

St Mary's CE Primary School Rawtenstall

Headteacher: Mr N Gurman

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Friday 28th August 2020

Autumn Term St Mary's Full Re-opening

Dear Parents and Carers

I am writing to inform you that St Mary's Primary School will be re-opening to **all** year groups from **Thursday 3rd September 2020**. Within the letter I have aimed to provide as much information as I can, so that you are aware of what to expect as we welcome all pupils back to school. As we are in an evolving climate I will provide further updates and information, as and when appropriate.

FROM SEPTEMBER ALL PUPILS WILL RETURN TO SCHOOL.

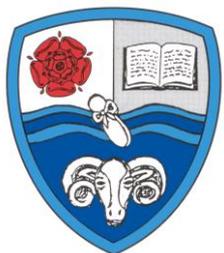
To prepare for a full re-opening of school we have updated our risk assessments, have provided training to all staff and implemented proportionate protective measures. This is in accordance with the Department for Education guidelines.

From September 2020 the DFE have advised schools that attendance for all pupils is compulsory and not optional. The implications of this are that all attendance policies and procedures are fully operational. At St Mary's Primary school this will be the policy that was in place prior to lockdown.

Arriving and Leaving School

- **Upon arrival and leaving the school premises please ensure you adhere to the routes signposted for your child's class. Staff will be available to assist with any questions and queries you may have.**
- **Please be aware only 1 adult will be allowed access to the school premises with their child. Children will enter and leave school via their classroom doors.**
- Breakfast club and Reception class will arrive and leave via the main gates as normal.
- **Years 1,2,3 and 4 will follow the one way routes that will be signposted. Entrance to school at drop off and collection time will be via the after school club gates. Once you have dropped off your child please follow the one way system to exit the school premises.**
- **Years 5 and 6 will arrive and leave via their classroom doors using the main school gates.**
- A barrier will be placed at each classroom door at a distance of 2m to remind parents not to come beyond this point. **If you need to speak to a teacher please make an appointment via the school office.**
- Hand washing stations will be placed at each classroom door for children to use upon arrival at school.





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PUBLIC HEALTH ADVICE AND SYSTEMS OF CONTROL

In preparation for the school fully re-opening we will ensure that PHE advice is adhered to. This means as a school we will be implementing the following measures.

Essential measures:

- People who are ill will be required to stay at home and self isolate.
- St Mary's will maintain our robust hand and respiratory hygiene procedures – Each class will have a hand washing station based outside their classroom door, which they must use on entry to their classrooms and wipe it down after each use.
- As a school we will continue with our enhanced cleaning arrangements that have been in place since the outbreak of Co-Vid 19.
- All staff, pupils and members of the school community must actively engage with the NHS Test and Trace systems if they are requested to do so.
- St Mary's will implement social distancing measures at an **age appropriate level as advised by the Department for Education.**

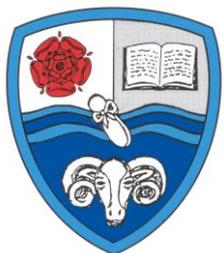
What will social distancing look like at St Mary's Primary School?

- Pupils will be taught in their year groups and we will minimise as much contact as possible with other year groups throughout the school day. This will also be implemented at lunch times and break times.
- Pupils will be taught in table rows with 2 pupils per table. These will be forward facing from Yr1 to Yr6
- The DfE have advised schools that pupils do not need to necessarily maintain their social distance from each other at all times. The key point is that contact with other year groups is minimised as much as possible.

Classroom and Intervention support:

- Please be aware at St Mary's we can still support pupils in classrooms and in the resource areas via class teaching and interventions. The procedures that will be followed are:
 - a) Staff will minimise sitting with pupils for long periods of time on a 1:1 basis unless there are specific SEND needs
 - b) Staff will aim to maintain a 1m distance whenever possible.
 - c) If close contact with a pupil is required, this will be for no more than 15 minutes at any one time.
 - d) Face to face contact with pupils will be avoided and staff will support pupils from the side.
 - e) Tables in classes and resource areas will be in rows rather than in table groups.





