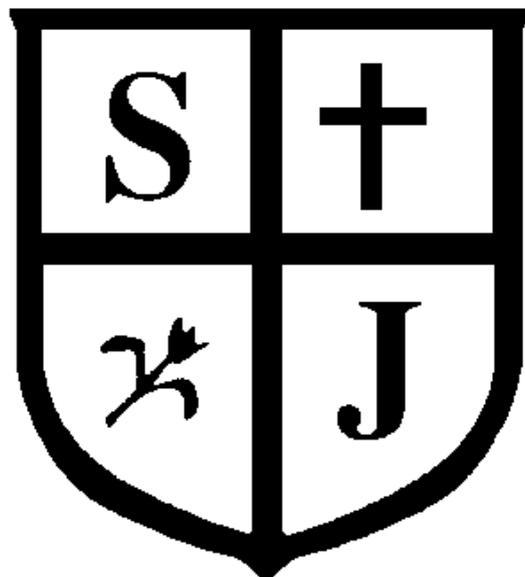


**INFORMATION AND
GUIDANCE FOR
PARENTS
FOR
FULL RETURN TO
SCHOOL
SEPTEMBER 2020**



Dear Parents / Carers

This document is designed to offer you information and guidance regarding the full reopening of the school in September 2020.

I hope it also offers you some reassurance that every effort has been made to put as many safety measures in place as possible to ensure staff and pupil safety.

All planning and preparations have adhered stringently to the DfE guidance for schools and Public Health England guidance.

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

Please find details of the plans below which links to our school risk assessment.

Kind Regards

**Mrs J. Ryan
Headteacher**

Our priorities for our return in September:

1. The safety and wellbeing of pupils and staff
2. The continuation of as full and broad a curriculum as possible
3. To deliver 1. & 2. above whilst still endeavouring to drive school improvement

Protective Measures

The following table documents how we have taken the advice from the Public Health England to minimise the risk of Coronavirus.

Public Health England Advice	Our Actions and Response
A requirement people who are ill stay at home	All staff, pupils and families will be informed that they must not come to school if they have a high temperature, continuous cough or has a loss or change in their sense of taste and/or smell. Anyone displaying these symptoms will be sent home.
Robust hand and respiratory hygiene	Additional hand washing facilities will be available throughout the site and pupils and staff will be expected to wash hands on entry, before and after eating and after using the toilet. If a pupil or colleague coughs or sneezes they should also wash their hands. Posters and staff and pupil briefings will actively promote the catch it, bin it, kill it approach to hygiene.
Enhanced Cleaning Arrangements	Additional cleaning will be deployed across the school day and cleaners will clean in line with the PHE's advice found below: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings Cleaners will prioritise high contact areas such as bannister, door handles and more frequently touched services. A cleaning schedule for toilets, classrooms and communal areas will be kept and monitored to ensure regular cleaning of all zones. Specialist equipment will be cleaned or quarantined between use.
Active engagement with NHS Test and Trace	All staff and families will be informed of their responsibility to engage with the NHS track and trace process. Staff and families will be provided with the relevant information regarding this process and asked to inform school immediately regarding the outcome of any test. Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable
Planned zones across the school with minimal shared use of exits and entrances.	Pupils will have staggered breaks and lunchtimes to ensure bubbles do not mix. Classrooms will have forward facing desks to face a teacher area which is not within 2 metres of the first pupil desk (Year 2 – Year 6).
Update, review and share risk assessments	Our risk assessment will be shared with stakeholders for consultation. We will review the risk assessment on a daily basis in the first instance.

System of Controls – this is the set of actions every school must take and are grouped into ‘prevention’ and ‘response to any infection’.

Public Health England Advice	Our Actions and Response
<p>Minimise contact with individuals who are unwell by ensuring that those who have Coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p>	<p>All staff, pupils and families will be informed that they must not come to school if they have a high temperature, continuous cough or has a loss or change in their sense of taste and/or smell. Anyone displaying these symptoms will be sent home. We will follow the procedure for anyone becoming ill as set out in the Risk Assessment. If a child is awaiting collection they will be moved to a specific well ventilated room, a first aider in the appropriate PPE will be called and parents/carers contacted. If the designated toilet is used, then a cleaner must be informed immediately so that cleaning can occur. Parents /carers will be provided with the appropriate letter/communication regarding NHS test and trace, stay at home advice and isolation protocols. The classroom the pupil came from will be surface cleaned and all those who have been in contact with the pupil will wash their hands for 20 seconds.</p>
<p>Clean hands thoroughly more often than usual</p>	<p>Additional hand sanitiser facilities will be available throughout the site and pupils and staff will be expected to clean their hands on entry, before and after eating and after using the toilet. If a pupil or colleague coughs or sneezes they should also wash their hands.</p>
<p>Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach</p>	<p>Posters and school briefings will actively promote the catch it, bin it, kill it approach to hygiene.</p>
<p>Introduce enhanced cleaning, including cleaning frequently touched surfaces often.</p>	<p>Cleaners will be deployed across zones and will clean in line with the PHE’s advice found below: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings Cleaners will prioritise high contact areas such as bannister, door handles and more frequently touches services. A cleaning log for toilets, classrooms and communal areas will be kept and monitored to ensure regular cleaning of all zones. Specialist equipment will be cleaned or quarantined between use.</p>
<p>Minimise contact between individuals and maintain social distancing wherever possible</p>	<p>Planned zones across the school with minimal shared use of exits and entrances. Pupils will have staggered lunchtimes to ensure bubbles do not mix. Extra-curricular activities will only occur after school and outside in year group bubbles. Classrooms will have forward facing desks to face a teacher area which is clearly marked and not within 2metres of the first pupil desk.</p>
<p>Where necessary, wear appropriate Personal Protective Equipment (PPE)</p>	<p>The majority of staff will not require PPE. If a child becomes ill and a staff member cannot remain 2 metres away from them then appropriate PPE should be worn.</p>

