

*Return to School Arrangements*  
*September 2020*  
*Parent/Carer Handbook*



Updated 27<sup>th</sup> September 2020

### **Current guidance**

The Government guidance released on 2<sup>nd</sup> July 2020 provided us with a context for their decision to request that schools open to all children from September and issued guidance for schools to adhere to and manage when opening. The guidance issued can be found in full [here](#).

At St Andrew's C E Primary School, we have been working hard on our plans for a full reopening ensuring that we:

- fulfil the expectations required of us;
- ensure that the safety of everyone is paramount in all our decisions and actions;
- continue to provide a high quality, well balanced curriculum to best support our pupils in their education.

### **Keeping children and staff safe**

**All schools must comply with health and safety law which requires them to assess risks and put in place proportionate control measures. Essential measures 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.

All schools have been provided with a set of actions to 'prevent' and 'respond to infection' which are summarised below:

#### **Prevention:**

- ® minimise contact with individuals who are unwell
- ® clean hands thoroughly and more often than usual
- ® ensure good respiratory hygiene - 'catch it, bin it, kill it'
- ® enhanced cleaning
- ® minimise contact between individuals and maintain social distancing wherever possible
- ® where necessary, wear appropriate personal protective equipment (PPE)

#### **Response to any infection:**

- ® engage with the NHS Test and Trace process
- ® manage confirmed cases of coronavirus (COVID-19) amongst the school community
- ® contain any outbreak by following local health protection team advice

### **Class and Year Group ‘bubbles’**

We will group each Year Group (Year 1, Year 2 etc) into ‘bubbles’ which will remain consistent and separate from other ‘bubbles’.

For the majority of their time in school the children will be in their own class bubble with their own teacher and support staff, but at playtimes and lunchtimes they may be separated into Year Groups.

This will *‘make it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible’*.

### **Attendance**

All children will be welcomed back to St Andrew’s C E Primary School from Wednesday 9<sup>th</sup> September and attendance is compulsorily. On our return, there will be a focus on wellbeing activities and non-negotiable and basic skills to support the children after a long period away from school.

#### **All of the usual rules will apply including:**

- **Parents’ duty** to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- **Schools’ responsibilities** to record attendance and follow up absence; • **The availability to issue sanctions**, we will follow Government guidelines.

The staff and Governors at St Andrew’s C E Primary School recognise that ***good attendance and punctuality*** are vital for success at school, and to establish positive life habits that are necessary for future success.

#### **Through regular attendance, pupils can:**

- Build friendships and develop social groups.
- Develop life skills.
- Engage in essential learning and other school social events.
- Achieve to their full potential.
- Raise confidence and child’s self esteem.

#### **All parents should promote good attendance and work in partnership with their child’s school to provide a cohesive approach.**

- Children with medical or other needs already have an individual Plan in place in school. If you feel that your child’s plan needs updating then please contact School (by an email to the school admin or Mr Huckstep) to arrange for this to be done prior to your child returning to school.

- Similarly, some children will have Risk Assessments in place. If we feel that any of these needs additional consideration or support to return to school then you will be contacted by your child's class teacher/phase leader about this.
- Your child **must not** attend school if they or anyone in the household displays COVID 19 symptoms.

### Shielding children

Shielding advice for all adults and children will pause on 1<sup>st</sup> August. Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, please contact a member of the SLT team and we will work with you to support your child the best possible way we can.

### How to help

Ensure your child understands:

- The importance of regular, thorough hand-washing.
- The importance of social distancing.
- Expectations about sneezing, coughing, tissues and disposal (Catch It, Bin It, Kill It) and
- avoiding touching their mouth, nose and eyes with their hands.
- The importance to tell an adult immediately if they are experiencing symptoms of
- coronavirus.

### Before Your Child Leaves Home in The Morning

Please check for any of the following symptoms

- a high temperature;
- a new, continuous cough;
- a loss of, or change to the sense of smell or taste. If any of these symptoms are evident do not send them to school, contact our school office on **01482 825659** or email [admin@standrews.hull.sch.uk](mailto:admin@standrews.hull.sch.uk)  
Government advice must be followed, it can be [found here](#).



### Morning - Drop Off Times

Year Group	September 2020
6 and 2	8.20 Y6 through Large Playground. Y2 through Small Playground. Please keep a social distance.
5,3 and 1	8.30 Y5 through Large Playground. Y3 through Main Entrance. Y1 through S Playground.
4, Reception and Siblings	8.40. Y4 through Large Playground. Two Reception Classes (Mrs Waller + Miss Goforth) through Small Playground (SB/KH Class through Nursery side entrance.)
AM Nursery	8.20 Through the Nursery side gate
PM Nursery	12.30 Same procedure as above

**Any 'anxious' families (on medical grounds or who meet the 'vulnerable' criteria) will always be supported by having 'special' arrangements on request.**

## End of the day – Collection

To ensure we are minimising contact and ensuring social distancing at the end of the day, parents will not be allowed on site.