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ST MARY'S SYSTEM OF CONTROLS AND PROTECTIVE MEASURES

Listed below are the actions that **must** be taken. If you are contacted by the school regarding anything related to illness it is very important you comply with the advice we provide. Thank you for your co-operation on this matter.

PREVENTION RESPONSE – If a concern arises this will be reported to Mr Gurman or a member of the senior leadership team immediately.

- If a pupil or staff member is unwell with suspected Co-Vid symptoms, or have someone in their household who does, they must not attend school.
- If anyone within school becomes unwell with symptoms they will be sent home and asked to self isolate for at least 10 days.
- Other members of the household (**including any siblings**) should self-isolate for 14 days from when the symptomatic person first had symptoms.
- Pupils and staff will clean their hands more often than normal
- Good respiratory hygiene will be implemented and proactively taught using 'Catch it, Bin it, Kill it'
- School will maintain an enhanced cleaning regime

INFECTION RESPONSE – If a concern arises this will be reported to Mr Gurman or a member of the senior leadership team immediately.

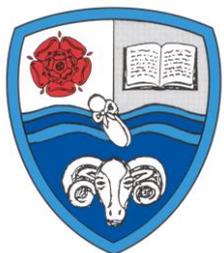
- Staff, pupils and parents must engage with the NHS Test and Trace process, which will include booking at test.
- School will manage any confirmed cases of Co-Vid 19 amongst the school community. If an outbreak does occur Mr Gurman will liaise with the local health protection team and PHE.
- Any advice and guidance provided will be strictly adhered to and updates provided to the school community, as appropriate.

PROCEDURES

Minimising contact:

- Adults, staff and pupils will not be allowed to attend school if they have Co-Vid symptoms or have tested positive in the last 10 days.
- Anyone who becomes ill with symptoms – **a new persistent cough, high temperature or loss of smell and taste must go home and self-isolate for at least 10 days. Household members (including siblings) must self-isolate for 14 days from the date the symptoms began.**
- If a child is awaiting collection they will be moved to a room where they can be isolated. The door will be closed and the room kept well ventilated. The child will be supervised by an adult at all times until they are collected.





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- Please be aware any member of staff and/or pupils who have been in close contact with a person who has symptoms, do not need to self-isolate unless they develop symptoms themselves. If this is the case they should arrange a test.
- If the symptomatic person does test positive or they are requested to do so by NHS Track and Trace they will then have to self-isolate
- **At the current time face coverings are not allowed in primary schools.**

Engagement with NHS Track and Trace

Staff, parents and pupils must engage with the NHS Test and Trace system. This will include:

- Booking a test if they develop symptoms and follow the self-isolation guidance
- <https://gov.uk/guidance/coronavirus-covid19-getting-tested>
- Provide details of anyone they have been in close contact with if they were to test positive or are asked to by NHS Track and Trace.
- Self-isolate if they have been in contact with somebody who has symptoms or someone who tests positive.

Please can we request that school are informed immediately of the test outcomes:

- If a test result is negative they can stop self-isolating as can other members of the household.
- If it is a positive result they must continue to self-isolate for 10 days from the day the symptoms started. If they continue to have a high temperature they should continue to self-isolate until this returns to normal. Siblings and other household members must self-isolate for 14 days.

WHY ARE WE MINIMISING CONTACT BETWEEN YEAR GROUPS AND PUPILS IN SCHOOL?

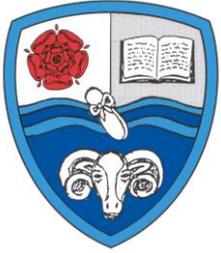
The main reason for this is the DFE and PHE state consistent groups reduce the risk of transmission.

Maintaining these groups will make it quicker and easier in the event of a positive case to identify those who **may** need to self-isolate.

Grouping of pupils at St Mary's Primary School

- Pupils will be taught in their allocated year groups and normal class sizes from the Autumn term.
- Pupils will be taught by the allocated staff as per normal practice – staff members will be allowed to move between year groups.
- Groups will be kept apart as much possible during the day to reduce contact and transmission – this is so that it is easier to manage and detect if an outbreak does occur; as part of the NHS Test and Trace system.
- Pupils will sit at forward facing desks with no more than 2 pupils to a desk from Year 1 upwards. They will sit with the same person each day, side by side and not face on.





