



8th March 2021

Holy Cross Catholic Primary School

March 2021 Reopening Handbook
for
Staff & Parents



Introduction

This handbook outlines the adaptations to Holy Cross' routines and procedures that are necessary to meet the current Government COVID-19 guidance for the safe reopening and operation of schools for all pupils from March.

We have worked through the latest guidance and adapted our practices to meet the recommendations.

The Government guidance states that they have worked closely with Department of Health and Social Care and Public Health England and based on the data and the system of controls outlined in their guidance they believe that it is now safe to reopen schools for all pupils.

The Government will be reviewing its guidance to schools for the summer term at Easter. Holy Cross will also review its arrangements at this point.

Reference documents

[Schools coronavirus \(COVID-19\) operational guidance \(publishing.service.gov.uk\)](https://www.gov.uk/government/publications/schools-coronavirus-covid-19-operational-guidance/schools-coronavirus-covid-19-operational-guidance)

<https://www.gov.uk/coronavirus>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Protective measures in school

The Government has outlined a system of controls that schools must undertake to ensure the safe reopening of schools. The system of controls is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail below:

Prevention

You must always:

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- 2) Ensure face coverings are used in recommended circumstances.
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.

6) Consider how to minimise contact across the site and maintain social distancing wherever possible.

7) Keep occupied spaces well ventilated.

In specific circumstances:

8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.

9) Promote and engage in asymptomatic testing, where available.

Response to any infection You must always:

10) Promote and engage with the NHS Test and Trace process.

11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.

12) Contain any outbreak by following local health protection team advice.

School attendance expectations

From March 2021, all pupils are expected to return to school. Normal school attendance procedures resume, including the ability to issue Fixed Penalty Notices for non-attendance, in line with the Local Authority codes of conduct.

Pupils shielding, self-isolating and home learning

The shielding advice from the government for vulnerable adults and children will pause from the 1st August 2020. The advice given is that pupils will only need to shield or isolate if one of the following occurs:

- There is a rise in the disease, either locally or nationally and our local area is advised to shield
- A child presents with symptoms or a positive test result; or because they are a close contact of someone who has Coronavirus

Who must not attend?

Anyone with the following symptoms must not attend:

- A high temperature
- A new, continuous cough
- A loss of, or change to, your sense of smell or taste

If your child is unable to attend school because they are shielding or self-isolating, then access to home learning will be made available.

Start times

In order to facilitate social distancing guidelines outside of school, Holy Cross will continue to operate a staggered start time. It is vitally important that parents adhere to the short drop off window to ensure the process runs as smoothly and safely as possible, and to enable us to maintain social distancing.

- 8.25 am – 8.30 am Year 5 & Year 6
- 8.30am - 8.35 am Reception
- 8.35 am - 8.40 am Year 1 & Year 2
- 8.40 am – 8.45 am Year 3 & Year 4

End times

Due to Holy Cross staffing numbers, ensuring we are able to meet the requirements of the government guidance on safe operation and the statutory working conditions of staff receiving breaks, we will be continuing to stagger the end of the school day for all year groups. (please note that pupils still receive their normal amount of teaching time as pre - pandemic)

- 2.25 pm Year 5 & Year 6
- 2.40 pm Year 3 & Year 4
- 2.50 pm Year 1 & Year 2
- 3.00 pm Reception

Drop off arrangements

- School will only be using the main Millfield Avenue entrance at this time. Please see advised walking route map that we put in place in September
- Following the Government guidance, the number of adults dropping off and collecting should be kept to a minimum
- Parents and pupils should wait in their vehicles (or adhering to social distancing rules if walking) until their allotted start time
- Pupils should be dropped off in the schools' carpark at their allocated time where staff will greet them and direct them to where to line up. Due to the camping field no longer being usable due to the weather please can children line up in the following areas at their allotted drop off times.

Reception, 1, 3 and 5 to line up along the wooden fencing by the camping field.
Years 2, 4 and 6 to line up again the black railings by the bin store.

- Pupils will then be escorted onto the main school site by their assigned adult
- Parents are not permitted to enter the main school site

When weather is inclement, we will try to minimise the lining up time by sending pupils through to meet their class teacher in their classrooms at their allotted time. This will be assessed as and when required and staff will direct the pupils accordingly.

Collection arrangements

- Pupils will be led back to the car park area at their allotted time and dismissed to parents
- Parents should wait in their vehicles until the allotted collection time

- Pupils in Year 5 & 6, who are permitted to walk home and who usually leave by the West Gate, will have the gate opened for them to allow for this to continue



Clubs

From March, after school clubs will not resume immediately. We will continue to monitor the situation and will begin to offer this service as soon as we feel able to safely.

Entry in and out of the school building

Pupils will primarily use the outside doors to enter and leave the school building. Each class bubble will be given a designated route in and out of their classroom; and on and off of the school premises. Movement of pupils within the corridors of the school will be limited and controlled by staff.

