

# St. Botolph's CE Primary School



**Celebrating Faith,  
Learning and Success**

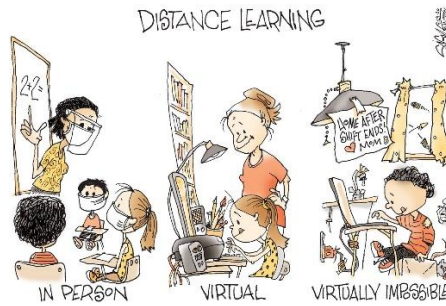
## Parent Guide to March Re-opening

**March 2021**



The link to the government guidance for reopening schools:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>



03 March 2021

Dear Parents,

I would like to start by recognising the challenge for pupils, parents and staff since January when the school closed again to the vast majority of children.

Firstly, I hope we have been able to continue the in-school learning for pupils of parents working in the frontline of the COVID response and helped to ensure they have been focused on critical work. Secondly to parents would have worked in difficult circumstances to meet the needs of virtual learning and, at times, we have understood this has been impossible due to family circumstances, work commitments or the learning or emotional needs of individual children. I know from communication with our staff (and my own experience of juggling) that it has not been an easy period. We hope that what we have been able to offer through Remote Learning has supported you and your child/children in the continuation of learning when they have not been able to attend.

We are, however, looking forward to pausing Remote Learning and the re-opening of the school to all pupils from Monday 8<sup>th</sup> March. We are working hard to ensure that we are ready to welcome back all our school community. In the current climate, we still need to manage this in a safe way to ensure the ongoing safety of pupils, parents and staff, and the wider community.

It is several months since we sent out our Parent Guide and we felt a revisiting of expectations is important. In principle the school will look very similar to the model of learning offered from September to December, however there are some changes, highlighted in **RED** in this booklet.

**Please take the time to read the booklet and understand the arrangements in place and why these are necessary at this time.**

The government have sent out detailed guidance to schools and it is the responsibility of school leaders to interpret the guidance in each individual school's context and complete a risk assessment. Detailed in this booklet is the steps we plan to take to enable us to offer the safest possible return to school for all. The revised school risk assessment is on the school's website and is reviewed by senior leaders regularly. We will share significant changes through ongoing parent communication.

**We will be welcoming all children back to school on Monday 8<sup>th</sup> March.** If you have any questions please contact us through the school email address [informus@st-botolphs.peterborough.sch.uk](mailto:informus@st-botolphs.peterborough.sch.uk)

We hope our plans show we have determined proportionate protective measures which enables us to safely return the children to school based learning that enables them to continue to thrive and progress.

Yours sincerely,

Helen Rouse, Headteacher

## **Attendance**

**From Monday 8<sup>th</sup> March, it is the government expectation for all primary school children to attend school full-time.**

Medical advisors believe the risk to children of becoming severely ill from COVID-19 is very low and we know there are negative, and sometimes lasting, health and educational impacts for pupils who are out of school and settings for long periods.

A small number of pupils will still be unable to attend because they are self-isolating and have had symptoms or a positive test result themselves, or because they are a close contact of someone who has COVID-19.

**It is essential that children do not come to school if they (or a family member) are experiencing any identified COVID symptoms.**



## **Child/adult showing symptoms in school**

In our risk assessment, if a child (or adult) in a Bubble becomes unwell at school with possible symptoms of Coronavirus, the parent is asked to collect the child immediately. As soon as possible, the child is isolated from the rest of the children/ staff and social distancing and PPE is used by the first aider/staff member remaining with the child. Parents are asked to arrange for the child to be tested (call 119) and the child will not be able to return to school until the end of a 10-day self-isolating period, or a senior staff member has seen a copy of the negative test outcome, if this is the case.

If the child is tested positive for COVID-19, please notify us immediately by calling us on 01733 231313 or e-mailing [informus@st-botolphs.peterborough.sch.uk](mailto:informus@st-botolphs.peterborough.sch.uk) Public Health England is then immediately informed and decisions regarding NHS Test and Trace is in the hands of PHE. They may well determine to close Bubbles or offer wider testing.

Any child or adult testing positive for COVID-19 and their family members will be expected to self-isolate for a period of at least 10 days from the start of symptoms and confirmation of COVID.

