

Back to School Arrangements September 2020

Attendance

All of our pupils must be back in school to minimise the longer term impact of the pandemic. From September it is now mandatory to attend school. Circumstances have changed since March and therefore the usual rules on attendance will apply, including:

- parents' duty to secure that their child attends regularly at school
- the school to record attendance and follow up absence
- the school's prerogative to issue sanctions , including fixed penalty notices in line with Hertfordshire Local Authority's protocols, for poor attendance

If your child is unable to attend school because they are complying with clinical and/or public health advice, please contact the school and speak with myself.

If your child is absent from school, contact the school daily via phone message or email to the Admin Office: admin@stjosephs207.herts.sch.uk

School Uniform/Equipment

From the start of the autumn term, children will be expected to wear full school uniform once again. We also advise that personal hygiene be strictly monitored to prevent cross contamination of germs.

Indoor shoes will be required as usual and should be left in school.

Pupils will need to bring in their PE kit as usual.

If the weather is wet, your child will need old shoes/wellingtons to go out onto the field.

Pupils will need to bring in a named coat as we will be going onto the field every day at lunchtime, whatever the weather.

Pupils will need to bring in a named water bottle to school which must go home every night.

Children must limit what they bring to school. We do not have any space for large rucksacks or bags- please limit yourself to a book bag whenever possible. No toys will be permitted.

Bubbles

Your child will be placed in a 'bubble' and not allowed to mix across any bubble group

EYFS Bubble- Acorns/Ash/Beech Classes

Year 1 Bubble- Cedar and Cherry Classes

Year 2 Bubble- Elm and Fir Classes

Year 3/4 Bubble- Hazel/Maple/Oak Classes

Year 5/6 Bubble- Pine/Sycamore/Willow Classes

Each bubble will have staggered break and lunch times to minimise pupil contact during the school day. Each bubble will have their own zone on the field to play in.

There will be no whole school or Key Stage acts of worship but rather class based collective worship and virtual assemblies.

There will be staggered start and end times, break times and lunchtimes to minimise pupil contact

Staff will be permitted to move between bubbles following strict social distancing and handwashing guidelines.

Staggered Start and End of Day Arrangements

	Drop Off	Pick Up	Route	Afternoon Route
Nursery (am only session)	08.40	11.40	Pick up and drop off from outside the Nursery classroom	Pick up and drop off from outside the Nursery classroom
Nursery (pm only session)	12.30	15.30	Pick up and drop off from outside the Nursery classroom	Pick up and drop off from outside the Nursery classroom
Nursery (30 hours)	08.40	14.40	Pick up and drop off from outside the Nursery classroom	Pick up and drop off from outside the Nursery classroom
Nursery (All Day)	08.40	15.30	Pick up and drop off from outside the Nursery classroom	Pick up and drop off from outside the Nursery classroom
Reception	08.45-09.00	15.00-15.10	Pick up and drop off from outside the Reception classroom	Pick up and drop off from outside the Reception classroom
KS1 (Yr.1 & 2)	08.45-09.00	15.00-15.15	Path to the classrooms from the right of the School Office (Usual entrance and exit) Or from the gate from the college car park.	Path to the classrooms from the right of the School Office (Usual entrance and exit) Or from the gate from the college car park.
LKS2 (Yr.3/4)	08.50-09.10	15.15-15.30	Path to the classrooms from the right of the School Office (Usual entrance and exit) Or from the gate from the	Path to the classrooms from the right of the School Office (Usual entrance and exit) Or from the gate from the

			college car park.	college car park.
UKS2 (Yr.5/6)	08.50-09.10	15.15-15.30	Path to the classrooms from the left hand gate by Willow classroom	Path to the classrooms from the left hand gate by Willow classroom

- Only 1 adult may accompany their child on the school site for drop off or pick up.
- No adult will be allowed to enter the classrooms on the school site or any other part of the school building unless they have an arranged appointment in school.
- Adults and children need to keep a social distance around the school site- keep to the markings on the pathways.
- Adults may not gather at entrance gates or doors.

Classrooms

Classrooms will continue to be organised in rows with pupils facing the class teacher at the front to keep pupils as safe as possible, following government guidance.

Classrooms have been organised in order to reduce clutter, allowing for good circulation space, clear surfaces (allowing efficient cleaning) and reduced soft furnishings. Each class has their own cleaning kit which is used regularly throughout the day. Children within a bubble are permitted to share resources (these will be cleaned regularly) but will also have their own personal kit for the most used items.

