



St Augustine of Canterbury Catholic Primary School

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Dear Parents and Carers,

I am writing to share with you details regarding our re-opening to all children on Monday 8th March 2021.

The safety and well-being of our children, staff and wider community remains at the core of everything we do. Since January we have remained open for the children of critical workers and vulnerable children. We have continued to follow systems of control to limit the risk of COVID-19 transmitting within our school however, COVID-19 still poses a significant risk. We will continue our best endeavours within school to keep children and staff safe and ask that you follow National Guidance at home to keep your family and our school community safe.

As part of planning for our full return, we have revisited and updated our risk assessments to consider the additional risks and control measures to enable a return to full capacity. We have proportionate control measures to reduce the risks and will continue to make our best efforts; it is important that you understand that children (even older children) will not be able to social distance. We have systems of control: protective measures including hand hygiene, keeping groups of children together in class bubbles, good respiratory hygiene, enhanced cleaning, ventilation within classrooms and staggered drop off and collection times to help minimise the risk. As I am sure you understand; these are systems of control: protective measures and not guarantees; our Risk Assessment and procedures will be reviewed and amended if necessary.

The following information is provided to support you to plan for your child's return on Monday:

Staggered start and finish procedures

Arrival times for different groups of children	
KS1 children and KS1 only Sibling groups	8:45am
Siblings in KS1 and KS2	8:50am
Rest of KS2	8:55am
Departure times for different groups of children	
KS1 children and KS1 only Sibling groups	3:15pm
Siblings in KS1 and KS2	3:20pm
Rest of KS2	3:25pm

The table above will be in place as we are continuing to stagger our start and finish times to keep groups apart as they arrive and leave school. A staggered start and finish time will require parents and carers to socially distance from others arriving in school. Gathering at the school gates and otherwise coming onto the site without an appointment is not permitted. Please note the staggered start and finish time allocations carefully.

- Families must use the main school gate for site access. Parents/Carers must follow the one-way system through the staff car park to drop off and collect your child(ren) on the playground. **Please ensure that you are on time to drop off and collect your child/ren.**
- Families must remain 2m away from other families during drop off and collection of children;
- Please ensure that you supervise your child/ren into school; do not leave them to walk through the school car park unsupervised.
- Only one adult per child is permitted on the school grounds for drop off and collection. Parents **must not** gather at entrance gates or playground. If you have younger siblings with you during drop off or collection you

must keep them with you.

- Upon arrival, under the direction of a member of staff, your child will go directly to their class (where possible the classroom external doors will be used to enter and exit the school). We ask that you leave the playground promptly; continuing to adhere to social distancing.
- At the end of the day, the children will line up on their year group line on the playground; upon direction of a member of staff they will walk to you when you reach the front of the 'queue'. We ask that you leave the playground promptly; continuing to adhere to social distancing.
- There is no storage for scooters and/or bicycles at the moment.
- Parents/Carers are NOT permitted to enter the school building. If you need to speak to a member of staff please email the office or class email address and they will respond.
- Everyone must wash their hands (soap/water or hand sanitiser) on entry to the school. We have developed routines to ensure children understand when and how to wash their hands, making sure they wash them thoroughly for at least 20 seconds using running water and soap and dry them thoroughly, or use hand sanitiser ensuring that all parts of the hands are covered.

Class Bubbles

The children will remain in their year group 'bubble' with children in their class. This is to maintain consistent groups to reduce the risk of transmission by limiting the number of children and staff in contact with each other. Maintaining 'Bubbles' that do not mix makes it quicker in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible.

- Children must bring in their own water bottles (labelled) **school water bottles please**.
- Children may bring in a sensible size bag and necessary school equipment from home (contact book, reading book).
- If required, children should have long lasting sun cream applied in the morning at home.
- In class, children will sit in forward facing rows, sitting side by side.

Breakfast and After School Provision

We plan to resume our Breakfast Club provision from Monday 15th March following the procedures which were in place before Christmas. Therefore, places are limited and must be booked and paid for one week in advance through Parentmail.

Breakfast Club will run every school day from **7.45am to 8.45am**.

The entrance into Breakfast Club is our one-way system through the Staff car park (as is the current procedure for all children) therefore, **there will be one 'drop' off time of 7.45am - 8.00am** when a member of Breakfast Club staff will be outside to greet the children and walk them into the hall. It is important that you understand the time of **7.45am - 8am** is the only time to bring your child/children into Breakfast Club. At 8am, the barriers will be moved to allow staff to enter the car park in their cars. Families are expected to maintain a 2m social distance from other families in the queue.

All bookings for Breakfast Club must be made and paid for through Parentmail in advance. **Once the places are booked, no additional places will be offered.** Places will be booked on a first come first served basis. Telephone bookings will not be accepted. This process is to ensure we have accurate and consistent information in the event that we have a confirmed positive case of COVID-19.

The children and staff will follow systems of control including: handwashing and hygiene measures as is their routine when entering the school.

It is not possible to group the children in the same class bubbles they are in during the school day. Therefore, Breakfast Club will be an additional bubble for your child. This is important for you to understand, in the event of a confirmed positive case of COVID-19 being reported from this bubble or their class bubble, following DfE and Public Health advice, your child may need to self-isolate for 10 days in line with Government guidance.

