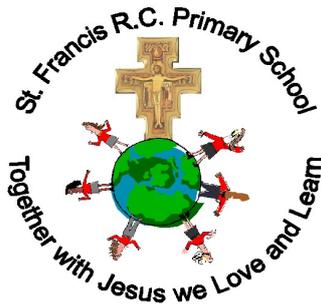


St Francis R.C. Primary School

“Check In, Catch Up and Prepare!”



**Information for Parents and children
June 2020**

Welcome Back

We are delighted to announce that our school is due to open again to pupils.

The staff of St Francis would like to thank you for working with your children in these unusual times. We have appreciated your co-operation and support.

The enforced closure due to the Pandemic has certainly been very strange. Usually the months of May, June and July are so very busy and filled with many activities, tests, Sports Days, Masses, educational visits, preparations for the Summer plays, disco and trips but not this year. Instead we had empty classrooms and a silent school building.

We recognise that these last few months have proved a very challenging time for us all, especially for those parents who have experienced the trauma of family members suffering COVID 19 or parents who have experienced financial hardship due to job losses or those who experience mental health anxieties during lockdown. We offer our prayers.

However we also recognise some of the positives that have come out of this situation, this includes a renewed appreciation for the people in our communities especially all who work as carers or for the NHS. For postal workers, the people who empty our bins, shop workers, teachers, drivers and all keyworkers who have selflessly kept our world going during the Pandemic. We thank them for their commitment and support.

Lockdown gave us the opportunity to slow down and spend quality family time together. Increased daily exercise especially jogging, walking and cycling has helped to improve our health and fitness. Extra time has enabled people to take up new hobbies e.g. baking, gardening or reading. Air pollution levels have fallen enabling us to breathe cleaner air; a record number of wildflowers are expected to bloom this summer, we are seeing an increase in bees and a reduction in industrial and human activities enabling improvements in water quality and biodiversity.

The greatest change for our school has been the increased use of technology for distance learning at home. We have had a fabulous response to the distance learning tasks set through Seesaw and on Google Classroom. We are grateful to the support from parents who have been fully involved supporting the children in their home learning programmes. Your child's education certainly has progressed because of your partnership with the teachers. This will now prove helpful for the distance learning that will still be taking place during the Autumn Term.

School is due to open again on 29th June for groups of pupils. As the virus is still with us we are aware that many parents will be unsure as to whether their children should return to

school. We appreciate that this is difficult but this is a decision for you as parents to take and the school cannot advise you, you must act in the way that you feel is best for your child/ children. Attendance will not be monitored and parents or carers will not be penalised if children do not return

We would like to reassure parents that we are following government guidelines and endeavour to make St Francis RC School as safe an environment as it can be through social distancing, regular handwashing, sanitising, cleaning and avoidance of social mixing where possible.

We have prepared this handbook to inform you of the changes, seek your co-operation and hopefully answer your questions in advance of your children returning to school during the week beginning 29th June 2020.

It would be helpful if parents would share this information with their children in order to prepare them for the return to school.

We look forward to seeing you all soon,

Stay Safe

Kind Regards

Miss Langsdale

A prayer remembering God is with us:

Lord Jesus Christ, you said to your disciples,
"I am with you always".
Please be with me today.
Hear my prayers for others and for myself,
and keep me in your care.

Christ be with me, Christ within me,
Christ behind me, Christ before me,
Christ beside me, Christ to win me,
Christ to comfort and restore me.
Christ beneath me, Christ above me,
Christ in quiet, Christ in danger,
Christ in hearts of all that love me,
Christ in mouth of friend and stranger.

Extract from Saint Patrick's Breastplate

Under no circumstances should learners attend school if they...

- **Feel unwell, have any of the three identified COVID 19 symptoms (a new continuous cough, a high temperature, or loss of taste or smell) or they have tested positive to COVID 19 in the past 14 days.**
- **Live in a household with someone who has symptoms of COVID 19 or has tested positive to COVID 19 in the past 14 days.**

Back to School

On 3rd June 2020, the Minister for Education announced that schools would open from the 29th June 2020 until 24th July 2020, so all learners have the opportunity to “check in, catch up” and prepare for summer and September.

