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**Guide for Parents – Spring Term 2022**

**January 2022**

***Background***

We start the term with the increased community infections levels due to the omicron variant, however in line with Government Guidance, it continues to be a priority for Schools to remain open to deliver face to face education.

In line with our risk assessment, and the current guidance, we continue to have measures in place to protect our School community, and these are consistent with the measures which were in place at the end of the Autumn Term. We think these provide a balance between keeping staff and pupils safe, and providing a stable environment which wouldn’t require too many adjustments to respond to an outbreak or additional restrictions.

Our main Covid-19 risk assessment will be updated and published on our website.

***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** staff and pupils bringing the virus into the School or catching it in the School; and
* **Respond** effectively to positive cases.

1. **Prevention**

***Vaccination***

* Vaccination continues to offer the best protection against Covid-19. Those that are eligible are encouraged to get both vaccinations and the booster when it is offered.

***Lateral Flow (LFD) Testing***

* **Asymptomatic**: given the high infection rates, twice-weekly LFD testing is currently being promoted. Testing kits can be ordered online free of charge, or picked up from pharmacies. (Testing of primary age children continues to remain at the discretion of the parents/guardians).
* **Close Contacts**: Please follow the current nhs / test and trace guidance on close contacts / household members of a positive case, as it is changing relatively regularly at the moment.

***Hygiene***

* The School will continue with robust cleaning protocols – including additional cleaning of touch points in the middle of the day. Each class also has its own cleaning kit to enable sanitization of communal touchpoints and shared resources during the day.
* Robust hand and respiratory hygiene routines will continue to be promoted during the school day. Hand sanitisers and tissues will continue to be available around the School.

***Ventilation***

* All classrooms will continue to be well ventilated.
* Please send your children in with layers given that windows will be open weather permitting.

***Face Coverings and Distancing***

* Parents/guardians are still requested to wear a face covering on exiting their car at school, and to observe social distancing while waiting outside classrooms at the end of the school day.
* Staff will continue to wear face coverings in communal areas, and have been advised to wear a face covering in class in situations where 2m distancing from pupils cannot be maintained.
* Pupils are not required to wear face coverings around School.

1. **Response**

* **Pupils who feel unwell should stay at home**. Treat any symptoms (of fever, new cough, altered taste/smell) as possible Covid-19: isolate and seek a PCR test. If the PCR test is negative, still wait 24 hours post-fever before returning to school.

If you are in any doubt, please do not send your child into School without speaking to the School first – you can call Mrs Cox the Bursar on 01242 522052 and she or Mrs Wray can provide assistance.

* **Pupils who start to feel unwell at school**. Parents/guardians will be contacted and asked to collect their child (along with any siblings) and arrange a PCR test. The symptomatic child should isolate until the PCR result is known. Asymptomatic siblings are advised to take daily LFD tests until their PCR result is received – but to continue attending school unless they test positive.
* **Pupils who receive a positive PCR result**. NHS Test and Trace advice on isolation should be followed. **Please notify the School immediately via email:** [**rmacdonald@richardpate.co.uk**](mailto:rmacdonald@richardpate.co.uk) **and/or** [**bursar@richardpate.co.uk**](mailto:bursar@richardpate.co.uk)**.**
* **If a household member or close contact receives a positive LFD or PCR** – you too should follow the latest guidance on testing and isolation. Please notify the School if any pupils are awaiting the result of a PCR test: [**rmacdonald@richardpate.co.uk**](mailto:rmacdonald@richardpate.co.uk) **and/or** [**bursar@richardpate.co.uk**](mailto:bursar@richardpate.co.uk)**.**

1. **Additional Information**

***Drop Off and Pick Up***

* Drop off and pick up times and arrangements remain unchanged.
  + For drop off: Nursery pupils taken to the Nursery playground gate. Reception – Year 2 dropped off at the front of the School, and Years 3 to 6 at the bottom of the lower car park.
  + For pick up - all year groups from classrooms / Nursery.
* At pick up, please be mindful that the car park will be congested. Please be patient and respectful of other drivers and vacate your parking space as soon as you can. Please observe social distancing.

***Lessons***

* Lessons will continue to be delivered in the main classrooms and the specialist classrooms.
* Pupils’ desks will be optimally spaced, and consistent seating plans will be used.
* The specialist rooms will be cleaned regularly and pupils will be expected to sanitise their hands when entering and leaving these rooms.
* All classrooms will have lots of signage to promote good personal and respiratory hygiene and teachers will reinforce this.
* All rooms will be equipped with cleaning resources and medical resources. This will continue to reduce the number of visits to the central medical room.
* We will continue to encourage children to use their own resources or at least share resources in small groups and limit items moved between school and home.

***Assemblies***

* Assemblies will be restricted to individual year group bubbles.

***Break Times***

* Break times will be the same as for the first half of term: Y3/4/5 to play in their own zones on the Astro; Y6 to play on the netball courts.

***Catering***

* Morning snack
* Fruit and milk will continue to be delivered to each class at morning break.
* Pupils are able to bring a snack to School but we ask that it is a healthy snack.
* Lunches
* The Dining Room will be used at lunchtimes for Reception to Year 6. Pupils will eat in their year groups as much as possible.
* Nursery pupils will continue to have their hot lunches served in the Nursery.

***After School Care***

* **Nursery and Reception** pupils will use the Nursery. Collection will be from the Nursery. Year groups will continue to be separated as much as possible.
* **Year 1 and Year 2** pupils will use the Dining Room for food, and then go to the Forum. Collection is from the Forum doors (opposite the Nursery). Year groups will continue to be separated as much as possible.
* **Years 3 – 6** will use the Dining Room. Collection is from the external doors of the dining room. Year groups will continue to be separated as much as possible.
* Pupils will be provided with a light snack.

***Before and After School Clubs and Activities***

* You will already have received the current clubs and activities list. Any updates to this will be provided to you as required.

***Peripatetic Music Lessons***

* Peripatetic music lessons will continue to take place following the robust procedures already in place. (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 currently although this is under review.

***Sports Fixtures***

* Matches and tournaments will continue (following consultation and agreement with opposing teams), with transport arranged for each year group.
* Spectators will be allowed.
* Match teas will be limited to snacks provided to pupils after the matches and the self-serve hot drinks and cake for spectators in the gazebo. This will be under constant review.

***Trips and Events***

* Trips and events will take place according to individual risk assessments which will be communicated to parents as they occur.

***Uniform***

* Pupils will continue to come to school in their Games kit for PE and Games lessons. On other days, pupils will be expected to wear normal School uniform (Winter)). Layers are advised as classrooms will be ventilated during the day.
* Some pupils may be required to change into Games kit on normal uniform days if they have after school clubs or activities. This will be limited and the changing rooms will be kept clean.
* Details of the days will be provided to parents in the Link.

***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 their 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***

* We would be delighted if as many pupils as possible walk or cycle to School, but appreciate that there are limitations here.

***Visitors***

* We continue to limit visitors into School.
* Visitors will continue to be asked to wear a face covering and sanitize their hands on arrival. For specific visits / events visitors will be asked to take a LFD test prior to entering the School.
* We would ask parents/carers to communicate via email or phone if possible.

***Remote Learning***

* Remote learning will only be available if a pupil is unable to attend school due to the pandemic. 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. Registration details have been provided separately by the Headmaster, please do contact the School if you have not got them.
  + 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 requires 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 will be 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.

***Risk Assessment***

Our Covid-19 risk assessment will be updated and posted on the School 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 in the first instance and we will endeavour to respond to you as soon as possible.