The children will be brought out to their parent/adult at their allocated time. Once your child's class has been brought out and you have collected your child, please leave the line and the school site as quickly as possible to allow the next group of parents to collect their children

Please can parents ensure they are on time to ensure a swift collection. This system has been working very effectively during reopening for the priority year groups, however in September there will be a greater number of pupils being collected and shorter period of time between each collection. This is to support families with siblings.

Year Group	Time and Collection Point
6 and 2	Finish 2.35 from same gates 8.20am
5,3 and 1	Finish 2.45 Y5 from Large Playground Y3 also from Large Playground not Main Entrance Y1 from Small Playground gate
4, Reception and Siblings	Finish 2.55 from same gates as on entry.
AM Nursery	11.20 through same gates.
PM Nursery	3.30 through same gates.

**\*\*Please note we will review the collection arrangements regularly to ensure they are working effectively and we are happy with the safety precautions in place. Please be aware we will make amendments to timings if we feel it is necessary.**

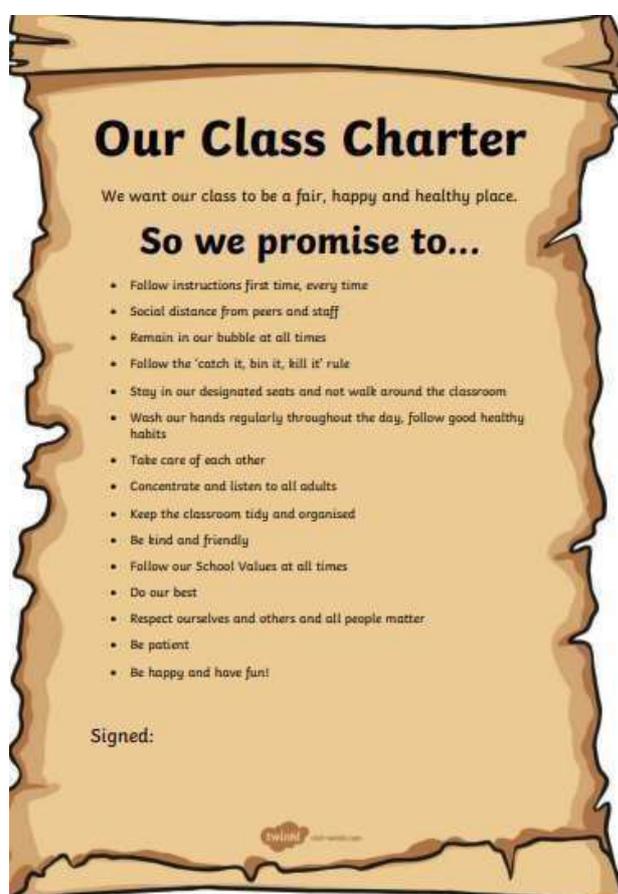
## Behaviour

We have made changes to our existing behaviour policy to reflect the expectations in school due to COVID 19. Through effective support, guidance and encouragement from staff and parents, and considering their age. In addition to our usual behaviour policy, pupils must follow the specific requirements below. These behaviour routines will be explained to pupils and frequently revisited.

### **Pupils must follow instructions regarding:**

- Collection and drop off routines
- Safety and hygiene, such as hand washing and sanitising
- Who they can socialise with at school
- How to move around the school e.g. one-way systems, out of bounds areas, queuing etc
- Expectations about sneezing, coughing, tissues and disposal ('Catch it, bin it, kill it') and avoiding touching their mouth nose and eyes with their hands
- Tell an adult immediately if they are experiencing symptoms of coronavirus
- Equipment to be shared only in the bubble
- Playtime arrangements
- Safe use of the toilets
- Follow their 'Classroom Charter' rules
- All other instructions.

### Classroom Charter



### School lunches.

School will be providing a full menu of hot and cold packed lunches from Wednesday 9th September 2020. Children are to bring a packed lunch in a packed lunch box or bag.



If parents are unsure about whether they are entitled to free school meals and need to pay or not, they should contact the school office. We are aware that many families' situations have changed due to the COVID-19 pandemic and therefore if you could now be entitled to free school meals and the pupil premium funding, please contact the school office and we will support you with this.

We have arrangements in place to ensure that during lunch time, separation between 'bubbles' is maintained. Children will always have the chance to wash their hands before eating. Lunch times will be 30 minutes and all will be taken in the children's classroom.