It is expected that all learners who are able to, have the opportunity to attend school for face to face time over the next four weeks.

At St Francis this means that with social distancing measures in place, we are able to accommodate a reduced number of learners each day.

We are constrained by the physical layout of the school and the need to ensure appropriate social distancing measures are in place. This means that we are only able to admit small groups each day. This organisation will enable all learners to be able to spend four days in school before school closes for the summer holidays. Set days have been allocated to year groups.

When can my child attend school for their Check in, catch up and prepare day?

Your child/ren will be allocated a day each week (Monday to Thursday) to spend in school. On a Friday the school will be closed for cleaning, planning and distance learning.

Nursery: Parents of children in the Nursery will be contacted individually with information about the return to school.

The children will only be in school for a few days – how will returning to school for this short period help my child?

This return to school signals the start of the “new normal.” Coronavirus has not gone away and unfortunately will remain with us for the foreseeable future. There is a strong possibility that the systems in place for the next few weeks will continue in September and for the remainder of the autumn term.

Children will attend school for one day per week and continue with distance learning for the following four days. The mix of face to face classroom contact and distance learning at home is called blended learning.

Returning to school for the “check in and catch up days,” will help the children to experience and familiarise themselves with this new way of working.

Home School Agreement – See Appendix 2

Parents and children are asked to read the Home School agreement at the back of the booklet – Appendix 2.

In the interests of the safety of the whole school community all pupils returning to school must agree to these points as must parents who wish their child to return.

It is essential that in these challenging times we respect the health of others.

Arriving at School

How will the school support a safe arrival for my child?

- The main gate will be open as usual for children to enter with their parents.
- **Parents MUST take responsibility for Social distancing.** If parents or/and children do not comply with the need to social distance we will be unable to admit the child into school due to the risks posed to others.
Staggered starts are in place for the beginning and end of the school day – parents will be informed closer to the date of return as to which group number your child has been allocated.
- If your child is late they must observe social distancing as they enter the school through the admin office door. Parents cannot enter the school.
- Teachers or members of staff will not be available after school. If you wish to speak to a teacher please e mail the school using... stfrancisprm.cardiff.sch.uk or telephone the School office to leave a message and the member of staff will return your call on Friday.

The focus from Welsh Government for the return to school is for all pupils to “check in, catch up and prepare.” What will this look like at St Francis?

In addition to Religious Education, Literacy and Numeracy lessons, emphasis will be placed on supporting children’s wellbeing, rebuilding relationships, managing emotions, coping with challenging situations and supporting readiness to learn. Classes will take place inside and outside - weather permitting.

Teachers will also help to prepare children to continue with their programme of distance learning during the summer holidays and beyond. They will troubleshoot issues with Google Classroom, Seesaw and other online platforms. They will help the children to understand the importance of engaging with distance learning.

On the days that children are not in school they will continue with their distance learning at home. The weekly lessons will support this remote, blended learning.

- Whole school assemblies, PE and Music lessons will not take place due to minimise any risk of infection.
- There will be no educational visits during this period.
- Unfortunately we are unable to hold our usual end of term productions or Leavers Mass and there will also be no school disco.

What does my child wear to school on his/ her check in, catch up and prepare days?

We recognise that some children may have grown out of their uniform and with shops closed parents may experience difficulty in replacing it. During this four week period school uniform will be optional, however as coronavirus can survive on material, the clothes that the children wear to school must be clean and only worn on that day.

**Please ensure that the clothes and shoes are practical, appropriate and suitable for school.*

How will classes be organised?

- Each Year group will be split by teachers.
Criteria for groups will include: engagement with distance learning, academic ability and friendships. These groups will be shared with parents in advance of the children's arrival at school.
- Class sizes will be reduced to a minimum of 6 and maximum of 10.
- Children across the school will be seated at separate tables and will be reminded to social distance at all times.
- To avoid contamination children will hang their coats on the back of their chairs and not use their pegs.
- Equipment will be supplied.
- To avoid the spread of infection, children are asked not to bring large bags to school – they will need to bring a small bag with their lunch in. This bag will be placed by their table. Apart from a water bottle the bag should not contain anything else.
- Evidence indicates that the risk of infection is reduced outdoors as evidence indicates that the virus does not survive long for long periods in sunlight. Some lessons will therefore take place outside of the classroom.