Control Measures – Response to Any Infection	
Engage with the NHS Test and Trace process	All staff and families will be informed of their responsibility to engage with the NHS track and trace process. Staff and families will be provided with the relevant information regarding this process and asked to inform school immediately regarding the outcome of any test.
Manage confirmed cases of Coronavirus (COVID-19) amongst the school community	A confirmed case will result in swift action by the school to immediately contact our local health protection team at the details below: Cheshire and Merseyside HPT Public Health England North West Suite 3B 3rd Floor Cunard Building Water Street Liverpool L3 1DS EmailCandmhpu@phe.gov.uk; PHE.candmhpu@nhs.net Telephone: 0344 225 0562 (option 1)
Contain any outbreak by following local Health Protection Team advice	We will work with our local Director of Public Health and follow their instructions should an outbreak be suspected in our school.

ADDITIONAL INFORMATION

1. TRAVEL ARRANGEMENTS

The government is encouraging all pupils to either walk or cycle to school. If a pupil is using public transport they must remove their masks before entering the school site and dispose of it in the bins provided. If the pupil has a washable mask a sealed plastic bag for storage must be provided. They must sanitise/wash their hands on entry in the usual way. Parents are asked not to congregate on the school site.

2. CURRICULUM

Pupils will study their full number of subjects and the school will continue to offer a broad and balanced curriculum. The delivery of some practical subjects will be adapted as necessary. Pupils will be provided with their own equipment which they will keep in class.

3. YEAR GROUP BUBBLES

Pupils will remain in year group bubbles throughout the school day. They will have their lessons in zones of the school and remain there for all lessons. They will be assigned specific areas for break and lunchtimes.

4. MOVEMENT AROUND SCHOOL AND TOILETS

There will be minimal need for pupils to move around school – when they do they must keep to the left of corridors or stairs. Each bubble will be allocated toilets that can be used. As far as possible these will be used by only one bubble.

5. EXTRA -CURRICULAR

Some extra-curricular activities may take place after school in year group bubbles. Strict attendance records will be maintained. A timetable will be sent out during the first few weeks.

6. CATERING ARRANGEMENTS

Lunch will be provided as normal, updated menus will be sent out during the first week of term. Pupils will remain in their bubble for lunch and all classes have a strict timetable. It is important that all packed lunch bags are clearly labelled, all waste must be removed from school each evening.

7. PUPIL ATTENDANCE

All pupils are expected to return to school full time in September (see DfE guidance in link above). The parents of any pupils who is extremely clinically vulnerable must contact the school to discuss their situation and appropriate support will be put in place for them to access the curriculum. As a school we will continue to work very closely with parents regarding attendance issues, we believe it is important to work together in partnership to improve high absence rates. In these circumstances, the school is conscious that some parents have additional anxieties about a return to school and we would ask that you contact your child's Class teacher to discuss any concerns that you may have. If you need to discuss this prior to September, then please contact us on stjosephtw@icloud.com. We hope to support families to ensure a full attendance at school as far as is possible.

8. PUPIL WELFARE AND SAFEGUARDING

Pupil welfare and safety will continue to be a very high priority. Staff have been alerted to be aware of pupil welfare in the early weeks of the new term as we understand it may be a difficult time for them. The School Safeguarding Policy has been updated in line with the new Keeping Children Safe in Education statutory guidance.

9. UNIFORM

When we return in September all children should be in full school uniform. Children should wear black school shoes, not trainers. May we also remind parents that only small stud earrings and watches are permitted. Nail varnish is not allowed. When your child returns to school you will be informed of their PE day, during this day your child will need to come to school wearing their PE top, School Jumper / Cardigan, and Black / Navy or any dark coloured leggings or jogging bottoms. They will also need to wear trainers; they will wear this outfit all day. Your child will need black pumps for indoor PE, these can be sent in on their return to school – please ensure you write their name in them.

10. HAND SANITISERS

There will be several sanitisers around the school but we would like to encourage pupils to bring their own in addition.

11. REMOTE LEARNING

It is the school's intention that learning that has been missed by pupils due to Coronavirus related absence will be made accessible during the Autumn term. This will be particularly crucial if a pupil has been instructed to self-isolate by the NHS or the Track and Trace process.

In the event of a local lockdown where school is fully closed all teaching and learning will be provided. Further details regarding this provision will be shared in September.

12. IF A PUPIL BECOMES UNWELL DURING THE SCHOOL DAY

If a pupil becomes unwell they will be cared for by a member of staff. Depending on the symptoms of the illness the appropriate action will be taken by SLT and the first aider and parents informed.

13. PHASED RETURN FOR FIRST WEEK

In order to support the pupils and staff there will be a phased return to school in the first week. This has been outlined in a letter added to each individual class page on our school website.

14. EQUALITY IMPACT ASSESSMENTS

This Equality Impact Assessment (EqIA) is used to assist us to ensure we meet our duties under the Equality Act 2010 to take account of the needs and impacts of the proposal or function in relation to people with protected characteristics. Please note, this is an ongoing duty. This means we will keep this EqIA under review and update it as necessary to ensure its continued effectiveness.

Documents to support the completion of the EqIA are listed below:

- SEND / Vulnerable Pupil risks assessment (protocol / risk assessment)
- Individual staff risk assessment