



27 August 2020

Dear Parents, Carers and Social Workers,

## Reopening Plans and Procedures September 2020 – Information for Parents and Pupils

I am writing to you regarding our plans for the reopening of our school in September. Clearly our first consideration is to ensure that we create the safest possible environment for all pupils and staff. It is vital that you take time to read through the following information and guidance to support a smooth return to school. Where possible it will be helpful if you discuss it with your son/daughter.

St Paul's School will reopen to staff on Tuesday 1st September and Wednesday 2<sup>nd</sup> September for training and our final preparations prior to welcoming pupils for a full return on Thursday 3<sup>rd</sup> September.

## Thursday 3<sup>rd</sup> and Friday 4<sup>th</sup> September 2020 – Induction Days

All pupils should arrive back in school for a 9.30am start. We will have an assembly planned for all pupils to welcome them back and to talk through the changes within school in line with COVID 19 guidelines, to include, 'How to be safe whilst in school':

- Expectations in terms of hand washing, temperature checks and hand sanitizing
- Layout of classrooms
- Allocation of toilets
- Lunch and break time routines
- Preparing to go home at the end of the day

## On arrival to school

- Pupils will be met by staff on arrival where they will have their temperature checked and recorded. If a high temperature is recorded (over 37 degrees) pupils will be escorted to the medical room where they will have to isolate whilst we arrange for them to be picked up.
- If they have a normal temperature pupils will be requested to go to their form group (secondary) and their classroom (primary).

## Week commencing Monday 7th September 2020

The following procedures will operate from Monday 7th September and for the rest of the Autumn Term.

- **All years will start school at 9.30am and finish at 2.30pm**
- Pupils will continue to be greeted by staff at the main entrance, and guided to the creative scrub (secondary) and medical room (primary). Temperatures, handwashing and hand sanitizing will continue to be compulsory.
- Pupils will then head straight to their form / classrooms.

## Arrival/departure/transport

### Pupils travelling to school by public transport

- The wearing of masks on public transport is legally required. Pupils must always wear face masks while on buses, trains or taxis. Pupils will need to have their own masks and sealable bags.
- On arrival to school pupils will either dispose of their face masks (several new waste bins will be available) or place them in sealable plastic bags, which must be kept in their school bags until they exit the school at the end of the day.

**Pupils will be instructed not to touch the front of their face covering during use or when removing it.**

Pupils must wash or sanitise their hands immediately on arrival. Sanitising equipment will be available. We ask that all pupils bring in their own bottle of hand sanitiser as well.

**Pupils arriving and departing by taxi**

If taxis arrive early, pupils must stay in the taxi until 9.20am before entering the school building. We have notified Travel Assist of these arrangements.

If pupils use the toilets on arrival to school they must only use the toilets designated to their group.

**Classroom Protocols**

- Pupils will attend their lessons in their allocated groups. There will be procedures in place to ensure that desks are cleaned in between uses and pupils will be asked to use hand sanitiser when moving between different rooms and before lessons that begin after any breaks.
- In class pupils must use their own equipment from their equipment packs (a list of equipment your child will require is provided later in this letter).
- The sharing of pupil's personal equipment will not be permissible, and in the event of school equipment or books being shared these will be cleaned routinely.
- At the end of every lesson desks, chairs, keyboards, mice and others shared equipment will be wiped down.
- Sanitising spray and blue roll are being sourced for every classroom to facilitate this.
- Pupils and staff will be responsible for ensuring all key surfaces and equipment have been cleaned. This will be supported by our cleaning staff who will be periodically cleaning key areas throughout the day.

**Pupil behaviour**

- During these current times we must make it non-negotiable that if a pupil does not comply with the COVID guidelines we will have no choice but to ask pupils to go home. A meeting will have to be arranged with yourselves and your child to discuss behaviour and a safe return. Our absolute priority must be the safety of the whole school community.

**Classroom Provisions**

- Each classroom will have a sanitary cleaning pack, hand sanitiser and lidded bins.
- Each classroom will have visual reminders to promote good respiratory hygiene
- Classrooms will not have shared board markers and staff will have their own such items.
- If textbooks are used, they will be wiped down routinely, where possible, but especially if used across year groups, and teaching staff should manage this accordingly with their pupils.
- All classrooms will ensure that they have front facing desks, and where this is impossible, for example where the PCs are located, we will maximise the distance between workstations.

**Equipment packs**

Every child must bring to school the following items which are for their own sole use:

- A pencil case containing:
  - Pencil
  - Rubber
  - Two pens
  - Ruler
  - Colouring pencils / pens
  - Glue stick

**Timetable 2020-2021**

- The timetable will run as normal. Pupils will follow their usual timetable and the typical hours of the day with some amendments. These will be shared with pupils during Form time as and when needed.

### Physical Education

- On days when students have PE, they should wear their PE kit to school for the whole day.
- PE lessons will be taught outside as often as is possible, but consideration given to avoiding activities that increase pupil contact and that could leave pupils wet and muddy for the rest of the day when they cannot shower or change.
- Where equipment is used in PE it will be cleaned after each lesson.