Social Distancing in the Classrooms

The wearing of facemasks for adults and children in the classrooms is optional and at the discretion of the person. If you wish your child to wear a face mask please ensure that they bring a mask to school with them and know and understand how to put it on.

Foundation Phase

Nursery / Reception

We accept that children of this age may find it difficult to adhere to social distancing between themselves or adults, however we will promote social distancing as far as possible. We have set up the classroom with control measures to encourage space between the children where possible. This includes;

- specific easy to clean toys put out on a rotation and disinfected after each session
- children given “base places”
- removed soft furnishings and close contact areas (home corner/reading corner)
- individual sets of resources
- trays set up around classroom for water, lunches

Years 1 and 2

We accept that children of this age may find it difficult to adhere to social distancing between themselves or adults, however we will promote social distancing as far as possible. We set up the classroom with control measures to encourage space between the children where possible. This includes;

- tables spaced out to approx. 2m.
- each table has an identified seating space and place for resources and possessions
- resources from around classroom removed

Key Stage 2

We accept that children of this age may find it difficult to adhere to social distancing between themselves or adults, however we will promote social distancing as far as possible. We set up the classroom with control measures to encourage space between the children where possible. This includes;

- tables spaced out to approx. 2m.
- each table has an identified seating space and place for resources and possessions
- resources from around classroom removed
- resource trays set up for each child

Adults in the classroom

There is a space at the front of the classrooms 2m away from the pupils. This is the base location for adults.

Activities might include:

- prayer
- telling a story
- introducing a lesson
- watching a video clip
- discussion

Activities might include:

- an outdoor activity
- a physical activity/game
- reading activity
- Maths Activity
- Prayer Service

Setting up a Classroom charter – See Appendix 1

The first lessons back should help your child to settle into the new set up at school. They will see that some things are the same, and some are different. We will set up a social distancing charter that is suitable for each age range. This will include instructions how to line up, use of toilet, moving around the classroom, and children's own suggestions for what the scale of sanctions should be for non-compliance.

Key points to be included are;

- 2m rules
- Entry and exit rules and routines
- Fire exit procedures
- Looking after own resources
- Moving around the classroom
- Use of toilets
- Handwashing
- Catch it, bin it, kill it – tissues and bins
- Break time and lunchtime expectations

Looking after resources

Every child will be given a tray to keep their resources in.

These trays must be put under the table at break times to allow for quick and easy cleaning of tables. At the end of the day the trays will be cleaned ready for the next cohort.

Moving around the classroom/school

No child will be allowed to enter another class. Circulation routes around the school will be marked to show one way routes.

Handwashing

It is essential that everyone washes their hands more often, using soap and water for at least 20 seconds. Your child will be encouraged to wash their hands regularly during the day.

How will breaktime be organised?

Once again to ensure social distancing, playtime will be very different. The playgrounds will be marked out to avoid groups of children mixing – the children will be expected to stay in their class group (bubble). This is to avoid transmission of the virus.

- The children may bring fruit or vegetables to eat at breaktime

Staggered playtimes and lunchtimes will be in place in order to facilitate class cleaning and enable children to social distance.

How will lunchtime be organised?

- Staggered lunchtimes will be in place with children having allocated areas on the playground. Children will stay with their class group (bubble).
- The playground will be carefully managed to ensure social distancing.

Catering : How will school dinners be managed?

The school kitchen is closed for the remainder of term. School dinners will not be available. All parents will need to send their children with a packed lunch and drink – the drink will be in addition to their water bottle, which will be for use in the classroom.

The Welsh Government is currently making payments of £19.50 per week to families who are eligible for Free School Meals. These payments are intended to cover the costs of a packed lunch and drink – ideally water - for your child.

- The children will eat their lunch while sitting at their table in the classroom. It is very important that parents and carers provide the children with food that they can eat independently. Larger items of food will need to be cut up at home in advance. Cutlery or cups will not be available in school. Adults will be available to help with opening packages etc.
- Please ensure that you send the lunch to school with your child rather than drop it into the school office later in the day. We are trying to avoid the transmission of the

virus and limit the number of items/ objects being handled and movement around the school.