### Packed lunches

Please ensure your child has all the cutlery they need and their meal is easy for them to manage on their own.

### Availability of water on site

All pupils should have their own school water bottle that is untouched by other children or staff. Water is available in school to refill children's own water bottles.



**Please remember the school policy on water only in water bottles and packed lunches.**

## **School uniform**

Children will be expected to wear full uniform once they return in September.

Please ensure you limit the amount of equipment your child brings into school on a daily basis as they should only bring essentials: lunch box, hats, coat, named water bottle, their school reading book, reading record and homework only.

They **must not** bring any stationery items from home.

Children will be required to attend school in their PE kit on their designated day for PE

## **PE Timetable**

Monday	Year 1
Tuesday	Year 2 and Year 3
Wednesday	Year 4
Thursday	Reception and Year 6
Friday	Year 5

## **Masks**

Children are allowed to wear a mask if they feel more comfortable, this is a parent's choice.

## **Hand Cleaning**

Children may bring their own antibacterial wipes to be kept in their book bag but no hand sanitiser (as this can be dangerous for young children). The school will provide its own sanitiser so staff can monitor closely its safe usage.

## Children or staff suspected of having COVID-19

In line with DfE guidance, in the case of a suspected infection the school will:

- engage with the NHS Test and Trace process.

We ask that parents and staff inform the school immediately of the outcome of any test;

- manage confirmed cases of coronavirus (COVID-19) amongst the school community. The school will text or email parents with a notification of a confirmed infection including which 'bubble' this may affect. We will not share the names or details of people suspected of having or conformed to have coronavirus;
- contain any outbreak by following local health protection team advice. For the avoidance of doubt, the new advice says that 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 14 days since they were last in close contact with that person when they were infectious.



'Close contact' now means:

- Ⓡ face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin);
  - Ⓡ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual;
  - Ⓡ travelling in a small vehicle, like a car, with an infected person.
- When a case is suspected in school, the child will be immediately isolated from other pupils and staff. Staff supervising these children should also try to ensure they remain two metres away while still aiming to provide the reassurance and care particularly young children will need. Enhanced PPE is available for these staff and older children may be offered a mask. The school will contact parents and request they collect their child from the school immediately.
  - We ask that parents whose child has been identified as having a suspected case of COVID-19 should seek immediate medical advice.

The guidance says '*Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test.*'

If no test is undertaken then we expect children to self-isolate according to the Public Health England guidance here: <https://www.gov.uk/government/publications/covid-19-stay-at-homeguidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid19infection>

**Households with a confirmed case of Coronavirus** should follow the advice laid out by Public Health England here: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance> regarding isolation and should keep their school informed about their planned date of return following isolation.

In the event of a local authority (Kingston Upon Hull) wide lockdown, the school would revert to an enhanced version of the arrangements which were in place during the nationwide lockdown.

**Wrap around care – Jst 4 Kidz/Tots**

Here at St Andrew’s we see every child to be a champion in his/her own right We are regularly the highest performing school in the area. Church school inspectors have judged us as “Outstanding”. Our partners: Just 4 Kidz/Totz is ‘Outstanding’ We provide: Wrap Around Care for Ages 2 - 11 We invite you to please take this opportunity to come and have a look around our premises, see for yourself the stimulating environment and the vibrant atmosphere and feel the love and care we share with all children and their families. Wrap Around Care Ages 2 - 11 Every child a champion in his/her own right



**St Andrew's C.E. Primary School  
And  
Jst 4 Kidz/Totz**

Working in Partnership to provide  
**HIGH-QUALITY EDUCATION  
AND  
WRAP AROUND CARE**  
From Age 2-11yrs.

**Jst 4 Kidz/Totz**

- 2yr Funding
- 30hr Funding including wrap around care
- Breakfast Club
- After School Club
- Holiday Club

**St Andrew's C.E. Primary School**

- **Every child a champion in their own right!**
- Top 3% performing school in England
- Secure and happy environment
- Excellent partnership with parents
- Special Plays/Events
- Trips

**Jst 4 Kidz/Totz**

**Inspectors say:**  
"The pre-school have initiated strong links with their partnership school"  
"Outstanding Provision"

**St Andrew's C.E. Primary School**

**Inspectors say:**  
"inspirational 'dynamic', a 'charismatic' primary school"  
"an oasis of good behaviour"

**St Andrew's C.E. Primary School**  
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Website: [www.standrews.hull.cch.uk](http://www.standrews.hull.cch.uk)

**Jst 4 Kidz/Totz**  
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01482 836000  
Ofsted URN: EY458221

Please call Jst 4 Kidz/Totz for further details 01482 836000.