



Thursday 16<sup>th</sup> July 2020

Dear Parents,

**PLAN FOR OPENING SCHOOL IN SEPTEMBER 2020**

*At Saint Patrick's our approach will be to start.....SAFE.....SMALL.....SLOW.....FAIR.....*

In this final letter of the year, it is my intention to share with you the procedures we will adopt in school from September 2020. As I have already suggested, we will not be in a position to return to school life before lockdown in March 2020, but instead have planned for a 'new normal' life which will be in place for the foreseeable future.

The key is that home and school continue to stay in close communication and that, together, we all closely follow the latest Government guidance as set out below:

*'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.*

*Ensuring that pupils, staff and other adults do not come into the school if they have [coronavirus \(COVID-19\) symptoms](#), or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). All schools must follow this process and ensure all staff are aware of it.*

*If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow*

*'[Stay at Home: Guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 7 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.*

We ask you to please work with us over the next few months as we get the school up to running at full capacity.

**Attendance from September will be mandatory for all children.** Should you have any queries or concerns then please do email or phone before the end of term or at the start of the new school year.

We recognise that for some children and adults, a return in September will be an anxious time, and that is why we have taken the decision that our children return to their existing classrooms, teachers and classmates for a short while. However, from witnessing our children during our Keeping in Touch days, we have been thrilled to witness how quickly and happily they fall back into being part of our school family. Being back in a safe school environment with friends, familiar staff, routines, playing games, learning and laughing together - will certainly do much to reset the equilibrium.

Please do read all the information below carefully, it is VERY detailed, but we hope it answers many of your questions or concerns. For those who have children currently in Reception, Year 1, Year 6 or Key Worker bubbles; some of this information is similar to what you will already know, but there are changes so please do take the time to read this in detail.

In the remaining space on this page, I would like to thank all of my staff colleagues who have 'kept calm and carried on' during the last few months. Whether working from home or taking their turn on the rota, they have done the very best that they could for all of our children.

I cannot thank Mrs. Courtney enough for her work and commitment during lockdown. Every single day, she has been in school and has steadied the ship - a real reassurance as I have had to split my time equally between Saint Patrick's and Our Lady of Lourdes.



Sincere thanks to the Governor Strategy Group who have been so supportive in the decision making and reviewing documentation during this period.

I would like to thank you for all of your efforts and achievements in co-ordinating and managing your child's home learning, as well as nurturing their well-being during this unprecedented time in their / our history.

We wish you a relaxing, healthy, trouble free Summer and look forward to welcoming you back in September more than you will possibly know.

*R. E. McLoughlin*  
Executive Headteacher

*J. Courtney*  
Headteacher Designate

*Mrs. M. Ellis*  
Chair of Governor





We are all so very excited to welcome our children back in to school in September - we have truly missed them. We have planned as far as we can to keep some familiarity whilst we introduce a 'new normal' regime which emphasises safety for all members of our school community.

### OVERALL ORGANISATION

*A key principle which runs through all these arrangements is that mixing of children should be minimised by breaking the school down into groups.*

- **From September the children will be organised into two main groups: a Foundation Stage / KS1 group and a KS2 group. Within those groups there will be separate class bubbles formed.** Children from different classes (but within the larger Key Stage group) will play together as they will want to maintain and grow friendships, will need to share toilet facilities and, in the near future, some children from different classes will be mixing in Meerkatz breakfast and after school provision (*Meerkatz will be gradually re-introduced following risk assessment*).
- **Once in classrooms, the children will remain in these rooms and, in the first instance, will not mix for any SEN / support groups or mixed class activities.**
- **In line with Public Health England guidelines, the school will continue its enhanced daily and weekly cleaning provision. In addition, we will promote and ensure children wash or sanitise their hands regularly during the day.** As we return to school in the Autumn / Winter season, we will educate the community to cover their mouths (*with their elbows*) and use tissues for coughs and sneezes ie. 'Catch it, Bin it, Kill it'.

