

St Joseph's Catholic Academy



Guidance for Parents and Children to Promote and Maintain Safer Working Practice During Covid-19

March 2021

This guidance booklet is intended as a source of guidance and reference for all parents and carers of the children of St Joseph's Catholic Academy during the current Covid-19 pandemic. This is a working document and will be adapted in accordance with government guidelines. All parents are asked and encouraged to follow all procedures and guidance to protect themselves, and others, by promoting social distancing in and around the school site.

We cannot wait to welcome all of our wonderful children back to school on Monday 8th March 2021. It is only natural that you and your children may feel a little anxious but I know you agree that coming to school is the very best thing for your child. We are following all the DFE guidance for schools to ensure that our school is as safe as it can be.

[What parents and carers need to know about early years providers, schools and colleges during COVID-19 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-covid-19)

Please read the rest of this document carefully so that you are able to help us to keep our school Covid safe **even if your child continued attending school throughout January and February**. You can find our Covid risk assessment on our website. Attendance at school from 8th March is mandatory and our usual attendance procedures will be followed if your child does not attend school regularly. If you do have any questions or concerns, please contact Mrs Hamilton at school before 8th March to ensure that your child is able to return on time.

We will comply with health and safety law. A risk assessment has been carried out and proportionate control measures have been put in place. The way to control this virus is the same, even with the current new variants. Essential measures within the risk assessment include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- 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

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

1. grouping children together
2. avoiding contact between groups
3. arranging classrooms with forward facing desks
4. staff maintaining distance from pupils and other staff as much as possible

A requirement that people who are ill stay at home

- Pupils, staff or any adults who have symptoms or have tested positive for COVID-19 must not come into school for at least 10 days. If they have a test that returns as negative they may return to school once they feel well provided they no longer have a temperature.
- If anyone becomes unwell with symptoms of coronavirus (continuous cough, high temperatures or has a loss of, or change of sense of taste or smell) they should be sent home immediately and should remain home for at least 10 days. As soon as

possible they should arrange to have a test. Other members of their household (including siblings in school) should then self-isolate for 10 days.

- Whilst your child is waiting to be collected there will be an adult supervising them. This adult will observe social distancing remaining over 2 metres away from the child (ideally behind a closed door). PPE may be worn by the supervising adult if this is deemed necessary.

Robust hand and respiratory hygiene

- Children are asked to wear their full school uniform. Uniform does not need to be washed any more than normal.
- Children will be required to wash their hands when they arrive at school, before and after any break times, before and after eating and before the end of the day. All children will be encouraged to following safe handwashing guidance -washing their hands for 20 seconds with soap and warm water. Teachers will model this to help the younger children to support their hygiene. Please support them to regularly do this at home as well.
- All classrooms will have a lidded bin and a supply of tissues. Children will all be encouraged to 'catch it, bin it, kill it', disposing of their tissues in the lidded bin. Children will also be encouraged to avoid touching their mouth, nose and eyes with their hands.
- Children will be positively encouraged to use hand sanitizers whenever they pass them in the school.
- Face coverings will be worn by staff at the start and end of the day, when they are moving around school and in communal areas. Staff may wear visors or face coverings in the classroom if this is part of an individual risk assessment or it will not negatively impact on teaching. Children may not wear a face covering in school. Any children arriving to school with a face covering will need to remove these when entering the school premises unless this is worn for religious reasoning. They must wash their hands immediately. The face coverings should be placed in a plastic bag to take home and not used again until they are well away from school

Enhanced cleaning and ventilation arrangements

- A clear routine for frequent cleaning throughout the day will be in place. Regularly touched items such as door handles, toilets, sink etc will be cleaned at frequent intervals throughout the day.
- It is important to ensure that school is well ventilated and a comfortable teaching environment is maintained. These will be achieved by a variety of measures including:
 - natural ventilation – opening windows (in cooler weather windows will be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors will also assist with creating a throughput of air
 - natural ventilation – if necessary external opening doors may also be used (where safe to do so)

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

- All children will have their break times outside wherever possible. Classes will not mix with others even outside.
- Contact between individuals will be kept to a minimum however, the aim is still to deliver a broad and balanced curriculum. Children in Key Stage 1 and above will be encouraged not to touch staff wherever possible.
- Children may only be dropped off, collected and transported in a car by a parent or someone in their childcare or support bubble

Grouping Children

- All children will stay in their class groups. Throughout the school day these groups will not mix.
- Teachers and other staff can work across different year groups. Wherever possible our staff will observe 2 metres social distancing from the children.