It is very important that parents and staff members engage fully with the government's Test and Trace procedures and self-isolate where this is necessary.

## **Authorised Absence**

Alongside authorised absence relating to our current school policy, absences will be authorised for all public health advice recommending non-attendance at school. This medical advice could include:

- Self-isolation (see Quick Guide for parents at the end of this booklet)
- COVID-19 symptoms (see above);
- Positive COVID test result;
- Localised lockdown.

Should localised lockdown be required for a group of individuals/ Bubble, or the whole school as required by Public Health England (PHE), we will immediately switch to Remote Learning. Please see the school's Remote Learning plan on the school's website. Please keep your home learning resources. **If your family borrowed a school laptop, please can the laptop & charger be returned in the bag provided. These can be returned via the classroom on any day during the first week back.**

### **Penalty Notices**

**With attendance from March being determined as compulsory, unauthorised, including unauthorised Leave of Absence (Holiday) is likely to lead to referral to the Local Authority and penalty notice (fine) is likely to be issued.** Children have missed out on the opportunity to attend school during the pandemic, therefore it is even more important they do not miss out on future learning in school due to authorised absence and holidays during term-time.

### **Staggered Start**

We will return to a staggered start and collect to support social distancing. **Except those with exemption, please can all parents/carers wear a face mask or covering when dropping off and collecting.**

**Please do not arrive or drop children off more than 5 mins early to the class opening time. We wish to avoid children and parents gathering outside the gates and Bubbles mixing at these busy times.**

Year 6 children are returning to using the pedestrian gate across the Key Stage 2 playground.

**We will re-establish the one way system through the Key Stage 1 playground for Year 1 and Year 3 drop off and collection. Please follow this request at all times.** Reception and Year 2 parents, please use the path through the staff car-park around to the rear double gates by the kitchen entrance.

Orton Hall gates will only be open for pedestrian access until the hotel reopens and the car park can be used again.

**Please look carefully at the timetable below. Collection times in red have changed.**

## Drop Off/ Pick Up Times

	Reception fire doors	Rear slope door	Small playground/ Year 1 and Year 3	Main door slope access/ Year 4 (Chester)	KS2 Playground double gates/ Year 4 and 5	KS2 Playground (pedestrian gate)/ Year 6
8.30 – 8.40am, 2.50-3.0pm (RED)	Peterborough (R)		Lincoln (Y1)	Chester (Y4)		Exeter(Y6)
8.40- 8.50am, 3.0 – 3.10pm (YELLOW)	Ely (R)		Leicester (Y1)		York (Y4)	Durham (Y6)
8.50am – 9.0am, 3.10 – 3.20pm (GREEN)		Coventry (Y2)	Norwich (Y3)		Derby (Y5)	
9.0 am – 9.10am, 3.20 – 3.30pm (BLUE)		Oxford (Y2)	Wells (Y3)		Salisbury (Y5)	

*Adjustments as agreed previously linked to siblings where the drop off or collection is not in consecutive slots will continue as before.*

## Lunches

**Please take a look at our revised menu and make your meal choices promptly on Parentpay.**

Chef Lucy and her team are ready to offer 3 hot meal choices each day. We continue to be able to support children with allergens. You are reminded that all children in Reception, Year 1 and Year 2 are entitled to a free meal (UIFSM). From Year 3, all children entitled to FSM (Free School Meals) are able to have a school meal and we are also able to offer a chargeable meal to others via Parentpay.

**From Monday 8<sup>th</sup> March, we will be trialling Reception classes eating their lunch in hall.** All other children will be eating their school dinners or packed lunches in their classrooms. Lunches will be brought to the classes on trolleys.

*I would thoroughly recommend the fish pie and oat biscuit. Today's vegetable lasagne and banana muffin were delicious too!*

## Class environment

*"Schools should make small adaptations to the classroom to support social distancing where possible."*

Where possible in the Key Stage 2 classrooms, we will continue to support social distancing by the children will be seated side-by-side and facing forwards to the front of the room. Movement in the classroom will be minimised. Within Reception/ Key Stage 1 classrooms, furniture has been minimised and consideration for the layout and learning resources have been made to reduce risk.

