

St George and St Martin Catholic Academy



Guidance for Parents to Promote and Maintain Safety During Covid-19

This guidance booklet is intended as a source of guidance and reference for all parents and carers of the children of St George and St Martin 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.

At St George and St Martin 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.

Social Distancing within Specified Areas

Social distancing of 2 metres must be maintained between all adults at all times. In order to ensure this please do follow the guidelines below:

The numbers of adults will be limited in the following areas:

- Main entrance areas: access permitted for one parent (with their own children) at any time. Designated waiting marked outdoors, with two metres distancing.
- Main office: Parents will only be allowed into the school office foyer one at a time. Queuing outside the office will observe social distancing (this will be taped/marked on the floor). Wherever possible parents should not enter the office area and should communicate by email or phone.
- The main office partition glass will be kept in a closed position during any necessary communication. This is in order to maintain everyone's safety and social distance.

Hygiene Practice and Procedures

- Children are asked to wear their school uniform without a tie – please wash the children's uniform on a daily basis.
- Children will need to take their PE kits home for washing after every use.
- 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.
- 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 sanitizers whenever they pass them in the school.

Whole school procedures and routines

- There will be staggered start/end times to the day for all year groups with specified entrances and exits for all year groups. This will allow a flow of parents and children around the school which will support distancing and avoid congestion at certain points and times. Entrance points will be marked with 2m social distance measures to help all adults to model what this looks like to children.
- To ensure that we can maintain everyone's safety please do arrive at school and collect your children from school at the specified time.
- There will be an internal one-way system around the school which is clearly marked. All children and staff will follow the one-way system once all of the children are in the building.
- Children will only be allowed to socialise with children within their teaching bubble (of no more than 15 children). Social distancing within this bubble will need to be observed.

This will be supported in a number of ways in years 1 and 6:

- Children will have a specific table which will be their own workstation for the entirety of their time in school. Their table and chairs will be labelled with their names.
- Children will be allocated with a name labelled tray and encouraged only to bring into school essential items.
- 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. Resources must not be shared between children.
- Children will only be allowed to move around the class room 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.

Within the foundation stage;

- Children will be actively encouraged to observe social distancing throughout the day.
 - There will be activity stations which will be marked out in order for children to know where they can access activities from
 - Equipment will be, where possible, limited to each child. Where this is not possible, equipment will be cleaned in between each use.
 - Where possible, children will access the toilets one at a time.
 - Outdoor provision will be timetabled and areas will be designated to specific groups of children.
- All children will need to bring in their own labelled, filled water bottles.

- Please do provide a healthy snack for your children. Unfortunately, we will not be able to provide any snacks at this time.
- Children from different classes will not mix at any point during the school day. Please help us to maintain this by ensuring the children keep to a 2m distance as they arrive and leave the school premises.
- There will be marking on the floor indicating which way you should arrive and leave. These must be followed. Please do not arrange to chat with other parents on school grounds.
- Children will not bring bags into school.
- Children will be issued with reading books on a Monday. These books will remain in school and changed weekly. Books that children have for the week will be put in a sealed box for a week and then wiped with disinfectant wipes. Children will be heard regularly in school.
- Children will need to bring a packed lunch unless you wish them to have a school lunch. This will be from a set menu and there will be a vegetarian option available. The children will eat their lunch in their classroom. The school menu is on the school website.
- Children will have regular break times and space to exercise on the playground. They will be encouraged to maintain social distancing within their group of 15.

Communication with Teachers

- Because of the need to maintain the entrance and exit times of children in order to avoid congestion and hence breaking social distancing regulations, please could we ask you to contact the school in the following ways:
 - Please continue to communicate with your child's class teacher via email. We will respond as soon as possible but this will not be immediate as teachers will be teaching. Please accept our apologies. Our communication with you is vital and we will respond to all questions and queries.

Or

- If a parent requires to speak to a member of staff, please do so via phoning the school office who will forward your message. Meetings will take place via phone call.

Our Breakfast Club and After School Care Club

- This is not in place at present – it will be subject to regular review as government guidance is updated.

Continued Virtual Learning

- Years 2, 3, 4, and 5 will continue to receive home learning packs.
- Home learning will be provided for any child who needs to shield for their own or a family member's reasons.
- Thank you for all of your very positive comments regarding the packs. We hope you have enjoyed using them with your children.

Our Behaviour Expectations

- 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 children. Where Teachers/Teaching assistants deem that despite positive support and encouragement a child's behaviour is putting the safety of others at risk will use the classroom communication systems to report this to the senior leader who will decide on the most appropriate action.

What to do if a child becomes ill with COVID -19 symptoms (as per government guidance)

If anyone becomes unwell with a new, continuous cough, a high temperature or the loss of taste or smell in an education or childcare setting, they will be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#).

Thank you for your continued support. Ultimately our aim is to protect our school community. Please do discuss these changes to our normal routine with your children. It may feel very strange to them to return to school under these regulations and practices. Please be assured that our priority is your children's safety and education. Together we will ensure the safety of all.