### STAFFING

- **Where possible, each class has been assigned a Teacher(s) and Teaching Assistant(s) who will remain with that bubble.** When a staff member (*eg. TA, Headteacher, Designate Headteacher, Admin team, MDSA*) does need to move between groups, then staff must adhere to **thorough handwashing routines as well as maintain a distance** (*current recommendation*) from children and other staff.

### ARRIVAL AND DEPARTURE

*We must adapt our drop off and pick up arrangements to adhere to social distancing and minimise contact from September:*

- **Key Stage 1 children will enter the school grounds via the blue gates by the bins. Key Stage 2 children will enter the blue gates by the front garden. Parents will hand children over at these gates, where a member of staff will be on duty.** The children will then walk around the school to their classroom fire door where they will gather in a socially distanced line.

*As we have two main entrances on either side of the school grounds, we can minimise contact between pupils, and so do not need to stagger the start for the school day. We recognise that staggering the day could be inconvenient for a number of families. However, we will need to keep this arrangement under continuous review.*

- **Children should be accompanied by only one parent / guardian per family, to minimise congestion.**
- **We encourage all families to walk, cycle / scoot to school or park at a good distance from the school.** Please do make use of Corsham Town's **FREE 1 HOUR PARKING** initiative at the start and end of the school day. We want to be exceptionally mindful of our nearest neighbours who may be feeling anxious about the return of school traffic from September.
- **If you / your child wear a face mask or covering on your journey to school, these must be removed and put in a plastic bag before coming onto the school grounds.**
- **From the Lacock Road, please enter the school grounds on the Key Stage 1 or Key Stage 2 pavements only. After handing your child over at the blue gate, please leave the school grounds by walking out on the driveway only.** This will ensure a steady circulation of adults in and out in the morning.





*Arrangements for collection at the end of the day, will also be different in September -*

- **Parents will enter the school grounds through one of the two gates used for arrival. Parents will then gather in year groups zoned areas of the playground.**  
When waiting, please keep a distance of at least 1 metre from other families. Please hold your child's hand, so that they do not run around and play but stay distanced like you. They must NOT play on the play equipment whilst waiting.
- **Using a short staggering system of 5 minutes intervals, children will exit their classrooms and staff will supervise them meeting up with you.** Classes will be released ensuring that there is plenty of physical space between each year group. We will let your child go when we see you in the waiting zone. If you are collecting more than one child, you should move from one zone to the next.  
2.55pm - Year R / Year 3 / Year 5                      3pm - Year 1 / Year 4                      3. 05pm - Year 2 / Year 6
- **Please leave the school premises as soon as you have collected your child(ren), to allow good distancing for the next group.** Gatherings on the school grounds are not permitted under current guidelines. **If you need to speak to someone in the school office, please telephone or email the school. It will not be possible to allow parents / carers into the school in the first instance.**
- **No more than 2 people can wait in the lobby to speak with the office team. Please wait outside until space is available. Please continue to communicate with the school via email or telephone.**

Drop off and pick up arrangements will be reviewed regularly as part of the school risk assessment exercise.

### CLASSROOM ORGANISATION

*The classroom learning environment will see some adjustments -*

- **Each child will have an allocated chair and desk which will be arranged in rows or small groups (however, this will not be appropriate for Reception or Year 1 classes).** Pupils will be seated so that they are not directly facing each other or in very close proximity to each other - as far as possible. Staff will maintain a distance between themselves and the children.
- **All children will be provided with a small storage box which will remain on their desk and contain a pen and / or pencil, ruler, set of coloured pencils or pens, white board and board marker etc.** Children will not be permitted to share resources or get up and walk around the classroom to obtain resources. Other specific resources such as scissors or glue sticks will be distributed and cleaned after each use.
- **Children must have a water bottle in school every day which will be stored in their desk box. Water fountains around the school will continue to be out of access.**
- **Lessons will be planned and taught for pupils to work on an individual basis rather than in group work.** Work will be differentiated, but Teachers or TAs will not be permitted to work in close proximity with a small group or individual child for longer than 15mins at a time. This will be slightly different for Reception and Year 1 arrangements.
- **Daily collective worship will only take place via video link and in classrooms.**
- **Children will now be able to take books home from school - however, on their return, they will remain out of circulation for 72 hours to avoid cross contamination.** Access to the school library will not be permitted for children in the first instance.
- Whenever possible, learning will take place outdoors to take advantage of greater spacing - and fresh air. Children will take part in some form of physical activity outside daily.
- Classroom doors and windows will remain open as far as possible to enable effective ventilation and air circulation.





