

Guide for Parents – April 2021

General All School Information (Summer Term)

1. Background

Following the recent Government announcement, this document is to provide parents and carers with the information relating to the return of all pupils to School on **Monday 19th April 2021**.

Our return to school on Monday 19th April will follow similar Government Guidance to the Spring Term. Our arrangements may change as further guidance is released by government through the course of the Summer Term.

The latest guidance states that any pupils who have been confirmed as clinically extremely vulnerable should attend their school from 1st April unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Pupils who live with someone who is clinically extremely vulnerable should continue to attend school as normal.

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 is published on our website.

Below you will find general information about the whole school. More specific year group information will be provided to parents separately before the start of term.

2. Pupil Wellbeing

We understand that the return to school may still be difficult for some of our children and we will do all we can to ensure that everyone is looking forward to coming back in the Summer Term and to minimise any worries they may have. We will be monitoring all our children in this regard and we would also ask you to help us from home.

You will have also seen a separate communication from Mr MacDonald regarding Tim Benton's 'Tears, Tantrums and Tiredness' presentation available for you to view on our website. We recently commissioned Tim to develop content that is specifically relevant to our younger years and this presentation looks at ways you can help your child(ren) through this transition period and with learning generally, now and in future years. I would encourage you to watch it. Simply click on this link and enter **family** for the username and **Magic!** for the password:

<https://www.richardpate.co.uk/pages/homelearning.htm>

If you have any concerns, please do not hesitate to contact your class teacher to discuss them further. Additionally, you may find the following links helpful:

- **BBC Children in Need:** <https://www.bbcchildreninneed.co.uk/changing-lives/stories/a-million-me-mental-health-support-in-these-challenging-times/>
- **Young Minds:** <https://youngminds.org.uk/find-help/looking-after-yourself/coronavirus-and-mental-health/>
- **NSPCC:** <https://www.nspcc.org.uk/keeping-children-safe/away-from-home/at-school/>

3. 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:

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

4. Prevention

Testing of Staff

Our bi-weekly testing programme for staff has continued throughout the Easter holidays and during the Summer Term. It involves staff (who opt in to the process) doing self-tests at home twice a week (Tuesday and Friday). It is designed to pick up asymptomatic positive cases and therefore, there is a higher likelihood that we will have some within our staff community. Please bear with us as there may well be some last-minute messages following the test results!

From 31 March, if self-testing yields a positive result, staff are required to take a confirmatory PCR test (the one offered by test centres, where you have to wait for the results). A negative PCR test will override a positive self-test.

Members of households, childcare or support bubbles of school staff and pupils

For your information, anyone who does not have symptoms can now get self-test kits free of charge to regularly check for coronavirus at home. The kits are available from pharmacies, local test sites or can be ordered online (details can be found at www.gov.uk)

If any other household member (including someone in their support bubble or childcare bubble if you have one) exhibits any COVID-19 symptoms, you should stay at home until a negative test result is received.

Symptomatic Pupils or Staff

No pupil or staff should come into School if:

- **they or any other household member (including someone in their support bubble or childcare bubble if they have one) exhibits any COVID-19 symptoms and until a negative test result is received:**
 - a high temperature;
 - a new, continuous cough;
 - a loss of or change to your sense of smell or taste.
- they have had a positive test (or been in close contact with someone who tests positive).
- they have been notified by NHS Test & Trace that they have been in contact with someone who has tested positive and been advised to self-isolate).
- they are required to quarantine having recently visited countries outside the Common Travel Area.

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

- Get a PCR test as soon as possible (and within the first 8 days of having symptoms). Apply online on GOV.UK, or call 119.

- 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.
- If your result is positive, continue to self-isolate for 10 days from when symptoms started; other household/bubble members must also self-isolate for 10 days. You will be contacted by NHS Test and Trace to discuss who you have been in close contact with.
- 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.
- 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:
 - stay at home for 10 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 for the member of staff to clean the regular touch points throughout the day.

5. 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 as we did in the Spring Term. 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. Where parents do need to get out of their cars, we ask that they wear a face covering at all times. 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 either in school or remotely. This will be up to the individual peripatetic music teacher. Separate risk assessments have been prepared per instrument to ensure the safety of your children and our staff.
- The relevant peripatetic music teacher will be in touch to confirm arrangements, but if you have any queries or concerns please contact Miss 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 19th April. The timetable of clubs and activities is attached to this letter.

Face Coverings

- Pupils are not required to wear face coverings around School.
- We have asked all staff to wear a face covering in communal areas and visors when teaching or supervising under specific circumstances.

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. This information is provided to you in the separate year specific information document .
- On other days, pupils will be expected to wear normal School uniform (winter or summer uniform until half term; summer uniform only after half term).
- Specific details per year group will be provided.

Pupil Behaviour

Our pupil and staff behaviour policies have been 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. Where it is necessary to do so, we ask parents to wear a face covering at all times.
- For the Juniors drop off will start from 8.15am and for the Prep 8.25am (exact times will be the same as the Spring Term).

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 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 COVERING.**

Educational Visits

- Educational day visits may now resume according to the latest government guidance. Any education day visit will be conducted in line with our coronavirus (COVID-19) secure guidelines and regulations. The school will prepare the relevant risk assessments as and when trips are arranged, in collaboration with the destination venue.
- Residential visits will not be allowed any sooner than 17th May (depending on data nearer the time).

Sports Fixtures

Sports fixtures between schools are now permitted, according to government guidance.

Our intention is to recommence sports fixtures from the start of term. This will not be a return to matches as we knew it prior to COVID, rather a gentle reintroduction to ensure that we are still putting in place measures to keep pupils and staff safe.

Initially we will follow the following guidelines:

- Matches will be played in year group bubbles.
- Matches will be arranged on the days when pupils have their PE/Games lessons.
- Transport for fixtures will be in year group bubbles.
- Home fixtures will be arranged early to enable visiting teams to leave before school pick up starts at 15.15.
- There will be no match teas (instead there may be a snack at the end of the fixture).
- No pupils will change at school for fixtures – pupils will wear sports kit on the day of the match.
- Matches may be cancelled at the last minute if the weather is not good – so that there is no congregating indoors.
- There will be no parent spectators (if this changes we will notify parents).
- Pupils will always be collected from RPS (even if they are playing an away match) and the same will apply to the visiting pupils (who will never be picked up from RPS).
- Two portable toilets, plus a wash stand, are being hired for the Summer Term – located at the edge of the staff car park - for use by visiting teams. This will avoid the need for visiting teams to come into school. These facilities will be serviced weekly by the supplier.
- For matches we will follow the ECB and LTA guidelines as to how matches should be managed in line with COVID requirements. This will include regular hand and ball sanitisation.
- The Covid protocols will be agreed with the other School.

Swimming

Guidance now allows for swimming to recommence. However, due to the advance organisation required, swimming lessons will not re-start until the Autumn Term.

6. Remote Learning

Please note that attendance at School has been mandatory for all pupils of compulsory school age from 8th March. Remote learning will only be available where guidance means that a class, group or small number of pupils need to self-isolate, and/or are waiting for COVID-19 test results or that clinically extremely vulnerable children are required to shield. All of these pupils who are not physically unwell will have access to remote learning and 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 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, 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.

It is important to note that Showbie is currently being used for homework in some year groups and will be ready for those who are away from school for a protracted period of time. Children who are absent due to short term illness will not be expected to complete work on Showbie.

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

7. Risk Assessment

Our updated main risk assessment is 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.

8. Further Questions or Concerns

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