

## Guide for Parents - September 2020

### General All School Information (Autumn Term)

This document is to provide parents and carers with the information relating to the return of all pupils to School on 3<sup>rd</sup> September 2020.

All planning has been based on Government Guidance, risk assessments have been prepared and will be reviewed continuously to ensure that we have implemented reasonable measures to keep your children, families and our staff safe. Our main COVID Risk Assessment will be published on our website.

**Below you will find general information about the whole school. More specific year group information has been provided to parents separately (please contact the School office for an up to date version).**

### Strategy

Our overall strategy at RPS is to ensure that we can teach and nurture our pupils in an environment that is safe for everyone.

To enable this to happen we want to:

1. Prevent the virus from entering the School; and
2. Limit the number of people each person has close contact with.

### Prevention

#### Symptomatic Pupils or Staff

No pupil or staff should come into School if they or any other household member exhibits any COVID symptoms:

- a high temperature;
- a new, continuous cough;
- a loss of or change to your sense of smell or taste.

If a pupil or staff member has any of the main symptoms of COVID-19 they MUST:

- Get a test as soon as possible (and within the first 5 days of having symptoms). Apply online on GOV.UK, or call 119.
  - a. Stay at home until you get your test result. Anyone you live with, or in your support bubble, must also stay at home. You should get your result within 1-3 days.
  - b. If your result is positive, continue to self-isolate for at least 10 days from when symptoms started; other household/bubble members must self-isolate for 14 days. You will be contacted by NHS Test and Trace to discuss who you have been in close contact with.
  - c. If your result is negative, you no longer need to self-isolate as long as everyone with symptoms in your household/bubble tests negative and you feel well.
  - d. If your result is unclear/void, get another test as soon as possible.

- If you are contacted by NHS Test and Trace and told you've been in contact with a person who has COVID-19:
  - a. stay at home for 14 days from the day you were last in contact with the person. (NB People in your household/bubble do not need to self-isolate too).
- A symptomatic pupil at school will be immediately sent to the isolation room and asked to be collected. Parents will be asked to follow the procedure above.
- The School will follow the guidance of PHE in the event that there is a positive test.

In addition, to protect our staff and pupils further we would ask that **no** pupils or staff come into school if they are unwell in any other way to avoid the need for any close contact or care. Or, in the case of seasonal conditions, such as hay fever, that children have been given their medication before coming to School and you are confident that symptoms are under control.

All parents /carers and staff are asked to look out for the symptoms of an extremely rare childhood medical syndrome which may be linked to **COVID** being: rash, red eyes and lips; redness on palms and soles of feet.

### **Personal Hygiene**

- Each class has access to sinks or hand sanitisers and hand sanitisers are available around the building in particular at main entry and exit points, and in spaces that are likely to be shared by more than one bubble.
- Pupils will have a regular hand washing routine throughout the day.
- The need for hand washing will be reinforced by staff and clear signage.

### **Respiratory Hygiene**

- Pupils will also be reminded of the need for good respiratory hygiene.
- Tissues will be available.
- Bins in classrooms will be emptied twice daily.

### **Cleaning**

- The whole School will be thoroughly cleaned daily using our antiviral cleaning solution.
- Where rooms are used by different year groups, desks, chairs and touch points will be wiped down by the member of staff with anti-viral cleaning solution.
- Toilets will be cleaned twice daily.
- Each room will have cleaning equipment available throughout the day for the member of staff to clean the regular touch points throughout the day.

## **Maintaining Social Distance**

### **'Bubbles'**

- During the main school day, pupils will be in year group bubbles in line with government guidance.
- Within those bubbles, pupils will work within the individual class groups for much of the day which limits the number of contacts further.
- Each child will have their own set of resources (e.g. pencil, ruler) to use while at school.
- We will limit the number of shared resources that are taken home by staff and pupils and limit the exchange of such resources.
- Basic medical care will be provided in the bubbles; children will not routinely visit the medical room for minor medical assistance. Every bubble will have a member of staff who is first aid trained allocated to it.