### LUNCH AND SNACKS

*Arrangements for lunchtimes have been adjusted -*

- For Term 1, there will be no hot food option available on the menu. A 'grab bag' lunch will be available for those who wish to order one through Chartwells.
- Other children should bring a packed lunch in a sealed box or thermal lunch bag. Please include items that the child can independently open - to avoid cross contamination, as far as possible. Please avoid packing drinks - other than in water bottles - or yoghurts; to prevent spillages on classroom carpets!
- Lunch boxes / bags will be stored in the classroom rather than lockers in the first instance, so you may wish to use an ice pack in your child's lunch to keep it cool.
- All children in Reception and Key Stage 1 classes are eligible for Universal Free School Meals (UFSM) - where meals are paid for by the Government. Parents can order their child's lunch for September return on the Chartwell website link on our school website during the Summer break.
- We know that some families are eligible for Free School Meals (FSM). Parents can order their child's lunch for September return on the Chartwell website link on our school website during the Summer break.
- Lunchtime will be from 11.50am to 12.40pm. This will enable us to eat in two Key Stage shifts, and introduce a short playtime to break up the afternoon sessions.
- Packed lunches will be eaten in classrooms for the foreseeable future. The hall will be used for a limited number of children to ensure social distancing regulations are not broken. Children will be supported in cleaning their own table and floor space after eating.
- Children may bring in healthy mid-morning snacks eg. crudité's. Crisps, sweets or chocolate biscuits are not permitted as we will continue to promote our healthy eating agenda.

### SCHOOL UNIFORM AND EQUIPMENT

- Children should return in school uniform. They should not wear any items that cannot be regularly washed, other than shoes.
- In Term 1, children must wear PE kit to school on days where they have PE lessons - Teachers will inform you of PE days at the start of the year. PE kit is a white t-shirt, black or navy shorts / tracksuit bottoms and shorts and daps / trainers. Please do not send your child in to school wearing a sport kit or 'mufti'.
- In Term 1, children will be permitted to wear daps or trainers every day to school if they wish. This will enable all children to be comfortable for daily physical activity (which will not necessarily be the same as a PE lesson).
- Locker areas will be not in use for the foreseeable future, to avoid cross contamination and congestion. Coats will be hung over children's chairs in the classroom. Big bags or pencil cases are not permitted, in addition to toys, cards, balls, show and tell objects etc. Reading books and Reading records will be transported between home and school in a reading wallet or book bag only.





### HANDWASHING REGIME AND USE OF TOILETS

- Please ensure your child uses the toilet before coming to school and ensure that they routinely wash their hands with soap and running water for at least 20 seconds (*sing Happy Birthday twice*).
- Children will wash their hands with soap and water as they enter their classrooms at the start of the day. They will wash / sanitise their hands after break times, before and after eating, after PE or physical activity and before they leave the classroom to go home.
- Whilst bathrooms will be shared between Key Stage class bubbles, a maximum of two children are allowed in the toilets at any one time. In addition to washing their hands in the bathroom, they will sanitise their hands on returning to the classroom, to make doubly sure that they are clean.
- We have appropriate supplies of liquid soap, hand towels and tissues. Hand sanitiser stations will be by each classroom door as well as the main lobby, staffrooms, photocopying room, offices, etc. As before, children will be encouraged to bring in hand cream for personal use, if they wish.

### MOVING AROUND THE SCHOOL

- Corridors will be marked out with lines on the floor at 2 metre intervals, to help children keep distanced as they move around.
- Children will not be able to relay messages to the office or other classes. Likewise, they will not be able to go to another class to show work etc.
- Movement around the school by children will only be at specific times and will be supervised by adults to ensure distancing and ease congestion between those in different groups. Playtimes and other movements around the school have been carefully planned so that different groups of children will not need to use the corridors.

