

St John the Evangelist Catholic Academy



Guidance for Parents and Children to Promote and Maintain Safer Working Practice During Covid-19 - For School opening on 8th March 2021

Appendix A - Appendix to the Behaviour Policy

Appendix B - Government Guidance on Face Coverings

Appendix C- COVID symptoms at Home Flow Chart

This guidance booklet is intended as a source of guidance and reference for all parents and carers of the children of St. John the Evangelist 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.

Attendance at school during this academic year is more important than ever. I can imagine that as parents you have many questions with the frequently changing guidance. This guidance document will help you to understand how we are following all DfE guidance on the safe opening of our school to all children.

Should you have any questions regarding attendance and the safe opening of our school on Monday 8th March to all children, please do not hesitate to contact Mrs Rigby or Mr Turner. Our risk assessment is also available on our website.

The DfE have provided extensive guidance for school in preparing for all pupils to return full time from the start of the autumn term. This guidance document is in full accordance with the DfE guidance.

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 include:

- a requirement that people stay at home if they:
 - ❖ have virus symptoms, or live in a household with someone who does
 - ❖ have tested positive, even if asymptomatic
 - ❖ have been advised by NHS Test and Trace to do so
 - ❖ are household members of a positive case, even if that case is asymptomatic
 - ❖ are required to self-isolate for travel-related reasons
- robust hand and respiratory hygiene
- enhanced cleaning and ventilation arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible
- minimise the potential for contamination so far as is reasonably practicable

We will reduce contacts as much as possible by:

- keeping children in consistent groups
- avoiding contact between groups
- arranging classrooms with forward facing desks
- 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.
- 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 from within their class supervising. 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.

Enhanced cleaning arrangements and ventilation arrangement

- 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

- All children will have their break times outside (weather permitting) in their year groups. The playground has been sectioned into two so two classes can be outside at one time (one class in each section). Social distancing must be observed between different classes.
- 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.

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 at KS2 will be used by one-year group at a time (on a daily rota system). The equipment will be cleaned on a daily basis. All school children and any younger/older siblings that do not attend the school must not use any of the outdoor equipment before or after school.
- We will encourage children to only bring to school lunch boxes, hats, coats, books, water bottles, sun cream (if necessary) and stationery. 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.
- Y2 to Y6 children need to bring their daily homework books into school everyday. EYFS and Y1 need to hand their weekly homework in on the designated day.
- Some homework tasks will be delivered using the online platforms that the children are familiar with.

Gatherings

- All gatherings of more than one class such as assemblies will continue to take place via platforms such as Teams. On a Friday parents will be invited to join the celebration assemblies via Teams.
- Children will eat their lunch in their classroom with their own classes. They will have a 15-minute break time outside before or after their lunch (weather permitting).
- There will staggered school start between classes. A safe place will be set up outside if siblings arrive together for them to wait at a 2m distance from others and away from entrances etc.
- 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.

- Unfortunately, we are unable to permit parents to enter the school building. Please avoid entering the school office. If absolutely necessary, please ensure that social distancing from the office hatch is maintained.
- For wrap around care, please enter the entrance with your child, ring the bell and then step back outside the door as the staff open the door to let the children in/out.
- All parents/carers must wear a face mask when on the school grounds, unless they are exempt.
- Following government guidance, it should only be a parent or someone else from your support or childcare bubble bringing or collecting your children from school. This should only be one person to minimise the amount of adults on school grounds. Only parents or members of the support bubble should transport children to school in cars.
- Face to face meetings with parents will not be possible during the remainder of the spring term. Any conversations will need take place via a phone call or an email. Other than for drop off and collection parents should not come on to the school site without appointment.
- We understand that parents may wish to pass a message on to their child's class teacher. Where possible this should be through email.
- 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.

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.
- We will only use bus companies when absolutely necessary and if we are entirely satisfied that the same procedures for school minibuses is followed by the coach company.

Minibuses

- The school does not currently have a minibus. The Walking Bus will continue to transport children between the two sites for wrap around care.