Class arrangements

From March, each whole class will become one bubble, with a maximum of 30 pupils. Each bubble will occupy their own classroom. The pupils will remain in their bubble throughout their time in school. Pupils will be encouraged to socially distance where possible. However, the Government recognises that children, especially the youngest children, are often unable to socially distance from staff or from each other. Therefore, limiting the number of pupils and staff in contact with each other provides an additional protective measure. The staffing of the classes will be organised as follows:

- Year 6 – Miss Mather supported by Mrs Crouch
- Year 5 – Mrs Muncer supported by Mrs Bould & Mrs Crouch
- Year 4 – Mrs Heng supported by Mr West & Mrs Long
- Year 3 – Mrs Collings & Mr Erricker supported by Mrs Long
- Year 2 – Mrs Banks supported by Mrs Neill & Mrs Lacey
- Year 1 – Miss Willoughby supported by Mr Matthias
- Reception – Mrs Wild supported by Mrs Rayner
- Inclusion / SENCO Mr Woodley-Thompson

Within the classroom, desks will be spaced as far apart as possible with children facing forward for their lessons. With the exception of Years 5 and 6, who bring their own equipment, we will ensure pupils have their own basic equipment to use in class, such as pencils and rulers. However, the Government has also recognised that it will be necessary to share some essential teaching and learning resources.

The Government has advised that, where necessary, staff are able to operate across different classes, for example a single member of staff teaching one subject across the school.

Handwashing

Pupils will need to wash / clean their hands at specific times during the school day using soap and running water, for at least 20 seconds or Hand sanitiser.

- On entry
- Before and after any break
- Before and after lunch
- Before leaving the school to go home
- After they have been to the toilet
- After sneezing or coughing

Hand sanitiser

Hand sanitiser will be available to all in each room, with sanitiser stations in place for potential multiuse areas i.e. the hall, photocopier and by the internal door from the school's offices.

Hand moisturiser

Pupils are permitted to bring in hand moisturiser to combat the effects of constant handwashing, should you so wish. This is for personal use only and must not be shared.

Coughing and sneezing

Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach is being sighted as a significant step in reducing infection. Pupils will be reminded regularly of the expectations of good respiratory hygiene and how and where to dispose of any used tissues.

Toilets

The allocation of toilet facilities has been organised to minimise the number of different bubbles using them. The access to these will be controlled and monitored by the adults overseeing each year group bubble.

- Reception and Year 1 will use the class toilets in their classrooms
- Year 2 will use the lower corridor toilets in the main school
- Year 3 and Year 4 will use the toilets outside the Year 3 classroom
- Year 5 and Year 6 will use the upstairs toilets in the main school

Break times

Break times have been staggered to ensure that only two of the year group bubbles are outside at any one time. This is in order to maximise distancing from the other year groups. Please ensure your child has a coat in school each day, as we will endeavour to go outside whatever the weather, where possible.

Tuck

The tuck shop will resume in March at a cost of 30p a day or £1.50 a week, this is payable online through Tucasi. Staff members in each class will then be responsible for distributing the tuck within their class bubble.

Lunchtime

Lunchtime will be spent in the class bubbles with their staff. The kitchen will be providing hot meals and the option of baguettes for KS2. All of Reception and KS1 are entitled to a school meal, and those in receipt of free school meals in KS2. Other pupils in school are able to order a school meal at the cost of £2.15, if they wish.

Lunchtimes will be staggered to facilitate social distancing. Reception and Year 1 will eat lunch in the hall followed by outside play. Year 2,3,4,5 & 6 will be able to collect their lunch from the hall and eat in their classrooms which will then be followed by outside play. At lunchtimes, as with break times, we will endeavour to be outside whatever the weather, in order to maximise space for the pupils. Therefore, please make sure your child has a coat in school and in KS2 a change of shoes as the field will be used. In KS1, you may wish to send in waterproof trousers and a pair of wellies, which can remain in school. These will need to be sent in, named, in a bag.

Rota	Monday	Tuesday	Wednesday	Thursday	Friday
Year R 11.45- 12.45	Mrs Rayner	Mrs Rayner	Mrs Rayner	Mrs Rayner	Mrs Rayner
Year 1 12.00-12.45	Mr Matthias	Mr Matthias	Mr Matthias	Mr Matthias	Mr Matthias
Year 2 12.00 -12.45	Mrs Lacey	Mrs Lacey	Mrs Lacey	Mrs Lacey	Mrs Lacey
Year 3 12.10 – 12.40	Mrs Long	Mrs Long	Mrs Long	Mrs Long	Mrs Long
Year 4 12.10 - 12.40	Mr West	Mr West	Mr West	Mr West	Mr West
Year 5 11.55 - 12.25	Mrs Bould	Mrs Bould	Mrs Bould	Mrs Bould	Mrs Bould
Year 6 11.55 -12.25	Mrs Hall	Mrs Hall	Mrs Hall	Mrs Hall	Mrs Hall

Cleaning

Each classroom has been as streamlined as possible, to allow for easy cleaning, whilst still enabling a full and rich curriculum to be delivered. Cleaning of the surfaces used by pupils will happen continuously throughout the day. Additional cleaning of the communal areas such as toilets has been arranged in the middle of each day. Any toys or equipment that have been used by the class bubble will be cleaned after use, or at the end of the day. Rooms will be thoroughly cleaned at the end of each day.