### PLAYTIMES

*We are fortunate to have substantial outdoor play spaces.*

- Morning break times will be staggered for Key Stage groups. Class bubbles are permitted to play with other classes - within the same Key Stage group.  
10 - 10.20am Reception / Key Stage 1                      10.20 - 10.40am Key Stage 2
- Fixed large playground equipment will be available to use and one class will be able to use it per week on a rota system.
- A number of popular games such as football, netball, Tag will not be permitted in the first instance, as they involve close contact. The school has devised a broad compendium of socially distancing playground games which will be encouraged by the class teachers in lessons and the supervising staff outside.
- Any individual play items such as skipping ropes, hula hoops etc. must not be shared and will be cleaned before reuse.
- Children may bring in healthy mid-morning snacks eg. crudité's. Crisps, sweets or chocolate biscuits are not permitted as we will continue to promote our healthy eating agenda.





### CHILDREN WHO FALL ILL IN SCHOOL

*We have a more than adequate supply of trained first aiders in school. However, if your child needs first aid this may be one of the occasions when they will come into contact with an adult other than their classroom staff.*

- **We have 4 members of staff who are identified as first aiders to manage children or staff with symptoms of COVID-19.** These staff have been trained and will use PPE equipment to manage the case.
- **We have a small supply of PPE in school, including face masks, gloves and aprons. This will be worn by trained staff who are attending to a child displaying Coronavirus symptoms. Otherwise, staff will not wear face masks or visors and children should not do so either.**
- **Children, who displays Coronavirus (COVID-19) symptoms, will be taken to the COVID Isolation Suite (PoP Room) where they will be supervised until you arrive to collect them.** The usual rules would then apply: 7 days' isolation for them and 14 days for the rest of the members of the household.
- **We will not take children's temperatures with a non-contact thermometer if they appear hot or unwell.** Recent Government advice to schools says "Parents, carers and settings do not need to take children's temperatures every morning. Routine testing of an individual's temperature is not a reliable method for identifying coronavirus."
- **If your child displays Coronavirus symptoms, you will be expected to have them tested as soon as possible.** The school must report all suspected cases to Public Health England and the Local Authority Health Protection Team. **Public Health England will follow up all cases with the family. If the test is positive, we will follow the most up to date Public Health England guidance regarding bubble closure, deep cleaning, communication etc.**
- **School will follow the recommended guidance for Track and Trace of children and staff.** The same isolation rules apply to an adult who may start to display symptoms.

*Please note that if staff do fall ill we may have to step back from these arrangements and close the school to some children again. However, we will be doing our very best to avoid this with use of supply teachers etc.*

### SCHOOL CLEANING

*In addition to the usual daily cleaning of the school building by the contracted cleaning team, we will continue to follow Government guidelines with an enhanced daily and weekly cleaning regime.*

- **All frequently touched surfaces, equipment, door handles, light switches, computers etc. used during the day will be cleaned thoroughly with a non-toxic antibacterial detergent by the classroom staff daily.**
- **Children will be supported in cleaning their own tables and equipment with a washing up liquid solution and paper towels.**
- Toilets will be cleaned at lunchtime and at the end of each day.
- A box of playtime equipment will be allocated to each class bubble. Equipment must be soaked in a washing up liquid solution and left to dry before it is reused.

### MAINTENANCE OF SCHOOL BUILDINGS

*During lockdown, the school has been open every day for Key Workers and Vulnerable Families, and then Years Reception / 1 and 6 - in addition to Keeping in Touch days for Years 2, 3, 4 and 5. As a result, all the usual health and Safety maintenance checks and schedules have been adhered to as routine.*

- **The school will run a fortnightly fire drill in Term 1 as a series of adjustments will have been made to procedures.** A new fire drill routine has been devised to reflect social distancing and cross contamination, where possible.