Classrooms

- From Year 1 to 6, all desks will be forward facing and children will sit side by side.
- For individual and very frequently used equipment, such as pencils and pens, staff and children will have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the class; these will be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes, such as sports, art and science equipment will be cleaned frequently and meticulously and always between use by different classes, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different classes.
- Outdoor playground equipment such as balls, cones, skipping ropes, etc. will be used by one-year group at a time (on a rota system) and cleaned in between use.
- We will encourage children to only bring to school lunch boxes, hats, coats, books, water bottles and sun cream (if necessary). Mobile phones are not permitted. Your child may bring in their bag or book bag to school.
- Your child may bring in a piece of fruit for their morning snack.
- Your child will be able to change their reading books on a Monday and a Thursday. All reading books brought back into school will be left in the book box within the class room for 72 hours and then sanitized before returning to the libraries.
- Homework tasks will be set and returned on Purple Mash/Teams for children in Reception to Y6

Gatherings

- There will be no face to face gatherings of more than one class

- Assemblies will continue to take place via Teams.
- Children will eat their lunch in their classroom with their own classes. They will then have a short break time outside (weather permitting).
- Nursery and Reception only will eat their lunch in the dining room but will remain at least 2m apart
- There will staggered school start between classes. **Please check these carefully as some have changed since the Autumn Term to make social distancing easier**
- We ask that parents do not to congregate at any point in the school day on or near the school grounds and ALL parents MUST observe social distancing.
- The one way system will remain in place for dropping off and collecting children. It is essential that everyone follows the one way system at all times

Parental contact with staff

- Unfortunately, parents are not permitted to enter the school building
- If it is absolutely essential, parents may enter the office area. As Mrs Philips is now in the final trimester of her pregnancy, she will be taking extra care with social distancing and will not be dealing with parents face to face. It will help us greatly if you are able to telephone or e-mail.
- Face to face meetings with parents will not be possible. Any conversations will take place via a phone call. Parents are encouraged to pass messages to the teacher by emailing stjoseph@snewman.co.uk
- Other than for drop off and collection parents should not come on to the school site without an appointment.

NHS Test Track and Trace

All parents/carers need to understand that they will need to be ready and willing to:

- [book a test](#) if their child is displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and will be sent home to self-isolate if they develop them in school. All children can be tested.
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace
- [self-isolate](#) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS <https://www.gov.uk/get-coronavirus-test> , or ordered by telephone via NHS 119 for those without access to the internet.

Parents/carers should inform the school immediately of the results of a test:

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if someone tests positive, they should follow the [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#) and must continue to self-isolate for at least 10 days from the day after the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia (smell blindness) can last for several weeks once the infection has gone. The 10-day period starts from the day after they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days.

Other staff

- We will welcome visitors to the school such as peripatetic teachers, PE teachers and other curriculum subject visitors within the school day. All visitors will be expected to comply with the school’s arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils.
- We will ensure that peripatetic teachers such sports coaches, and those engaged to deliver before and after school clubs understand our procedures and follow them.
- Volunteers will be welcomed in school providing all safeguarding procedures have been followed. Volunteers will not be able to mix with different groups and must follow all school procedures.

School safety

- Break times will be staggered. All outdoor spaces will be utilised to keep classes separate wherever possible; however more than one class can be on an outdoor playground at a time. They will not be allowed to mix and must never come within 2 metres of each other.
- Although there is no requirement for a one-way system within school, the established system that supports social distancing will remain.
- All areas of the school should be well ventilated wherever possible. Children may wear an additional layer under their uniform if necessary

Educational Visits

- There will be no visits or off site activities at the present time.

School Uniform

- Uniform for children will be in line with normal policy. These do not need to be washed any more than normal.

Extra-Curricular including wrap-around care

- There will be no extra curricular clubs until at least after Easter. When extra curricular activities restart, they will only have 1 class in them at a time. Groups for more than 1-year group will not take place.
- Our breakfast and after school club will continue to offer a limited number of places which must be booked in advance on Scopay.
- We will not be able to take any 'on the day' bookings
- Children in breakfast and after school club will mix only with their own class
- We will provide breakfast and snack as usual. All food will be served on disposable plates using disposable cutlery if required.
- Resources that are shared between class groups, such as games and art equipment will be cleaned frequently and meticulously and always between use by different classes, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different classes.

Curriculum

- Children will continue to be offered a full, broad and balanced curriculum including PE. Swimming will not resume until after Easter at least.
- Remote learning will be offered in the event of a local or national lockdown as well as to any pupils who are self isolating. From Nursery to Year 1, this will take the form of a home learning pack and activities set on Purple Mash. From year 2- 6 children will be able to engage with the full curriculum via live streamed lesson on TEAMS.
- We will not be able to provide remote learning to any children absent with other illnesses or whose absence is unauthorised

PE

- PE is an essential part of our curriculum. Sports equipment will be thoroughly cleaned between each use by different individual groups, and contact sports avoided.
- Outdoor sports will be prioritised where possible.
- We will resume work with external coaches, clubs and organisations for curricular and extra-curricular activities where we are satisfied that this is safe to do so.
- Children should come to school on their PE days wearing their PE kit. They may wear plain navy jogging bottoms over their PE shorts. Other colours, patterns and leggings may not be worn.