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- The DFE recognise that younger children won't be able to maintain social distancing and it is acceptable for them not to distance within their class.
- Children who attend breakfast and after school club can mix – registers of attendance will be kept to assist with NHS test and trace procedures
- Large groups will be kept apart this will mean assemblies and collective worships will take place in classrooms. It is our intention to either pre-record the assembly or use Loom so these can still take place using remote learning and technology.
- Unfortunately we will not be allowed to invite parents into school for Friday celebration assemblies at the current time.

Equipment and resources

- Pupils will have the same stationary allocated to them at the start of the year to be used in class.
- Classroom based resources such as books, games can be shared and used within their year group; these will be cleaned regularly.
- School shared resources such as sport, art and science equipment will be cleaned frequently and always when moved and used between year groups.
- Outdoor playground equipment will be cleaned frequently. As a school we have allocated each year a box of equipment that they will be able to use throughout the year. This will be cleaned by the pupils and staff in the year group after each use.
- Please could you ensure that pupils keep to a minimum what they bring into school each day – essentials such as bags, lunch boxes, hats, coats and PE kit are acceptable. **Can we remind parents that due to our infection controls, children will not be allowed to borrow PE kits or pumps from school at the current time.**
- Pupils will also be allowed to take reading books and other shared resources home from school. Upon these being returned to school they will be cleaned and wiped down and hand washing for staff and pupils will be required.

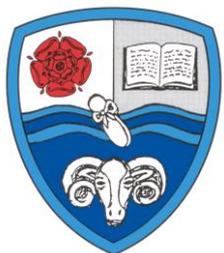
EDUCATIONAL VISITS

At the current time St Mary's will not be organising any educational visits for the Autumn term.

SCHOOL UNIFORM

From September pupils will be expected to wear their full school uniform.





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Curriculum

At St Mary's Primary I would like to reassure parents we will aim to keep our curriculum as broad and as ambitious as possible, but at the same time we will identify and address any gaps in learning that may have occurred due to the Co-Vid 19 school closures. I am aspiring to ensure we don't overly focus on the core subjects.

Google Classroom Remote Learning platform

Over the summer holidays as a school we have begun to implement G Suite and Google classroom to develop our remote learning offer. This is an important step especially if children need to self isolate due to developing Co-Vid symptoms over the academic year.

If this does occur we now have a fully functioning system that will ensure the pupils will still be provided with the same learning offer as those children who are attending school. During September I will send out a further letter which will provide you with more information about Google Classroom.

Physical Activity

- Pupils will be kept in consistent year groups and equipment thoroughly cleaned between each use.
- Outdoor sport will be prioritised wherever possible. Please could we request that pupils bring to school tracksuit bottoms, trainers and a jumper so that we can aim to teach PE outside for the majority of the year.
- At the current time we are awaiting further information related to school swimming and will provide an update once this is received.

Breakfast and After school club

With regard to our breakfast and after school clubs these will operate as normal prior to lockdown. The main change will be that children from St Mary's and St James The Less will be kept in separate class bubbles and not mix with each other. This is to assist with social distancing and NHS Test and Trace systems.

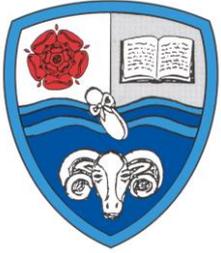
Playtimes and Lunchtimes

From September we will be staggering playtimes and lunches so that the children are kept within their year groups. The playgrounds will be organised into zones which the pupils will be able to use on a year group rota basis.

I am aware there is a lot of information to read and process within this letter. If you have any questions regarding what has been shared please do not hesitate to contact me and I will be happy to discuss this with you.

Lastly I would like to thank you for all of your support during this difficult period and we look forward to welcoming you all back to St Mary's Primary School in September.





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Yours sincerely

Mr N Gurman
Headteacher