Social distancing in school is achieved through minimising contact with others by staying in their protective Bubbles wherever possible and avoid mixing bubbles.

We will continue to offer the children a broad, rich curriculum as they return to school. Adaptions to our curriculum offer have been needed, however it remains a rich and varied offer. A priority will be ensuring children's basic/core skills are age appropriate with gaps identified and addressed.

Some children may receive 1:1 or small group teaching to address gaps and accelerate learning progress. This may be offered by their classteacher, Mrs Elks, Mrs Jones or one of the Learning Support staff.



Music/ French



At this stage, we have determined that it is not safe to offer individual music tuition within school to avoid the close contact of staff members moving between individuals, across Bubbles and across schools; also to avoid the increased risk from playing certain instruments. We will also not be able to offer extra-curricular activities at this time.

Some specialist teaching of whole class music will be paused and the teaching of Music will be through recorded lessons or taught by class teachers. We will be continuing the teaching of French with Mrs Mahan, however until Easter she will teach lessons in person in Year 3 classes and using Live virtual lessons to Years 4- 6.

### Collective Worship

At this time, Collective Worship will be delivered in class or Bubbles. Senior staff will take weekly Collective Worship through Powerpoint, recorded video link or Zoom. Rev Imogen will also contribute to Collective Worship sessions in a similar way. A reflective space in the classroom, including a cross, candle and theme resources will be provided to each class to use during Collective Worship time in the classroom.

### Uniform

Uniform helps to establish a set of expectations and a common identity. Please ensure your child wears full school uniform each day. Uniform guidance can be found [here](#)

PE days, please wear school PE uniform into school:

*Reception – Thursday*

*Year 1 – Tuesday*

*Year 2 - Tuesday and Friday*

*Year 3 - Monday and Thursday*

*Year 4 – Tuesday and Thursday*

*Year 5 - Monday and Wednesday*

*Year 6 – Tuesday and Friday*

### Cleaning and Hygiene

Staff will explicitly teach and supervise health and hygiene arrangements such as handwashing, tissue disposal and toilet flushing. Children will be frequently washing their hands with soap and drying them properly throughout the day including: every time they come in to school, come in from

the playground, before and after they eat snacks or lunch and after sneezing or coughing. All classrooms will have their own handwashing facility and each bubble will have their own toilets.

Each bubble will have their own cleaning equipment and hand sanitiser within easy access to the classroom. Staff will be offered training in PPE and cleaning to ensure the highest level of hygiene throughout the day and at the end of each day/ start of the new day. The classroom and cloakroom area/ toilets touch/contact points will be cleaned in the middle of the day

### **Pupil Well-being/ support**

Pupils may be experiencing a variety of emotions in response to the Coronavirus outbreak, such as anxiety, stress or low mood or motivation. The return to school once again allows social interaction with peers, and staff which we believe will benefit their wellbeing. *If you have any concern regarding your child's well-being as they return to school, please contact the school email address ([informus@st-botolphs.peterborough.sch.uk](mailto:informus@st-botolphs.peterborough.sch.uk)) ask for a staff member to give you a call to discuss your child's needs.*

### **Kidz Biz (Before and After School)**

We are able to continue to offer Kidz Biz sessions (before and after school childcare), but in small, consistent groups. There will be three groups initially to reduce the number of children mixing.

Reception and Year 2 will be meeting in the school hall

Year 1 and Year 3 will be meeting in the Kidz Biz (Fitz William) Room

Years 4, 5 and 6 in the Activity Room/ Computer Suite.

Parents will access the groups through external doors. We are unable to accommodate late collection children into childcare as the government has determined small, consistent groups. Only children with allocated childcare provision will be able to access Kidz Biz.

### **Communication with the school**

Please can you use the school email address [informus@st-botolphs.peterborough.sch.uk](mailto:informus@st-botolphs.peterborough.sch.uk) for all communication with the school from Monday 8<sup>th</sup> March. Please avoid coming into the school office or trying to speak to a staff member at drop off/ collection.