Ventilation

Due to the guidance for schools regarding ventilation, we advise an additional layer under the school uniform to ensure pupils are warm and comfortable during their school day. The heating will be on throughout the day with internal doors open as well as windows and external doors opened during breaks and lunchtimes to allow for good ventilation throughout the school. We endeavour to work in line with the guidance whilst providing the children with a comfortable work environment. Full uniform will be expected to be worn at all times during the school day.

PPE / Face coverings and face masks

In line with the guidance received by the Government, pupils in primary schools are not required to wear a face covering.

Staff in primary schools are also not required to wear face coverings as a matter of routine. It is recommended that staff use face coverings when it is not possible to maintain social distancing between adults.

Staff will wear face coverings at collection and drop off to ease communication between staff and parents.

The use of PPE in schools should only be used if a pupil becomes unwell, or as is indicated in an existing policy i.e. Intimate Care Policy.

Uniform

Holy Cross will be returning to full school uniform in March. We have a selection of pre-loved items which can be purchased very reasonably. Please contact the office via email admin@holycrossrcpri.iow.sch.uk to arrange this. Alternatively, new uniform items can be purchased online from the Big White T-shirt Company.

Pupil belongings

To enable us to adhere to the recommended guidelines around hygiene and, where possible distancing, please see below:

- Please ensure all belongings and uniform are named. For hygiene reasons, it's clearly not ideal for members of staff to potentially rummage through every child's belongings to find missing items
- Named, filled water bottle

- No toys/ games/ balls etc. from home. These cannot be cleaned effectively in school and pupils are not permitted to share belongings
- Y5/6 - please make sure pupils have everything on the required stationery list (this will be sent separately)
- KS2 - coat and, if possible, spare trainers for lunchtimes (send these in in a bag please)
- KS1 - coat and, if possible, waterproof trousers and wellies (send these in in a bag please)

If the weather is hot:

- Named hat
- For younger pupils, please pre-apply sun cream with the highest SPF rating possible
- Sun cream, for those older pupils able to apply it independently

Curriculum

It is the aim of Holy Cross to offer pupils a broad and balanced curriculum in all subjects from the reopening in March. However, we will also continue to make use of existing flexibilities to create time to cover important missed content. Teaching time will be prioritised to address significant gaps in pupils' knowledge created by lockdown.

In Reception, we will be looking to assess and address gaps in language, early reading and mathematics. We will also have a particular focus on ensuring children's acquisition of phonic knowledge and extending vocabulary.

It is our intention to make the learning as enjoyable and as fun as we can, utilising our outside space where possible.

Behaviour

We have reviewed our behaviour policy to take into account the current restrictions and guidance. Pupils will be expected to comply with, and follow, the behaviour expectations. Pupils who are unable to meet the expectations and repeatedly put others' safety at risk may not be able to attend.

Pupil temperature testing

Pupil temperatures will not be taken daily upon entry to school, in line with the guidance.

What happens if someone falls ill at school?

If anyone at 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 the [COVID-19: guidance for households with possible coronavirus infection guidance](#)

If a pupil falls ill, the follow procedures must be followed:

- The pupil should be moved to the First Aid bathroom in the main school entrance to await collection from parents
- The staff member caring for the child should wear PPE available from the school office

- After the child has been collected, PPE needs to be removed by the staff member in the First Aid bathroom and bagged and disposed of before exiting

If the pupil is considered seriously ill or their life is at risk then 999 should be called.

If a member of staff has helped someone with symptoms, the following should be observed:

- The staff member does not need to go home unless they develop symptoms themselves (in which case, a test is available), or the child/ adult subsequently tests positive (see ‘What happens if there is a confirmed case of coronavirus in a setting?’ below).
- They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.
- The school should ensure the affected area is cleaned with normal household disinfectant. This will reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

What happens if there is a confirmed case of coronavirus in a setting?

When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 10 days. Their fellow household members should self-isolate for 10 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.

Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 10 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England’s local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

Fire safety

If the fire alarm sounds, or if a fire is discovered, class bubbles will be led by their assigned member of staff to the field by the safest route possible. Pupils should not talk so that they are alert to any instructions being given. Groups bubbles will line up individually in their allocated space and the register taken.

First aid

A first aid kit is available in every classroom. Minor injuries should be dealt with in the class bubble by the staff and any required paperwork completed.

In the case of a more serious emergency, the office should be alerted. They will then contact one of the 'First Aid at Work' trained staff to attend.