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. More than one class can be on an outdoor playground at a time however they will not be allowed to mix and must never come within 2 metres of each other.

Educational Visits

- Educational visits will not take place until further guidance from the government has been received.

School Uniform

- Uniform for children will be in line with normal policy. These do not need to be washed any more than normal.
- Children will come in PE kits and a school jumper/cardigan/plain blue jumper or hoody on the days they have PE (instead of uniform).

Extra-Curricular Clubs

- Extra-curricular opportunities will commence from the summer term for all pupils wherever possible however they will only have 1 class in them at a time. Groups for more than 1-year group will not take place. A time table of extracurricular clubs will be sent at the end of the spring term as usual.

Wraparound Care

- Children within wrap around care will only be allowed to mix with children within their year group. There will be different year group stations set up within the hall. 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.
- Breakfast club will operate from 7:30am with breakfast up to 8am. The charge for breakfast club will be £5 per day or £20 per week.

Siblings will be half price.

All children will need to be in breakfast club by 8am.

Places will be limited to 5 per class. All places must be booked 1 week in advance. To ensure that we are able to offer wrap around care consistently, we will not be able to provide flexibility on the booking system.

- After school Care Club will operate until 5:30pm. The charge is £5.00 until 4.30pm and £7.50 until 5.30pm. Siblings will be half price. Places will be limited to 5 per class. All places must be booked 1 week in advance. To ensure that we are able to offer wrap around care consistently, we will not be able to provide flexibility on the booking system.
- We will provide a snack as usual. All food will be served on disposable plates using disposable cutlery if required.
- KS2 children will walk to the Gloucester Road site at 8.30am on a walking bus. At the end of the day, they will leave the Gloucester Road site at 3.20pm on the walking bus.

Curriculum

- We have worked so hard to develop an exciting curriculum that engages our children. Due to this we will ensure that children have the same exposure to a full broad and balanced curriculum and the national curriculum in full. Swimming will resume in accordance with government guidance
- Should we go into a local lockdown or periods of self-isolation for pupils, we will be ready to deliver the full national curriculum using remote learning methods (TEAMS) Pupils in year 2 and above continue to be taught to use TEAMS effectively.
- Remote learning will be provided for any children 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.

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.
- On the day that your child's class has PE they will need to come to school in their school uniform PE kits. Navy jogging bottoms may be worn in inclement weather.

Pupils' mental health and wellbeing

During this term we will support pupil's mental health and wellbeing on returning to school. We will be working closely with Kathyryn from the Mental Health Team.

As a school we will;

- support the rebuilding of friendships and social engagement
- address and equip pupils to respond to issues linked to coronavirus (COVID-19)
- support pupils with approaches to improving their physical and mental wellbeing

While current restrictions are still in place

- All adults in school to wear face coverings and/or visors in communal areas
- All parents (unless exempt) must wear face coverings on school grounds
- All staff (unless exempt) to wear face coverings when on the yard with parents
- Face coverings will not to be worn in any classrooms.
- All staff administering first aid to wear face coverings and visors
- Pupils must only travel to school with members of their household or in their support bubble.

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

If there is confirmed positive test within 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 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 places 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).



Appendix A – Appendix to the Behaviour Policy

St. John the Evangelist Catholic Academy

Behaviour Policy – Appendix A – COVID 19 – phased reopening of schools.

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

At St. John the Evangelist Catholic Academy, we understand what an unprecedented time this is for our children to be returning to school again. 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 years' 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

- Children will be allocated with a name labelled locker or peg and encouraged only to bring into school essential items.
- 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 or tray along with their exercise books and current reading book.

- Children will only be allowed to move around the class room 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;

- Children will be actively encouraged to observe social distancing throughout the day.
- 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.