- Please remember to include a drink for your child. This can be water but no fizzy, sugary drinks.

Attendance

We fully understand the concerns of parents. Coronavirus is still with us. We have put measures in place to mitigate the risk of transmission but appreciate that this may not be enough to relieve some anxieties that parents may have. It is important that families make their own decision as to whether their child/ children return to school during this period. We do however support the Welsh Government's view that children would attend for sessions in order to support their wellbeing and help them to prepare for the "new normal" in September.

What happens if my child is unable to attend school?

Welsh Government state that "it is expected that all learners should have the opportunity to attend their school for educational purposes over the remainder of the summer term for a short period."

At St Francis each child of statutory school age has the opportunity to attend for 4 days. A record of attendance will be kept and the usual systems will be in place - families will be expected to inform school if your child is unable to attend.

Parents and Carers will not be penalised/ fined if children do not attend school during this four week period.

I'm a parent / carer who is shielding. Do I send my child / children back to school at the end of June?

If you are a shielding parent or carer, there is no expectation to send your child / children back to school at the end of June. Parents won't be fined for keeping their child / children at home. These children will continue to be supported by the school through our distance learning programme.

My child is shielding. Will they have to return to school at the end of June?

If your child is shielding they should not return to school at the end of June or use the opportunity of these check-in sessions. Shielded children will continue to be supported through our distance learning programme.

Will the school be able to offer the usual Wrap around Care?

We are unable to offer our usual wrap around care.

- There will be no Breakfast Club
- After School Clubs will not take place

Hygiene: How and when will the school be cleaned?

Cleaners will work under the supervision of our caretaker Mr Hillberg before the children arrive in the morning, at lunchtime and after school. Each night the school will receive a thorough clean. During the day, Teaching Assistants will wipe surfaces in their classroom.

Particular attention is being given throughout the day to the cleaning of “high touch” areas and surfaces. The tables that children are sitting at in the classrooms will be cleaned at break and lunchtime. Throughout the day door handles will be wiped regularly. Internal doors will be left open to avoid touching the surfaces.

The Local Authority is supplying the school with hand sanitiser stations and extra cleaning equipment.

All children will be encouraged to wash their hand regularly.

My child is in the Hub, what will happen when the hub closes?

We currently have a couple of keyworkers’ children who have been attending the Hub at Hywel Dda. These hubs are due to close on Friday 26th June 2020. The children will then automatically transfer to the hub that is being set up at St Francis. The hub at St Francis will be open from 8:30am – 4:30pm. The times and days that your child currently attends the hub will not change, they will simply transfer to St Francis.

Due to space restrictions the hub will be located in the KS2 building in a room off the hall. While in the hub the children will have the opportunity to continue with their distance learning. The children will enter and exit the Hub through the main entrance.

On the days when the children’s year group is in class the children will then join their year group for lessons. On those days the children will need to arrive and depart at the set time for their class. They will not be able to access the hub at the end of the school day.

Children in the hub will need to bring a packed lunch, drink and water bottle. If they are staying for a full day they will also need to bring fruit/ vegetables or food for a healthy snack. Breakfast will not be provided.

The school does not manage admissions to the Hub. Parents hoping to access hub provision will need to apply for a place through the Cardiff Council web site.

Will the Hub continue during the Summer holidays?

The Welsh Government and Local Authority have stated:

“We will clarify the expectations beyond the summer term in due course. There is no expectation that schools continue hubs provision during the summer holidays. Local authorities may make alternative provision but it is not expected that this will be managed by school staff.”

What happens if a child or member of staff shows symptoms of Coronavirus?

The school has a designated isolation room which contains full PPE equipment.

If a child or Adult is showing Corona virus symptoms we will...

- Isolate the member of staff/child to Individual work area in the isolation room with windows opened.
- Staff supporting the staff/child will wear PPE and will support at a distance of 2 metres.
- Parents will be called immediately and or staff member sent home immediately
- If the child needs to use the bathroom, after they have left, the bathroom will be deep cleaned.
- In an emergency the school will call 999.
- Provide a deep clean in the room where the person has been unwell.