### Break and lunch arrangements

- Break time will remain at 10.30am until 10.50am.
- Due to our small number of pupils and form / class group sizes. We have agreed that pupils will have break as per normal and staff will be extra vigilant during this time where possible to ensure social distancing is enforced.
- Lunches will continue to be served at school and lunchtime will continue to take place in the school hall.
- Pupils will be expected to eat in their form / class groups to minimise contact.
- All students are expected to have a school lunch, unless a packed lunch is their preferred choice.
- **Secondary pupils will not be allowed off site to purchase their own preferred lunch**
- The lunch serving system has changed to adhere to government guidance. Pupils will be seated and then served by staff.
- Once pupils have eaten their lunch they will have the opportunity to spend time outside or in the school hall (once the tables and chairs have been cleaned and put away)
- For pupils in the secondary school only, visits to the shop are allowed at break times only, on the strict understanding that face masks must be worn and hand washing on exit and on return takes place.
- Some supervised extra-curricular clubs will be available at lunchtimes for pupils to access. We will communicate these with pupils upon their return to school.

### COVID – 19

- If a pupil is unwell, or showing symptoms of COVID-19 (a new continuous cough, high temperature, or a loss of, or change in your normal sense of taste or smell – anosmia) or if anyone in your household displays such symptoms, they should NOT attend school.
- Government guidance <https://www.gov.uk/government/publications/covid-19-stay-at-homeguidance>.
- If a pupil has symptoms, please arrange a test to check if they have COVID-19 and contact the school by email [Sharmayne.walters@stpaulstrust.org.uk](mailto:Sharmayne.walters@stpaulstrust.org.uk) in order for school to engage with the NHS test and trace process.
- Please note, if a pupil develops symptoms whilst at school, the pupil will be isolated (at least 2 metres away from others) with appropriate adult supervision. Parents/carers will then be contacted and must collect the pupil within two hours maximum.
- **WE WILL REQUIRE TWO CONTACT NUMBERS FROM YOU, ONE OF WHICH MUST BE AVAILABLE DURING SCHOOL HOURS TO COLLECT YOUR CHILD IF REQUIRED.**

### Hygiene

- Pupils will be encouraged to wash or sanitise their hands more often than usual, particularly when arriving at school, when returning from breaks, when changing rooms, before and after eating food, after touching their face, blowing their nose and coughing or sneezing.
- We will ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.
- The school has introduced enhanced cleaning, including cleaning frequently touched surfaces often and providing cleaning products and wipes to each classroom.

### Pre-existing medical conditions

- Please ensure that all pupils return to school with their usual medications that are required in school e.g. inhalers, EpiPens, insulin etc. Should you have a specific concern regarding a pupil’s health, please

contact Sharmayne Walters by email [Sharmayne.walters@stpaulstrust.org.uk](mailto:Sharmayne.walters@stpaulstrust.org.uk) and take advice from your GP.

### **Medical Room**

- Pupils will not be sent routinely to the medical room / school office for minor ailments or concerns unless a member of staff is certain that the pupil is so unwell that they need first aid. In the event of a pupil showing any COVID-19 symptoms they will be referred to an emergency first aider immediately.
- The First Aid Team already have additional PPE in store and procedures planned for dealing with suspected cases and will follow the protocol detailed in the school risk assessment.
- In the event of arrangements being made for a pupil needing to be sent home, provision has been assured for the pupil to be in isolation from other members of the school community until collection.

### **Assemblies**

- Assemblies will take place as normal in the school halls.
- Staff will be on hand to ensure chairs are spaced at appropriate distances
- Chairs will be wiped down after use

### **Uniform**

- Pupils should be in their usual uniform as per the uniform policy. The exception to this is on PE days as stated previously.
- The guidance from the DfE is clear that “Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.”

### **Attendance**

- As per the guidance, full attendance is now expected in school and is mandatory.
- Specific actions in relation to pupils who are shielding, or self-isolating will be dealt with in line with the guidance.

### **General sickness Reporting Procedures**

- In the event of your child being unwell please contact the school before 9.00am

### **Parent / Carer meetings**

- From September 2020 and until further notice parent meetings must be by pre-arranged appointment only.
- Parents/carers must not come to the school site and enter reception without a pre-booked meeting.
- Where parents/carers are coming to collect their child or drop off items off for their child then entrance to reception will be possible.
- The first parent/carers information evenings of the year are in October; it is unlikely these will take place in school and therefore plans will be drawn up for these to run remotely.
- We will confirm these in due course.
- Annual Reviews of EHCPs will be held when they are due. In the Autumn Term we will continue to hold the meetings online via our Teams platform. We will continue to review this following government guidance.

### **Online lessons**

- In the event that pupils are required to be at home due to COVID-19 lockdown, then online remote lessons via the Seesaw application will replace school lessons. Such lessons will operate as per an amended timetable that will be communicated in the event of this scenario.
- If individual pupils have to isolate and/or remain at home due to COVID-19, we will provide online learning resources.

- It is not possible to run two different curriculums – especially due to the fluid nature of this situation and the range of personal circumstances that may occur.
- Online virtual lessons will not be available to pupils who are off school with general illness.

#### **Toilets**

- Each group has been allocated a toilet cubicle.
- Staff will provide relevant information on this during induction.

#### **Educational Visits**

- There will be no educational visits in the first half term. This will be reviewed as appropriate.

#### **Policy Covenants**

- A number of covenants have been made to a number of policies; these are available on request.

This letter is necessarily long as there is a lot of information we must draw to your attention. For future reference, please also find attached to this letter, a separate information sheet outlining what to do in the event of a pupil displaying COVID-19 symptoms.

There is also a whole school risk assessment which is available on request. The school will do everything possible to ensure a smooth return to school for all. Our key concern is, and will remain, the safety of the school community.

We look forward to seeing all of our pupils in September.

Kind regards



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