After School Club

We plan to re-open our After-School Club within Government Covid-19 systems of control. We will be in touch soon regarding the start date and booking process; however, it is important to note that like Breakfast Club, bookings will need to be placed and paid for one week in advance. Numbers will be strictly limited and staggered collection times will be arranged to adhere to social distancing. Please note that due to enhanced cleaning



requirements, After School Club will finish at 5.30pm. We will not permit late bookings (or telephone call requests on the day) as the bubbles must stay consistent as possible to allow for school contact tracing to be quickly identified after a confirmed case.

If your child attends After School Club, this will be an additional bubble; it is not possible for us to group the same children within their class or breakfast club bubbles. Therefore, in the event of a confirmed positive case of COVID-19 being reported from After School Club Bubble or their class bubble (and/or Breakfast Club bubble) your child may need to self-isolate for 10 days in line with Government guidance.

Lunch

We will continue to stagger break and lunch times. It is important that if you are preparing a home packed lunch for your child, you ensure that you include food that they can open without assistance. Some packets, drinks and yoghurt designs are difficult for young children to open independently; please avoid these if you know that your child is unable to open them unaided as our Mid-Day Meal supervisors will need to maintain a distance from the children.

- Chartwells will provide school dinners which must be booked in advance via Parentmail.
- Children who bring in their own lunch from home may bring in a **labelled** lunch bag; please ensure that this is a sensible size.

Uniform

The children will continue to wear their school uniform. As you know, the school is well ventilated (windows are open) to reduce the risk of transmission. Increased ventilation may make school buildings cooler than usual over the winter months; therefore, you may like to provide additional layers for your child to wear.

If your child is wearing shoes with laces, please ensure that they can tie them independently.

The children should continue to wear their PE kit to school on the days that they have PE only. The PE Kit should be a **school PE kit of white T-shirt (preferably with the school logo) navy plain shorts, navy plain tracksuit bottoms, navy plain sweatshirt or jacket (hoodie)**. Please follow the school PE kit uniform (PE days are not 'non-uniform' days). Thank you to the parents and carers who have continued to follow the PE kit uniform listed above.

Systems of Control: Prevention

- We will continue to promote children's understanding of good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach and ensuring a good supply of tissues and bins throughout the school.
- We will continue our enhanced cleaning schedule, ensuring surfaces touched by children and staff are cleaned regularly and throughout the day, including table tops, door handles and equipment.
- Clean hands thoroughly more often than usual; we have built these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them.
- Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- Minimise contact between individuals and maintain social distancing wherever possible.

Children or adults who display symptoms

It is very important that you are vigilant and watch your child for symptoms (new continuous cough, a temperature or a loss of sense of taste or smell).

Children or adults who display coronavirus symptoms, or who lives with someone who does, **must not attend school**.

Parents must inform the school immediately if your child is not in school due to COVID-19 symptoms.

If your child presents with symptoms whilst in school they must be collected **immediately** (please ensure we have up to date contact details and emergency contact details). When a child is waiting for collection they will be in a separate room from the other children and staff. When you collect your child, you will be asked to wait at the green security gate and not enter the school - your child will walk out to you upon your arrival.

Guidance states:

If anyone in your school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), you:

- *must send them home to begin isolation - the isolation period includes the day the symptoms started and the*

next 10 full days

- advise them to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection
- advise them to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19). Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days.

If a member of the household starts to display symptoms while self-isolating they will need to restart the 10-day isolation period and book a test. If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10-day isolation period from the day they developed symptoms.

Curriculum/Remote Learning

As a school, we have worked hard to offer high-quality Remote Learning. I am very grateful to the teachers for their continued dedication and commitment to achieving the best outcomes for our children. Thank you to all of the Parents and Carers who have supported your child to progress through their learning provided daily. When we resume full school opening on Monday, the children will be in attendance within their classrooms for their learning. However, if individuals or whole class bubbles are isolating due to COVID-19 requirements, remote learning will be set via the VLE. Online video lessons do not necessarily need to be recorded by teaching staff at the school: Oak National Academy lessons, for example, will be provided in lieu of school-led video content.

When we return on Monday, we will take into consideration assessments to prioritise identifying gaps and re-establish good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics) to inform our Recovery and Catch-Up Curriculum.

Transport

We are encouraging parents and children to walk or cycle to school where possible. Parents and carers are not permitted to use the staff car park and must park safely on the road. If you have concerns or require assistance, please contact the office@staugustine.medway.sch.uk.

Families using public transport should refer to the [safer travel guidance for passengers](#).

Attendance expectations

School attendance will be mandatory again from Monday 8th March. This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to secure their child's regular attendance at school
- following up absence and reporting children missing education to the local authority

If your child is Clinically Extremely Vulnerable or Clinically Vulnerable and you wish to speak to someone further for advice and support, then please contact the school.

Where children are not able to attend school, as they are following clinical or public health advice related to coronavirus (COVID-19), the absence will not be penalised.

Well-Being

Thank you for completing our Well-being survey to enable us to further support the children upon their return. We are aware that some families may be reluctant or anxious about returning to school. If this is the case, I ask that you contact us as soon as possible through the office email office@staugustine.medway.sch.uk to enable us to put the right support in place to address this.

I would like to thank all of our amazing Staff, Families and Governors for your continued support. We are looking forward to seeing all of our wonderful children return on Monday.

Yours sincerely

Mrs L Prestidge

Headteacher and Designated Safeguarding Lead