Any child displaying symptoms must stay at home for 7 days and parents should arrange for their child to be tested. Any child who lives with someone displaying symptoms but remains well should stay at home for 14 days from the day the first person became ill.

Additional precaution

The parents of all children in the class with the child/ staff member showing symptoms will be informed and advised that they should self-isolate if they become symptomatic. The school recommends that the family involved take part in the test, trace

Appendix 1



St Francis Class Charter

-  I will stay 2 metres away from others (3 big steps);
-  I will carefully wash my hands with, soap for 20 seconds, throughout the day;
-  I will tell an adult if I feel unwell;
-  I will only bring my packed lunch and water bottle in from home;
-  I will only use the equipment in my pack;
-  I will not mix with children in a different bubble in school;
-  I will ask an adult when I need to use the toilet, so they can help keep me safe;
-  I will use the catch it-bin it-kill it rules, coughing and sneezing into my elbow or a tissue;
-  I will follow the rules at all times to maintain the safety of myself and others;
-  I will follow these expectations and know that if I don't, I will be sent home and will not be able to come back into school until I can be safe.

Appendix 2

Home School Agreement For St Francis RC Primary School during the Covid-19 pandemic



The school will:

- Remind staff to comply with social distancing guidance inside and outside of school
- Stay alert for any children or staff demonstrating symptoms of the virus and send them home
- Organise pupils and staff into working 'bubbles' of no more than 10
- Ensure tables and work areas in classrooms are as socially spaced as possible
- Stagger arrival and collection times and points to enable pupils and adults to socially distance
- Organise the premises and pupil movement in a way that reduces contact with other pupils, e.g. having designated 'bubble' areas, toilets and playgrounds
- Zone outdoor areas to restrict contact between the different 'bubbles'
- Provide pupils with their own personal equipment/ small group equipment for use only by them
- Provide cleaning equipment for teachers and teaching assistants to use in all 'bubble' areas
- Follow cleaning routines to keep the premises clean throughout the day
- Provide soap and sanitiser for use by children throughout the school
- Teach and reinforce safe hand hygiene and respiratory hygiene at all times
- Ensure shared resources and toys are cleaned at least once a day
- Regularly review risk assessments, taking into account the changing situation relating to the coronavirus and subsequent emerging government guidance
- Inform parents of any new changes in guidance for schools
- Do our best to make sure activities are engaging and active whilst complying with social distancing (where possible)

Parents will:

- Comply with government guidance on social distancing for themselves and their children outside of school in order to minimise the risk to the health and wellbeing of other children and staff
- Not bring their child into school if they have any coronavirus symptoms, or are unwell in any way
- Inform the school in advance if they are not bringing their child to school
- Ensure the school has up-to-date emergency contact numbers for their child
- Make contact with the school staff either through the school office email or phone and not expect face-to-face meetings
- Arrive at drop off and collect their child/ren from school at the times allocated to them
- Leave site promptly, not stopping to chat to other parents
- Ensure their child only brings a packed lunch (with items they can independently open), water bottle, hat and sun cream to school
- Ensure their child comes to school in clean suitable clothing every day, with shoes they can fasten independently
- Practice hand hygiene rules at home
- Discuss the information in this information booklet with their child before returning to school

Children will:

- Stay two metres (3 big steps) away from other children as much as possible
- Try not to touch other people
- Not mix with children in a different bubble in school
- Not touch other people's things
- Only bring their packed lunch and water bottle to school
- Wash their hands when they arrive at school, before and after they eat, after they have been to the toilet and whenever the adult tells them to
- Wash their hands carefully with soap for 20 seconds (the length of song to sing as agreed by the class)
- Cough or sneeze into their arm
- Stay in their seat and always ask before leaving it
- Only play with the toys they are told they can (Reception and Nursery)
- Only use their own equipment for their table and learning area
- Stay where the teacher tells them to in the school building and playground
- Tell an adult if they feel unwell

Whilst we, as a school have followed the government guidelines and endeavour to make St Francis as safe an environment as it can be through regular hand washing, sanitising, cleaning, avoidance of social mixing and carry out social distancing (where possible), we can only do so to our best endeavours and knowledge of the Covid-19 virus.