## Summary

**We have a duty to provide a PREVENTION and RESPONSE approach when re-opening the school to all pupils. We hope the booklet sets out our Prevention and Response approach in more detail.**

### **Prevention**

1. People with COVID not attending school – self-isolating and those who show possible signs/ symptoms of COVID, isolated and sent home promptly;
2. Face coverings – staff wearing face masks in corridors and communal areas in school – visors not replacing face coverings, but can be worn in addition to;
3. Hand hygiene;
4. Respiratory hygiene – ‘catch it, bin it, kill it’;
5. Cleaning – frequent touch surfaces/ contact points;
6. Minimise contact across the site – Staggered entry/exit/ Bubbles/ restriction to movement;
7. Well ventilated rooms – windows open/ doors to corridors open;
8. PPE as appropriate – First Aid/ Intimate care/ supporting pupils with possible signs/ symptoms of COVID/ cleaning;
9. **Asymptomatic Testing (voluntary for individual staff members – twice weekly);**

### **Response**

1. Promoting and engaging with Test and Trace
2. Managing and reporting confirmed cases of COVID
3. Containing an outbreak (in line with PHE advice)

**Returning all children to school whilst maintaining the highest level of safety for all during a pandemic is a high priority to the school. The success of our control measures relies on parents understanding and following revised procedures for the safety of their child (ren) and family and also for the safety of others. We have a collective responsibility.**

*If you have any questions, please email [informus@st-botolphs.peterborough.sch.uk](mailto:informus@st-botolphs.peterborough.sch.uk)*



## What are the Rules on Self Isolation? – a Quick Guide for Parents

	<b>If the person has any of the <u>Covid-19 symptoms</u> (a high temperature, a new continuous cough, or a loss or change to their sense of smell or taste) and is awaiting a test result</b>	<b>If the person has <u>tested positive</u> for Covid-19</b>
<b>The <u>individual</u> person</b>	<p>Must self-isolate until the test result is received.</p> <ul style="list-style-type: none"> <li>• If this is positive, see right hand column.</li> <li>• If negative, the individual may end their self-isolation if they are well, no one in their household or support bubble has symptoms and they have not been asked to self-isolate by NHS Test &amp; Trace.</li> </ul>	<p>Must self-isolate for 10 days from the start of symptoms and until there is no high temperature.</p> <p>If there are no symptoms, must self-isolate for 10 days from the day of the test.</p> <p>Keep self-isolating if you have any of these symptoms after 10 days:</p> <ul style="list-style-type: none"> <li>• a high temperature or feeling hot and shivery</li> <li>• a runny nose or sneezing</li> <li>• feeling or being sick</li> <li>• diarrhoea</li> </ul> <p>Only stop self-isolating when these symptoms have gone. If you have diarrhoea or you're being sick, stay at home until 48 hours after they've stopped</p>
<b>The person's <u>household</u></b>	<p>Must self-isolate until the test result is received.</p> <ul style="list-style-type: none"> <li>• If this is positive, see right hand column</li> <li>• If negative, the household may end their self-isolation if no one has symptoms and they have not been asked to self-isolate by NHS Test &amp; Trace.</li> </ul>	<p>Must self-isolate for 10 days from the start of their symptoms, or from the date of the positive test taken (if the individual has no symptoms). If any member of the household develops symptoms at any point during the 10 days, they must self-isolate for 10 days from the start of their symptoms and get tested.</p>
<b>The person's <u>contacts</u></b> (see below for details of who a contact is)	<p>They do not need to self-isolate unless they develop symptoms or the person tests positive.</p>	<p>Must self-isolate for 10 days from the last contact with the confirmed case. If they develop symptoms during the 10 days, they must self-isolate for 10 days from the start of their symptoms and get tested.</p>
<b>The <u>households</u> of the person's contacts</b>	<p>Do not need to self-isolate unless the Contact develops symptoms.</p>	<p>Do not need to self-isolate unless the Contact develops symptoms.</p>

**A 'contact' is a person who has been close to someone** who has tested positive for Covid-19 anytime from 2 days before the person had symptoms (or a positive test if no symptoms) and up to 10 days from the start of their symptoms (when they are infectious to others). So this means anyone who:

- Is in their household (living together, sharing kitchen or bathroom)
- Has been closer to them than 1m for one minute or longer
- Has been within 2m of them for more than 15 minutes
- Has had face-to-face contact (within 1m), been coughed on or had skin-skin physical contact
- Has travelled in a small vehicle with them, even on a short journey.

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.gov.uk/coronavirus>