- 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 at KS2 will be used by one-year group per day only. 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 can refill them using the water fountain. The Water fountain will be cleaned between groups using it. Water bottles need to be taken home each night so they can be filled up at home for the next day.
- Coughing 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)

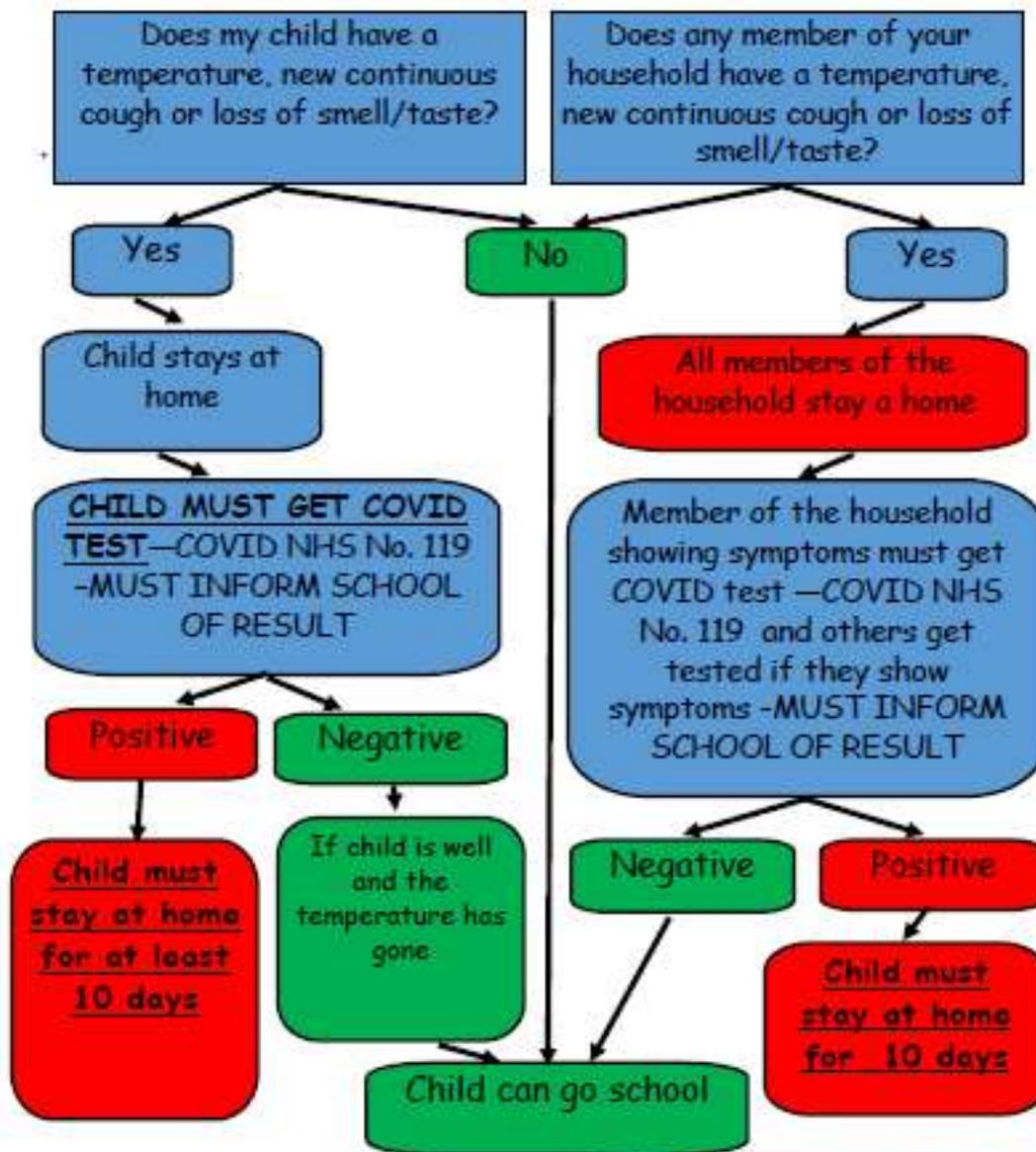
When removing a face covering:

- 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: COVID Symptoms at Home Flow Chart



COVID Symptoms At Home Flow Chart



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.