## **Classrooms**

- Lessons will be delivered in the main classrooms with staff moving not pupils, other than for certain specialist lessons where the specialist room is required. In this case the rooms will always be thoroughly cleaned between bubbles. The number of shared classrooms will be limited and other than Music only applies to the Junior Department.
- Desks will be arranged so that all pupils face the front.
- All classrooms will be properly ventilated.
- All classrooms will have lots of signage to promote social distancing and teachers will reinforce this.
- All rooms will be equipped with cleaning resources and medical resources.

## **Communal areas**

- We will arrange a rota for staggered pick up and drop off. The specifics of these will be sent to you separately. Where possible parents will be encouraged not to get out of their cars for this – although we understand that this may not be as easy for our youngest pupils. Staff will be on duty to receive pupils and markings will be in place where possible.
- There will be designated points of entry and exit for each bubble to limit any cross over with other bubbles.
- Break times and lunchtimes will be staggered and in designated areas.
- Where possible, in communal areas there will be reminders to staff and pupils to keep 2m distance and one way systems will be implemented.
- Where toilets are shared between bubbles, visits will be carefully managed by the staff in charge to ensure that any queues are socially distanced and children remember to wash their hands.

## **Use of Outdoor Space**

We are very lucky to have a lot of outdoor space on our site and we will be using it as much as we can, including physical education lessons provided they are strictly non-contact and only involve one bubble.

## **Catering**

### Lunches

- Pupils will have hot lunches prepared fresh on site by our catering team.
- Nursery pupils will have their hot lunches served to them in the Nursery.
- All other pupils will eat their lunch with their year group bubble either in the hall or the dining room.
- There will be no self-serve options. Pupils will use the servery to collect their lunches which has now had new glass screens installed to provide separation between the catering team and pupils.

### Snacks

- At break time, each bubble will have milk and a selection of fruit available for a snack.
- Pupils ARE able to bring a snack to School but we ask that it is a healthy snack.

## **Peripatetic Music Lessons**

- Peripatetic music lessons will be available in school other than brass lessons which will continue remotely. Separate risk assessments have been prepared per instrument to ensure the safety of your children and our staff.
- As with our after school clubs and activities these will commence week commencing 14<sup>th</sup> September. The relevant peripatetic music teacher will be in touch to confirm arrangements, but

if you have any queries or concerns please contact Mrs Crompton (lcrompton@richardpate.co.uk).

- Parents will not be able to attend any of the Suzuki music lessons.

### **After School Care**

- After School Care will be available with numbers limited to 25 in the Prep and 25 in the Juniors.
- Nursery and Reception pupils will use the Nursery - and the Nursery and Reception bubbles will be kept separate from each other within the setting.
- Year 1 and Year 2 pupils will use the French room – the room will be divided to allow the bubbles to be kept separate.
- Years 3 – 6 will use the hall where each year group will be separated sitting forward facing to complete their homework.
- Pupils will be provided with a light snack.

### **After School Clubs and Activities**

- After School clubs and activities will be arranged per year group.
- These will start week commencing 14<sup>th</sup> September. Further information will be provided in due course.

### **Face Coverings**

- Pupils are not required to wear face coverings around School.
- Staff are also not required to wear face coverings, other than in specific circumstances which includes when providing close care. Staff may regularly wear face visors if they are having to work closer than 2 metres with a pupil, or when circulating in communal spaces in particular the Dining Room.

### **Uniform**

- Pupils will not be permitted to change at School for PE and games lessons, therefore they will be required to come into School in their PE and Games kits on days that they have Games and PE or an after school sports club (other than one specific exception).
- On other days, pupils will be expected to wear normal School uniform.
- We appreciate that this may make it difficult with laundry etc so we understand that pupils may have to wear clothes that are similar to uniform on days that their uniform is not clean.
- Specific details per year group will be provided.

