follow them.
- Volunteers will be welcomed in school providing all safeguarding procedures have been followed. Volunteers will not be able to mix with different groups and must follow all school procedures.

School safety

- Break times will be staggered. More than one class can be on an outdoor playground at a time. However, they will not be allowed to mix and must never come within 2 metres of each other.
- Although there is no requirement for a one-way system, the established system that supports social distancing will remain.
- All areas of the school should be well ventilated wherever possible.

Educational Visits

- During the academic year, we will not have any overnight visits or residential stays or resume trips and visits other opportunities will be available to support our broad and balanced curriculum where possible.

School Uniform

- Uniform for children will be in line with our school policy. Uniform needs to be kept clean. Uniform does not need to be washed any more than normal.

Extra-Curricular Activities

- Extra-curricular opportunities will continue for all pupils wherever possible however they will only have limited children in them at any one time. Groups for more than 2-year group will not take place. A time table of extracurricular activities will be sent out at the beginning of the summer term as usual.

Breakfast Club

- Breakfast club will re-open in March if there is a need all staff will ensure that social distancing is carried out where possible.
- Breakfast club will operate from 7:30am until 8:30am no admittance after 8am. Places will be limited to 5 per class. All places must be booked 1 week in advance.
- Please note the charge for breakfast club will be £3 per session included in this charge is a breakfast consisting of either a bowl of cereal, a bagel, a piece of fruit and a drink. All food will be served on disposable plates using disposable cutlery if required.
- Resources that are shared between class groups, such as games and art equipment will be cleaned frequently and meticulously and always between use by different classes, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different classes.

Curriculum

- We have worked extremely hard to develop an exciting curriculum that engages all children. Due to this we will ensure that children have the same exposure to a full broad and balanced curriculum and the national curriculum in full. Swimming will resume in accordance with government guidance
- Should we go into another local lockdown, we will be ready to deliver the full national curriculum using remote learning methods (TEAMS) Pupils in year 1 and above will be taught to use TEAMS effectively.

PE

- PE is an essential part of our curriculum. Sports equipment will be thoroughly cleaned between each use by different individual groups, and contact sports avoided.
- Outdoor sports will be prioritised where possible.

- We will resume work with external coaches, clubs and organisations for curricular and extra-curricular activities where we are satisfied that this is safe to do so.

Appendix A – Appendix to the Behaviour policy

St Peter’s Catholic Academy

Behaviour Policy – Appendix A – COVID 19 – phased reopening of schools.

The items in this appendix override any procedures in the main behaviour policy.

At St Peter’s Catholic Academy, we understand what an unprecedented time this is for our children to be returning to school. Our primary aim is to provide a nurturing, safe and wherever possible normal environment. However, there are new procedures and routines that our children will need to become accustomed to in order to maintain our primary priority of keeping all of our children and staff safe, by following all government guidance.

We aim to prepare and support our children in following any new procedures and routines in a nurturing and supportive way. Positive reward systems will remain in place and will be used frequently to praise and support the positive behaviour of all our pupils. However, any behaviours which are purposefully chosen that do not follow any procedures and routines that could potentially put the health and safety of others at risk will be taken very seriously. Due to this the school reserves the right to send pupils home and not allow them to attend school without the need to carry out an authorised exclusion. Whilst this is a last resort it is necessary to ensure we can maintain health and safety procedures during these unprecedented times. Parents will have no right of appeal against such an exclusion.

The new procedures and routines are as follows:

- There will be a staggered start and end of the day for all years’ groups. Children will enter the school from specified entrances and exits for their teaching groups.
- Children will be required to wash their hands when they arrive at school, before and after any break times, before and after eating and before the end of the day. All children will be encouraged to follow safe handwashing guidance -washing their hands for 20 seconds with soap and warm water. Younger children will be supervised to encourage and guide them. Children will be positively encouraged to use hand sanitizers whenever they pass them in the school.
- Children will only be allowed to socialise with children within their year group (usually no more than 30 children). Social distancing within this year group will need to be observed.

This will be supported in a number of ways from year 1 upwards

- All the resources that children will need such as a pencil, a ruler, a pair of scissors, a rubber, a glue stick and colouring equipment will be in a name labelled tray on their desks along with their exercise books and current reading book.
- Children will only be allowed to move around the classroom with the teacher's/teaching assistant's permission and where it is safe to observe social distances.
- Children will use the toilet facilities again with permission and one at a time.

The Foundation Stage

- Children will be actively encouraged to observe social distancing throughout the day.
 - Where possible, children will access the toilets one at a time.
 - If children need assistance to be changed following a toileting accident, standard procedures of wearing an apron and gloves must be adhered to.
 - Outdoor provision will be timetabled and areas will be designated to specific groups of children.
- There will be a one-way system around the school which is clearly marked. All children and staff need to follow the one-way system at all times. (This system will come into force once all children are in the building).
 - Staggered break times for all year groups will be in place.
 - The large outdoor equipment will be used by one-year group per week Monday – Thursday only. This will be done on a rota system. These areas must not be used by any children before or after the school day.
 - All classrooms will have a lidded bin and a supply of tissues. Children will all be encouraging to 'catch it, bin it, kill it', disposing their tissues in the lidded bin. Children will also be encouraged to avoid touching their mouth, nose and eyes with their hands.
 - If children become ill with symptoms of coronavirus they must inform an adult.
 - All children will need to bring in their own filled water bottles. If these run out during the day, they will be encouraged to re fill using the water system in school. Water bottles need to be taken home each night so they can be filled up at home for the next day.
 - Coughing or spitting at or towards any other person will not be tolerated.
 - Children will be positively rewarded for following these new procedures with merit stickers, Principal's awards and other classroom rewards.
 - We do recognise that children who have specific needs, may find these procedures and routines difficult to understand or follow. A risk assessment will be carried out to establish how these pupil's needs can be best met within the safety parameters set out by the government guidance.
 - Where Teachers/Teaching assistants deem that despite positive support and encouragement a child's behaviour is putting the safety of others at risk, they will use the classroom communication systems to report this to the senior leader who will decide on the most appropriate action.