Wherever possible, pupils will be encouraged to socially distance and hygiene guidance (regular handwashing, respiratory hygiene & the increased cleaning of regularly touched surfaces) will still be followed. The adults teaching the children will be expected to socially distance in relation to each other and where possible to the children although it is understood that there will be circumstances when this is not possible. Where this is not possible, staff will position themselves carefully and will limit the length of contact in order to mitigate the risks.

Curriculum

We will continue to offer a broad and balanced curriculum during this academic year but for this first half term we will be undertaking more phonics, reading, writing and maths work to help the pupils settle back into school.

Unfortunately the DfE guidelines for music mean that our normal lessons will be restricted temporarily this term and PE lessons will continue to develop more physical fitness type activities. We will not be swimming this term in Year 3/4 but looking to how we can accomplish this next term with the swimming pool and the DfE guidance.

We will continue to focus on the mental health and wellbeing of our pupils in the curriculum, as well as ensuring that they understand the key messages on how to keep themselves safe in during these times and safer online.

School Office

Due to social distancing requirements the office will be manned by a smaller team and with some hours worked from home. Please help us to help you by only coming to the school office if you have an arranged appointment in the school.

General queries can be answered by phone 01279 652576 or e mail at admin@stjosephs207.herts.sch.uk

Ties, book bags and PE bags will still be available from the office. These can be ordered by e mail or phone and we will let you know when they are available for collection. Please bring the correct money in a sealed labelled envelope.

Please ensure that your child has their school bag, lunch box and water bottle with them when they come into school. We will not be able to accept forgotten items at the office however items clearly labelled with the child's name and class can be left on the table outside the school office.

Speaking with Staff

Unfortunately there will be less opportunity to communicate face to face with staff, and vice versa. In order to keep you and staff safe, staff will need to limit verbal communication with you in person and ensure they keep a social distance at all times. Staff cannot speak with you ordinarily at drop off or pick up time.

If you need to speak with a teacher over an important matter, then please contact the school office:

Telephone 01279 652576 or email: admin@stjosephs207.herts.sch.uk

Please be aware, however, that staff will only be able to respond when they are not with their class and during working day hours. As such, please do not expect a response early in the morning, late in the evening or during weekends. This allows all staff to protect their work-life balance whilst allowing open communication with parents.

Protective Measures in School

We will continue to effectively reduce risks in the school and create a safer environment by:

- Minimising contact with individuals who are unwell
- Cleaning hands thoroughly and more often than usual
- Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- Continuing to have enhanced cleaning during the school day, including cleaning frequently touched surfaces
- Minimising contact between individuals and maintain social distances whenever possible
- Where necessary wearing appropriate PPE.
- Engaging with the NHS Test and Trace process

- Managing confirmed cases of Covid-19 amongst the community
- Containing any outbreak by following local health protection team advice.

COVID-19

The main symptoms of coronavirus are:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least 1 of these symptoms.

If your child has any of these signs of COVID19 do not send them into school.

- Book a test if your child is displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit.
- Provide details of anyone you or your child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace.
- Self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19).

If you have any of the main symptoms of coronavirus, **do not send your child into school.**

- Get a test to check if you have coronavirus as soon as possible.
- Stay at home and do not have visitors until you get your test result – only leave your home to have a test.

Anyone you live with, and anyone in your support bubble, must also stay at home until you get your result.

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

If your child shows signs of COVID-19 in School- they will need to leave the school straight away

Your child will be self isolated in the medical room next to the School Office. A member of staff wearing full PPE will ensure your child is comfortable and safe.

Parents will be contacted and you will need to immediately collect your child from the premises.

You will then have to follow the self-isolation and test procedures as above.

Covid-19 Test Result

Please inform the school immediately of the results of a test:

If the test result is negative:

- 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 the test result is positive:

- if someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

and must continue to self-isolate for at least 10 days from 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 can last for several weeks once the infection has gone.

The 10-day period starts from the day when 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 14 days.

Confirmed COVID-19 cases in school

Once we have a confirmed case of COVID 19 we will contact the local health trust and follow their instructions in terms of communicating information with the school community.

They will dictate whether bubbles need to be sent home for self-isolation and testing. In the event of a local outbreak, the PHE health protection team or local authority may advise the school to close temporarily to help control transmission.

Home Learning

If a bubble needs to self-isolate or we have a local or national lockdown, then the school will go back to providing home learning online as we did earlier in the year.