### **Pupil Behaviour**

Our pupil and staff behaviour policies will be amended to ensure that everyone is aware of the new systems in place to protect those on site. These changes will be explained to pupils when they come into School. They will include information about:

- arrival and departure from School
- hygiene, such as handwashing and sanitising
- who they can socialise with at School and how
- moving around the School safely
- respiratory hygiene – sneezing, coughing, tissues and disposal and avoiding touching mouth nose eyes and hands
- how to let an adult know if they are feeling unwell
- expectations at break times
- rules about sharing any equipment or other items including drinking bottles
- use of toilets.

## Transport to and from School

- Lift sharing between families should be avoided wherever possible (particularly where it would mean mixing year groups – although we accept that this is inevitable with siblings).
- We would be delighted if as many pupils as possible walk or cycle to School, but appreciate that there are limitations here. We will consider adding an extra bicycle rack if there is sufficient demand.
- You will be provided with staggered drop off and pick up times for each year group. We accept where you are dropping siblings that you will not be able to adhere to these timings but we would ask that you adhere to the time for your eldest child.
- For both drop off and pick up we want to avoid as much as possible parents having to leave their cars – please bear with us initially as we test our plan and make any necessary adjustments.
- For the Juniors drop off will start from 8.15am and for the Prep 8.25am (exact times to follow).

## Visitors

- Access to the School will be strictly limited during School hours. If you need to contact the office, please do so by email or phone in the first instance.
- We would ask that where possible that parents remain in your cars when coming onto site, and that you do not come into the School building other than if it is strictly necessary or it is by appointment. If you do need to come into School, we ask that it is only one parent that comes.
- Anyone visiting the School **MUST WEAR A FACE MASK.**

## Remote Learning

Please note our absolute preference for the education of our pupils is for them to be in lessons. To clarify, **remote learning** is for those pupils who are self-isolating and/or waiting for test results as a consequence of the COVID-19 pandemic. These pupils are expected to undertake their full timetable remotely, and complete the set work as prescribed by their teachers. It is important to note that this is different from those that are off school because they are unwell due to non-COVID related illness. These pupils are not expected to do remote learning and should catch up with the work they have missed, when they are able to, in the usual way in school.

If your child cannot attend School due to the Government restrictions, we will provide the following:

- A compulsory daily Zoom registration for all pupils learning from home at 9am.
- A full programme of lessons delivered through Showbie.
- Teachers will regularly check work and provide feedback to monitor understanding and to respond to your child's specific needs.
- Pupils will have at least one weekly Zoom call with their class teacher to monitor progress.
- Pupils and parents will be able to communicate with their teachers via Showbie or email if they have any concerns.
- All pupils will receive the same level of marking and reporting as pupils in School.

For individuals self-isolating for two weeks, the above will still apply but the teachers will only be able to check submitted work when they are not teaching the rest of the class. Please submit completed work on Showbie and do not return paper copies to school.

For pupils (or family members) waiting for test results, work will be set but the teachers may not be able to submit the work on Showbie first thing and feedback will not be immediate as the teachers will be engaged with those children still in school.

**If your child will require remote learning, it is essential that you let us know as soon as possible so that the relevant class teachers can prepare the work necessary - please be aware that it does take time for work to be prepared and posted on Showbie, and class teachers will also be delivering lessons in School at the same time.**

Any concerns you have with remote provision must be immediately directed to Mr MacDonald.

### **Risk Assessment**

Our updated main risk assessment will be on our website. This is a living document, as are the more detailed risk assessments, which are created from the main document. It will be constantly monitored and updated as we progress through the days and weeks and as and when any changes occur. This is the basis of every measure we have put in place at School. The objective of this is to mitigate risks as much as is reasonably possible, but accepting that we cannot remove all risks on site.

### **Further Questions or Concerns**

If you have any questions or concerns, please email me at [rmacdonald@richardpate.co.uk](mailto:rmacdonald@richardpate.co.uk) in the first instance and we will endeavour to respond to you as soon as possible.