Procedures in place for managing a confirmed case within the school community

If there is a confirmed positive test within the school community, the health protection team will then take over the process and fully advise the school what action is required. The health protection team will work with the school in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, we must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious.

Close contact means:

- anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19)
- anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test:
- face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre
- been within 1 metre for 1 minute or longer without face-to-face contact
- been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
- travelled in the same vehicle or a plane

The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we must keep a record of pupils and staff in each group, and any close contact that takes place between children and staff in different groups.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform school immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'

Further guidance is available on testing and tracing for coronavirus (COVID-19).

St Joseph's Catholic Academy

Behaviour Policy – Appendix A – COVID 19

The items in this appendix override any procedures in the main behaviour policy.

At St Joseph's Catholic Academy, we understand what an unprecedented time this is for our children to be returning to school. Our primary aim is to provide a nurturing, safe and wherever possible normal environment. However, there are new procedures and routines that our children will need to become accustomed to in order to maintain our primary priority of keeping all of our children and staff safe, by following all government guidance.

We aim to prepare and support our children in following any new procedures and routines in a nurturing and supportive way. Positive reward systems will remain in place and will be used frequently to praise and support the positive behaviour of all our pupils. However, any behaviours which are purposefully chosen that do not follow any procedures and routines that could potentially put the health and safety of others at risk will be taken very seriously. Due to this the school reserves the right to send pupils home and not allow them to attend school without the need to carry out an authorised exclusion. Whilst this is a last resort it is necessary to ensure we can maintain health and safety procedures during these unprecedented times. Parents will have no right of appeal against such an exclusion.

The new procedures and routines are as follows:

- There will be a staggered start and end of the day for all year groups. Children will enter the school from specified entrances and exits for their teaching groups.
- Children will be required to wash their hands when they arrive at school, before and after any break times, before and after eating and before the end of the day. All children will be encouraged to following safe handwashing guidance -washing their hands for 20 seconds with soap and warm water. Younger children will be supervised to encourage and guide them. Children will be positively encouraged to use hand sanitizers whenever they pass them in the school.
- Children will only be allowed to socialise with children within their year group (usually no more than 30 children). Social distancing within this year group will need to be observed.

This will be supported in a number of ways from year 1 upwards

- All the resources that children will need such as a pencil, a ruler, a pair of scissors, a rubber, a glue stick and colouring equipment will be in a name labelled pencil case on their desks along with their exercise books and current reading book.
- Children will only be allowed to move around the classroom with the teacher's/teaching assistant's permission and where it is safe to observe social distances.
- Children will use the toilet facilities, again with permission and one at a time.

Within the foundation stage:

- Where possible, children will access the toilets one at a time.
- If children need assistance to be changed following a toileting accident, standard procedures of wearing an apron and gloves must be adhered to.
- Outdoor provision will be timetabled and areas will be designated to specific groups of children.
- There will be a one-way system around the school which is clearly marked. All children and staff need to follow the one-way system at all times. (This system will come into force once all children are in the building).
- Staggered break times for all year groups will be in place ensuring that children from different year groups do not mix.
- The large outdoor equipment will be used by one-year group per day. This will be done on a rota system. These areas must not be used by any children before or after the school day.
- All classrooms will have a lidded bin and a supply of tissues. Children will all be encouraging to 'catch it, bin it, kill it', disposing their tissues in the lidded bin. Children will also be encouraged to avoid touching their mouth, nose and eyes with their hands.
- If children become ill with symptoms of coronavirus they must inform an adult.
- All children will need to bring in their own filled water bottles. If these run out during the day, they will be able to fill up at the school water dispensers. Water bottles need to be taken home each night so they can be filled up at home for the next day.
- Coughing at or spitting at or towards any other person will not be tolerated.
- Children will be positively rewarded for following these new procedures with merit stickers, head teacher's awards and other classroom rewards.
- We do recognise that children who have specific needs may find these procedures and routines difficult to understand or follow. A risk assessment will be carried out to establish how these pupil's needs can be best met within the safety parameters set out by the government guidance. Due to the need of this risk assessments initially some children will not be permitted to start from the first day of opening.
- Where Teachers/Teaching assistants deem that despite positive support and encouragement a child's behaviour is putting the safety of others at risk will use the classroom communication systems to report this to the senior leader who will decide on the most appropriate action.