### CURRICULUM AND LEARNING

At Saint Patrick's, we will adopt a 'Recovery Curriculum' approach in the Autumn term. This is an approach recommended by Local Authorities and professionals for school communities having experienced disruption from the local, national and global impact of the COVID-19 pandemic.

- In the first two weeks of September, our children will return to their existing classroom, teachers and support staff in order to reflect on their learning and achievements, highlights and challenges in the 2019 - 20 academic year. We will also be looking forward and explore our hopes, dreams and aspirations for the year ahead.
- We will share with our children how, as an entire community, we will work together to keep our school clean and safe for all by observing and practising rules on washing hands, cleaning equipment, social distancing, moving around the school etc.
- We will share with the school community a revised Behaviour Policy post COVID-19 Lockdown. We will 'reset' the expectations so that children know what we are expecting of them on their return to school i.e. respect and kindness, positive learning behaviours etc.
- September 2020 launches our Year of Hope and starts with a whole school themed topic called 'Here We Are'.
- We will return to the normal teaching of all subjects in the autumn term. However, based on most recent guidance, some amendments to teaching of Music and PE are necessary.
- Because it would be inappropriate for our children to return to formal testing and assessments to identify starting points for the new year, staff are skilled in using Formative Assessment to tailor the learning journeys in the Autumn term.
- Remote education will become integrated in to the school organisation should a second wave occur. Oak National Academy and BBC Bitesize lessons will be used periodically throughout the curriculum so that children are comfortable with the content and format in readiness to reverting to that way of working should local lockdowns or a national lockdown be imposed.
- The Relationship and Sex Education element of our new curriculum will be planned and consulted on with parents in the new year. Government has now given schools leeway to defer the implementation of that curriculum content until the Summer term 2021.
- After school sports clubs and music lessons will not return in September, but following weekly risk assessment reviews, we will re-introduce them as soon as possible.

### STATUTORY ASSESSMENT

All statutory assessments (other than the Reception Baseline) will take place in the academic year 20/21 in accordance with the usual timetables. The tests are as follows:

- the phonics screening check for Year 1 (this year, the new Year 2 class will also do the Phonics screening)
- Key Stage 1 tests and teacher assessment
- the Year 4 multiplication tables check
- Key Stage 2 tests and teacher assessment
- statutory trialling





### PREPARING YOUR CHILD TO RETURN IN SEPTEMBER

*We are conscious that for many children, the lockdown period will have seemed a very long time. Whether they have been in school or not, they may well be anxious about returning.*

*Here are some things you can do to prepare your child for their return:*

- Talk to your child(ren) about what they are looking forward to when they return to school. It might be seeing friends, having playtime with others, or a favourite lesson.
- Practise washing hands and upholding hygiene regimes so that children are very familiar when they return to school. Talk about 'Catch it, Bin it, Kill it' - coughs and sneezes.
- During the summer break, run a mock school day - get up and dressed in time for the start of a school day - younger children can practise dressing in uniform and folding clothes independently. Have lunch at the usual school lunchtime and practise clearing up after themselves.
- If you think your child might struggle with the separation, practise mini-separations during the day at home to help prepare for saying goodbye when it comes to returning to school. For example, leave them to play in their room while you complete tasks in another room – start by doing just 5 minutes, then 10, then 15, and so on, aiming for the ability to play alone for 30-minutes without needing an adult.
- Spend time with, or encourage your child to independently look at or fill out pages in the Wellbeing journal we have provided for every child.
- Walk, cycle, scoot or drive the journey to school to familiarise your child, if needed.
- Try to fall into an early and relaxing bedtime routine towards the end of the Summer break.
- **We will prepare an updated video of the school as it will look when they return, explaining some of the routines and organisation. This will be uploaded onto the school website in the first week of September.**

### *3. Small Groups - children and adults!*

*2. Clean!  
Clean!  
Clean!*

*4. Avoid /  
reduce mixing  
groups*

*1. Wash your  
hands  
thoroughly  
and  
regularly!*



*5.  
Declutter  
and  
reduce  
sharing*

**Adhering to all of these measures will help to prevent the spread of infection and will therefore protect our staff and children.**