Appendix B – Government guidance on face coverings

A face covering should:

- cover your nose and mouth while allowing you to breathe comfortably
- fit comfortably but securely against the side of the face
- be secured to the head with ties or ear loops

- be made of a material that you find to be comfortable and breathable, such as cotton
- ideally include at least two layers of fabric (the World Health Organisation recommends three depending on the fabric used)
- unless disposable, it should be able to be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged

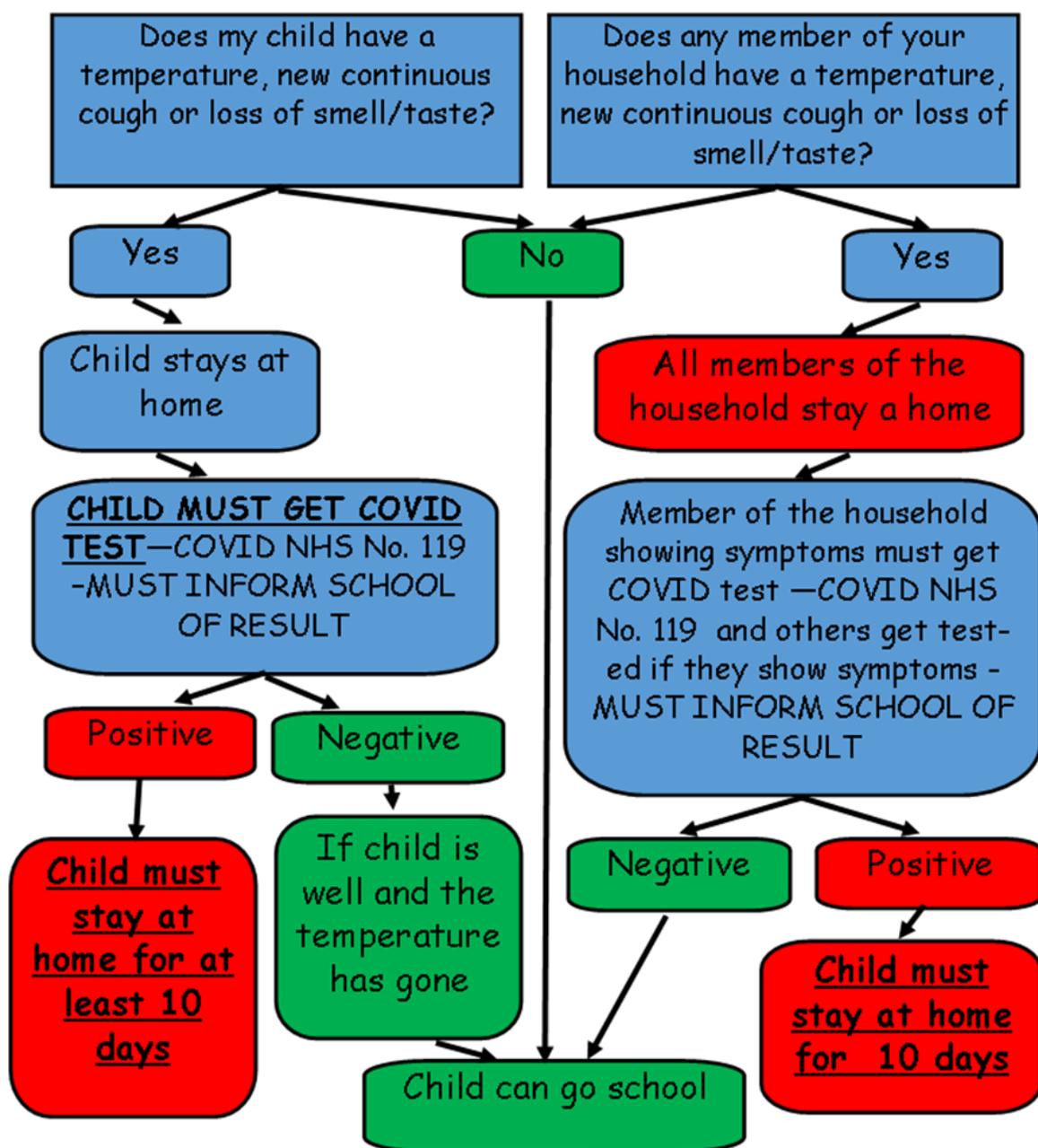
When wearing a face covering you should:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on
- avoid wearing on your neck or forehead
- avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus
- change the face covering if it becomes damp or if you've touched it
- avoid taking it off and putting it back on a lot in quick succession (for example, when leaving and entering shops on a high street)

When removing a face covering:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing
- only handle the straps, ties or clips
- do not give it to someone else to use
- if single-use, dispose of it carefully in a residual waste bin and do not recycle
- if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric
- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed

Appendix C



If a child shows any COVID-19 symptoms they cannot return to school without a NEGATIVE TEST

If you are contacted through NHS Track and Trace and your child was with you during the contact with the person who has tested positive—you and your child must self isolate for 10 days, even if either of you receive a negative test.